

POLICY AND PROCEDURE MANUAL



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SECTION 1-OBJECTIVE

It is the purpose of this Policy handbook to provide assistance and direction to those who are responsible for the operating needs of Minor Hockey Teams in the Kimberley Minor Hockey Association. (KMHA)

SECTION 2 – DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS & EXECUTIVE

The duties and responsibilities of Elected Executive and Board Members are outlined in the KMHA Constitution and Bylaws. Executive members with voting positions must attend 70% of the current seasons executive meetings in order for their vote to be in good standing.

President (Two Year Term) (voting position)

- a) Administer all matters relating to the daily operation of KMHA Teams within their respective divisions and in so doing, ensure compliance with the KMHA Constitution and Policies and Procedures Manual. Ensure team officials within the respective divisions are aware of and comply with all KMHA decisions regarding the administration of the hockey program and team conduct; initiating corrective action whenever a violation occurs and reporting same to the KMHA Executive Committee. Organize, implement and monitor the operation of the hockey program within the respective divisions as approved by the KMHA Executive Committee.
- b) Call all meetings as set forth in By-Law 4. Attend and preside at all Executive and General Meetings.
- c) Interpret the Constitution and By-Laws as required.
- d) Take direction from and report to the KMHA Executive.
- e) Participate on various committees as established elsewhere in these By-Laws as required.
- f) Act as liaison between the KMHA Executive and the Team Officials of their respective divisions.
- g) Deals with issues pertaining to other associations and is the liaison between associations.
- h) Oversees the day to day operation of the association.
- i) Exercise the powers of the executive in case of emergency.
- j) Assist other Executive Officers in the administration of activities respecting their division as directed in the By-Laws and Policies and Procedures.
- l) Approve in conjunction with the Coach Coordinator, all Team Officials recommended by Coach Coordinator prior to their names being forwarded to the KMHA Executive Committee.
- m) Suspend clubs (teams), players, or team officials, subject to ratification at the next Executive Meeting.
- n) Sit on all committees as an advisor.
- o) Approve tournament rules for all tournaments hosted by KMHA.
- p) Must have previous experience on the KMH Board.

Vice-President (1 year term) (voting position)

- a) Vice President shall carry out duties as requested by the President
- b) Attends monthly meetings and shall, in the absence of or at the request of the President, preside at meetings.
- c) In the event that the President is unable to complete/fulfill his duties/obligations, the Vice-President will become acting President for the remainder of the current season.

Secretary (Two Year Term) (voting position)

- a) Attend KMHA executive meetings and or provide reports.
- b) Keep an accurate record of the proceedings at all meetings, carry on correspondence and generally perform all duties usual to a secretary.

- c) Shall give notifications of time and place of meetings.
- d) Provide copies of minutes of all meetings minutes to KMHA Executive members and to interested parties
- e) Shall post a notice on KMH Website of all General meetings.
- f) Shall publish notice of the Annual General Meeting at least two weeks prior.
- g) Shall file an annual report of Constitution and by-law changes to the registrar of Companies within thirty (30) days after each Annual General Meeting.

Treasurer (Two Year Term) (voting position)

- a) Attend KMHA executive meetings and/or provide reports.
- b) Provide financial statements (income statement and balance sheet) for monthly meetings.
- c) Issues referee cheques.
- d) Does regular deposits. Deposits registration fees and other income, tracks receivables and issues invoices when necessary.
- e) Reconciles bank statements monthly.
- f) Issues cheques for all payables, ie: monthly ice fees, tournament expenses, travel reimbursement, etc.
- g) Takes care of photocopying, office supplies and files records.
- h) Will oversee daily operation of Concessions operation by KMHA

Director at Large (1 year term) (voting position)

- a) Attend KMHA executive meetings and/or provide reports.
- b) Supports the Board of Directors as necessary.
- c) Help formulate plans and policies.
- d) Act as member or chairperson of committees appointed by the President.

Director of Ice Coordinator (Two Year Term) (voting position)

- a) Be responsible for obtaining and dispersing all ice time.
- b) Disperse ice time to the Divisional Managers for their respective leagues, subject to approval by the Executive.
- c) Be responsible for scheduling ice time, rescheduling ice time, exchange of ice time and cancellation of time as per the City of Kimberley Ice Users Guidelines.
- d) Coordinate league play for Teams.
- e) Communicate with the divisional managers in order to use available ice time in the best possible way.
- f) Keep the Treasurer informed on a minimum of a monthly basis as to the actual and projected costs of ice time.
- g) Be the KMHA representative at all City of Kimberley Ice Allocation Meetings.
- h) Attend KMHA executive meetings and or provide reports.

Registrar (Two Year Term) (voting position)

- a) Register all players in the KMHA.
- b) Receive and certify all certificates submitted to him/her on behalf of the players and teams applying for registration in the KMHA and forward same to the BC Hockey.
- c) Look after the insurance requirements in relation to hockey players registered with KMHA and forward same to the BC Hockey Office.
- d) Handle all claims for Insurance, seeing they are processed properly and settled.
- e) Present at each General meeting, a report of the year's operation.
- f) Coordinate all phases of player registration.
- g) Send all players registration cards to BCAHA via registered mail or by courier in event of emergency.

- h) Receive, enter in computer and keep files for all registration forms.
- i) Handle all late registrations and withdrawals
- j) Attend KMHA executive meetings and/or provide reports.
- k) Provide Divisional managers with lists of all players and contact information.

Director of Equipment (1 year term) (voting position)

- a) Maintain inventory of equipment, and condition thereof.
- b) Seek Executive approval for purchase of new equipment as required.
- c) Procure repair services of equipment as necessary to maintain it in good order.
- d) Ensure all sponsors' crests are ordered and placed on appropriate sweaters.
- e) Attend KMHA executive meetings and or provide reports.
- f) Maintain control of keys for equipment lockers and ensure keys are changed each season.
- g) Ensure proper use of equipment room is maintained throughout the season.
- h) Ensure that uniforms are properly cared for.
- i) Collect all equipment and uniforms at the end of the season. Complete
- j) Supply and maintain inventory of score sheets.
- k) Shall set a fair fee for equipment rentals outside of KMHA use. Will record and receive a deposit for such rentals

Director of Coach Coordination (Two Year Term) (voting position)

- (a) Be responsible for requesting, organizing, and promoting the National Coaches Certification Program Clinics.
- (b) Organize and promote In-house Coaching programs ensuring adequate training of Coaching personnel, these programs may be instituted prior to the season and may involve instruction from people outside the minor hockey structure.
- (c) Act as a liaison between the KMHA Executive and the Coaches and in doing so ensure that the Coaches are aware of and adhere to the Kimberley Minor Hockey Philosophy, BCAHA, CHA and KMHA Constitution and By-Laws, and Policy and Procedures
- (d) Be responsible for the recruitment of Coaches and shall provide a list of Coaches names, addresses, and telephone numbers to the Registrar and Secretary. Shall put an advertisement in the local paper by August 1st of current season for Coach positions.
- (e) Develop an ongoing program of Coaches evaluations and be part of a committee responsible for interviewing all Coaches prior to the Coach being assigned a team. Shall be responsible to chair the Competitive & Development Coach Selection Committee.
- (f) Assist Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
- (g) Maximize the use of resources and programs available to the Association and in addition distribute any development materials received from the BCAHA, CHA or any other source, also shall catalogue or create files of existing resources.
- (h) Be the first level of involvement when dealing with Coaches
- (i) Facilitate a minimum of three (3) COACHES meetings per year – pre-season, mid season and end season
- (j) Submit clinic request forms to BC Hockey.
- (k) Provide facilities for the clinic lecture. Arrange for the necessary ice time for on-ice clinic sessions. Provide the necessary audio-visual equipment needed for clinics.
- (l) Arrange publicity for the clinics - both before and after.
- (m) Coordinate the evaluation of Coaches at least once a year. Provide report to KMHA executive for review.
- (n) Shall ensure that all Coaches are aware of match/gross penalty procedures, and that they understand that the suspension times listed are only a minimum recommendation.

- o) Attend KMHA executive meetings and or provide reports.

Referee-in-Chief (non-voting position)

- a) Maintain an effective line of communication between officials, the Association, and the National Referee Certification Program.
- b) Through the aid of clinics, train and supply sufficient referees to satisfy the demands of AVMHA.
- c) Inform Coaches of new rules at the beginning of each season at the Coaches meeting.
- d) Oversee the conduct of his or her officials.
- e) Ensure the KMHA Executive Committee is abreast of any concerns or problems referees are incurring with the Association's Policies and Procedures.
- f) Facilitate a minimum of one referee meetings per month.
- g) Coordinate the evaluation of referees and linesmen at least twice per year.
- h) Ensure that all referees are aware of match/gross penalty procedures.
- i) Attend KMHA executive meetings and or provide reports.

Referee Coordinator (non-voting position)

- a) Schedule referees on at least a weekly basis for all scheduled games.
- b) Keep a detailed list by age, level, and any other pertinent information of the referees.
- c) Prepare pay stubs for the Treasurer on a monthly basis for referee payment. Dates to be determined by the Treasurer.
- d) Replace referees when the designated cannot show up - provided they have given enough notice.
- e) When a referee does not show up for a scheduled game, it shall be reported immediately to the head referee by the manager of the home team or the Divisional Manager.
- f) Appoint a referee other than one on the list when he cannot secure the services of one on the list for special reasons considered in the interests of KMHA.
- g) Any further duties as agreed upon by the Executive Committee.
- h) Attend KMHA executive meetings and or provide reports.

Director of Risk Management (1 year term) (voting position)

- a) Become knowledgeable in the BC Hockey Risk Management Program (HCSP).
- b) Create and maintain a risk management file for their Association League of BCAHA, CHA and other risk management information.
- c) Promote effective risk management within the Association/League.
- d) Work with their executive to help identify major risks and make recommendations to reduce or manage those risks.
- e) Be responsible for the completion of Criminal Record Searches of all Team Officials, Coaches, team mangers, trainers, etc., interested in involvement in the KMHA.
- f) Attend KMHA executive meetings and or provide reports.
- g) Coordinate safety related clinics and Team Safe
- h) Bring an updated facility checklist report to every KMH monthly meeting
- i) Be responsible for completion of repairs when necessary
- j) Ensure proper liability insurance is attained each season

Director of Fundraising (1 year term) (voting position)

- a) Organize, plan and promote the Association's Fundraising Events
- b) Develop and implement Fundraising activities for KMHA
- c) Be responsible for all matters related to the solicitation of sponsorship and donations to support the financing of the KMHA hockey program and shall report to and take direction from the KMHA Executive
- d) Approve all fundraising activities proposed by any members of the KMHA where the Association's name is used
- e) Solicit sponsorships and donations from the business community to support the hockey program

- f) Establish sponsorship fees and a budget for review and approval by the KMHA Executive Committee in conjunction with the Director of Equipment. Ensure that the sponsor's name is displayed on the back of the team sweaters in such a location and manner as the Equipment Coordinator in his absolute discretion may determine. Ensure that the names of the sponsors who have not renewed their sponsorship are removed from the KMHA sweaters before the season begins.
- g) Provide each sponsor with a Certificate of Appreciation and a letter of acknowledgment on KMHA letterhead, and in the case of major sponsors, a team picture/plaque as deemed appropriate by the Executive Committee.
- h) No sponsorship shall be accepted if the prospective sponsor insists on conditions which are contrary to the policies of the KMHA, CHA, or BC Hockey
- i) Ensure all teams, sponsors, coaches and managers are names in newspaper with photos of teams during Minor Hockey Week. Ensure that all volunteers, donations & sponsors are recognized in the newspaper.
- j) Arrange advertising with radio for main events.
- l) Report to and receive direction from the KMHA Treasurer regarding financial statements and record keeping practices.
- m) Help Division Managers coordinate main Division events and ensures that each team fulfils their annual division fundraiser. These Division Events will be; Minor Hockey Week Events,(Initiation and Novice) Bottle Drive/Penny Blitz (Atom and above).
- n) Attend KMHA executive meetings and/or provide reports.

Director of Volunteer Coordination (1 year term) (voting position)

- a) Attend KMHA executive meetings and/or provide reports.
- b) Be responsible for the recruitment of all volunteers for all KMHA events.
- c) The Volunteer Coordinator along with the Fundraising Coordinator is responsible for creating the necessary committees to facilitate fundraising and grant writing.
- d) Ensure that the fundraising duties are carried out by the responsible parties.

East Kootenay Representative (2 year term) (voting position)

- a) Ensure the KMHA is represented at the EKMHA monthly meetings and all information is brought back to the KMHA in a timely fashion. b) Ensure all appropriate members know of any changes, rulings etc as soon as possible so as to ensure that the KMHA is adhering to all of the EKMHA rules.
- c) Ensure that all Coaches of all teams are aware of their obligation to the EK League.
- d) Ensure that all Coaches of carded rep teams are aware of their obligation to Zone playoffs, the date for withdrawing from that competition and consequences of failing to do so.

Parent's Duties

- (a) Shall support KMHA to the best of their ability including transportation, fund raising, score keeping, time keeping, penalty box supervision, etc.
- (b) Shall not interfere with or harass Coaches, Managers, or Team Officials - refer to Discipline Guide for Parents and Spectators.
- (c) Shall refer complaints in writing to the KMHA executive.
- (d) Shall act as a worthy ambassador of the Association and the City of Kimberley while traveling.
- (e) Agree to adhere to the Parent Code of Conduct.

SECTION 3 - STRUCTURE

Kimberley Minor Hockey Association (KMHA) is a non-profit recreational sport society incorporated under the British Columbia Societies Act. KMHA is responsible for all Minor Hockey activities within the boundaries established by British Columbia Amateur Hockey Association (BCAHA). KMHA is responsible to and receives its mandate from the East Kootenay District, which in turn receives its authority from Hockey Canada through BCAHA.

Should a perceived conflict of interest arise, board members shall not be allowed to vote on issues that may directly affect their immediate family, business, or employment.

Volunteers staff KMHA, a non-profit organization under the British Columbia Societies Act. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

All players will be placed on their respective teams at playing levels to commensurate with each player's age, playing skill and experience. Every effort will be made to ensure this is achieved as fairly as possible.

Age Divisions within Minor Hockey are set by Hockey Canada (Age is set at the player's age as of mid-night Dec. 31). Novice/Initiation — 5-8; Atom —9 & 10; Peewee —11 & 12; Bantam —13 & 14; Midget— 15, 16 and 17.

Note: Players may be moved to different levels as numbers, skill and previous experience will all be factored into a player placement. Should a parent or player disagree with their placement a formal request may be made in writing to the appropriate KMHA member to have their child re-evaluated or for an explanation of player placement.

All teams in KMHA may participate at one of 3 playing levels:

- (1.) COMPETITIVE**
- (2.) RECREATIONAL** - All players not playing for Competitive teams, will play at the House League or can tier at the EK League.
- (3.) INITIATION** - in house teams for all players aged 5 to 8

SECTION 4 - ASSISTANCE

For Further assistance and information, team management can refer their appropriate KMHA Director.

Parent, Team and Coach inquiries should be made through the Team Manager to the appropriate Director/Division Head/Coach Coordinator. Administrative matters are to be referred to The Executive through the Director.

SECTION 5 - PLAYERS REGISTRATION

Registration will be held on or before June 15 for the upcoming season. The official registration date each year will take place as determined by the Executive of KMH. The time and place of registration and other necessary information will be advertised prior to registration.

The current Executive Committee shall set registration fees. Registration fee payment options will be determined by KMH.

KMH will apply a late registration fee for registrations received after the final registration date. Late registration fee will be \$50 and after October 1st it will be \$100.

A fundraising fee may be applied to registration costs. Fee to be determined by KMHA (see fundraising section).

No player may participate in Association activities unless he/she is properly registered. A player is registered when:

1. A completed registration form has been filed with the Registrar of the Association and registration fees have been paid.
2. Registration will be rescinded if fees are not paid in full by October 1 of that season.
3. All NSF cheques must be made good within 10 days of notification or registration will be rescinded. A thirty (\$30) dollar penalty will be administered by KMH for each NSF cheque, no exceptions.
4. No child will necessarily be denied the opportunity to play hockey because of an inability to pay. The President and Registrar, together shall consider all requests for fee exemption and guarantee confidentiality.
5. Each player must be properly registered and insured through the Association with Hockey Canada and BCAHA.
6. Any player may receive a full refund, less the Hockey Canada insurance fee, if the association is notified on or before October 15th. After this date, a partial prorated refund, less the Hockey Canada insurance fee, will be returned, if deemed necessary. Players suspended by KMH, BCAHA or CHA are not eligible for refunds. Any player/parent requesting a refund must do so in writing. No refunds after the player movement deadline, as set by BCHA.
7. Families with more than one child registered in KMH will receive a discount for subsequent children registered in KMH. The amount of the discount will be determined by the Executive of KMH.
8. It is understood that the payment of a registration fee does not constitute the entire obligation to KMH of the parent or guardian. This shall be made clear to all parents and guardians at the time of registration.
9. All players will be registered into a division by their age. Any request to play in another Division must be made in writing and final approval will be made by the Executive Committee at the next regularly scheduled Executive Committee Meeting.

At registration parents and players should be given information regarding:

- 1.) Competitive & Recreational - Tryouts, procedures, estimated starting dates and length of season.
- 2.) Jersey return — KMHA will charge a reasonable amount (i.e. \$50.00) at registration, if jerseys are not returned from the previous year.
- 3.) Parents handbook available on KMHA Website.

SECTION 6 - PROGRAM GUIDELINES

Each team in K.M.H.A. will have a minimum of these positions; Coach, Assistant Coach, HCSP, Trainer and a Manager.

INITIATION

This program is designed for beginners ranging in age primarily from 5-8 years. 1st time players will be evaluated and placed on a team according to their ability and progressed to their appropriate age group/level of hockey as their skills develop. They progress at different rates. The emphasis is on enjoyment and skill acquisition. The objectives are to have fun, stimulate interest in hockey, and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, be open to all ages, allow players equal ice time, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative, and prepare players for further participation.

THESE FIRST 4 YEARS ARE VERY IMPORTANT IN THE DEVELOPMENT OF OUR CHILDREN. MAKE IT FUN, REMEMBER FAIR PLAY, AND DON'T MAKE WINNING YOUR OWN PERSONAL GOAL. THE LESSER SKILLED PLAYERS DESERVE AS MUCH ATTENTION AS THOSE MORE TALENTED. AT ALL TIMES THE FAIR PLAY CODES WILL BE IN EFFECT.

INITIATION A/B

- 1.) League - Scoreboard may be used but no more than a 3 goal difference will be posted at a time
- 2.) Age - Introductory to hockey for 5, 6 and beginning 7 year olds.
- 3.) Ice — 2 practices per week
- 4.) Coaches — Speak-Out, Introduction level required, utilizing integrated station approach.
- 5.) Positions — Goalies and skaters on automatic rotation even at tournaments.
- 6.) Travel - No out of Province travelling without permission from President.
- 7.) Games — May follow Shiny Hockey rules with buzzer at 2 minute shifts.
- 8.) All players should receive equal ice time.
- 9.) Three goals per game rule in effect for all players.

SHINNY HOCKEY RULES

- 1.) 5 minute warm-ups on the ice (stretch and warm-up in dressing rooms). Goalies can warm up with tennis ball toss and stretch.
- 2.) When a player receives a penalty, a penalty shot will be awarded.
- 3.) No two line passes or icing to be called. For offside at the blue line, a whistle will be blown to clear the zone. (Initiation C & D only.)
- 4.) Following a goal, the scoring team will retreat until the scored upon team crosses the center line.
- 5.) After a save and puck freezing by a goaltender, the referee blows the play down, and the goalie is given 5 feet to play the puck.
- 6.) 1.5-2 minute shifts, horn, bell or buzzer to signify line change. The puck is dead. The team that has the puck in their defensive zone has possession, and will be given half ice by the opposing team. Play will resume when everyone is in position.
- 7.) All games end 2 minutes before end of ice time for players to shake hands and exit.
- 8.) The score is not important; the emphasis is on greater ice time in game situations for all participants.
- 9.) Parents are the key to assisting this Coach endorsed program — your support and encouragement of "player skills versus winning and losing, will enhance the success of our young players.

INITIATION C/D (NOVICE)

- 1.) League — Scoreboard may be used but no league standings. May have scheduled games with referees.
- 2.) Age — Generally age 7 and 8 with some beginning 9-year-olds.
- 3.) Ice — Average 2 ice times per week.
- 4.) Coaches — Speak-Out, Introduction level utilizing integrated station approach and full ice skill drills.
- 5.) Travel — NO Out of Province travelling without approval of President.
- 6.) Tournaments — Number of tournaments/team is set and approved by KMHA.
- 7.) Positions — Goalies encouraged to rotate. All skaters on automatic rotation. All players should receive equal ice time and fair play. Start on positional play, and allow players to pick a position for awhile if they desire to.
- 8.) Games — No fixed power play or penalty killing units. Encourage player/position rotation
- 9.) A Novice Development team may be formed, under the guidelines of KMHA which requires all players be given the option of playing on this team, given equal ice time and rotated fairly. KMHA will approve formation of this team on a yearly basis. This team's ice times or travel shall not interfere with regularly scheduled house games. A player's first priority is to his/her house team.
- 10.) Three goal per game rule in effect for all players.

*****For Atom level & up, the desire to play competitive will be indicated on the Player Tryout Form. A minimum of 12 skaters and 1 goalie to the maximum of 15 skaters and 2 goalies will constitute a competitive team.**

RECREATIONAL

This program is the type played by the majority of amateur players. It is fun hockey with the emphasis on fitness, sportsmanship and fellowship. The objectives are to promote a game to fit the need of the participants, to be open to all ages, to allow players equal ice time, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities, and give alternative types of hockey. Players may be allowed to drop down a level, depending on their experience and/or development at the discretion of KMHA. Body checking will be allowed at the Pee Wee, Bantam and Midget level (dependant on the EK League Rules for that season).

Should a house league team need to add a player to their roster for any game or tournament the following procedures shall apply;

1. The Coach Coordinator and players coach must be notified.
2. The players coach will call the player to be picked up to see if he/she is available.
3. At no time shall a player be asked to play for another team if his team is playing a game. A player's first commitment is to his own team.

ATOM RECREATIONAL

- 1.) League — Participate in an available league
- 2.) Age — 9 & 10 year olds. (May include some older, depending on skill level and size).
- 3.) Ice — 2 ice times per week.
- 4.) Coaches — Speak-Out, Coach Stream level utilizing integrated station approach and full ice skill drills.
- 5.) Travel and Tournaments — With approval of the President. Out of province travel must be approved by BCAHA via EK District Director and President.
- 6.) Practice — Emphasis on basics plus team tactics.

- 7.) Games — No fixed power play or penalty killing units. Encourage player/position rotation.

PEE WEE, BANTAM, MIDGET RECREATIONAL

- 1.) League — Participate in Kimberley and/or Cranbrook House League, or East Kootenay League.
- 2.) Age — May include some older players, depending on skill level and size, excluding Midget.
- 3.) Ice — Two times a week.
- 4.) Coaches — Speak-Out, Coach Stream level utilizing integrated station approach and full ice skill drills.
- 5.) Travel/Tournaments — At the discretion of President, not to conflict with League play. Out of province travel must be approved by BCAHA via EK District Director and President

COMPETITIVE

This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest a reasonable amount of time in on and off ice training. This type of hockey begins at the Atom level. The objectives are to achieve a degree of excellence according to a player's interest, and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a higher level of competition (Program of Excellence), and to stimulate development both from an individual and overall sport point of view. All players should receive sufficient playing time to develop to their full potential. Players should remember they represent Kimberley at all times, and govern themselves accordingly (in town, at school, on road trips).

ATOM

- 1.) League — Participate in EK League
- 2.) Team — Team roster to be determined by KMH executive after final registration to a maximum of 12 skaters and 1 goalie.
- 3.) Ice — 2 Ice times per week.
- 4.) Coaches — Speak-Out, Development 1 Level focusing on individual and team tactics, under supervision of Coach Coordinator. C.H.S.P. must be included on the team.
- 5.) Travel — Unlimited at the discretion of KMHA. Out of province travel must be approved by BCAHA via EK District Director and President.

PEE WEE, BANTAM, MIDGET

- 1.) League — Participate in EK League
- 2.) Team — Team roster to be determined by KMH executive after final registration to a minimum of 12 skaters and 1 goalie.
- 3.) Ice — 2 Ice times per week.
- 4.) Coaches — Speak-Out, Development 1 Level focusing on individual and team tactics, under supervision of Coach Coordinator. C.H.S.P. must be included on the team.
- 5.) Travel — Unlimited at the discretion of KMHA. Out of province travel must be approved by BCAHA via EK District Director and President.

DEVELOPMENT

This program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to invest a reasonable amount of time for on and off ice training. The objectives are to achieve a degree of excellence, according to a player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to

develop skills to progress to a higher level of competition, and to stimulate development both from an individual and overall sport point of view. To the greatest extent possible, equal ice time for all players, should be a priority by the coach. Players should remember they represent Kimberley at all times, and govern themselves accordingly (in town, at school, on road trips). All Teams will follow these guidelines in addition to the guidelines per level;

- a. If the competitive/recreational system is not being utilized for the current season, a development system can be used in addition to recreational.
- b. Teams will not have less than 12 skaters and 1 goalie for any one tournament or game.
- c. All teams will follow the KMHA player Rotation System for the season.
- d. All Teams will have one ice time per week at a cost to the team.

NOVICE

- 1.) Players sign up for program, open to all players, with no selection process involved. Players must commit to attend all practices and games.
- 2.) One practice per week. Emphasis on skill development. Ice time will be equal for all players during games.
- 3.) Practices – emphasis on skill development. Ice time will be equal for all players.
- 5.) Coaches must have Speak-Out and a minimum Introduction level certification.
- 6.) Travel will be at the discretion of the President. House games must take precedence. Out of province games must be approved by BCAHA via the East Kootenay District Director. All tournaments must be approved by the President.

ATOM

- 1.) League — As available.
- 2.) Age — 9 & 10 year olds.
- 3.) Coaches — Speak-Out, Coach Stream utilizing integrated station approach and full ice skill drills, and under the supervision of the Coach Coordinator. C.H.S.P. must be included on team.
- 4.) Travel —unlimited at the discretion of KMHA Board. Out of province travel must be approved by BCAHA via EK District Director and President.
- 5.) Practice — Emphasis on basics and team tactics, individual skills.
- 6.) Games — No fixed power play or penalty killing units.

PEE WEE, BANTAM, MIDGET

- 1.) League — Participate in league play within the EKMHA as mandated by them
- 2.) Coaches — Speak-Out, Development 1 level focusing on individual and team tactics, under supervision of Coach Coordinator. C.H.S.P. must be included on team.
- 3.) Travel — Unlimited at the discretion of KMHA. Out of province travel must be approved by BCAHA via the EK District Director and the President.

SECTION 7 - TEAM SELECTION

PHILOSOPHY: The KMHA makes its selections so that each player plays at a level compatible with his or her skill, ability, attitude, desire, and experience level for his/her age group.

The names of the teams will be as follows:

Initiation 1: Dynamiters Initiation 2: Nitros

Novice 1: Dynamiters Novice: Nitros
Atom Comp: Dynamiters Atom House: Nitros
Peewee Comp: Dynamiters Peewee House: Nitros
Bantam Comp: Dynamiters Bantam House: Nitros

1. Recreational Teams will carry the number of players most suitable for the current registration.
 - a) Division heads and coaches will select teams using player evaluations, ensuring that all teams have equal numbers of similar calibre players. The teams will be selected by way of "Draft". Following the appointment of coaches, and evaluations of players, the coaches will assist the Coach Coordinator in the "Drafting" of the team. Requests to play with certain players or coaches will not be granted unless absolutely necessary and shall be the exception and not the rule.

All requests must be approved by the Coach Coordinator. After a few games into the season, the Coach Coordinator may rearrange players if teams are not even.
2. Competitive Teams- Team roster to be determined by KMHA executive after final registration to a minimum of 13 skaters and 2 goalies.

In order to assess and categorize each player the following tryout procedure has been adopted:

- a) KMHA shall form a Coach Coordinating committee at the beginning of each season, which will include the Coach Coordinator (Chairperson), the President, and one other board member.

This committee shall report to the Executive as necessary.

The Coach Coordinating Committee may appoint liaisons for each division to oversee the Team Selection process. These liaisons may or may not be board members and will report to the Coach Coordinating Committee as required.

Player selection will be supervised by the coach coordinator and will consist of the coach and a minimum of three evaluators, appointed and approved by KMHA, who have no affiliation with any of the players that are trying out. In decisions regarding the coach's son/daughter, the coach's evaluation should be forfeit. The evaluators and the coach will be responsible for picking the team, (with the last 3 selections being at the discretion of the coach). There must be consensus within the group and no person has 'veto' power. In situations where consensus cannot be reached, the coach coordinator will provide input to break the tie.

Evaluations will be a test of skills, drills and scrimmages.

All players will receive a KMHA evaluation summary when they are 'released', upon request. All releases will be done in writing and a copy given to the player.

Any appeal of the player selection process must be in writing and delivered to the KMHA executive within 7 days of the player's release. KMHA will ask the coach coordinator to review the selection decision and discuss the reasons with the affected player and parent(s). If the coach coordinator decides that the player's appeal has merit, he will liaise with the coach and discuss the possibility of that player receiving a 'second look'. Since the evaluators' job will have already been completed the decision on whether the affected player 'makes the team' will be the responsibility of the coach and the coach coordinator. After a decision is reached, the affected player and parent(s) will be advised of the decision. This decision will also be in writing and a copy given to the player and parent(s). There will be no further appeal against this decision.

- b) KMHA Board Executive will approve evaluators for all divisions prior to tryout sessions.

Target date to finalize Competitive team rosters will be Oct 1st.

All players wishing to play Competitive must tryout for teams. No player is guaranteed a position on a team. Midget players trying out for or playing on junior teams will receive a tryout if they are released

from the higher level.

Any player injured before or during tryouts will be given the opportunity to tryout for the appropriate rep team when able to, up to the Dec. 10th carding deadline. The desire to try out must be indicated to the coach at the beginning of the year. If the player was injured prior to the payment of tryout fees, there will be a prorated cost for tryouts. The injured player will, when ready go to the next lower level and be assessed regarding ability for the higher level tryout.

Players moving into the association area after tryouts will be placed on a house team, and evaluated there, with movement to a higher level if it is appropriate. No player may join the tryout process, for any reason, once the first releases have been made.

All Hockey Canada residency rules apply.

SECTION 8 - PLAYER MOVEMENT

1. All player movement during the season must be in accordance with BCAHA, Hockey Canada and KMHA guidelines.
2. Any player movements for practices or games, from any team, must follow these procedures:
 - a) First communication must be between the coaches of the affected teams.
 - b) All team head coaches should be in agreement to any player movement.
 - c) The coach losing the player(s) must then contact and communicate the possible player(s) move to the parent(s).
 - d) If no agreement can be reached amongst the coaches, then the Coach Coordinator shall arbitrate the situation with the Executives guidance.
 - e) No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to a resolution.

SECTION 9 - COACH SELECTION

The KMHA chooses coaches through the Coach Selection Committee. All coaches (Head or Assistants) must receive approval from the KMHA Board of Directors. For all coaches, this means that applications, resumes and Criminal Records checks will be pre-screened at the earliest discretion of the Board after the application deadline. The criteria include: coaching level attained through formal clinics; background and coaching experience; references; reliability and integrity; coaching philosophy compatible with association philosophy, and policies.

- 1.) A coach selection committee will be formed and will include up to 5 members. The Coach Coordinator will chair and oversee the selection of the committee members. The selection committee will include at least one KMHA board executive, and at least one other qualified and interested board member. Where additional interested and qualified board members are not present on this committee, the committee may include other qualified individuals from the community. The KMHA board executive must approve the coach selection committee.
- 2.) Upon receiving the coach applications, the coach coordinator will notify the applicants as to their interview time, and advise them of the selection committee members to ascertain if any conflicts are present with the applicants. The utmost care will be given to avoid conflicts of interest when appointing committee members. If a conflict appears to be present, a new committee may be assigned to deal with a specific group. The same committee will remain intact while interviewing applicants competing for the same position.
- 3.) Before the interview takes place, it is imperative that the committee discuss and be familiar with the qualities the association is looking for in a coach. This may differ from division to division. Some

guidelines to consider are: Experience in KMHA, experience in coaching minor hockey, hockey background, working with children, community involvement, certification, education, training, references.

- 4.) A set of written questions will be used to ensure a fair and equitable playing field for all applicants. Where spontaneous questions arise, care should be taken to ensure all facts and issues are presented properly so as not to place a particular candidate in an uncomfortable or disadvantaged position.
- 5.) The Coach Coordinator will chair and conduct the interview and oversee the selection process. If for any reason the coach coordinator must be removed from the selection committee for a particular group of applicants, the next in line senior member of the board will chair the committee. This individual will then undertake the duties of the coach coordinator for that particular group of applicants. Only those present during the interview process will be involved in the selection process. The successful coach candidate will be derived from the interview process, committee discussions, and lastly, an open vote. A majority decision is required in each instance.
- 6.) The Coach Coordinator, and or the Chair of the Selection Committee will contact all applicants, successful or not. The Chair of this committee will be prepared to answer questions the unsuccessful candidates may have. It is imperative that all applicants be informed as to the reasons for being chosen or not. The successful applicant must first be contacted to ensure that they will accept the job. Only after this has been ascertained, will the other applicants be contacted.
- 7.) Procedures and questions outlined in the BCAHA Guide to Coach Selection will be followed as closely as possible. Procedures and questions will be discussed with the Coach Selection Committee prior to the interviews.
- 8.) All Competitive coaches must have their Respect In Sport, Coach Level certification in their 1st year of coaching, and procure their Intermediate Level in the following year. (BCAHA rule).
- 9.) All applicants must undergo a criminal record check prior to the interviews.
- 10.) Under no circumstances shall any member of the coach selection committee have a child in the division that the coach is being selected for.
- 11.) If the Coach Coordinator is to hold a position on any KMHA team as a team official, this must be reviewed and approved by the KMH Executive.

SECTION 10 - DUTIES AND RESPONSIBILITIES OF COACHING STAFF

The KMHA Executive requires a high standard of conduct from its coaching staff in dealing with players, coaches, referees, and officials and in the image projected to participants and parents of the KMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the KMHA Policies. The following is a list of items this Association expects from coaches:

- 1.) Coaching at all levels should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
- 2.) It is the philosophy of the KMHA that all participants on house and development teams receive equal ice time. Ice time lost due to disciplinary action, injuries and suspensions does not apply. To

- the greatest extent possible, equal ice time should be given to players on competitive teams.
- 3.) The coach is to ensure that each of his/her players is properly protected and parents are advised of the necessity for players to wear properly fitting and approved equipment.
 - 4.) Team Captain and Alternates should shake hands with the opposing coaches and officials at the beginning of the game. Both teams shake hands at the end of the game unless league rules prohibit.
 - 5.) The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the KMHA and may initiate review and possible dismissal.
 - 6.) Coaches are responsible for checking game sheets for suspensions and informing the players involved. Failure to do so could mean forfeiture of that game, future games, and further disciplinary action. Strict attention should be paid to pre-printed game sheets to ensure that a suspended player is not listed.
 - 7.) The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Coach Coordinator must be advised of all such suspensions. Suspensions of more than one game must have the approval of the Discipline Committee.
 - 8.) Any coaching staff member who blatantly refuses to follow KMHA Policies can be suspended from coaching indefinitely, upon review and recommendation from the Discipline Committee.
 - 9.) Coaches are responsible to ensure that a qualified H.C.S.P is available.
 - 10.) The coach is responsible to ensure that dressing rooms are left clean and ready for the next team.
 - 11.) Coaches should ensure that they do not put themselves in compromising situations with a player.
 - 12.) All coaching staff will be subject to a criminal record check.
 - 13.) All coaching staff must complete the Respect In Sport offered by BCAHA/Hockey Canada.
 - 14.) All coaching staff must have the appropriate coaching levels as required by Dec.1. of the current season
 - 15.) The Head Coach will select Assistant Coaches, Manager and Trainer for the team with the approval of the KMH Executive.
 - 16.) A head coach and or manager must attend each KMH general meeting once a month. If they are unable to attend the coach/manager needs to inform KMHA secretary in writing/email of who will be representing them at the meeting. This is to ensure that information and important decisions are communicated to the team and parents. Should teams fail to have any representation at the meeting, a \$25.00 fine will be levied for each missed meeting.

SECTION 11 - DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS

A Manager's Information Package will be available from the K.M.H.A. Executive at the beginning of each season for every team manager. The Manager works with the coach and assistant coaches to appoint parents to other positions (Treasurer, Team Parent, Jersey Person etc. – for more details, please refer to the Manager's Package). The Manager is the first line of communication with the parents with the Coaches and Association. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

- 1.) Assist the coach with arranging and scheduling games
- 2.) Ensure that each player/family and team official receives a game, practice and tournament schedule
- 3.) Books the ice with the ice-coordinator (no one else books ice)
- 4.) Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper, 50/50 person, required for all game activities
- 5.) Make sure that the game report has been properly completed by both teams and delivered to the game referee at least five minutes before each home game
- 6.) Ensure safekeeping of the team copy of all game reports, submit the EK league stat sheet monthly to the KMHA EK Rep
- 7.) Ensure, with the coach, that players are informed of their suspensions and when they can return to

- team activities
- 8.) Ensure that the necessary "Parental Consent and Medical History" form is completed prior to first ice session, for each player on the team, signed by the parent and kept in a binder for use with all team activities (roster, phone #'s etc) Inform coaches & managers of any medical issues.
 - 9.) Ensure in the event that a player is taken to the hospital without their parent, that a responsible parent accompanies the player and that the necessary Medical Report form is available for completion by the attending doctor. Also make sure that the parent or guardian is advised of the accident and the Hockey Canada Insurance form is filed with the Registrar
 - 10.) Make sure that all team players and officials are properly registered thru the registrar
 - 11.) Make sure that all the rules and policies of the association are carried out and that any deviations from these are reported to the association
 - 12.) Make sure that the coaching staff has returned all equipment (goalie equipment, jerseys, pucks, pylons etc) are returned to the equipment manager
 - 13.) All team managers will be required to have a criminal record check done
 - 14.) All team managers must complete the Respect In Sport.
 - 15.) When a referee does not show up for a scheduled game, it shall be reported immediately to the referee coordinator.
 - 16.) Ice times provided and paid for by the Association must be used or returned to the Ice Coordinator. Repeated failure to use allotted ice may result in a loss of that ice slot.
 - 17.) Ensure that parents and players read their registration form and its behavior code.

SECTION 12 - DUTIES AND RESPONSIBILITIES OF H.C.S.P./Trainer

Your responsibility is to make sure that safety is the first priority during all hockey related activities.

- 1.) Implement an effective risk management program with your team that strives to prevent injuries and accidents before they happen
- 2.) Conduct regular checks of arena facilities, check for emergency exits
- 3.) Have all emergency information at home and away rinks, with phone numbers and other emergency services
- 4.) Check players equipment to ensure proper fit, protective quality and advise players and parents regarding the purchase of proper equipment, check condition and fit twice a year. Helmet expiry dates must be checked at the beginning of the season.
- 5.) Promote proper warm-up techniques and conditioning as a means of preventing injuries
- 6.) Ensure that players are hydrating properly
- 7.) Make sure that you have accurate medical files for each player with you at all times
- 8.) Maintain a fully stocked first aid kit and have on hand at all games and practices
- 9.) Get a doctor's certificate from a player stating when they are able to return to their hockey activities after missed games due to injury or severe illness. The HCSP will ensure that the player/parent has the proper forms necessary.
- 10.) Put in place an effective Emergency Action plan with your team and practice it on a regular basis to make sure that all involved are aware of their roles
- 11.) Must obtain trainer certificate through BCAHA and CHA
- 12.) Should have a certificate with a recognized first aid program, so that the trainer is aware of life threatening and significant injuries
- 13.) Must have a criminal record check
- 14.) Must complete the Respect In Sport.

The following equipment should also be carried by the C.H.S.P. and will be provided by KMHA: spare screws for helmets, multi screwdriver, spare skate laces, scissors, pen & notebook, sock tape, stick tape (white &

black), skate blade stone, wood file, spare neck guard, kleenex, small towel, flashlight, zip-lock bags, 3 ring binder with concuss.

SECTION 13 - MEDICAL AND FIRST AID POLICIES

- 1.) At least one member of each team must have completed the H.C.S.P. Course Clinic.
- 2.) The association Equipment Manager supplies all First Aid Kits. Team Management will review the contents of it prior to the start of the season. The Equipment Manager will make any necessary replacements upon request. First Aid Kit — Recommended content is as follows: 1 good quality scissors, 1 bag of ziplock bags for ice/snow packs, 1 tensor bandage to be used for wrapping on ice/snow packs ONLY, 1 ziplock bag with 3" x 3" gauze pads, 1 roll adhesive tape, 1 triangular bandage (sling), 1 bag of latex gloves, 1 box of Band-Aids, 20 index cards.
- 3.) Each Player/Parent is required to fill out a Player Medical Information Sheet with the following information: Player's Full Name, Date of Birth, Medical number, and other pertinent medical history i.e. allergies, existing medical conditions etc. These cards are to be stored with the First Aid Kit for handy reference along with Parental Permission Forms and CHA Accident Claim Forms.

SECTION 14 - FUND RAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey. At all times; the public image of the KMH membership conduct and appearance must reflect the values, policies, and practices of KMH.

Any team and/or division wishing to fund raise must adhere to the fund raising policy.

All team requests for fundraising must be made in writing and submitted to KMH for approval. Request must include what the funds are to be used for and method of fundraising.

From time to time, parents and players will be expected to make direct contributions to meet team and Association expenses through fund raising efforts.

1. Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided that they are in good taste and approved by the Executive or Fundraising Coordinator. Alcoholic beverages may not be used as prizes.
2. The K.M.H.A. will organize, advertise and arrange with the City of Kimberley and the local Bottle Depot all bottle drives for KMH.
3. The K.M.H.A. will organize, advertise and arrange with the City of Kimberley all Spaghetti Feeds/Dinners for KMH.
4. Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments, and other Association programs. The Fundraising Coordinator or Executive will provide a list of these corporate sponsors. Teams will not approach these sponsors for additional funding.
5. All fund raising programs must be well supervised and controlled.
6. All profits from fund raising programs are deemed to belong to the TEAM.
7. Fund raising programs should be carried out chiefly within our Association boundaries.
8. Team management is responsible for ensuring that all Association guidelines and Municipal bylaws are followed.
9. Teams may plan, budget and fund raise only for the following purposes:

- a. Tournament team registration fees.
 - b. Team hockey socks, one away and one home set.
 - c. The cost of one hotel/motel room for coaching staff at an away tournament, if they are not parents of players on the team, and meals and vehicle expenses for these coaches.
 - d. Additional ice time.
 - e. Costs for end the year banquet or team party (to a maximum of \$500.00).
 - f. Team meals (1 per out of town weekend).
 - g. Other team expenses such as faxes, phone calls and correspondence, which must be documented.
 - h. Provincial Championships/Year End Tournament, if applicable (to host).
 - i. Buses for traveling.
 - j. Fundraising for any other items not mentioned above must be approved by the KMHA Executive.
11. UNDER NO CIRCUMSTANCES can teams raise funds for items such as the following:
- a. Team jackets.
 - b. Team tracksuits.
 - c. Team hats.
 - d. Team equipment bags.
 - e. Any personal hockey equipment.
 - f. Team and individual photographs.
 - g. Team or individual travel expenses other than the aforementioned coaches' accommodation/meals/gas.
 - h. Tickets to sporting events or other entertainment.

These items should be purchased by the players/families on an individual and personal option basis. If a team wishes to make a team purchase the decision must be unanimous. Left over funds shall be returned to the KMHA Treasurer to be deposited in the Association's account. At no time shall fund raising money be returned to a player or parent unless the player is injured or moves, and the parent has paid out of pocket to the team, in which case a prorated amount shall be reimbursed. At year-end, if there are excess funds in the team account, then parents may be refunded in amounts not to exceed what they originally deposited out of pocket, and this must be done for every team member or none at all.

SECTION 15 - SPONSORSHIP POLICIES

- 1.) All Team sponsorships shall be the responsibility of the KMHA. Team sponsorship revenues are an important and integral part of Association budgeting each year. Potential new sponsors should be referred to the KMHA.
- 2.) Each team should have only one sponsor. (There may be the occasional exception, to be approved by the KMHA).
- 3.) Sponsors will be assigned based on team affiliation and sponsor preference where possible, at the discretion of the KMHA.
- 4.) The Association arranges for team sponsors and fees paid are directed to general association funding. The sponsor is under no obligation to provide additional support to the team. KMHA will provide a list of these corporate sponsors. Teams should avoid approaching these sponsors for additional funding.
- 5.) The Association will provide each House team with jerseys silk-screened with name and publicity when available.
- 6.) The KMHA has the following obligations to the Sponsors:

- a.) Maintain regular verbal or written contact with the sponsor.
- b.) Deliver a framed team picture to the sponsor (showing the team name, sponsor name and year picture is taken) prior to the end of the season.
- c.) In any press release given to local newspapers regarding team activities the team sponsor's name must be used.

SECTION 16 - TEAM FINANCIAL REPORTING

All organizers associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections. The best way to ensure personal integrity is to always operate in an open and well-documented manner. It is therefore appropriate and necessary to expect the following:

- 1.) The team parent or team manager in their respective divisions will be responsible to provide the KMHA Executive a Financial Report at the end of each season.
- 2.) Bank accounts should be used for team, committee and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be held in Trust for the Association Executive by a team, committee or event Treasurer. These documents should be kept safely and be made available upon request by Association President, Treasurer or Executive.
- 3.) The Registrar and Treasurer have signing authority for every team.
- 4.) A receipt in writing must document all cash transactions.
- 5.) Under NO circumstances should excess funds be used in ways not allowed for under "Fundraising Guidelines".
- 6.) The TEAM will ensure that all TEAM fees, dues and bills have been paid in full to the appropriate peoples/companies by March 31st of the current season.
- 7.) At year end, if there are excess funds in the team account, then parents may be refunded in amounts not to exceed what they originally deposited out of pocket, and this must be done for every team member or none at all.
- 8.) At no time shall fundraising money be returned to a player or parent unless the player is injured or moves, and the parent has paid out of pocket to the team, in which case a prorated amount shall be reimbursed.

SECTION 17 – TEAM INCOME/EXPENSE SHEET (to be printed off KMHA website)

SECTION 18 – INSURANCE

KMHA will insure with Hockey Canada Insurance up to a maximum of five (5) positions per team, per year. These positions will be Coach, 2 Assistant Coaches, HCSP/Trainer and Manager. The cost of additional bench staff insurance will be covered by the team. Initiation/Novice teams maximum of six (6).

SECTION 19 - TOURNAMENTS

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Guidelines are as follows and will be strictly adhered to, with and exceptions referred to the Division Head/Coach Coordinator for approval prior to the tournament date.

- 1) All tournament arrangements must be in accordance with all Hockey Canada, BCAHA, EKAHA, and KMH rules and regulations.
- 2) Tournament entry fees are paid through team budgeting and funding.
- 3) Teams may enter only sanctioned tournaments.
- 4) At all times, good manners and sportsmanship are to be displayed by players, coaching staff and parents.
- 5) Well in advance of departure for the tournament, the following must be arranged:
 - a. a.) Through the Coaching Staff and Ice Coordinator, rescheduling of any games during the away period.
 - b. b.) Through the KMH Executive, travel permission MUST be obtained for going out of province. The form must be signed by KMH President and emailed to BCAHA District Director 14 days prior to the tournament of game. If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- 6) Coaches or Managers are allowed to make tournament deals such as reciprocating participation.
- 7) All tournaments must be sanctioned by BCAHA for insurance purposes. It is the host's responsibility to obtain official sanction.

SECTION 20 - TRAVEL

- 1) KMHA President must be consulted 14 days before traveling out of province.
- 2) Out of province travel approval must be obtained from BCAHA District Director.
- 3) Upon completion of out of province games(s), a copy of the game sheet(s) must be returned to the KMHA East Kootenay League Representative. Future travel permission may be withheld if game sheet(s) are not returned.
- 4) Player and Team Management suspensions are in effect when traveling and apply to all tournament, exhibition and league play activities.

It is recommended by the KMHA that no player be permitted to drive themselves to any sanctioned ice time.

SECTION 21 - EQUIPMENT

GOAL TENDING GEAR:

KMHA will provide goaltender gear for all house teams upon request at a rate of \$100.00 per season.

PUCKS and PYLONS:

All teams will be responsible for their team pucks, shooter tutors, and pylons as supplied by the Association.

JERSEYS:

- 1) KMHA provides each development and competitive team with two sets of jerseys.
- 2) Name Bars may be sewn on the back of team jerseys in a strictly consistent manner:
- 3) All jerseys must have a STOP sign on the centre back of the shoulder. (BCAHA ruling).
- 4) Washing of jerseys must be done with care, AVOIDING HIGH HEAT, particularly when drying. Excessive heat will permanently shrink all or parts of the jerseys, rendering them totally useless to the team. The Association may not be able to replace a destroyed or lost set of jerseys until the following year and only through a relatively expensive and lengthy ordering process.
- 5) When jerseys are issued, they are cleaned and ready for use. When returning jerseys, at the end of the season, team management is responsible to see that all jersey sets are complete (NONE missing) and that they have been carefully washed and are ready for storing.

APPAREL:

- 1) KMHA requires teams wishing to purchase team jackets, track suits, socks etc. to contact KMHA prior to purchase.
- 2) All KMHA apparel will utilize the colors approved by the board of directors.

SECTION 22 - BC BEST EVER CAMPS:

Upon application, a KMHA registered player will receive \$125 to offset the costs of participation in the BC Best Ever Program. The player must be successful at the first level of their respective team camp to qualify for the grant. The \$125 grant will be given out after the player has played in the Best Ever tournament, with a letter of their experiences in the Best Ever Program. This grant applies to the Under 16, Under 17, and Girls Under 18 BC Best Ever programs only. The player should have registered with KMHA at least three (3) years prior to application (exceptions may be dealt with on an individual basis).

SECTION 23 - ICE TIME BOOKINGS & FORFEITURE:

- 1) Ice for Civic Centre & Marysville Arenas will be booked only by the Ice Coordinator.
- 2) Weekend ice should be cancelled two weeks prior to actual ice time at the latest. Ex: A team needs to cancel ice for Sat Dec. 17, the Ice Coordinator should be told by Sat. Dec 3. This is not to say we can't cancel ice later than this time frame but you will not be charged if we follow the time frame above.
- 3) Teams will be charged for ice if not cancelled in time.
- 4) Tournament Schedules should be submitted to the Ice Coordinator two weeks prior to start date.
- 5) Minor Hockey shuts down for Christmas Break as per school schedule and ends when Spring Break begins. Ice is still available and can be booked if needed and will be charged to teams.
- 6) Both rinks are closed for Statutory Holidays-Thanksgiving, BC Family Day, Nov 11, Dec 25 & 26, Jan 1. On Dec 24 and 31 the rinks close at 4 PM.
- 7) The Marysville arena does not open until 12:00 PM.

SECTION 24- CODE OF DISCIPLINE

Discipline Committee

- a) The Discipline Committee shall consist of the Vice-President who shall be Chairperson, and four other board members appointed by the President.
- b) Their duties will include, but are not limited to; disciplining and/or suspending teams, players, team officials, on-ice officials, board members and/or any member.
- c) Reports to the committee must be in writing and may also include prior patterns of behavior during the current hockey season.
- d) The Discipline Committee shall deal with each matter within one (1) day of receiving the notification.

Appeals Committee

- a) The Appeals Committee shall consist of the Executive of the Association.
- b) Their duties shall be to hear appeals from decisions made by the Discipline Committee.
- c) The Appeals Committee may re-admit any team or individual suspended, or uphold or modify any decision made by the Discipline Committee.
- d) Any appeal shall be in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of KMHA within seven (7) days of being notified of the decision of the Discipline Committee.
- e) The Appeal Committee shall deal with the appeal within fourteen (14) days of receiving the written appeal.

(A) SUSPENSIONS

1. A coach may suspend any player for up to one game, and one or two practices.
2. Any excess of this amount must be issued by the Discipline Committee.
3. The Coach Coordinator shall be advised of all suspensions.

(B) COMPLAINTS RE: COACHES AND TEAM OFFICIALS

1. Complaints about any team officials first need to be addressed within the team while respecting the 24 hour rule at all times. Team officials may include but are not limited to coaches, managers, trainers, treasurers etc.
2. If there is no satisfactory result, then the Coach Coordinator should be contacted and when necessary, the Coach Coordinator may refer concerns to the Discipline Committee or Board.
3. Any complaints to the KMHA Board regarding minor hockey business or coaching, etc. must be made in writing and signed.

(C) COMPLAINTS RE: REFEREES AND LINESMEN

1. This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game. Any serious concerns should be reported, in writing, to the KMHA Referee-in-Chief.

SECTION 25 - KMHA DEVELOPMENT

- 1) All Coaches, H.C.S.P., and referees must have appropriate BCAHA certification.
- 2) All Coaches and Managers must be approved by the Board.
- 3) KMHA will pay for registration fees for coaching and referee clinics provided they coach and or ref in KMHA that year. Refs must referee at least 10 games in KMH before reimbursement. For any coaching clinic above the intermediate level or any referee certification above level IV, application can be made to KMHA to approve reimbursement for a portion of the costs involved.
- 4) KMHA will pay for all Hockey Canada insurance costs of team officials, and referees. Initiation and Novice will have 1 Head Coach 3 Assistants 1 manager and 1 trainer. Atom and above will have 1 Head Coach, 2 Assistants, 1 trainer and 1 manager.

SECTION 26 - TURNING POINT PROGRAM

Introduction:

The Kimberley Minor Hockey Association (KMHA), through its Board, has seen a need to remind all players, parents, coaches, officials, and spectators of the reason our children enter into the game and our organization. As a result, the Board has taken steps to emphasize three basic values of minor hockey: Fun, Respect of the rules and game participants, and Development of the children playing the game.

In June 2007, the board drafted a policy outline modeled after the Minor Hockey Association of Calgary's Turning Point program (currently used by Cranbrook Minor Hockey Association). The goal of this adaptation is to re-evaluate why our children play this game and to return to the practice of developing self-esteem and physical fitness among all children playing the game.

In order for this program to be effective, there has to be recognition on the part of all involved in minor hockey, that only a small percentage of minor hockey players will ever play at the Junior or Professional levels of the game. Once this fact is accepted, it will help build a platform for fair play, mental and physical development, respect for the game, and the opportunity for all players to flourish.

KMHA has recognized that they are duty bound to provide an environment free of all mental and physical abuse. In order to do so, there must be sanctions against individuals who, through their own actions, make it difficult for the children to develop in a manner consistent with the ideals of the KMHA.

Definitions:

Game Participant: Includes any player, coach, team administrator, on ice official, off ice official, representative of the Board, parent, guardian, spectator, or arena employee who attends any arena or place to partake in or view a KMHA sanctioned event.

Unacceptable Behaviour: an individual is considered to be displaying unacceptable behaviour if he or she is verbally or physically harassing or abusing a game participant in or outside the arena, or any other behaviour which the Board deems as unacceptable.

Implementation:

The identification and response to unacceptable behaviour" is not limited to KMHA ice time and arena events in Kimberley. The KMHA and its Board reserve the right to discipline any game participant who attends a game or event of any kind involving a member team of KMHA which occurs outside the City of Kimberley.

Reporting Process:

When a situation of unacceptable behaviour occurs, it is the responsibility of coaches, parents, game officials, or other game participants to respond to the incident(s) by reporting the person(s) involved. All incidents of reported unacceptable behaviour will be dealt with by KMHA Discipline Committee. There will be two processes to identify and report unacceptable behaviour. The focus of the program is reporting unacceptable behaviour not confrontation.

- A game participant will complete an incident report in writing and submit the report to KMHA at via email (kimberleyminorhockey@hotmail.com) or to a KMHA Board Member. A report must be filed within seven (7) days of the incident of unacceptable behaviour. Incident reports will be available on the Kimberley Minor Hockey website at kimberleyminorhockey.ca and from a KMHA Board member. No report will be accepted unless that report is legible and the person making the report, identifies themselves on the report. A report filed in this manner will be dealt with within seven (7) days of its receipt by the Discipline Committee.
- Any member of the KMHA Board has the right to immediately suspend any game participant found committing unacceptable behaviour. To coincide with this, any KMHA member of the Board has the right to suspend the affiliated coach, team official, or team if deemed necessary in order to prevent detrimental or unbecoming conduct on the part of any game participant. The game participant(s) will be asked to leave the arena or place where the unacceptable behaviour has taken place and will not be permitted to participate in KMHA ice time or sanctioned event until the incident has been dealt with by the Discipline Committee. Any board member exercising this right must forward a written report to a member of the KMHA Discipline Committee within 24 hours of the incident.
- Should an incident occur outside the City of Kimberley, the board member shall be permitted to file the report verbally with any other board member. Care will be taken to record the report verbatim. Once a report has been filed, the Discipline Committee will have seven (7) days to deal with this type of incident.

Criminal Behaviour:

The KMHA Board encourages any game participant to report acts of physical abuse or behavior which causes a disturbance that normally would not occur during the confines of a game to the local detachment of the Royal Canadian Mounted Police or local Police Service.

The Criminal Code of Canada defines 'disturbance' as follows:

- Everyone who, not being in a dwelling house, causes a disturbance in or near a public place, by fighting, screaming, shouting, swearing, singing, or using insulting or obscene language, by being drunk, impedes or molests another person, openly exposes or exhibits an indecent exhibition in a public place or loiters in a public place and in any way obstructs persons who are in that place.
- Criminal Behaviour also includes acts of assault, wilful damage to property, uttering death threats, and other acts described in the Criminal Code of Canada.

Penalties:

The KMHA Board reserves the right to penalize any game participant, as it deems necessary. Penalties

include, but are not limited to, one or more of the following:

- Written warning
- Suspension of playing privileges

- Prohibition from attending any facilities being used by KMHA or its member teams during KMHA sanctioned events.
- Outright dismissal from the KMHA with forfeiture of registration dues and/or tournament fees. Current policies of the KMHA dealing with the Discipline Committee and the Appeals Committee will coincide with the Turning Point Program.

SECTION 27 – CODES OF CONDUCT

FAIR PLAY CODE

- 1.) Fair play is in place to ensure that each player gets equal participation in game situations.
- 2.) Ice time lost due to disciplinary action, injuries, and suspensions does not apply.
- 3.) Fair Play is mandatory up to and including Atom A (all divisions), and House Leagues (all divisions).
- 4.) Any complaints regarding Fair Play should be made in writing to the discipline committee. As KMHA is committed to ALL the players, infractions of the Fair Play guidelines will be dealt with severely.

FAIR PLAY TIPS FOR PARENTS

- 1.) The main expectation of the Fair Play program requires parents to act as positive role models. Yelling negative comments at opposing players, any coach, any player or any official will not be tolerated.
- 2.) If you are in the stands and the person next to you is being negative, tell that individual that he/she is not only embarrassing his/her son/daughter, but the embarrassment is spread to the team and all other participants on/off the ice.
- 3.) Accept the fact that mistakes may be made by any individual during any game. Coaches, athletes and officials make mistakes. Be tolerant of mistakes, you are watching AMATEUR SPORTS
- 4.) If you feel that something unacceptable is being done, direct constructive comments to the association. Yelling and screaming negatives will only isolate you from your friends and from your child.
- 5.) The Fair Play program expects parents to understand that all the players want to have fun playing the game of hockey. Parents should encourage this fun in a positive way.
- 6.) The Fair Play program encourages parents to maintain a positive outlook towards not only their son/daughter, but to all the teammates and to the opposing players as well. Parents feel good when opposing fans clap for their players and their team. Share that good feeling by clapping for the opposing player or team when a good play occurs.
- 7.) The Fair play program expects parents to understand that you are watching young players having fun enjoying a sport they love. The young players are NOT there to entertain the parents in the stands.
- 8.) The children you watch on the ice do hear and see you at the rinks. The children look to you for acceptance and praise.
- 9.) The Fair Play program expects that positive praise for your child and others should not be lacking. You, as a parent, are a vital part of the game.

The Fair play program encourages your participation in your son/daughter's hockey experiences.

- ** Respect the Rules
- ** Respect the officials and their decisions.
- ** Respect the opponents.
- ** Maintain your self-control at all times.

As a parent, please remember the Fair Play Motto:

LESSONS WILL BE REMEMBERED LONG AFTER SCORES ARE FORGOTTEN.

ATHLETE CODE OF CONDUCT

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they should understand both the values and goals of the BCAHA. Thus, how an athlete regards his/her sport is often dependent upon their level of behaviour and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete to achieve a level of behaviour which will allow the athlete to become a well-rounded, self confident and productive human being.

ATHLETES HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favourable image of their sport.
4. Refrain from public criticism of athletes, coaches or officials.
5. Abstain from the use of tobacco products.
6. Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
8. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete.
9. Participate in all team testing and satisfy all team program testing objectives.
10. Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in your performance.
11. Communicate and Co-operate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the athletes future health and well being and when they are making decisions regarding the athletes ability to continue to play or train.
12. Regularly seek ways of increasing your athletic development and self-awareness.
13. Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.
14. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
15. Be aware of the role sport plays in all athletes lives and respect the pressures that may be placed on yourself and other athletes as you strive to balance physical, mental, emotional and spiritual elements of your lives.

ATHLETES MUST:

1. Not allow individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.
2. Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
3. Respect other athletes dignity: verbal or physical behaviours that constitute harassment or abuse are totally unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never use or condone the use of alcohol.
6. Cell phones and any electronic device with a camera are not permitted in dressing rooms at any time.

COACHING CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow their athletes to become well-rounded, self confident and productive human beings.

Although this code is directed toward coaching conduct it equally applies to other members of the Team Leadership Staff" i.e. managers, trainers, equipment personnel etc.. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

COACHES HAVE A RESPONSIBILITY TO:

- 1) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- 2) Direct comments or criticism at the performance rather than the athlete.
- 3) Consistently display high personal standards and project a favorable image of their sport and coaching.
- 4) refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
- 5) Abstain from the use of tobacco products while in the presence of her/his athletes.
- 6) Abstain from drinking alcoholic beverages when working with athletes.
- 7) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
- 8) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 9) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 10) Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes medical and psychological problems. Consider the athletes future health and well being foremost when making decisions regarding an injured athletes ability to continue playing or training.
- 11) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes goals to take precedence over their own.
- 12) Regularly seek ways of increasing professional development and self-awareness.
- 13) Treat opponents and officials with due respect, both in victory and defeat and encourage athlete's to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- 14) In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 15) Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.

COACHES MUST:

- 1) Ensure the safety of the athletes with whom they work.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- 3) Respect the athletes dignity; verbal or physical behavior that constitutes harassment or abuse are unacceptable.
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide under age athletes with alcohol, nor encourage its use.
- 6) Cell phones and any electronic device with a camera are not permitted in dressing rooms at any time.

OFFICIATING CODE OF CONDUCT

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game, its participants and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following officiating code of conduct has been developed to aid the officiating program in achieving a level of behaviour which will allow all officials to become self confident and productive human beings.

OFFICIALS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
3. Consistently display high personal standards and project a favourable image of their sport and officiating.
 - a) Refrain from public criticism of participants and fellow officials.
 - b) Abstain from the use of tobacco products while in the presence of his/her officials.
 - c) Abstain from drinking alcoholic beverages when officiating and working with officials.
 - d) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Educate and ensure high standards of risk management are maintained.
5. Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of self discipline.

OFFICIALS MUST:

1. When in a leadership role ensure the safety of the officials with whom they work.
2. At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect participants' dignity; verbal or physical behaviour that constitutes harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned substances.
5. Never provide under age participants with alcohol; nor encourage its use.

VOLUNTEER CODE OF CONDUCT

Volunteers play a critical role in the operation of sport organizations and their activities. Through their responsibilities the volunteer receives rewards such a personal development, recognition, feedback, a tie to family and community and the personal satisfaction of helping others. In return the volunteer must be expected to conduct their efforts in a manner that will allow the values and goals of the sport organization

to be achieved. Thus how a participant regards his/her sport is often dependent on the leadership of the volunteer. The following Code of Conduct has been developed to assist volunteers in achieving a level of behaviour which will allow sport participants to become well-rounded, self confident, productive human beings.

VOLUNTEERS HAVE A RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the person.
3. Consistently display high personal standards and project a favourable image of their sport and volunteering.
 - a) Refrain from public criticism of fellow volunteers, athletes and officials.
 - b) Abstain from the use of tobacco products while in the presence of children.
 - c) Abstain from drinking alcoholic beverages when performing your volunteer duties.
 - d) Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
 - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Through proper risk management practices ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
5. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
8. Attend to your volunteer duties, as directed, in a timely manner.
9. In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

VOLUNTEERS MUST:

1. Ensure the safety of the people with whom they work.
2. Abide by the sexual abuse policy of your sport.
3. Respect the dignity of others; verbal or physical behaviour that constitutes harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide underage participants with alcohol.

SECTION 28 - KMHA REFEREE RATES

"TWO-PERSON SYSTEM"

House League and Exhibition games — Games 1.5 hours or less

Novice \$20.00

Atom \$25.00

"THREE-PERSON SYSTEM"

EK, League and Exhibition games — Games 2 hours or more

	Referee	Linesman
Atom	\$30.00	\$20.00
PW House	\$30.00	\$20.00
PW Rep	\$35.00	\$25.00
Bantam H	\$35.00	\$25.00
Bantam R	\$40.00	\$35.00
Midget H	\$40.00	\$28.00
Midget R	\$50.00	\$35.00
Travel:	Cranbrook	\$20.00 per day
	Creston and Elk Valley	\$0.35 per km (one way)

30 INCIDENT REPORT

Team: _____ Date of Incident: _____

Head Coach: _____ Trainer: _____

Manager: _____ Asst Coaches: _____

Describe the nature of the incident:

Name of player(s) involved:

Name of parent(s) involved:

Factors leading up to the incident:

Discipline issued; include length of time for discipline. (including benching a player or sending them to the dressing room:

Suggestions that could have prevented the incident or suggestions to help with the team discipline:

Signed Head Coach: _____ Dated: _____

Player Signature: _____ Parent Signature: _____

(** use back of sheet if more information/signatures are required)

Follow Up of Incident:

Date: _____

Investigation Followed up by: (please list all names involved)

_____	_____
_____	_____
_____	_____

Recommendations by Committee:

Resources used if any for recommendation: (ie BC Hockey Rep etc)

Signed by President: _____

Letter sent to all parties: YES

NO

Dated sent: _____

SECTION 31 INJURY REPORTS

All teams & officials will use the proper "Injury" report from Hockey Canada. This report can be printed off the KMHA website at www.kimberleyminorhockey.ca .

SECTION 32 LOCKER ROOM POLICY

LOCKER ROOM POLICY TEMPLATE 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 “Two Deep Method” 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 safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.
- **Female Teams**
Recommend that when using the “Two-Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.
- **Road Trips**
Ideally, team 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 “Two Deep Method” rule is observed at all times.
- **Physical Contact**
Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.
- **Isolated Spaces**
Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).
- **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 Two Deep Method).

Parents in Locker Rooms

Except for players at the younger age groups [*specific age groups may be included here*], we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, 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.

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. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

Co-Ed Dressing Room Policy

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 1. Male players will not undress to less than a minimum of shorts while females are present.
 2. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. 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).
3. When separate facilities do not exist for both male and female participants:
 1. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 2. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
4. It is the responsibility of the team to ensure that these guidelines are followed.

Smart Phones and Other Mobile Recording Devices

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.