



# KIMBERLEY MINOR HOCKEY ASSOCIATION POLICY AND PROCEDURE MANUAL

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(AMENDED MAY 2024\*)

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## **1 OBJECTIVE**

It is the purpose of this Policy manual 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).

## **2 DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS & EXECUTIVE**

The duties and responsibilities of Elected Executive Committee Members are outlined in the KMHA Constitution and Bylaws. Members of the Executive Committee with voting positions must not miss more than 3 meetings of the current season's Executive Committee meetings for their vote to be in good standing.

### **2.1 PRESIDENT (TWO-YEAR TERM, VOTING POSITION)**

- 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 Bylaws and the KMHA 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.
- Call all meetings as set forth in KMHA Bylaw 4. Attend and preside at all KMHA Executive Committee and General Meetings.
- Interpret the KMHA Constitution and Bylaws as required.
- Take direction from and report to the KMHA Executive Committee.
- Participate on various committees as established elsewhere as required.
- Act as liaison between the KMHA Executive Committee and the Team Officials of their respective divisions.
- Deal with issues pertaining to other associations and serve as the liaison between associations.
- Oversee the day-to-day operation of the association.
- Exercise the powers of the KMHA Executive Committee in case of emergency.
- Assist other KMHA Executive Committee Officers in the administration of activities respecting their division as directed in the Bylaws and KMHA Policies and Procedures Manual.
- Approve, in conjunction with the Coach Coordinator, all Team Officials recommended by the Coach Coordinator names being forwarded to the KMHA Executive Committee.
- Ensure that all bench staff are properly onboarded at the beginning of each season.
- Suspend clubs (teams), players, or team officials, subject to ratification at the next KMHA Executive Committee Meeting.
- Sit on all committees as an advisor.
- Conduct such business as required by BC Hockey, such as approval of exhibition games, tournaments and travel.
- Must have previous experience on the KMHA Executive Committee.

## **2.2 VICE-PRESIDENT (ONE-YEAR TERM, VOTING POSITION)**

- The Vice President shall carry out duties as requested by the President.
- Attend monthly meetings and, in the absence of or at the request of the President, preside at meetings.
- 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.
- Chair the Disciplinary Committee and manage all disciplinary documentation.

## **2.3 SECRETARY (TWO-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Keep an accurate record of the proceedings at all meetings, carry on correspondence and generally perform all duties usual to a secretary.
- Give notifications of the time and place of meetings.
- Provide copies of all meeting minutes to KMHA Executive Committee members.
- Publish notice of the Annual General Meeting at least two weeks prior.
- File an annual report of Constitution and by-law changes to the Registrar of Companies within thirty (30) days after each Annual General Meeting.
- Monitor and manage correspondence; maintain the KMHA website as required.

## **2.4 TREASURER (TWO-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Provide financial statements (income statement and balance sheet) for monthly meetings.
- Provide payment to referees.
- Perform regular deposits. Deposit registration fees and other income, track receivables and issue invoices when necessary.
- Record all receipts and payments of association funds.
- Reconcile bank statements monthly.
- Issue payment for all expenses, i.e.: monthly ice fees, tournament expenses, travel reimbursement, etc.
- Monitor actual costs against budget, pay all team bills and monitor team accounts.
- Apply annually for a BC Community Gaming Grant and BC Gaming licenses.
- Ensure proper liability insurance is obtained each season.
- Prepare year-end financials for the AGM and budgets for the following season.

## **2.5 DIRECTOR AT LARGE – SPECIAL PROJECTS (ONE-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Support the Board of Directors as necessary.
- Help formulate plans and policies.
- Serve as member or chairperson of committees appointed by the President.
- Lead special projects like First Shift, Mentorship program, Skills sessions, Power skating, goaltending development sessions and U9 transition ice sessions.

- In the event that a KMHA Executive Committee role is vacated, step into the role until a replacement can be appointed.

## **2.6 DIRECTOR AT LARGE – MEDIA (ONE-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Support the Board of Directors as necessary.
- Help formulate plans and policies.
- Serve as member or chairperson of committees appointed by the President.
- Manage KMHA website, association social media and advertising.
- With Director of Female Hockey, manage KMHA photo day.
- In the event that a KMHA Executive Committee role is vacated, step into the role until a replacement can be appointed.

## **2.7 DIRECTOR OF ICE COORDINATION (TWO-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Responsible for obtaining and dispersing all ice time.
- Disperse ice time to Managers for their respective teams, subject to approval by the Executive Committee.
- Responsible for scheduling ice time, rescheduling ice time, exchanging ice time and cancelling time as per the City of Kimberley Ice Users Guidelines.
- Communicate with Managers to use available ice time in the best possible way; maintain a shared master ice schedule and ensure changes to ice times are made before scheduling cut-offs.
- Validate ice invoices from the city of Kimberley and ensure the Treasurer is updated monthly on both actual and projected ice time costs.
- Serve as the KMHA representative to the City of Kimberley for ice allocation.
- Attend the annual EKMHA league scheduling meeting to assist managers.

## **2.8 REGISTRAR (TWO-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Register all players in the KMHA; coordinate all phases of player registration.
- Coordinate registration with players' assistance programs (funding) and update the Treasurer.
- Facilitate and coordinate all phases of player movement between teams and associations.
- Register all players, bench staff and on-ice helpers in the HCR (Hockey Canada Registry).
- Ensure all critical waivers for KMHA, BC Hockey and Hockey Canada are signed and completed for players and bench staff.
- Manage all claims for Insurance, seeing they are processed properly and settled.
- Manage all late registrations and withdrawals.
- Enter team rosters into Team Snap and provide appropriate access to coaches and managers.
- Enter team rosters in the HCR (Hockey Canada Registry).
- Manage communications with parents and players through Team Snap.



- At the end of the season, and in consultation with the Director of Fundraising and the Director of Volunteer Coordination, apply a fine of \$250 in Team Snap to any parent or guardian who has not fulfilled their volunteer commitment.

## 2.9 DIRECTOR OF EQUIPMENT (ONE-YEAR TERM, VOTING POSITION)

- Attend KMHA meetings and/or provide reports.
- Maintain inventory of equipment and condition thereof.
- Seek Executive Committee approval for the purchase of new equipment as required.
- Procure repair services of equipment as necessary to maintain it in good order.
- Ensure jerseys are kept in good repair.
- Maintain control of combination locks for equipment lockers and ensure combinations are changed each season.
- Ensure proper use of the equipment room is maintained throughout the season.
- With the Director of Fundraising, organize an equipment swap before the start of the season.
- Manage annual procurement of KMHA tracksuits.
- Collect all equipment and uniforms at the end of the season; chargeback repair or replacement costs to teams as required.

## 2.10 DIRECTOR OF COACH COORDINATION (TWO-YEAR TERM, VOTING POSITION)

- Attend KMHA meetings and/or provide reports.
- Be responsible for requesting, organizing, and promoting the National Coaches Certification Program Clinics:
  - Submit clinic request forms to BC Hockey.
  - 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.
  - Ensure coaching staff is aware of development opportunities.
- Organize and promote in-house Coaching programs to ensure adequate training of Coaching personnel. These programs may be instituted prior to the season and may involve instruction from people outside the minor hockey association.
- Act as the liaison between the KMHA Executive Committee and Coaches, and in doing so, ensure that the Coaches are aware of, and adhere to, applicable regulations, guidelines, bylaws, policies and procedures.
- Ensure that all Coaches are aware of the BC Hockey Minimum Suspension Guidelines.
- Be responsible for the recruitment of Coaches and provide a list of Coaches' contact information to the Registrar and Secretary.
- Monitor Bench Staff certifications in the Hockey Canada Registry; follow up follow up to ensure compliance to requirements in [Appendix A](#), [Appendix B](#), and [Appendix C](#).
- Advertise for Coach positions by August 1<sup>st</sup> of the current season.
- 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.
- Responsible for chairing the Coach Selection Committee.

- Assist Coaches with team selection, team balancing and player evaluations, as well as facilitate meetings for support and feedback in an advisory capacity.
- Maximize the use of resources and programs available to the Association and in addition distribute any development materials received from BC Hockey, Hockey Canada or any other source; catalogue or create files of existing resources.
- Be the first level of involvement when dealing with Coaches.
- Facilitate a minimum of three (3) Coaches meetings per year – pre-season, mid-season and end-of-season.
- Coordinate the evaluation of Coaches at least once a year. Provide report to KMHA Executive Committee for review.

## **2.11 DIRECTOR OF RISK MANAGEMENT (ONE-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Become knowledgeable in the BC Hockey and Hockey Canada risk management practices.
- Create and maintain a risk management file for their Association League of BC Hockey, Hockey Canada and other risk management information.
- Promote effective risk management within KMHA.
- Work with the KMHA Executive Committee to help identify major risks and make recommendations to reduce or manage those risks.
- If required, create and submit a safety plan to the City of Kimberley.
- Report any needed repairs to the Manager of Parks and Facilities for the City of Kimberley.
- Implement BC Hockey or Hockey Canada policy changes.
- Check expiry dates and restock medical kits for each team.
- Ensure team Safety Persons have Kimberley Civic Centre Arena and Marysville Arena muster points and evacuation procedures to communicate to teams.
- Maintain communication with team Safety Persons throughout the season (answer questions, provide additional first aid supplies if required, etc.).
- Create and maintain a risk management file for their Association League of BC Hockey, Hockey Canada and other risk management information.
- Check HCR to ensure all coaches, assistant coaches and on-ice helpers and managers are fully qualified before the December 10th deadline.
- Attend city council meetings in person or online if information regarding the facilities is being discussed.

## **2.12 DIRECTOR OF FUNDRAISING (ONE-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Organize, plan and promote the Association's Fundraising Events.
- Be responsible for all matters related to the solicitation of sponsorship and donations to support the financing of the KMHA hockey program and report to and take direction from the KMHA Executive Committee.
- Approve all fundraising activities proposed by any members of the KMHA where the Association's name is used.

- Solicit sponsorships and donations from the business community to support the hockey program.
- Ensure all teams, coaches and managers are named in newspaper with photos of teams during Minor Hockey Week. Ensure that all volunteers, donations & sponsors are recognized in the newspaper.
- Arrange advertising for main events.
- With the Director of Equipment, organize an equipment swap before the start of the season.
- Report to, and receive direction from, the KMHA Treasurer regarding financial statements and recordkeeping practices.
- Ensure that all parents/guardians participate in the annual mandatory Bottle Drive; arrange for billing of volunteer fee through Team Snap, should a parent/guardian not participate in the Bottle Drive.
- Manage electronic raffles.

### **2.13 DIRECTOR OF VOLUNTEER COORDINATION (ONE-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Responsible for the recruitment and direction of all volunteers for KMHA events (example Canteen shifts).
- Responsible for coordinating and assigning Volunteer shifts through Team Snap.
- The Director of Volunteer Coordination, along with the Director of Fundraising, is responsible for creating the necessary committees to facilitate fundraising.
- Ensure that the fundraising duties are carried out by the responsible parties; arrange for billing of volunteer fee if volunteer commitments are not met by the end of the season.
- Notify the responsible parties that they did not fulfill their volunteer duties required and will be billed in Team Snap.

### **2.14 EAST KOOTENAY REPRESENTATIVE (TWO-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Ensure the KMHA is represented at the East Kootenay Minor Hockey Association (EKMHA) monthly meetings and all information is brought back to the KMHA in a timely fashion.
- Ensure all appropriate members know of any changes, rulings etc. as soon as possible to ensure that the KMHA is adhering to the EKMHA rules.
- Ensure that all Coaches and Managers of all teams are aware of their obligation to the EK League.
- Ensure that all Coaches and Managers of carded teams are aware of their obligation to Zone playoffs, the date for withdrawing from that competition and consequences of failing to do so.

### **2.15 DIRECTOR FEMALE HOCKEY (ONE-YEAR TERM, VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Identify strategic recruitment and retention objectives and opportunities to grow female

participation in KMHA.

- Liaise with Female Hockey representatives in the EKMHA.
- Work with the KMHA Executive to influence progress towards an inclusive environment and sustained progress for the role of girls in hockey.
- With Director at Large – Media, manage KMHA photo day.

## **2.16 REFEREE-IN-CHIEF (ONE-YEAR TERM, NON-VOTING POSITION)**

- Attend KMHA meetings and/or provide reports.
- Maintain an effective line of communication between officials, the Association, and the Hockey Canada Officiating Program.
- Through the aid of clinics, train and supply sufficient referees to satisfy the demands of KMHA.
- Inform Coaches and/or Coach Coordinator of new rules at the beginning of each season at the Coaches meeting; ensure Coaches and/or Coach Coordinator are informed of all rule changes as they are implemented.
- Oversee the conduct of his or her officials.
- Ensure the KMHA Executive Committee is aware of any concerns or problems referees are experiencing. Mentor and ensure regular communication with new referees.
- Coordinate the evaluation of referees and linesmen at least twice per year.
- Ensure that all referees are aware of BC Hockey Minimum Suspension Guidelines.

## **2.17 REFEREE COORDINATOR (ONE-YEAR TERM, NON-VOTING POSITION)**

- Schedule referees on at least a weekly basis for all scheduled games.
- Maintain referee information in Assignr application.
- Send weekly pay reports to Treasurer for payment by e-transfer.
- Review referee rates on an annual basis prior to the beginning of hockey season to ensure parity with minor hockey associations in the district; recommend changes in referee fees for KMH Executive Committee approval.
- Replace referees when the designated cannot show up, provided they have given enough notice.
- When a referee does not show up for a scheduled game, it shall be reported immediately to the Referee Coordinator and Referee-in-Chief by the manager of the home team.
- Only in special circumstances in the interest of KMHA, when unable to secure the services of a referee from the list, appoint a referee not on the list.
- Any further duties as agreed upon by the KMH Executive Committee.

## **2.18 MANAGER COORDINATOR (ONE-YEAR TERM, NON-VOTING)**

- Onboard and mentor new managers at the beginning of the season.
- Administer the KMHA Manager Facebook page.
- Maintain the KMHA Manager Manual and forms.
- Provide support and answer questions as required.
- The role of Manager Coordinator may be held by a KMHA Executive Committee

member.

## 2.19 PARENT/GUARDIAN DUTIES

- Support KMHA to the best of their ability including transportation, fundraising, scorekeeping, timekeeping, penalty box supervision, etc.
- Shall not interfere with or harass Coaches, Managers, or Team Officials - refer to [Hockey Canada Fair Play Code for Parents](#) and the [KMHA Parent and Guardian Code of Conduct](#).
- Refer complaints to the team Manager, or if the complaint is related to the team Manager, to the team Coach.
- Act as a worthy ambassador of the Association and the City of Kimberley at all times.
- Agree to adhere to the [KMHA Parent and Guardian Code of Conduct](#).
- Participate in mandatory fundraising events.

## 3 STRUCTURE

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 BC Hockey. KMHA is responsible to, and receives its mandate from, the East Kootenay Minor Hockey Association (EKMA), which in turn receives its authority from Hockey Canada through BC Hockey.

Should a perceived conflict of interest arise, Executive Committee 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 KMHA Executive Committee.

All players will be placed on their respective teams at playing levels commensurate with each player's age, playing skill and experience. Divisions within minor hockey are set by Hockey Canada and age is set at the player's age on or before December 31.

Division	Age
Under-7 (U7)	6 and under
Under-9 (U9)	7 and 8
Under-11 (U11)	9 and 10
Under-13 (U13)	11 and 12
Under-15 (U15)	13 and 14
Under-18 (U18)	15, 16 and 17

The Female Recreational Program is available to girls of all ages.

**Note:** It is possible, in specific cases, that players could 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 two playing levels:

- **COMPETITIVE**
- **RECREATIONAL** - all players not playing for Competitive teams will play in the house league or can tier at the EKMHA League.

#### **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 or the Coach Coordinator. Administrative matters are to be referred to the Executive through the Director.

#### **5 PLAYER REGISTRATION**

Registration through Team Snap will begin on May 1<sup>st</sup> for the upcoming season.

The KMHA Executive Committee shall set registration fees:

- Upon registration, a \$50 non-refundable deposit will be immediately charged.
- KMHA allows registration fees to be paid over three equal payments, to be automatically deducted from credit cards on August 1<sup>st</sup>, September 1<sup>st</sup> and October 1<sup>st</sup>.
- Players registering for competitive teams will pay a non-refundable tryout fee to the host association.
- All credit card processing fees are charged by a third party and are non-refundable.
- Refunds provided before the start of the season will be a full refund, less Team Snap administration fees and a KMHA administration fee of \$50.
- Refunds provided after the season has started will be half the registration fee.
- Refunds will not be issued after November 30<sup>th</sup>.
- Players suspended by KMHA, BC Hockey or Hockey Canada are not eligible for refunds.
- Any player/parent requesting a refund must do so in writing.
- Families with more than one child registered in KMHA will receive a discount for subsequent children registered in KMHA. The amount of the discount will be determined by the Executive of KMHA.
- It is understood that the payment of a registration fee does not constitute the entire obligation to KMHA of the parent or guardian. This shall be made clear to all parents and guardians at the time of registration.
- KMHA may offer an Early Bird Discount for registrations made on or before June 30<sup>th</sup>.

- A fee of \$250 will be billed to parents at the end of the season if volunteer commitments are not fulfilled. Players will be unable to register for the next season or be released to other associations if this fee is not paid.
- No player may participate in Association activities unless he/she is properly registered; A player is registered when a completed registration form has been filed with the Registrar of the Association and registration fees have been paid.
- Registration will be rescinded if fees are not paid in full by October 1<sup>st</sup> of that season.
- If a payment method is declined, an alternate payment method must be provided within ten (10) days of notification or registration will be rescinded.
- No child will necessarily be denied the opportunity to play hockey because of an inability to pay, Together, the KMHA President and Registrar shall consider all requests for fee exemption and guarantee confidentiality.
- Each player must be properly registered and insured through the Association with Hockey Canada and BC Hockey.
- 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 KMHA Executive Committee at the next regularly scheduled KMHA Executive Committee Meeting and will be subject to EKMHA approval.

At registration parents and players should be given information regarding:

- Competitive & Recreational teams – tryouts, procedures, estimated starting dates and length of season.
- Jersey return — KMHA will charge \$150.00 through Team Snap if jerseys are not returned from the previous year or if they are returned severely soiled or damaged. Players will be unable to register for the following season, or be released to other associations, until this cost is paid.
- The [KMHA Parent and Guardian Code of Conduct agreement](#), which is to be signed and returned to the Manager at the beginning of the season.

## 6 PROGRAM GUIDELINES

Each team in the KMHA will have a minimum of these positions; Coach, Assistant Coach, Hockey Canada Safety Person (HCSP) and Manager.

### 6.1 U7 and U9

This program is designed for beginners ranging in age from 5-8 years. The program 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, 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 four 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. The [Hockey Canada Fair Play Codes](#) will be in effect at all times.

	U7	U9
LEAGUE	Do not participate in a league.	<ul style="list-style-type: none"> <li>Do not participate in a league.</li> <li>May have scheduled games with referees.</li> </ul>
AGE (on or before Dec 31)	5- and 6-year-olds	7- and 8-year-olds
PRACTICES	Two practices/week	
COACHING	Use an integrated station approach.	Use an integrated station approach and full-ice skill drills.
BENCH STAFF CERTIFICATIONS	See <a href="#">Appendix A</a> , <a href="#">Appendix B</a> , and <a href="#">Appendix C</a> .	
POSITIONS	Goalies and skaters on automatic rotation, even at tournaments.	<ul style="list-style-type: none"> <li>Goalies are encouraged to rotate.</li> <li>All skaters on automatic rotation.</li> <li>All players should receive equal ice time and fair play.</li> <li>Start on positional play and allow players to pick a position for a while if they desire to.</li> </ul>
TRAVEL	Travel <b>within</b> the East Kootenays only, with permission from KMHA President.	Travel <b>outside</b> the East Kootenays requires permission from KMHA President.
GAMES	<ul style="list-style-type: none"> <li>Two 30-minute run times with buzzer at 2-minute shifts.</li> <li>Adhere to Hockey Canada guidelines with cross-ice play.</li> <li>No scoreboard is used.</li> <li>All players should receive equal ice time.</li> <li>The “three goals per game” rule is in effect for all players, i.e. to encourage passing, goals are not counted after a player scores three goals in a game.</li> </ul>	<ul style="list-style-type: none"> <li>Two 30-minute run times with buzzer at 2-minute shifts.</li> <li>No fixed power play or penalty-killing units.</li> <li>Encourage player/position rotation.</li> <li>Adhere to Hockey Canada guidelines with half-ice play using boards.</li> </ul>
SAFETY	A Safety Person must be included on the team roster and in attendance for all team games, tournaments, practices, and events.	

## 6.2 RECREATIONAL HOCKEY FOR U11, U13, U15 and U18

This program is the type played by the majority of amateur players. It is fun hockey with an 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 and subject to approval by the EKMHA. Body checking will not be allowed at the UNDER-13, UNDER-15 and UNDER-18 levels.



Should a recreational team need to add a player to their roster for any game or tournament the following procedures shall apply:

- The Coach Coordinator and players coach must be notified.
- The player’s coach will call the player to be picked up to see if he/she is available.
- As per BC Hockey guidelines, 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 or her own team.

	U11	U13, U15 and U18
<b>LEAGUE</b>	Participate in East Kootenay Minor Hockey Association	
<b>AGE</b> (on or before Dec 31)	9- and 10-year-olds	<ul style="list-style-type: none"> <li>• UNDER-13 players are 11- and 12-year-olds.</li> <li>• UNDER-15 players are 13- and 14-year-olds.</li> <li>• UNDER-18 players are 15-, 16- and 17-year-olds.</li> </ul>
<b>PRACTICES</b>	Two practices/week	
<b>COACHING</b>	<ul style="list-style-type: none"> <li>• Skill and station-based practices.</li> <li>• Emphasis on basics plus team tactics.</li> </ul>	
<b>BENCH STAFF CERTIFICATIONS</b>	See <a href="#">Appendix A</a> , <a href="#">Appendix B</a> , and <a href="#">Appendix C</a> .	
<b>POSITIONS</b>	Positions are determined by coaches, who may choose to rotate players to play different positions to develop overall skill.	
<b>TRAVEL</b>	Exhibition games, travel and out-of-district tournaments are at the discretion of President, not to conflict with League play and subject to approval from EKMHA.	
<b>GAMES</b>	<ul style="list-style-type: none"> <li>• Two 20-minute run times with a third 20-minute stop time period.</li> <li>• No mid-game flood.</li> <li>• No fixed power play or penalty killing units.</li> <li>• Encourage player/position rotation.</li> <li>• No overtime – ties after regulation remain in a tie for the standings.</li> </ul>	<ul style="list-style-type: none"> <li>• Three 20-minute stop time periods with a flood halfway through the second period.</li> <li>• No overtime – ties after regulation remain in a tie for the standings.</li> </ul>
<b>SAFETY</b>	A Safety Person must be included on the team roster and in attendance for all team games, tournaments, practices, and events.	

### 6.3 COMPETITIVE HOCKEY FOR U11, U13, U15 and U18

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. 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, 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 always represent Kimberley, and govern themselves accordingly (in town, at school, on road trips).

	U11	U13, U15 and U18
<b>LEAGUE</b>	Participate in EKMHA	Participate in EKMHA or the West Kootenay Minor Hockey Association
<b>AGE</b> (on or before Dec 31)	9- and 10-year-olds	<ul style="list-style-type: none"> <li>• UNDER-13 players are 11- and 12-year-olds.</li> <li>• UNDER-15 players are 13- and 14-year-olds.</li> <li>• UNDER-18 players are 15-, 16- and 17-year-olds.</li> </ul>
<b>PLAYERS</b>	The number of players to be determined by KMHA Executive after final registration; team roster to be determined by the Selection Committee.	
<b>PRACTICES</b>	Two practices/week	
<b>COACHING</b>	Focusing on individual and team tactics, under supervision of Coach Coordinator.	
<b>BENCH STAFF CERTIFICATIONS</b>	See <a href="#">Appendix A</a> , <a href="#">Appendix B</a> , and <a href="#">Appendix C</a> .	
<b>TRAVEL</b>	Exhibition games, travel and out-of-district tournaments are at the discretion of President, not to conflict with League play and subject to approval from EKMHA.	
<b>GAMES</b>	<ul style="list-style-type: none"> <li>• Three 20-minute stop time periods with a flood halfway through the second period.</li> <li>• No overtime – ties after regulation remain in a tie for the standings.</li> </ul>	
<b>SAFETY</b>	A Safety Person must be included on the team roster and in attendance for all team games, tournaments, practices, and events.	

## 6.4 FEMALE HOCKEY

- KMHA is dedicated to supporting females in hockey.
- The objectives of female hockey are to provide a safe environment for females to explore the game of hockey and have fun, emphasizing development of fundamental stick handling and skating skill, sportsmanship, and teamwork.
- The Sparklers are a female-focused team, open to girls of all ages, while all other KMHA teams are gender-inclusive.
- Coaching: Focus on building skill and having fun.
- League: Do not participate in a league.
- Practice Ice: One practice per week.
- Bench Staff Certification Requirements: See [Appendix A](#), [Appendix B](#), and [Appendix C](#).
- Exhibition Games, Travel and Out-of-District Tournaments: Do not typically travel or participate in tournaments. Exhibition games are arranged as desired by the team.
- A Safety Person must be included on the team roster and in attendance for all team games, tournaments, practices, and events.

## 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:

UNDER-7 1: Dynamiters	UNDER-7 2: Nitros
UNDER-9 1: Dynamiters	UNDER-9 2: Nitros
UNDER-11 Competitive: Dynamiters	UNDER-11 Recreational: Nitros
UNDER-13 Competitive: Dynamiters	UNDER-13 Recreational: Nitros
UNDER-15 Competitive: Dynamiters	UNDER-15 Recreational: Nitros
UNDER-18 Competitive: Dynamiters	UNDER-18 Recreational: Nitros
Female team – all ages: Sparklers	

### 7.1 RECREATIONAL TEAM SELECTION

Recreational Teams will carry the number of players most suitable for the current registration. Coaches will select teams using player evaluations, ensuring that all teams have equal numbers of similar caliber 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.

### 7.2 COMPETITIVE TEAM SELECTION

The number of players on each Competitive Team will be determined by KMHA Executive after final registration.

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

- 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 KMHA Executive Committee 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 KMHA Executive Committee members and will report to the Coach Coordinating Committee as required.
- KMHA Board Executive will approve evaluators for all divisions prior to tryout sessions.
- 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 forfeited.

- 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.

The target date to finalize Competitive team rosters will be October 1<sup>st</sup>.

All players wishing to play on Competitive teams must try out. No player is guaranteed a position on a team. U18 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 try out for the appropriate Competitive team when able to, up to the December 1<sup>st</sup> 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.

Players moving into the association area after tryouts will be placed on a recreational 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.

## **8 PLAYER MOVEMENT**

All player movement during the season must be in accordance with BC Hockey, Hockey Canada and KMHA guidelines.

Any player movements for practices or games, from any team, must follow this process:

- First communication must be between the coaches of the affected teams.
- All team head coaches should be in agreement with any player movement.

- The coach losing the player(s) must then contact and communicate the possible player(s) move to the parent(s).
- If no agreement can be reached amongst the coaches, then the Coach Coordinator shall arbitrate the situation with the Executive Committee's guidance.
- No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to a resolution.

## 9 COACH SELECTION

The KMHA chooses coaches through the Coach Selection Committee. All coaches (Head or Assistants) must receive approval from the KMHA Executive Committee. For all coaches, this means that applications, resumes and Criminal Records checks will be pre-screened at the earliest discretion of the KMHA Executive Committee 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.

- 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 Coach Selection Committee will include at least one KMHA Executive Committee member, 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 Executive must approve the Coach Selection Committee.
- Depending on the levels of play and the number of applicants for coaching positions, interviews may be required. If interviews are required, the Coach Selection Committee should follow the interview process as outlined in the Hockey Canada "[Minor Hockey Association Coach Development Plan](#)".
- The Coach Coordinator, and/or the Chair of the Coach Selection Committee, will contact all applicants, successful or not. The Chair of the Coach Selection Committee will be prepared to answer any questions the unsuccessful candidates may have. All applicants must 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.
- All coaches must have the appropriate certification and requirements as detailed in [Appendix A](#) and [Appendix B](#).
- If a member of the Coach Selection Committee has a child in the division that the coach is being selected for, that member will recuse themselves from the final coach selection decision.
- 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 KMHA Executive.

## 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:

- Coaching at all levels should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
- It is the philosophy of the KMHA that all participants on recreational 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.
- 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.
- Ensure that players are hydrating properly during practices and games.
- Promote proper warm-up techniques and conditioning as a means of preventing injuries.
- Team Captain and Alternates should shake hands with the opposing coaches and officials at the beginning of the game. Both teams must shake hands at the end of the game and must shake hands with officials, unless league rules prohibit.
- 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 a review and possible dismissal.
- Coaches will inform players of any suspensions and ensure they are not on the roster until the suspension period is over.
- 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.
- 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.
- Ensure that a qualified HCSP is available.
- Ensure that dressing rooms are left clean and ready for the next team.
- Ensure that they do not put themselves in compromising situations with a player and must follow the “Rule of Two” as described in [Section 29](#).
- All coaching staff must complete the bench staff certification requirements as detailed in [Appendix A](#), [Appendix B](#), and [Appendix C](#).
- All coaching staff must complete a Criminal Record Check before the start of the season.
- Attend a mandatory pre-season orientation session to review KMHA policies and procedures, including the requirement to report all incidents, even those managed at the team level, using the KMHA Incident Form
- All coaching staff must have the appropriate coaching levels as required by December 1<sup>st</sup> of the current season.
- The Head Coach will select Assistant Coaches, Manager and HCSP for the team with the approval of the KMHA Executive.
- Coaches will attend a mandatory pre-season orientation session to review KMHA policies and

procedures, including the requirement to report all incidents, even those managed at the team level, using the KMHA Incident Form.

- Along with the Manager, the Head Coach will host a parent meeting prior to November 15<sup>th</sup> annually, to cover a minimum of the following:
  - Review of key Minor Hockey Association Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times.
  - Review of the Association complaint process/policy.
  - Code of Conduct expectations.
  - Team Fees.
- The Head Coach and Manager must attend each KMHA general meeting once a month and be prepared to provide a report on how the season is going and discuss all discipline-related items. If they are unable to attend, the Coach/Manager needs to inform KMHA Secretary in by 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.

## **11 DUTIES AND RESPONSIBILITIES OF MANAGERS**

The Manager Manual will be available from the KMHA Executive Committee at the beginning of each season for every team Manager. The Manager works with the Head Coach and Assistant Coaches to appoint parents to other positions (Jersey Person etc. – for more details, please refer to the Manager Manual). The Manager is the first line of communication between 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.

- Consult with the Coach in arranging and scheduling games.
- Update Team Snap to reflect game, practice and tournament schedules.
- Book ice time with the Ice Coordinator (no one else is permitted to book ice).
- Arrange volunteers for game duties such as timekeeper, scorekeeper, and 50/50 person.
- Ensure the signed-off roster has been uploaded to the HISPORTS app and that the visiting team has signed off.
- Ensure the game report is completed, uploaded and submitted to HISPORTS.
- Ensure all the rules and policies of the Association are carried out and that any deviations from these are reported to the Association.
- Managers are responsible to forward game sheets to the Coach to ensure he or she is aware of suspensions.
- Ensure, with the Coach, that players are informed of their suspensions and when they can return to team activities. Failure to do so could mean forfeiture of that game, future games, and further disciplinary action.
- Responsible to track head contact penalties and make the Coach aware when approaching 20 minutes to ensure adherence to BC Hockey Head Contact penalty requirement.
- Ensure coaching staff has returned all equipment (goalie equipment, jerseys, pucks, pylons etc.) to the Director of Equipment at the end of the season.

- Must complete the bench staff certification requirements as detailed in [Appendix A](#), [Appendix B](#), and [Appendix C](#).
- Report to Referee Coordinator and Referee-in-Chief immediately if a referee does not show up for a scheduled game.
- Ice times provided and paid for by the Association must be used or returned to the Ice Coordinator within twenty-one (21) days to avoid penalty; repeated failure to use allotted ice may result in a loss of that ice slot. Ensure that parents and players read their registration form and its behavior code.
- Attend a mandatory pre-season orientation session to review KMHA policies and procedures, including the requirement to report all incidents, even those managed at the team level, using the KMHA Incident Form.
- Along with the Coach, will host a parent meeting prior to November 15<sup>th</sup> annually, to cover a minimum of the following:
  - Review of key Minor Hockey Association Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times.
  - Review of the Association complaint process/policy.
  - Code of Conduct expectations.
  - Team Fees.
- By November 15<sup>th</sup>, forward the following Parent Meeting information to the KMHA Secretary for submission to BC Hockey:
  - Date of meeting.
  - Number of parents attended.
  - Division (U11, U13, etc.) and Team Name.
  - Agenda outline.
  - General comments.
- Ensure parents sign the [KMHA Parent and Guardian Code of Conduct](#) agreement.
- Complete all requirements for EKMHA and attend mandatory annual league scheduling meeting.
- The Head Coach and Manager must attend each KMHA general meeting once a month and be prepared to provide a report on how the season is going and discuss all discipline-related items. If they are unable to attend, the Coach/Manager needs to inform KMHA Secretary in by 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.

## 12 DUTIES AND RESPONSIBILITIES OF THE HOCKEY CANADA SAFETY PERSON (HCSP)

- Responsible to ensure that safety is the first priority during all hockey-related activities.
- Implement an effective risk management program with your team that strives to prevent injuries and accidents before they happen.
- Conduct regular checks of arena facilities, check for emergency exits.
- 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.

- Ensure accurate medical files for each player are on hand at all times.
- Maintain a fully stocked first aid kit and have on hand at all games and practices.
- Obtain a doctor's certificate from a player stating when they can 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.
- Recognize life-threatening and significant injuries. If the HCSP suspects an injury requires a player to leave the game, the parent or parent designate must be notified.
- All incidents should be documented, and if the player requires medical or dental treatment, the [Hockey Canada Injury Report Form](#) must accompany the player to the doctor for their signature.
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- If a player is injured and a parent/guardian is unavailable, the HCSP must ensure that at least two responsible adults accompany the player to the hospital.
- The player's [Hockey Canada Medical Information Sheet](#) and a [Hockey Canada Injury Report Form](#) must accompany the player to the hospital. The Hockey Canada Injury Form must be completed by the attending physician and filed promptly with the EVMHHA registrar. The HCSP must also ensure that the parent or guardian is advised of the accident.
- Put in place an effective Emergency Action plan with the team and practice it regularly to make sure that all involved are aware of their roles.
- Must complete the bench staff certification requirements as detailed in [Appendix A](#), [Appendix B](#) and [Appendix C](#).
- The following equipment should also be carried by the HCSP 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 and zip-lock bags.

### 13 CERTIFICATION AND REIMBURSEMENT

- All Coaches, HCSP and referees must have appropriate BC Hockey certification.
- All Coaches, Assistant Coaches and Managers must be approved by the Executive Committee.
- KMHA will pay for registration fees for coaching and referee clinics provided they coach and or referee in KMHA that year. Referees 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.
- KMHA will pay for all Hockey Canada insurance costs of team officials, and referees. U7 and U9 will have one Head Coach, three Assistant Coaches, one HCSP and one Manager. U11 and above will have one Head Coach, two Assistant Coaches, one HCSP and one Manager.

## 14 MEDICAL AND FIRST AID POLICIES

- At least one member of each team must have completed the HCSP Course Clinic.
- The Director of Equipment supplies all First Aid Kits. Team Management will review the contents of it prior to the start of the season. The Director of Equipment will make any necessary replacements upon request.
- Recommended content in First Aid Kits is as follows:
  - 1 good quality scissors
  - 1 bag of Ziplock bags for ice/snowpacks
  - 1 tensor bandage to be used for wrapping on ice/snowpacks 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
  - 1 box sterile strips
- Each Player/Parent is required to fill out a [Hockey Canada 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 forms are to be stored with the First Aid Kit for handy reference along with Parental Permission Forms and Hockey Canada Accident Claim Forms.

## 15 TEAM FEES

KMHA registration fees cover the cost of Hockey Canada Insurance, practices and equipment. Registration fees do not cover the cost of league games, exhibition games, nor tournament fees. Some of these costs can be offset by team fundraising, see Fundraising Guidelines section below, but parents will be asked to pay team fees at the beginning of the season to allow the Manager to book tournaments, schedule referees and secure additional ice time. The Manager should prepare a budget and communicate the season's team fees to parents in the Parent Meeting at the start of the season.

## 16 FUNDRAISING GUIDELINES

From time to time, parents and players will be expected to commit time and effort to meet Association and team expenses through fundraising efforts. These efforts will keep KMHA registration fees low and can offset some of the cost of exhibition games, league games and tournaments. A fee of \$250 will be billed to parents at the end of the season if volunteer commitments are not fulfilled. Players will be unable to register for the following season, nor for any other sports association through Team Snap, if this fee is not paid.

The KMHA Treasurer will apply annually for BC Gaming Event licenses for 50/50 draws and raffles; any

50/50 draws or raffles undertaken by a team will fall under these licenses and will be subject to BC Gaming rules and regulations.

When holding association or team fundraising events, fundraisers must ensure that:

- All fundraising programs must be well supervised and controlled.
- Fundraising programs are to be carried out chiefly within our Association boundaries.
- 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 KMHA membership conduct and appearance must reflect the values, policies, and practices of KMHA.
- Alcoholic beverages are not to be used as prizes.

## 16.1 ASSOCIATION FUNDRAISING

- KMHA will organize, advertise and arrange with the City of Kimberley and the local Bottle Depot, all bottle drives for KMHA.
- KMHA will organize, advertise and arrange all Spaghetti dinners for the association.
- No donations shall be sought (business or personal) at the team level. At the beginning of the season, a volunteer should be engaged to approach local businesses to ask for donations.
- That same volunteer will work with the Director of Fundraising to divide donations equally amongst all teams for team fundraising purposes.

## 16.2 TEAM FUNDRAISING

- Teams may fundraise at their annual tournaments, exhibition games and league games through raffles and 50/50s, provided that the Treasurer has been informed and the KMHA BC Gaming Event license is in place.
- If holding a 50/50 draw, the following is required:
  - Ticket prices cannot exceed \$2.00.
  - The draw must be conducted on the same day that the tickets are sold at a single location.
  - The winning ticket must be retained for audit purposes.
  - The following information is recorded and provided to the KMHA Treasurer:
    - Draw date and location.
    - Name and phone number of the winner.
    - The amount of the prize.
    - Ticket number.
- If holding a raffle, the following is required:
  - Ticket prices cannot exceed \$2.00.
  - Commercially printed tickets must be used.
  - The winning ticket must be retained for audit purposes.
  - The following information is recorded and provided to the KMHA Treasurer
    - Draw date and location.

- Name and phone number of the winner.
  - The amount of the prize.
  - Ticket number.
- All funds raised by the teams through 50/50 draws and raffles will belong to the team.
- Teams may plan, budget and fundraise only for the following purposes:
  - Tournament team registration fees.
  - Team hockey socks, one away and one home set.
  - Additional ice time.
  - Costs for the year-end banquet or team party (to a maximum of \$500.00).
  - Team meals (1 per out-of-town weekend).
  - Other team expenses such as, phone calls and correspondence, which must be documented.
  - Provincial Championships/Year End Tournament, if applicable (to host).
  - Fundraising for any other items not mentioned above must be approved by the KMHA Executive.
- UNDER NO CIRCUMSTANCES can teams raise funds for items such as the following:
  - Team jackets.
  - Team tracksuits.
  - Team equipment bags.
  - Any personal hockey equipment.
  - Team and individual photographs.
  - Team or individual travel expenses.
  - Tickets to sporting events or other entertainment.
- Team management is responsible for ensuring that all Association guidelines and Municipal bylaws are followed.
- 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.

## 17 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:

- Bank accounts should be used for team funds and these accounts should have monthly statements provided, with cheques returned. All statements, cancelled cheques, receipts, invoices and other financial records are to be held by the Manager.
- These documents should be kept safely and be made available upon request by the KMHA President, Treasurer or Executive Committee.
- The Manager of each team will be responsible to provide a balance sheet to the KMHA Treasurer at the end of the season, along with copies of all receipts.

- They must also provide record of 50/50 and raffle winners as per the requirements in [Section 16 Team Fundraising](#).
- Managers must return their team cheque book and deposit book at the end of the season.
- The Registrar and Treasurer have signing authority for every team.
- A receipt in writing must document all cash transactions.
- Under NO circumstances should excess funds be used in ways not allowed for under “Fundraising Guidelines”.
- Each team will ensure that all team fees, dues and bills have been paid in full to the appropriate peoples/companies by March 31<sup>st</sup> of the current season.
- 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.
- At no time shall team fees 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.

## 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 one Coach, two Assistant Coaches, HCSP and Manager. The cost of additional bench staff insurance will be covered by the team. UNDER-7 and UNDER-9 teams can insure a maximum of six (6) positions.

## 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 any exceptions referred to the KMHA President for approval prior to the tournament date.

- All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, EKHA, and KMHA rules and regulations.
- Tournament entry fees are paid through team fees.
- Teams may enter only sanctioned tournaments.
- At all times, good manners and sportsmanship are to be displayed by players, coaching staff and parents.
- Well in advance of departure for the tournament, the following must be arranged:
  - Rescheduling of any games or practices during the away period through the coaching staff and Ice Coordinator,
  - Travel permission MUST be obtained through the KMHA Executive. Travel forms must be signed by KMHA President and emailed to EKMHA thirty (30) days prior to the tournament of game.
  - An [Interdistrict Travel/Exhibition Game Form](#) must be submitted to attend tournaments

in B.C. that are outside of the EKMHA District. This form is not required for travel to tournaments hosted by Golden, Windermere Valley, Canal Flats, Kimberly, Creston Valley, Cranbrook, Elk Valley, Fernie, and Glacier.

- For tournaments outside of B.C., an [Out of Province & USA Hockey Tournament Travel / Exhibition Game Form](#) must be submitted.
- If a tournament is hosted by an Albertan team in B.C., the [Out of Province & USA Hockey Tournament Travel / Exhibition Game Form](#) must be submitted.
- If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- Coaches and Managers are allowed to make tournament deals such as reciprocating participation.
- All tournaments must be sanctioned by BC Hockey for insurance purposes. It is the host's responsibility to obtain official sanction as soon as possible.

## 20 TRAVEL

- The KMHA President must be consulted thirty (30) days before travelling out of the East Kootenay region.
- Out-of-province travel approval must be obtained from BC Hockey District Director.
- If games played out of the region are not being submitted digitally to HISPORT, upon completion of the game, 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.
- Player and Team Management suspensions are in effect when travelling 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.

## 21 EXHIBITION GAMES

Exhibition games are additional games played by teams that are not league games nor games played at tournaments.

### 21.1 U7 and U9

- U7 and U9 teams do not belong to a league. Instead, the KMHA works with the associations in the district to organize a series of exhibition games.
- Team managers will work with managers in other associations in the area to arrange league games.
- The EKMHA determines the game format and rules.
- To play exhibition games, the following forms must be submitted to EKMHA:
  - [Interdistrict Travel & Exhibition Game Form:](#)

- Must be submitted thirty (30) days before games.
- Must be completed for every home and away exhibition game scheduled against B.C. teams.
- At the start of the season, team managers of U7 and U9 teams can submit one form with all their games against teams in the district.
- [Out of Province & USA Hockey Tournament Travel/Exhibition Game Form:](#)
  - Must be submitted thirty (30) days before any home and away exhibition games are played against teams outside of British Columbia.
  - U7 and U9 teams are restricted to attending two travel tournaments and two local tournaments (i.e. a KMHA home tournament and a tournament held in Cranbrook) in a season.

## 21.2 U11, U13, U15 and U18

- Player and team management suspensions are in effect when travelling and apply to all tournament, exhibition, and league play activities.
- The KMHA recommends that no player be permitted to drive themselves to any sanctioned ice time. KMHA will not be responsible for players who do not have parental supervision while attending minor hockey events.
- Before playing exhibition games, the following forms must be submitted to the EVMHA President:
  - [Interdistrict Travel & Exhibition Game Form:](#)
    - Must be submitted thirty (30) days before any exhibition game against BC Hockey teams outside our district.
    - This form is not required for exhibition games played against teams from Golden, Windermere Valley, Canal Flats, Elk Valley, Creston Valley, Cranbrook, Fernie, and Glacier.
  - [Out of Province & USA Hockey Tournament Travel/Exhibition Game Form:](#)
    - Must be submitted thirty (30) days before any exhibition games scheduled against teams from outside of B.C.
    - This form is also required if an Albertan team hosts an exhibition game in B.C.

## 22 LEAGUE GAMES

KMHA teams begin playing in the East Kootenay Minor Hockey League in U11. The EKMHA League consists of teams from Elk Valley, Fernie, Cranbrook, Windermere Valley, Creston Valley, Golden, Glacier, Canal Flats, and Kimberly. Each team may be designated a specific tier or participate in a tiering tournament at the beginning of the season. League play will depend on how many teams you tier with.

Important Information about league games:

- EKMHA rules and policies will be distributed to team managers each season at the league

scheduling meeting.

- League games should always take priority over exhibition and tournament play.
- Failure to reschedule cancelled league games will result in a substantial fine (upwards of \$1000.00). Managers struggling to reschedule league games should contact the KMHA President for support.

## **23 HISPORTS/SPORDLE**

- Starting in U11, BC Hockey requires teams to submit electronic game sheets using the HISPORTS/Spordle application.
- The HISPORTS/Spordle application can be accessed on any tablet or device.
- Tutorials for the HISPORTS/Spordle application are available on the BC Hockey Website.
- Failure to submit the e-game sheet to HISPORTS/Spordle within 48 hours of your game will result in a fine for your team.

### **23.1 MAJOR PENALTIES**

- Any major penalties or suspensions must be reported immediately to the KMHA President, the EKMHA president, and the EKMHA district director.
- If major penalties happen while playing in the East Kootenay, all EKMHA rules for suspension will apply.
- If major penalties happen while playing outside of the East Kootenay, Hockey Canada rules will apply or the rules of the host tournament.

## **24 EQUIPMENT**

### **24.1 GOALTENDING GEAR**

KMHA will provide goaltender gear for UNDER-7, UNDER-9 and UNDER-11 teams upon request.

### **24.2 PRACTICE EQUIPMENT**

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

### **24.3 JERSEYS**

- KMHA provides each team with two sets of jerseys.
- Name Bars for U11-U18 teams may be sewn on the back of team jerseys in a strictly consistent manner.
- All jerseys must have a STOP sign on the centre back of the shoulder as per BC Hockey regulations.
- Each team will have a Jersey Parent, to be assigned by the Manager, who will be responsible



for washing jerseys following each game. 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.

- 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 ensure that all jersey sets are complete (NONE missing) and that they have been carefully washed and are ready for storing. Repair or replacement as a result of damage due to stains, burns or other non-hockey activities will be the responsibility of the team.

#### **24.4 APPAREL**

- Team apparel will be available to purchase through the KMHA Executive Committee. At no time will teams purchase KMHA apparel on their own.
- All KMHA apparel will utilize the colors approved by the KMHA Executive Committee.

#### **25 ICE TIME BOOKINGS & FORFEITURE**

- Ice for Kimberley Civic Centre & Marysville Arenas will be booked only by the Ice Coordinator.
- Weekend ice should be cancelled one (1) month prior to actual ice time at the latest. Teams will be charged for ice if not cancelled within twenty-one (21) days.
- Tournament Schedules should be submitted to the Ice Coordinator one (1) month prior to start date.
- Minor Hockey is paused for Christmas break as per the School District #6 schedule and the season ends when Spring break begins. Ice is still available and can be booked if needed and will be charged to teams.

#### **26 CODE OF DISCIPLINE**

##### **26.1 DISCIPLINE COMMITTEE**

- The Discipline Committee shall consist of the Vice-President who shall be Chairperson, and four other board members appointed by the President.
- 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 association member.
- Reports to the committee must be in writing and may also include prior patterns of behavior during the current hockey season.
- The Discipline Committee shall deal with each matter within one (1) day of receiving the notification.

## 26.2 APPEALS COMMITTEE

- The Appeals Committee shall consist of the Executive of the Association.
- Their duties will involve hearing appeals regarding decisions made by the Discipline Committee.
- The Appeals Committee may re-admit any team or individual suspended; they may uphold or modify any decision made by the Discipline Committee.
- 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.
- The Appeals Committee shall deal with the appeal within fourteen (14) days of receiving the written appeal.

## 26.3 SUSPENSIONS

- A coach may suspend any player for up to one game, and one or two practices.
- A suspension more than these amounts must be issued by the Discipline Committee.
- The Coach Coordinator shall be advised of all suspensions.
- A player also may be suspended by BC Hockey or EKMHA.
- Suspensions received at tournaments must be observed upon return home.

## 26.4 COMPLAINTS REGARDING COACHES AND TEAM OFFICIALS

- Complaints about any team officials must first be addressed within the team, while always respecting the 24-hour rule (i.e., if you have an issue or concern, wait at least 24 hours before making contact). Team officials may include, but are not limited to, coaches, managers, HCSP etc.
- 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 KMHA Executive Committee.
- Any complaints to the KMHA Executive Committee regarding minor hockey business or coaching, etc. must be made in writing and signed.

## 26.5 COMPLAINTS REGARDING REFEREES AND LINESMEN

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.

## 26.6 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:

### 26.6.1 INCIDENT REPORT

- A game participant will complete an incident report ([Appendix D](#)) in writing and submit the report to KMHA Executive Committee via email ([kimberleyminorhockey@hotmail.com](mailto:kimberleyminorhockey@hotmail.com)) or to a KMHA Executive Committee 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](http://kimberleyminorhockey.ca).
- 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.
- The follow up report form ([Appendix E](#)) must be completed by the Discipline Committee.

### 26.6.2 IMMEDIATE SUSPENSION

- In the event of a violation of the Code of Conduct, and in consultation with another board member, in person or on the phone, a KMHA Executive Committee member may issue a temporary suspension until the Discipline Committee can review the incident.
- 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, using the incident report form found in [Appendix D](#), to a member of the KMHA Discipline Committee within twenty-four (24) hours of the incident.
- Once a report has been filed, the Discipline Committee will have seven (7) days to deal with this type of incident.

## 26.7 ALCOHOL, DRUGS AND TOBACCO USE

The use of tobacco, cannabis, alcohol, drugs and banned/restricted substances is prohibited during KMHA-sanctioned events, including, but not limited to, practices, league games, exhibition games, home tournaments and away tournaments.

Alcohol, illicit drugs and tobacco are prohibited:

- At the players' bench, in dressing rooms or in public, non-licensed areas.
- In buses or cars when travelling to and from a sanctioned event.
- By adults in positions of responsibility of a minor team.
- If used for the purposes of hazing, initiation or when it is forced on another person.

## 26.8 CRIMINAL BEHAVIOUR

The KMHA Executive Committee encourages any game participant to report acts of physical abuse or behaviour 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, willful damage to property, uttering death threats, and other acts described in the Criminal Code of Canada.

## 26.9 BULLYING AND CYBERBULLYING

KMHA has zero tolerance for bullying. Hockey Canada's definition of bullying is: "bullying is repeated aggressive behaviour(s) that involves a power imbalance. Harm inflicted by bullying may be physical, psychological, social or educational".

The use of information and communication technologies such as email, cell phones, text messages, instant messaging, and personal websites to intentionally harm others by an individual or group is known as cyberbullying. Cyberbullying can involve spreading rumours, secrets, or gossip about someone, which can harm their reputation.

Bullying is a significant problem that can impact one's physical and emotional health, and its effects can be both immediate and long-lasting. In some cases, bullying has resulted in tragic outcomes. Children and adolescents who are involved in bullying, whether they are the aggressor or the target, are at risk of facing emotional and behavioural issues both in the present and future. These individuals require support to learn how to develop healthy relationships.

Bullying can have a profound effect on the hockey environment:

- Can disrupt the team environment and make hockey a negative experience.
- May cause a hostile team environment.
- May escalate a conflict among players or between teams making the problem even harder to solve.
- May cause players to avoid or stop participating in team activities.
- In its most extreme forms may lead to legal issues within the hockey environment.

Coaches and administrators should regularly and proactively observe and monitor team atmosphere and take reports of bullying seriously. Action must be taken to ensure psychological safety and full participation. Players found to be participating in bullying will be subject to penalties. Resources for players, coaches and administration can be found in the [Hockey Canada Cyberbullying Administration](#)

[Manual](#).

## 26.10 SANCTIONS

The KMHA Executive Committee reserves the right to penalize any game participant, parent/guardian or guest as it deems necessary.

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

- Verbal warning.
- Written warning.
- Suspension of playing privileges for players or parental game suspension.
- Parental season suspension.
- Prohibition from attending any facilities being used by KMHA or its member teams during KMHA-sanctioned events, including home or away games or practices.
- Outright dismissal from the KMHA with forfeiture of registration dues and/or tournament fees.

Violations of the Code of Conduct will remain on file for three years from the date of the most recent incident and prior disciplinary action may be used to determine the severity of future disciplinary action.

## 27 SOCIAL MEDIA

KMHA recognizes the value of social media and the importance of social networking. Parents, players, bench staff, volunteers and officials should conduct themselves respectfully on the ice, off the ice and using social media. All of BC Hockey's social media policies can be found in the [BC Hockey Policy Manual](#). When using social media, KMHA members should follow these guidelines:

- Avoid posting private information about yourself, your team or anyone else.
- Keep all posts accurate, enthusiastic and respectful.
- Social media should portray a positive image of the participant, team, KMHA, EKMHA and BC Hockey.
- Inappropriate comments, pictures, videos, racial slurs or threats are prohibited.
- KMHA has a zero-tolerance for bullying; this includes cyberbullying.
- Follow the 24-hour rule: if you see something online that upsets you, wait 24 hours before addressing the issue.

We recognize that sometimes it is better to address social media as soon as possible. If you feel someone has posted something that should be dealt with urgently, reach out to your coach or team manager to help you.

Any complaints or concerns regarding social media should be dealt with at the team level. Coaches and managers should work with their team members to develop positive social media habits. If coaches or managers cannot resolve an issue, or if there are any reports of cyberbullying, the KMHA president should be informed. Any member who has violated the KMHA social media guidelines may be subject to a hearing by a disciplinary committee as per the KMHA Bylaws.

## 28 CODES OF CONDUCT

### 28.1 FAIR PLAY CODE

- Fair play is in place to ensure that each player gets equal participation in game situations.
- Ice time lost due to disciplinary action, injuries, and suspensions does not apply.
- Fair Play is mandatory up to and including all divisions of U11 and all recreational teams.
- Any complaints regarding Fair Play should be made in writing to the discipline committee. As KMHA is committed to ALL players, infractions of the Fair Play guidelines will be dealt with severely.

### 28.2 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 BC Hockey. 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 in achieving 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:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the individual.
- Consistently display high personal standards and project a favourable image of their sport.
- Refrain from public criticism of athletes, coaches or officials.
- Abstain from the use of tobacco products, including vaporizer pens.
- Abstain from drinking alcoholic beverages, using performance enhancing or illicit drugs.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language.
- Never engage in cyberbullying or share inappropriate images.
- 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.
- Participate in all team testing and satisfy all team program testing objectives.
- Communicate and cooperate 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 wellbeing and when they are making decisions regarding the athlete's ability to continue to play or train.
- Regularly seek ways of increasing your athletic development and self-awareness.
- Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same.

- Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
- 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:

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

### 28.3 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 channelled. How an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour 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, HCSPs, 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:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the athlete.
- Consistently display high personal standards and project a favourable image of their sport and coaching.
- Refrain from public criticism of fellow coaches, athletes, officials and volunteers especially when speaking to the media or recruiting athletes.
- Abstain from the use of tobacco products while in the presence of her/his athletes.
- Abstain from drinking alcoholic beverages when working with athletes.
- Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the

playing site.

- Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- Regularly and proactively observe and monitor team atmosphere and take reports of bullying seriously; take action to ensure psychological safety and full participation.
- 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.
- Communicate and cooperate 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 athlete's ability to continue playing or training.
- Recognize and accept when to refer athletes to other coaches or sports specialists. Allow athletes' goals to take precedence over their own.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
- In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- 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 to allow optimum success.

Coaches must:

- Ensure the safety of the athletes with whom they work.
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threats of reprisal for the rejection of such requests.
- Respect the athlete's dignity; verbal or physical behaviour that constitutes harassment or abuse is unacceptable.
- Never advocate or condone the use of drugs or other banned performance-enhancing substances.
- Never provide underage athletes with alcohol or tobacco, nor encourage its use.
- Cell phones and any electronic device with a camera are not permitted in dressing rooms at any time.

## **28.4 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 to instill 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:

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

Officials must:

- When in a leadership role, ensure the safety of the officials with whom they work.
- 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.
- Respect participants' dignity: verbal or physical behaviour that constitutes harassment or abuse is unacceptable.
- Never advocate or condone the use of drugs or other banned substances.
- Never provide underage participants with alcohol or tobacco; nor encourage its use.

## 28.5 VOLUNTEER CODE OF CONDUCT

Volunteers play a critical role in the operation of sports organizations and their activities. Through their responsibilities, the volunteer receives rewards such as 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 sports 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:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the person.
- Consistently display high personal standards and project a favourable image of their sport and

volunteering.

- Refrain from public criticism of fellow volunteers, athletes and officials.
  - Abstain from the use of tobacco products while in the presence of children.
  - Abstain from drinking alcoholic beverages when performing your volunteer duties.
  - Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site.
  - Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 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.
  - Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
  - Regularly seek ways of increasing professional development and self-awareness.
  - Treat members of other sports 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.
  - Attend to your volunteer duties, as directed, in a timely manner.
  - In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions about their child's development.
  - 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:

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

## 29 LOCKER ROOM POLICY

### 29.1 "THE RULE OF TWO" METHOD

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, especially when they are showering or changing. KMHA follows the "Rule of Two" method of supervision. To abide by the principles of the Rule of Two, interaction with participants can occur within the dressing room if two screened and trained team officials, volunteers or parents/guardians are present within the dressing room.

Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the Co-ed Dressing Room Policy Section 5.11 in the [BC Hockey Policy Manual](#).

## 29.2 INJURY TREATMENT

The safety person should avoid treating injuries out of sight of others. Use the “Rule of Two” (two screen and trained team officials, volunteers or parents/guardians) supervision system.

## 29.3 MINIMUM ATTIRE

- To promote inclusion, to respect the privacy of all participants on a team and to adhere to [Hockey Canada’s Locker Room Policy](#), all participants must wear ‘minimum attire’ at all times in a dressing room or in dressing environments where more than one participant is present.
- This means that participants should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). A participant not arriving at the rink wearing their base layer can use an appropriate private space (e.g., private restroom stalls or empty/unused dressing rooms) to change into the base layer and then enter the team dressing room with the other participants.
- Players in U7-U11 will not access the showers in the public dressing rooms. If they require a shower, a separate change room must be used, subject to availability. Players in U13 and above will adhere to the minimal attire rule walking to and from the showers.
- Additionally, if there is a mix of genders on a team, the BC Hockey Co-ed Dressing Room Policy is in effect, i.e., players of the under-represented gender shall be granted access to the shower facilities after the balance of the team. Showering will not commence until the separate gender has had a chance to change and exit the dressing room.

## 29.4 FEMALE TEAMS

It is recommended that when using the “Rule of Two” method with female hockey teams, there shall be two (2) screened and trained female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor, both screened and trained. The male supervisor, however, would not enter the dressing room but would be within hearing distance to protect supervisors or players.

## 29.5 CO-ED DRESSING ROOM POLICY

- Minimum attire requirements are in effect whether the team includes male and female players or not.
- When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities to change to the point that they can adhere to the minimum attire requirements noted above (Note: Once dressed in accordance with the minimum attire requirements, all players may return to the team [co-ed] dressing room).
- When separate facilities do not exist for both male and female participants:

- Players shall dress, undress and shower in shifts while maintaining the minimum attire requirements.
- Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

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

## **29.6 SHARED ACCOMMODATION**

Ideally, team personnel and players should not share accommodation, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Rule of Two” rule is always observed.

## **29.7 PHYSICAL CONTACT**

Team personnel should avoid touching a player. Use the “Rule of Two” (two screened and trained team officials, volunteers or parents/guardians) 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.

## **29.8 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 Rule of Two supervision system).

## **29.9 SPORTS 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 Rule of Two system).

## **29.10 PARENTS IN LOCKER ROOMS**

- Starting in U11, parents are not allowed to enter the dressing room unless 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 parents should contact their coaches so arrangements can be made accordingly.
- 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.

## **29.11 SMARTPHONES AND OTHER MOBILE RECORDING DEVICES**

Smartphones 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.

## **30 KMHA SCHOLARSHIPS**

KMHA is proud of its present and previous players who graduate high school and go on to post-secondary education. Scholarships will be offered as the KMHA budget allows. Award recipients will be high school graduates who meet the criteria of the KMHA and the specifications of their respective schools.

Eligible students are those who:

- Have played hockey with the KMHA.
- Reside in Kimberley.

To apply, students must:

- Provide a letter of reference from someone in the community.
- Provide a high school transcript.
- Submit the application as per Selkirk Secondary School's process and deadline.

Recipients may collect their scholarship after they have provided proof of acceptance to a post-secondary program to the KMHA Treasurer. The scholarship can be held in trust for up to two (2) years after graduation.

## APPENDIX A - BENCH STAFF REQUIREMENTS

BENCH STAFF REQUIREMENTS	
Role	Requirements
Head Coach	<ul style="list-style-type: none"> <li>• Criminal Record Check and Vulnerable Person Check</li> <li>• Respect In Sport- Activity Leader (RIS)</li> <li>• Concussion Awareness Training Tool (CATT)</li> <li>• See <a href="#">Appendix B</a> for required NCCP Certifications</li> <li>• During on-ice sanctioned events, coaches are required to wear:               <ul style="list-style-type: none"> <li>o CSA-certified helmet with fastened chin strap</li> <li>o Gloves</li> </ul> </li> </ul>
Assistant Coach	<ul style="list-style-type: none"> <li>• Criminal Record Check and Vulnerable Person Check</li> <li>• Respect In Sport- Activity Leader (RIS)</li> <li>• Concussion Awareness Training Tool (CATT)</li> <li>• See <a href="#">Appendix B</a> for required NCCP Certifications</li> <li>• During on-ice sanctioned events, coaches are required to wear:               <ul style="list-style-type: none"> <li>o CSA-certified helmet with fastened chin strap</li> <li>o Gloves</li> </ul> </li> </ul>
Team Manager	<ul style="list-style-type: none"> <li>• Criminal Record Check and Vulnerable Person Check</li> <li>• Respect In Sport- Activity Leader (RIS)</li> <li>• Concussion Awareness Training Tool (CATT)</li> </ul>
Hockey Canada Safety Person	<ul style="list-style-type: none"> <li>• Criminal Record Check and Vulnerable Person Check</li> <li>• Respect In Sport- Activity Leader (RIS)</li> <li>• Concussion Awareness Training Tool (CATT)</li> <li>• HU Online Safety</li> </ul>
On Ice Helper	See <a href="#">Appendix C</a>

## APPENDIX B - NATIONAL COACHING CERTIFICATION PROGRAM REQUIREMENTS

National Coaching Certification Program Requirements		
Team Designation	Role	Required NCCP Certifications
U7 & U9	Head Coach	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 1 – Intro to Coaching <b>OR</b> Coach 2 – Coach Level qualification achieved from 2008-09 to 2016-17</li> </ul>
	Assistant Coach	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 1 – Intro to Coaching <b>OR</b> Coach 2 – Coach Level qualification achieved from 2008-09 to 2016-17</li> </ul>
U11 Recreational & Competitive	Head Coach	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 2 – Coach Level</li> <li>• Instructional Stream Checking <b>OR</b> HU ONLINE checking</li> </ul>
	Assistant Coach	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 2 – Coach Level</li> </ul>
U13 & U15 Recreational	Head Coach	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 2 – Coach Level</li> <li>• Instructional Stream- Checking <b>OR</b> HU ONLINE Checking</li> </ul>
	Assistant	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 2 – Coach Level</li> </ul>
U13 & U15 Competitive/Carded	Head Coach	<ul style="list-style-type: none"> <li>• Development 1 <b>OR</b> High Performance 1</li> <li>• Instructional Stream- Checking <b>OR</b> HU ONLINE Checking</li> </ul>
	Assistant	Development 1
U18 Recreational	Head Coach	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 2 – Coach Level</li> </ul>
	Assistant	<ul style="list-style-type: none"> <li>• HU ONLINE Coach 1/Coach 2 Prerequisite</li> <li>• Coach 2 – Coach Level</li> </ul>
U18 Carded	Head Coach	Development 1 or High Performance 1
	Assistant	Development 1 or High Performance 1

## APPENDIX C - ON-ICE HELPER REQUIRED CERTIFICATION AND EQUIPMENT


On-ice Helper - Required Certifications and Equipment		
Age of helper	Equipment	Certification
14 years & below	<ul style="list-style-type: none"> <li>• Full equipment</li> <li>• U15-aged goalies may wear full player equipment instead of goalie equipment on the ice.</li> </ul>	Not applicable
15 years old	<ul style="list-style-type: none"> <li>• CSA-certified helmet with a full-face mask and chin strap fastened, certified neck guard, gloves.</li> <li>• Full tracksuit or pants and sweater are recommended to be worn on the ice.</li> </ul>	Not applicable
16 years old	<ul style="list-style-type: none"> <li>• CSA-certified helmet with a full-face mask and chin strap fastened, certified neck guard, gloves.</li> <li>• Full tracksuit or pants and sweater are recommended to be worn on the ice.</li> </ul>	Respect in Sport
17 years old	<ul style="list-style-type: none"> <li>• CSA-certified helmet with chin strap fastened, certified neck guard, gloves.</li> <li>• Full tracksuit or pants and sweater are recommended to be worn on the ice.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect in Sport</li> <li>• All volunteers that are 17 years old turning 18 years old in the calendar year require a Criminal Record Check and Vulnerable Persons Check</li> </ul>
Adult (18 years and older)	<ul style="list-style-type: none"> <li>• CSA-certified helmet with chin strap fastened, certified neck guard, gloves.</li> <li>• Full tracksuit or pants and sweater are recommended to be worn on the ice.</li> </ul>	<ul style="list-style-type: none"> <li>• Criminal Record Check &amp; Vulnerable Persons Check</li> <li>• Respect In Sport</li> </ul>
Non-members (offering coaching or on-ice help for a fee)	Must follow above outlines for ages for required equipment on ice.	Requirements on <a href="#">BC Hockey Associate Member application</a> .

All on-ice helpers must be registered members of BC Hockey or Hockey Canada. If not registered, they must be added as a "volunteer" on the roster.


Non-members must become Associate Members and must not be rostered with a Minor Hockey Association.



## APPENDIX D - KMHA INCIDENT REPORT

 <b style="font-size: 1.2em; margin-left: 10px;">KIMBERLEY MINOR HOCKEY</b> <b>INCIDENT REPORT</b>	
Team: _____	Date of incident: _____
Head Coach: _____	HCSP: _____
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:	
Head Coach Signature: _____ Date: _____	
Manager Signature: _____	Parent Signature: _____
Player Signature: _____	Parent Signature: _____
<i>(** use back of sheet if more information/signatures are required)</i>	

## APPENDIX E - KMHA INCIDENT FOLLOW-UP REPORT

 <b>KIMBERLEY MINOR HOCKEY INCIDENT FOLLOW UP REPORT</b>			
Date: _____			
Investigation followed up by (please list all names involved):			
Recommendations by Committee:			
Resources used if any for recommendation (i.e. BC Hockey Rep, etc.):			
Letter sent to all parties:	YES	NO	Date sent:

<b>REVISION DATE</b>	<b>REVISIONS</b>
2024-05-22	Sec. 2.1 Added requirement for president to hold an onboarding meeting each season
2024-05-22	Sec. 2 Aligned Executive role descriptions to the job descriptions developed by the Executive Committee in April 2024.
2024-05-22	Sec. 10 & 11 Added requirement for managers and coaches to attend a mandatory pre-season onboarding session
2024-05-22	Sec. 21.1 Added a restriction to U7 and U9 tournaments as decided by the Executive Committee in April 2024
2024-05-22	Sec. 26 Updated to align with the KMHA Parent/Guardian Code of Conduct sanctions
2024-05-22	Sec. 30 Updated to reflect current process for scholarships