



# **KIMBERLEY MINOR HOCKEY ASSOCIATION**

2025/2026 SEASON

COACH ONBOARDING

Wednesday, September 3/25

# AGENDA

1. WELCOME/INTRODUCTIONS
2. ROLES, RESPONSIBILITIES & EXPECTATIONS
3. KEY DATES 2025/2026 SEASON
4. MONTHLY KMHA MEETING REQUIREMENTS
5. PARENT MEETING
6. RESOURCES
7. DISCIPLINE
8. LOCKER ROOM POLICY
9. FAIR PLAY
10. REFEREE EXPECTATIONS



# ROLES, RESPONSIBILITIES & EXPECTATIONS

RESPONSIBILITIES	Head Coach	Asst. Coach
Serve as official spokesperson on behalf of the team	LEAD	NA
Attend monthly KMHA meetings on behalf of team; surface disciplinary issues that should not be managed at a team level (see slide 8 Discipline)	LEAD	NA
Delegate responsibilities to assistant coaches & manager	LEAD	NA
Plan on & off-ice activities	LEAD	SUPPORT
Coach the team in all games & practices	LEAD	SUPPORT
Plan, implement & control pregame preparation	LEAD	SUPPORT
Design practice plans	LEAD	SUPPORT
Establish rules for the team & supervise players on & off the ice	LEAD	SUPPORT

## KMHA EXPECTATIONS:

- Serve as positive role models
- Prioritize player development
- Create a safe and inclusive environment
- Display appropriate behaviour on the bench
- Communicate respectfully with players & parents
- Encourage respect and positive representation of KMHA

## KEY DATES 2025/2026 SEASON

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- **SEPTEMBER 15/25** DEADLINE: CRIMINAL RECORD CHECK
- **SEPTEMBER 15/25** DEADLINE: SUBMIT BENCH STAFF NAMES FOR BOARD APPROVAL
- **SEPTEMBER 16/25** PRACTICES START
- **SEPTEMBER 29/25** KMHA BOTTLE DRIVE
  - Mandatory attendance for all parents (including board members and bench staff)
  - It is our primary fundraising activity for the season and helps to reduce team fees
  - Volunteers must sign in and out of the bottle drive and must stay for the entire evening
  - Non-attendance or non-compliance will result in a \$250 charge through Team Snap
  - Please ensure you reinforce this to parents
- **NOVEMBER 15/25** DEADLINE: PARENT MEETING
  - It is recommended to hold this meeting as soon as possible in the season, but November 15th is the BCHockey deadline
- **DECEMBER 1/25** DEADLINE: COACHING CERTIFICATION
  - You must have completed or been rolled in coaching certification required for your level of hockey – see [BCHockey-Be a Coach](#) for requirements
- **APRIL 30/26** DEADLINE: SUBMIT COACHING CERTIFICATION EXPENSES
  - Receipts for coaching courses must be submitted to [kmhtreasurer@gmail.com](mailto:kmhtreasurer@gmail.com) for reimbursement. Proof of completion of all certification components must be included..

## MONTHLY KMHA MEETING REQUIREMENTS

- The Head Coach and Manager must attend the 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
- Attendance via Zoom is available for each meeting
- 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

<b>REQUIRED 2025/2026 KMHA MEETINGS</b> WEDNESDAYS 6:30 pm Selkirk Secondary School		
OCTOBER 8	NOVEMBER 12	DECEMBER 3
JANUARY 14	FEBRUARY 11	MARCH 11

# PARENT MEETING

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- Coaches must meet with Dave at the beginning of the season to review the Parent Meeting agenda, which should include:
  - 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 15th, the team manager must forward the following [Parent Meeting information](#) to the KMHA Secretary ([kimberleyminorhockey@hotmail.com](mailto:kimberleyminorhockey@hotmail.com)) for submission to BC Hockey:
  - Date of meeting Name and Number of
  - parents attended Division (U11, U13, etc.)
  - Team Name
  - Agenda outline
  - General comments
- Ensure parents sign the [KMHA Parent/Guardian Code of Conduct](#) agreement

## RESOURCES

- [KMHA Policy and Procedure Manual](#)
- KMHA Bench Staff requirements – see **Appendix A** in the KMHA Policy and Procedure Manual
- Duties and Responsibilities of Coaching staff – see **Section 10** in the KMHA Policy and Procedure Manual
- Coaching Code of Conduct – see **Section 28.3** in the KMHA Policy and Procedure Manual
- [BC Hockey Coaching requirements](#)
- [KMHA Incident Report Form](#)
- [Hockey Canada Network App](#)

HOCKEY CANADA
<a href="#">UNDER-7</a>
<a href="#">UNDER-9</a>
<a href="#">UNDER-11</a>
<a href="#">UNDER-13</a>
<a href="#">UNDER-15</a>
<a href="#">UNDER-18</a>

# DISCIPLINE

KMHA is working to manage discipline more consistently and has recently implemented the following actions:

- Players must sign a Player Code of Conduct at registration
  - [Player Contract U7-U13](#)
  - [Player Contract U15+](#)
- Parents/Guardians must sign the [Parent/Guardian Code of Conduct](#) as soon as possible in the season
- Small issues, for example a parent being disrespectful to a coach, can be dealt with at the team level, however, the incident needs to be recorded and reviewed with the board at the next monthly KMHA meeting, using the [KMHA Incident Report Form](#)
- This will ensure that repeat incidents are identified, escalated and appropriately sanctioned, and that the team bench staff is supported by the KMHA board
- The Hockey Canada Safety Person will serve as a "Parent Liaison", who can bring issues about bench staff to the KMHA Executive Committee
- 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
- See **Section 26 CODE OF DISCIPLINE** in the [KMHA Policy and Procedure Manual](#) for full details



# LOCKER ROOM POLICY

- **Players must 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: 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
- 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:
  - Players should show up wearing a base layer; if they don't, they should change into one in private
  - Players U7-U11 should not use public locker room showers
- U9/U7 teams: Parents are allowed in the locker room to assist in putting on equipment. Coaches may 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
- U11 and older teams: Parents are not allowed in the locker room unless extraordinary circumstances are discussed with the coach
- Smartphones are not permitted in the locker room, nor may any photos/videos be taken
- See **Section 29 LOCKER ROOM POLICY** in the [KMHA Policy and Procedure Manual](#) for full details

# FAIR PLAY

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- 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
- U7/U9 teams:
  - No scoreboard is used for U7 games and the “three goals/game rule” is in effect for all players to encourage passing
  - U9 scoreboard: if one team is leading by a large margin, scores should not be counted after 10
  - Tournaments for U7/U9 are restricted to two travel tournaments and two local tournaments (i.e. Kimberley home tournament and a tournament held in Cranbrook)

# REFEREE EXPECTATIONS

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- KMHA cannot exist without officials
- Most KMHA referees and linesmen are young players themselves
- It is difficult to attract officials – it is a tough job and officials often quit if they are abused by coaching staff, players and/or spectators
- Coaches must treat officials with due respect and encourage players to act accordingly
- Coaches may ask for an explanation about a call but must do so respectfully. Ultimately, the official's decision is final
- Any serious concerns about referee or linesman calls should be reported, in writing, to the [KMHA Referee-in-Chief](#).
- [BC Minimum Suspension Guidelines](#)