

Kanata Minor Hockey Association Policy and Procedures Manual



CONTENTS

SECTION 1 - KMHA Management & Operations	2
KMHA Overview	2
SECTION 2.0 KMHA HOCKEY OPERATIONS	10
hockey operations overview	10
section 3.0 kmha Hockey Programs	11
Section 4.0 kmha finance	12
Finance Overview	12
section 5.0 Risk & Safety	22
risk and safety oVERVIEW	22
sECTION 6.0 Discipline and appeals	24
section 7.0 Hockey Development programs	25
section 8.0 Administration	26
Appendices	27

SECTION 1 - KMHA MANAGEMENT & OPERATIONS

KMHA OVERVIEW

1. KMHA Organization.

The Kanata Minor Hockey Association (KMHA) Kanata Blazers, are an 'AA', 'A', 'B' and House League Hockey association in District 11 HEO Minor sanctioned by the Hockey East Ontario (HEO) Minor. The KMHA as a minimum will adhere to the regulations outlined in the HEO Manual of Operations.

The objective of this association shall be to promote, encourage and govern organized hockey for all eligible players representing Kanata to play minor hockey.

2. The KMHA and the Minor Hockey Hierarchy

a. Kanata Minor Hockey Association (KMHA)

KMHA is the local minor hockey association in Kanata. It operates under the rules and regulations of Hockey Canada, HEO(formally known as ODHA), HEO Minor(formally known as ODMHA) and District 11. KMHA runs and supports both House League and Competitive B programs along with District 11 Competitive A/AA programs. Internally we rent and schedule ice, Our Mission is to arrange and nurture the development of players,

select coaches and players for our teams, set registration fees, host tournaments, and lots more. KMHA holds its AGM yearly to vote in the Directors of the Corporation.

b. District 11 (HEO Minor)

The KMHA is the sole association with District 11. District 11 is the link between the KMHA and both the HEO and HEO Minor structures. Most interpretation and enforcement of ODHA/ODMHA regulations takes place at the District level.

c. Ottawa District Minor Hockey Association (ODMHA)

Within the same region that the ODHA operates, the ODMHA governs issues specific to minor hockey. Many of the regulations by which we play are decided here (eg. transfer policies). The ODMHA is divided into districts. The KMHA is the sole association in District 11 of the ODMHA. Each District has a seat on the Minor Council. Minor Council meets monthly and is the decision forum in which the district chairs participate. See more at www.odmha.on.ca

Replace it with

C. HEO Minor is a voluntary association of members and individuals established to promote and foster hockey through fair play, and maintain and increase interest in the game of hockey by insuring that all organized amateur hockey is developed within the Hockey Eastern Ontario Branch (HEO) (hereinafter referred to as the Branch) in accordance to prescribed standards. HEO Minor shall have jurisdiction over all minor ice hockey of the various Minor Divisions as defined by Hockey Canada

d. Hockey Eastern Ontario (HEO)

Hockey Eastern Ontario is one of the thirteen Branches of Hockey Canada, and along with the Ontario Hockey Federation and Hockey Northwestern Ontario, it is one of the three branches in Ontario. Formerly known as the Ottawa District Hockey Association, Hockey Eastern Ontario is the governing body of amateur hockey in Eastern Ontario.

e. Hockey Canada

Formerly known as the Canadian Hockey Association (CHA), Hockey Canada is the sole governing body for amateur hockey in Canada. Hockey Canada makes major decisions such as player divisions (age). It has 13 branches, including the Ottawa District Hockey Association (ODHA). See more at www.hockeycanada.ca

3. KMHA Mission Statement.

The Mission of the KMHA is to:

- a. Maintain and increase interest in the game of hockey by providing to all who desire, where it has in its power to do so, the opportunity to participate in hockey giving due consideration to their individual capabilities;

- b. Exercise a general supervision and direction over its players, team and game Officials and Executive Officers with emphasis on the enhancement of healthy recreation, good sportsmanship and citizenship; and
- c. Provide, wherever possible, a hockey program, including an Initiation Program as prescribed by Hockey Canada, giving due consideration to all divisions and categories of minor hockey.

4. KMHA Organization Chart and Hierarchy.

5. **KMHA Board of Directors.** The KMHA Directors is responsible for ensuring that the association's affairs are conducted in accordance with the KMHA's constitution and bylaws as well as the associations' policies, which are outlined in the attached document.

The KMHA Directors has the authority to rescind, alter or add to the association's policies at any time. Resolutions to rescind alter or add to the association's policies must be passed by a majority vote of the KMHA Executive,- remove not correct.

while any changes to the KMHA constitution and by-laws can only be changed at the annual general meeting by a majority vote.-remove not correct

The KMHA's policies and procedures shall be in compliance with the minimum requirements of all applicable HEO, HEO Minor or Hockey Canada policies. As such the following definitions apply to KMHA administrative documents.

6. Board of Directors and Committee Members Job description.

a. President. The President shall:

- i. Chair all Annual, Special, Board of Directors meetings of the K.M.H.A. He /She shall generally perform the duties usual to the office of President, and may at his/her discretion, order the callings of meetings of the K.M.H.A. or its

Figure KMHA Organization Chart 2015-2016

committees. The President if he so chooses, shall be a voting member of any

K.M.H.A. Standing Committee. By virtue of his position, he also shall be a voting member of the O.D.M.H.A.;

- ii. Exercise, in addition to his own powers conferred upon him by the Constitution and By-laws, all duties and powers of the Board of Directors when it is impossible for the President to obtain a vote of his Board of Directors in case of an emergency, it being understood that such actions as may have been taken be referred to the Board of Directors as soon as possible for approval or rejection at the next regular special meeting of the Board of Directors;
- iii. Shall be the 2nd of the signing officers;
- iv. Have the power to suspend summarily any individual for any breach or violation of any of the provisions of the Constitution or Bylaws or any other decision or ruling of the Board of Directors, or for ungentlemanly conduct on or off the ice, for abusive language to any of the officials, providing that the President is satisfied that the individual as the case may be, has committed such breach or violation, such suspension to be automatically and continuously effective until dealt with the Board of Directors at their next regular or Special Meeting. The President shall have the power to impose such suspension in respect of any matter or incident which may occur at any time having to do with a game of any kind, or otherwise; and
- v. WILL be ex officio a member of all committees Sign all contracts, engagements, leases or other documents on behalf of the K.M.H.A. that commit K.M.H.A. funds or establish a liability.

b. Vice President 1 Hockey Programs. Vice President 1 shall

- i. In the temporary absence of the President have all the powers to perform all the duties of the President. While in this capacity he shall not vote except when such vote is needed to break a tie.
- ii. Hold the position of Chairman of Standing and Ad Hoc Committees, and shall perform the duties usual to the office of chairman;
- iii. Direct the planning, organizing, implementing and monitoring of the K.M.H.A. hockey program including the Initiation Program as prescribed by the Hockey Canada and shall be a source of guidance to the Conveners, League Representatives on matters relating to the operation of the K.M.H.A. hockey program;
- iv. The Vice President shall be the Chair of the House League and Rep Coordinator • Initiate, collect and document coaching evaluations for the House League program Be the 3rd signing officer; and
- v. Shall have all the powers to perform all duties of the President in the case of temporary absence of the President.

c. Vice President 2 Operations. Vice President 2 Operations shall:

- i. Be a source of guidance the Registrar, Equipment Manager, Ice Scheduler and Charity Tournament Committee;

- ii. Hold the position of Chairman of Ad Hoc Committees and shall perform the duties usual to the office of Chairman;
- iii. Shall have all the powers to perform all duties of the President in the case of temporary absence of the President and Vice President Hockey Programs;

d. Treasurer.

- i. The Treasurer may not take office until such time as Directors has determined by 2/3 majority vote, a quorum being present, that the individual is competent to perform the duties of the position notwithstanding that he may have been duly nominated and elected at the Annual General Meeting; Having been endorsed by Directors the Treasurer shall:
- ii. In the temporary absence of the President, and Vice President Hockey Programs, have all the powers to perform all the duties of the President, however, while in this capacity shall not vote except when such vote is needed to break a tie.
- iii. Hold the position of Chairman of Standing and Ad Hoc Committees and shall perform the duties usual to the office of Chairman;
- iv. Direct the planning, organizing, implementing and monitoring of all budgets;
- v. Shall be the primary cheque signing officer
- vi. Ensure the proper maintenance of all books and accounts; shall authorize all expenditures and investments, shall duly sign all cheques, instruments of credit and liability, along with one other of the approved signing officers;
- vii. Shall be responsible for having the K.M.H.A.'s books and accounts audited by a competent accounting firm on an annual basis;
- viii. Prepare a financial statement of all monies received and disbursed and shall report on same at each regular Board of Directors meeting and at the Annual General Meeting of its membership;
- ix. Be responsible for recruiting and selecting individuals for the finance committee; and
- x. In the absence of the President, sign all contracts, engagements, leases or other documents on behalf of the K.M.H.A. that commit K.M.H.A. funds or establish a liability.

e. Directors At Large.

f. KMHA Volunteer Positions

g. Referee in Chief. The Referee-in-Chief shall:

- i. Be responsible for all officiating activities in the K.M.H.A. and to the best of his ability, shall insure that all officials registered with the K.M.H.A. are properly supervised, evaluated and subsequently certified at the proper level, in keeping with the intent of the Hockey Canada Officials Program (H.C.O.P.);
- ii. Report to, advice and take direction from the President;

- iii. Establish a yearly budget that must be presented to the Treasurer for board of Director approval;
- iv. Schedule and organize a referee development program for all K.M.H.A. referees;
- v. Ensure, in conjunction with the Vice President Hockey Programs, that all K.M.H.A. team officials are advised of all Hockey Canada and O.D.M.H.A. Rule and Code or Regulations Governing Discipline changes;
- vi. Represent the K.M.H.A. at all meetings called by the District, O.D.M.H.A. or H.E.O. Referee-in-Chief;
- vii. Interview and recommend to the Directors a candidate(s) for the position of Referee Scheduler(s). Final appointment and terms and conditions of the employment of the Referee Scheduler will be defined by the Directors;
- viii. Supervise the Referee Assignor (scheduler and timekeeper scheduler);
- ix. Should be a source of guidance for Risk and Safety; and
- x. Should be a source of guidance to any other areas of KMHA, should the President require assistance

h. Past President. The Past President shall;

- i. Be the source of guidance to the Board of Directors on all matters relating to the past conduct of business of the K.M.H.A. He shall be a non-voting member of the Board of Directors;

i. House League Coordinator. The House League Coordinator shall:

- i. Administer the House League Program for the KMHA; and
- ii. Take Direction and report to the VP of Hockey Programs.

j. Rep Coach Coordinator. Rep Coach Coordinator shall:

- i. Take direction from and report to the Vice President Hockey Programs;
- ii. Oversee the interview and selection committee for candidates applying for coach positions for each hockey year;
- iii. Submit a list of proposed, interviewed and qualified candidates to the VP of Hockey Programs for approval by the Board of Directors.
- iv. Assist in identifying development requirements and provide ongoing mentoring and support for all competitive coaches;
- v. Initiate, collect and document coaching evaluations;

k. AAA/AA/B League Reps. The AAA/AA/B league reps shall:

- i. SHALL ATTEND THEIR RESPECTIVE LEAGUE MEETINGS, THEN REPORT ANY FINDINGS, INFORMATION ETC,.. BACK TO THE PRESIDENT, AND VICE PRESIDENT OF HOCKEY PROGRAMS. And
- ii. SHALL REPORT ALL LEAGUE BUDGETS TO THE PRESIDENT AND VICE PRESIDENT HOCKEY PROGRAMS.

- I. Coach Mentor.** The Coach Mentor may not take office until such time as the Directors has determined that the individual is competent to perform the duties of the position notwithstanding that he may have been duly nominated and elected at the Annual General Meeting. Having been endorsed by the Directors, President and Vice President of Hockey Programs the Coach Mentor Shall:

 - i. Plan, organize and manage all matters relating to the mentorship of all competitive and house league coaches;
 - ii. Take direction from and report to the Vice President of Hockey programs; and
 - iii. Represent KMHA and the District at the ODHA on all coach mentoring related matters.

- m. KMHA Registrar.** The Registrar shall:

 - i. Process and record all registrations in the manner set forth by the Association and its senior hockey bodies and shall maintain a record of all membership within the Association;
 - ii. The Registrar shall perform other duties and responsibilities that may be determined by the Board of Directors;
 - iii. Shall plan, organize and run the Kanata Charity Tournament on an annual basis; and
 - iv. All monies raised shall be donated to the pre-determined charity as chosen by the tournament committee and the Board of Directors.

- n. KMHA Ice Scheduler.** Having been approved by the Directors the Ice Scheduler shall:

 - i. Plan, organize and manage all matters relating to the procurement and disposition of ice time to support the K.M.H.A. hockey program;
 - ii. Take direction from and report to the President and Vice President Hockey Programs;
 - iii. Plan and submit an overall plan on ice scheduling to the President and Vice President of Hockey Programs;
 - iv. Procure ice time in accordance with the Hockey Programs Committee decisions;
 - v. In conjunction with the President, represent the K.M.H.A. in all negotiations with the City of Ottawa, Carleton University, RA Center and Bell Sensplex officials related to the procurement of ice time;
 - vi. Distribute ice time for all practices, league games, tournaments and all other ice activities approved by the Hockey Programs;
 - vii. Coordinate the sale of extra ice; and
 - viii. Provide regular status reports on ice allocation and usage to the President and Vice President of Hockey Programs

- o. KMHA Equipment Manager.** The Equipment Manager shall:

 - i. Is responsible for the annual RFP's, procurement, maintenance and distribution of all hockey equipment owned by the K.M.H.A.;

- ii. Report to and take direction from the Vice President of Operations.
- iii. Maintain detailed inventory records of all equipment including a replacement plan.
- iv. Establish the annual requirements for new equipment purchases and submit the details via an annual budget to the VP of Operations for approval by the Board of Directors for review and approval.
- v. Ensure all existing equipment is clean and in good repair prior to the commencement of the hockey program; and
- vi. Organize the distribution and return of all equipment, collect and forward any rental fees and deposits to the office manager and maintain detailed records of equipment allocations.

p. Finance Committee.

- i. The Finance Committee shall consist of 2-3 individuals upon approval by the Board of Directors; and
- ii. Meet quarterly to review and approve KMHA financials as provided by the Treasurer.

q. Referee Assignor. The Referee Assignor shall:

- i. Be determined by the Referee in Chief upon approval of the Board of Directors;
- ii. Shall take direction and report to the President followed by the Referee in Chief; and
- iii. Be Responsible to assign all KMHA games as determined by the KMHA schedule

r. Risk Management and Safety Coordinator. The Risk Management and Safety coordinator shall:

- i. Is responsible, in conjunction with City or Municipality officials, for ensuring safe playing conditions in all facilities;
- ii. Report to and take direction from the Director at large and the President;
- iii. Institute a risk management program in accordance with C.H.A. and O.D.H.A guidelines;
- iv. Represent the District and Association at the O.D.H.A. Risk and Safety Management Committee;
- v. Provide all members of the Executive Committee with advice and guidance on Risk and Safety Management issues;
- vi. Provide direction for police records checks for all team officials. This also includes tracking all team officials they are compliant with police records checks;
- vii. Shall conduct investigations and hearings for any and all violations of KMHA Code of Conduct and bylaws; and with the assistance of the:

1. House League Risk and Safety Coordinator

- a. Shall follow direction from Risk and Safety; and

b. Assist and aid Risk and Safety when required

s. KMHA Development Coordinator. The Development Coordinator may not take office until such time as the Board of Directors has determined that the individual is competent to perform the duties of the position. Having been endorsed by the Board of Directors, the Development Coordinator shall:

- i. Is responsible for hockey development;
- ii. Report to and take direction from the VP of Hockey Programs;
- iii. Make recommendations to the Director at Large for Hockey Programs with respect to program goals, objectives and content;
- iv. Plan and submit an annual budget to the Director at Large for further approval by the Board of Directors; and
- v. Organize Hockey Canada, O.D.M.H.A. and other clinics for coaches, players and trainers; Provide technical support for all levels of play in the K.M.H.A.

t. Convenors. Convenors shall:

- i. Take direction from the House League Coordinator and the VP of Hockey Programs;
- ii. Shall conduct house league sort outs, assign players to teams;
- iii. Shall assign coaches to all their teams with approval from the house league coordinator and VP of Hockey Programs; and
- iv. Shall act as a source of guidance to coaches and be of assistance to all coaches with concerns or questions from parents.

SECTION 2.0 KMHA HOCKEY OPERATIONS

HOCKEY OPERATIONS OVERVIEW

1. Hockey Operations
2. Registration (more info in section 7 – Administration)
 - a. Fees,
Registration fees will be determined by the Board of Directors May of each year

- i. Late fees,
After June 30th a late fee for registration will apply with no exceptions
- ii. cancellations,
Any cancellation of registration will be subject to an administration fee, please refer to the below refund policy
- iii. refunds
All refunds will be subject to a \$50 administration fee with the only exceptions being AAA players and junior players.
. Refund cheques will be processed within 2 weeks of notification to the Registrar or KMHA office. All refunds will be calculated from the date they are received by the Registrar or KMHA office.

Tryouts can be refunded up until 48 hours prior to the start of that tryout- To request a refund please email the KMHA Office at info@kmha.ca

Refund cheques will be processed within 2 weeks of notification to the Registrar or KMHA office. All refunds will be calculated from the date they are received by the Registrar or KMHA office.

Until September 30th: Full refund less \$50.00 admin fee.

October 1 st – November 15th: Refund of \$360 less a \$50 administration fee for a total refund of \$310.

November 15th – January 1st: Refund of \$300 less a \$50 administration fee for a total refund of \$250.

After January 1st: No refunds will be issued.

There are no refunds or partial refunds for games or practices missed due to illness or injury

- b. Wait Lists
- c. External Movements/Player Transfers
- 3. Ice Scheduling/Scheduler
- 4. Bantam Charity Tournament
- 5. Equipment
 - a. Handouts>Returns
 - b. Damage policy
 - c. Equipment purchasing & goalie gear loans
- 6. Off Ice Officials
 - a. Score/Time keeper

i. Game sheet procedures

SECTION 3.0 KMHA HOCKEY PROGRAMS

1. Competitive programs
 - a. Comp overview
2. Dir Competitive programs
 - a. Comp Coach Selection process
 - b. Fair Ice program
3. House league programs
 - a. House League Conveners
 - b. House Coach Selection process
 - c. Fair Ice program
4. Officials(description paragraph)
 - a. Referee in Chief
 - b. Referee Assignor
5. Team Staff(description paragraph)
(Web material)
6. Tryout/Sort out Process(description paragraph)

- a. Comp
 - i. Player evaluations
 - b. House overview(description paragraph)
 - a. Player evaluations
7. Player affiliation process(description paragraph)
- a. Comp affiliation
 - b. House league affiliation

SECTION 4.0 KMHA FINANCE

FINANCE OVERVIEW

1. Competitive Team Budget Policy - Responsibilities

The budget and finances of the team are the responsibility of the team officials and the parents. Specific responsibilities regarding team budgets include:

- a. The Coach and Team Officials are responsible for developing a team budget at the beginning of the season reflecting the program outlined by the Coach and presenting to the parents for approval.
- b. The team Treasurer is responsible for tracking and controlling the financial transactions of the team as per the Team Bank Account Policy, summarizing actual results compared to budget and presenting the summary to the parents for their review on a regular basis.

- c. The Parents are responsible for approving the Initial team budget at the beginning of the season and any subsequent changes and reviewing the summary of actual results compared to budget provided by the Treasurer. The initial budget and subsequent adjustments must be agreed to by the majority of the parents. Any decisions regarding adjustments to or specific details or line items in the budget are done by way of vote.
- d. The KMHA is responsible for setting policy regarding team budgets and providing direction to Coaches, Team Officials and Parents regarding application of the policy. For greater clarity, the KMHA does not directly manage the financial activity of the team and any issues or discrepancies that may occur regarding team finances are not the responsibility of the KMHA.

2. Team Fees.

There are no total budget expense or team fee limits set for KMHA competitive teams. Coaches are directed by the KMHA to ensure when developing the budget they should be mindful of the total cost being incurred by individual parents and should make all efforts to keep team costs and the team fees charged to the players to a minimum. Fundraising is encouraged to mitigate the amount of team fees charged to players. For greater clarity, the purpose of fundraising is not to allow additional expenses to be added to the budget. Successful fundraising or lower spending may result in a budget surplus which is to be refunded to parents at the end of the season. Upon consensus from the parent group, small surpluses may be donated to charity to reduce the administration of refunding small amounts to parents.

3. Team Expenses

The total budgeted expenses for any particular team will reflect the program outlined by the Coach for the season and is influenced by several factors including additional ice time requirements, specific skill and player development or off-ice training activities and potentially bus transportation to tournaments. In addition, non-parent coaches are often assigned to competitive level teams and travel expenses for these coaches are included in that team's budget – see Non-Parent Coach Expense Policy.

Expense items included in the budget should be focused on required items to operate the team such as tournament and league fees, ice costs, referees etc. and player skill development activities. Other items not directly related to team operations or player development such as team bonding activities should be kept to a minimum and focused on the players only – not family members.

Expenses related to team social events and parties and team clothing or equipment such as track suits, socks, hats etc. should NOT be included in a team budget. Procurement of these items may be coordinated by a team official or parent but should be settled on a cash basis with the player and his family and not transacted through the team account.

4. Budget Format.

All Initial Team Budgets and Actual to Budget Summaries must be prepared using an Excel spreadsheet – see Budget Templates. The line items in the budget and summaries must be in sufficient detail to properly describe the nature of the income or expenses included. Supporting schedules providing further detail of the transactions or activity related to an item should be included where necessary.

5. Key Dates and Deliverables.

- a. Initial Budget approved by Parents no later than September 30th;
- b. Actual vs Budget Summary #1 provided to Parents no later than November 30th;
- c. Actual vs Budget Summary #2 provided to Parents no later than January 31st;
- d. Final Actual vs Budget Summary provided to Parents no later than March 31st, or within 1 month of last ice time, whichever comes first; and
- e. Final budget settlement and bank account closure no later than May 31st.

6. Best Practices for Treasurers

- a. Communicate budget status to parents regularly and often;
- b. Obtain parent approval prior to incurring significant unbudgeted expenditures;
- c. Record transaction activity as it occurs and retain supporting documentation;
- d. Ensure cash-based transactions are accompanied by receipts or a sign-off list;
- e. Ensure bank reconciliations are performed monthly;
- f. Follow up and escalate issues with delinquent fees early; and
- g. Document each parents acknowledged receipt of Initial Budget, Interim Summary

If you have any questions regarding any finance policy please contact the KMHA General Manager.

7. House League Team Budgets - Responsibilities

The budget and finances of the team are the responsibility of the team officials and the parents. Specific responsibilities regarding team budgets include:

- a. The Coach and Team Officials are responsible for developing a team budget at the beginning of the season reflecting the program outlined by the Coach and presenting to the parents for approval;

- b. The team Treasurer is responsible for tracking and controlling the financial transactions of the team as per the Team Bank Account Policy, summarizing actual results compared to budget and presenting the summary to the parents for their review on a regular basis;
- c. The Parents are responsible for approving the Initial team budget at the beginning of the season and any subsequent changes and reviewing the summary of actual results compared to budget provided by the Treasurer. The initial budget and subsequent adjustments must be agreed to by the majority of the parents. Any decisions regarding adjustments to or specific details or line items in the budget are done by way of vote; and
- d. The KMHA is responsible for setting policy regarding team budgets and providing direction to Coaches, Team Officials and Parents regarding application of the policy. For greater clarity, the KMHA does not directly manage the financial activity of the team and any issues or discrepancies that may occur regarding team finances are not the responsibility of the KMHA.

8. Team Fees and Total Budget Limits

House team fees charged to parents are limited to \$125 per player for IP teams and \$300 for Novice through Midget teams. The total budget for IP teams is limited to \$3,000 and \$6,500 for Novice through Midget teams with any difference from team fees collected to be fulfilled through fundraising. For greater clarity, these are not specified budgets but rather they are limits to ensure that playing hockey remains affordable for all team members. Coaches and team officials are directed by the KMHA to be mindful of the total cost being incurred by individual parents and should make all efforts to keep team costs and the team fees charged to the players to a minimum. In general, it is expected that total team budgets will be naturally lower for House C vs House B vs House A teams based on the requirements for extra ice or number of tournaments entered. For greater clarity, the purpose of fundraising sponsorship is not to allow additional expenses to be added to the budget or purchase non-essential items or clothing. Successful fundraising or lower spending should result in a budget surplus which is to be refunded to parents at the end of the season. Upon consensus from the parent group, small surpluses may be donated to charity to reduce the administration of refunding small amounts to parents.

9. Team Expenses

Expense items included in the budget should be focused on required items to operate the team, development of the players and creating a fun and positive atmosphere. Expenses will typically include:

- a. Tournament fees;

- b. Ice time and referees for exhibition games;
- c. Ice time for additional practices;
- d. Player development sessions such as power skating;
- e. Team bonding and off ice activities;
- f. Year-end party and gifts, trophies and awards – players only; and
- g. Team clothing item of nominal value (<\$25) such as a hat or practice jersey to build a sense of team

In order to ensure hockey remains an affordable activity for all, other expenses related to additional team social events and parties or team clothing and equipment such as track suits, socks, etc. should ***NOT*** be included in a team budget. Procurement of these items may be coordinated by a team official or parent but should be settled on a cash basis with the player and his family and not transacted through the team account.

10. Budget Format

All Initial Team Budgets and Actual to Budget Summaries must be prepared using an Excel spreadsheet – see Budget Templates. The line items in the budget and summaries must be in sufficient detail to properly describe the nature of the income or expenses included. Supporting schedules providing further detail of the transactions or activity related to an item should be included where necessary.

11. Key Dates and Deliverables

- a. Initial Budget approved by Parents no later than October 15th;
- b. Interim Actual vs Budget Summary provided to Parents no later than January 31st;
- c. Final Actual vs Budget Summary provided to Parents no later than April 30th; and
- d. Final budget settlement and bank account closure no later than May 31st.

12. Best Practices for Treasurers

- a. Communicate budget status to parents regularly and often;
- b. Obtain parent approval prior to incurring significant unbudgeted expenditures;
- c. Record transaction activity as it occurs and retain supporting documentation;

- d. Ensure cash-based transactions are accompanied by receipts or a sign-off list;
- e. Ensure bank reconciliations are performed monthly;
- f. Follow up and escalate issues with delinquent fees early; and
- g. Document each parents acknowledged receipt of Initial Budget, Interim Summary Report and the Final Summary.

If you have any questions or concerns regarding this policy, please contact the KMHA General Manager.

13. Comp Non-Parent Coach Expenses.

The following is the KMHA Competitive Program policy on the reimbursement of non-parent Coaches Expenses.

- a. All teams are to provide funds to reimburse non-parent coaches expenses. These funds are to cover expenses incurred while traveling as a result of a team game event. Payments described below are to cover the entire coaching staff. Head Coaches are responsible for determining how to share these funds with other team officials. This reimbursement will take the form of a payment to cover expected costs while traveling to regularly scheduled league games and a flat “per tournament night” payment plus travel costs to be made based on the number of out-of-town tournaments and the number of overnight stays at each. Expenses to be reimbursed are:
 - i. The flat rate to cover travel costs for league games played outside the city of Ottawa boundaries. (this may vary by league and division)
 - ii. The per out-of-town tournament overnight flat rate
 - iii. The mileage rate to be paid for tournament travel
 - iv. The maximum number of out-of-town tournaments per year that a coach may schedule before requiring consensus from team parents. (this may vary by league and division)
 - v. The per season, per team ceiling on reimbursement (maximum \$4,400 per season/per AA and A team, maximum \$2,500 per season/per B team)
- b. Exceptions will be made to this for provincial championships, Silver Stick and other unpredictable tournament events.
- c. The flat rate to cover league games should be paid in two installments, the first as soon as possible after the start of league play and the second after Christmas. Coaches should ensure that these costs are reflected in team budgets and visible to parents. Questions can be directed to the Director Competitive Program, VP Hockey Programs or VP of Finance.

- d. The flat rate for out of town league games is set as follows:
- i. \$800 – All AA / A teams
 1. This rate is based on the number of out of town teams expected to be declared at the “AA” and “A” league meetings. The payment must be made in two installments. The first, consisting of 1/2 the full rate, at the beginning of the year and the second in January. The January payment may be adjusted upwards or downwards to reflect any substantial changes to this year’s projected schedule. The payment must also be reduced at the rate of 45 cents/km if the coach takes team provided transport to any of the league games.
 - ii. The per tournament overnight maximum flat rate is set at \$200. According to the policy this rate will be paid for each required overnight stay at a tournament. This rate covers accommodation, meals and other necessary expenses. For example if the coach stays overnight Friday and Saturday night the total payment would be \$400
 - iii. Mileage rate to cover travel to tournaments is set at 45 cents/km. This should only be paid where a coach is providing his/her own transportation.
- e. The maximum number of tournaments that a coach may book without consensus of parents and VP Hockey Programs is: three out of town and three in town.
- f. The ceiling for reimbursement in a season is \$4400 per season, per AA & A Team; \$2,500 per season per B Team. Please note that above are the maximum allowable and that all Coaches should submit receipt to the team for reimbursement of the actual cost. All Coaches receipts should be kept by the team and must be sent to KMHA when your budgets are due at the end of season. The above will cover three out of town tournaments and will cover the expenses of three non-parent coaches per team. If your team chooses to do more than three out of town tournaments all travel and accommodation expenses will be paid by each coach and not the team.

14. Clinic Reimbursement Policy.

General Info.

To be reimbursed simply email proof of purchase of a clinic to the KMHA office at info@kmha.ca - You must be on an official team list and must be required to take a clinic to be reimbursed for a clinic. Please note KMHA will reimburse 2 trainers per team only. Please note, there will no reimbursement issued for any clinic after April 15 of said hockey year. We would ask that if at all possible, to please try and attend a KMHA Clinic, although it is not mandatory, it is more cost effective.

- a. **Speak Out!”Respect in Sport”**

- i. Speak out-“Respect in Sport” for team officials is done only online, any team official must take Speak Out (please note this is not the same speak out as the parent respect in sport). Team officials include; coaches, assistant coaches, on ice help, goalie coaches, trainers, team manager.

Here is the link for team official Respect in Sport

<https://heo.respectgroupinc.com/>

b. Trainer Clinics/Online Trainer Refresher Course

To check your requirements please visit HEO

<http://www.hockeyeasternontario.ca/> as requirements can change

- a. Trainer 1 Clinic is now done only online here

<http://www.hockeyeasternontario.ca/pages/trainers/level1.htm>

House League teams IP –Midget require trainer 1 clinic

Trainer 2 Clinics- all competitive team trainers must have trainer 2

For full information on trainer 2 click here

<http://www.hockeyeasternontario.ca/pages/trainers/level2.htm>

Coach Level 1(Intro Coach)- To check your requirements please visit HEO

<http://www.hockeyeasternontario.ca/> as requirements can change

You may attend any clinic- to search for a clinic click here

http://www.hockeyeasternontario.ca/pages/coach/coach1_intro.htm

In order to be reimbursed:

2. You must be on an official team list as Coach or Assistant Coach. Is intended for Initiation level only
3. You must do the following (may not be all inclusive) to be Certified
4. Attend all Clinic hours
5. Complete all post course tasks/homework and mentor letter
6. Submit to HEO and Receive confirmation from ODHA that it has been received
7. Above must be submitted within 90 days of course, and signed off by HEO or no reimbursement will be issued
8. You must submit the following the KMHA office:
 - a. Receipt
 - b. Confirmation that member is certified, will be verified by KMHA

NOTE: It is the coach's responsibility to ensure that the HEO has received all post course tasks/homework and mentor letter and anything needed to be certified.

Coach level 2 To check your requirements please visit HEO

<http://www.hockeyeasternontario.ca/> as requirements can change

You May attend clinic- to search for a clinic click here
http://www.hockeyeasternontario.ca/pages/coach/coach2_coach.htm

In order to be reimbursed:

You must be on an official team list as Coach or Assistant Coach

You must do the following (may not be all inclusive) to be Certified

Attend all Clinic hours Complete all post course tasks/homework and mentor letter

Submit to HEO and Receive confirmation from ODHA that it has been received

Above must be submitted within 90 days of course, and signed off by HEO or no reimbursement will be issued

You must submit the following the KMHA office:

- c. Receipt
- d. Confirmation that member is certified, will be verified by KMHA

NOTE: It is the coach's responsibility to ensure that the HEO has received all post course tasks/homework and mentor letter and anything needed to be certified. It is not the

Dev 1 – To check your requirements please visit HEO

<http://www.hockeyeasternontario.ca/> as requirements can change

In order to be reimbursed:

You must be on an official team list as Coach or Assistant Coach.

You must do the following (may not be all inclusive) to be Certified

Attend all Clinic hours Complete all post course tasks/homework and mentor letter

Submit to HEO and Receive confirmation from HEO that it has been received

Above must be submitted within 90 days of course, and signed off by HEO or no reimbursement will be issued

You must submit the following the KMHA office:

- e. Receipt
- f. Confirmation that member is certified, will be verified by KMHA

NOTE: It is the coach's responsibility to ensure that the HEO has received all post course tasks/homework and mentor letter and anything needed to be certified.

Please note: It is not the responsibility of KMHA to ensure HEO has received any and all documentation required for successful completion of any clinic.. We highly suggest that you receive confirmation from the HEO that all required documents have been received.

15. Fundraising. KMHA Fundraising & Sponsorship Policies.

General Info. For fundraising activities, KMHA echoes the policies provided by Hockey Canada (See The Hockey Canada's Team Managers Manual here – www.hockeycanada.ca). Almost every team will have to raise funds throughout the season. As a team, it is important to discuss what set costs and what extra costs the team will face throughout the year (from officials fees to a yearend celebrations). The Team Manager needs to ensure the team's goals are reasonable and that the team has the ability and dedication to perform the chosen fundraising initiative. A fundraising committee will often be formed to coordinate efforts. The team should be determining up front whether the fundraiser is a team event or on a per player basis and whether minimum participation levels are required/expected, etc.

Some fundraising suggestions (the Team Manager should check with local and provincial gaming regulations prior to the selection of a fundraising activity):

- a. Bingos / casinos;**
- b. Auctions / raffles (donated items, auction off players to perform community chores);**
- c. Sponsors;**
- d. BBQ or sit down dinner;**
- e. Sales: chocolates, magazines, pizza, cookies, etc.;**
- f. Car wash;**
- g. Bottle drive; and**
- h. Shovel sidewalks**

With certain fundraising activities it is important to build community support for future years; therefore it is important not to step on the toes of any other groups or to pressure anyone into donating funds. If you have any questions or concerns regarding fundraising activities then please contact fundraising@kmha.com

16. Team finances/Bank Account

General Info: Team Bank Account Policy. All teams must open a team bank account each and every year, bank accounts are not to be carried over from previous years.to handle deposits,

document transactions and control access to team funds. No Personal cheques should be written to pay any team bill.

a. Process for establishing a team bank account: Contact the bank of your choice to book an appointment to open a team account. Note the name and email address of the bank staff that will be opening your account.

b. The following procedures to team bank accounts apply:

- i. Team funds should never be handled through personal accounts of a coach, team official or parent.
- ii. There must be a minimum of three signing officers for the account, these are typically the Manager, Treasurer and another individual.
- iii. The Head Coach may be but is not required to be a signing officer and this role may be fulfilled by another team official or parent.
- iv. No two officers may be from the same family.

c. Prior to going to the bank, the Manager, Treasurer or Head Coach must email the KMHA office at info@kmha.ca to request a permission document for the bank to open an account. The email must include:

- i. The team name – e.g. Novice A1
- ii. The three names, addresses and telephone numbers of the signing officers, their roles.
- iii. The contact name and email address of your bank contact, so that the permission letter may **be emailed directly to the bank contact**

d. Minimum Cash Controls. All cheques written on the account must be signed by two signing officers and the bank account must be established with this minimum requirement.

- i. Team fees or other funds to be deposited should be received by cheque where possible.
- ii. Where funds are received in cash, a written receipt documenting the cash received should be provided.
- iii. Funds disbursed should be in cheque form where possible.
- iv. If funds are to be disbursed in cash, acknowledgement of receipt should be document via a sign off sheet or receipt.
- v. All transactions should be tracked as they occur through a spreadsheet (see Budget Templates).

On a monthly basis, a reconciliation of the transactions recorded to the balance per the bank statement should be prepared by the Treasurer. Outstanding deposits and payments yet to be reflected in the bank account should be noted. The reconciliation should be reviewed and approved by the Manager or other team official or parent in conjunction with reviewing the status of funds received and expended compared to budget.

If you have any questions or concerns regarding this policy, please contact the KMHA General Manager

e. NSF Fee policy

Any NSF cheque will be subject to an NSF fee .

f. KMHA Annual Audit report

To request a copy of an audit report email the General Manager requesting a copy.

SECTION 5.0 RISK & SAFETY

RISK AND SAFETY OVERVIEW

All personnel are responsible for managing risks in their areas. Parents and spectators will have a different view of risk to that of a player, coach or referee for example, but each has an important personal responsibility to ensure that risks within their control are managed according to the rules of the game and the standards expected.

1. What is Risk Management?

- a. Risk Management is using a structured risk management process to minimise reasonably foreseeable physical, financial or legal harm to people, disruption to operations and damage to the environment and property.
- b. The KMHA policy is to practice risk management to support and enhance activities in all areas of our organisation and to ensure that risk management is an integral part of KMHA's decision-making process

2. What is Safety Management?

- a. Before and during your event, it is the all KMHA members' responsibility to monitor the playing area for any potential safety hazards. All involved with the on-ice portion

of events should identify, and minimize or eliminate all risks and strive to make the playing area as safe as possible.

3. What is Conduct Management?

- a.** It has been determined that improper conduct is detrimental to the development of players, coaches, officials and volunteers in minor hockey and can be directly linked to many quality participants exiting the game. Further to this point is the struggle that numerous local Associations encounter in dealing with improper behaviour in a proper and timely fashion.
- b.** To provide a conduct management program that plays a significant role in the development of a young person's values, morals, social maturity, physical fitness and mental fitness. To promote acceptable conduct this provides:
 - i. Respect for persons
 - ii. Protection from harm
 - iii. Development of ethical conduct towards others
 - iv. Notions of justice, fairness, equity
 - v. Caring attitudes
 - vi. Freedom to enjoy, to flourish
 - vii. Respect for the game

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator. This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and insure acceptable behavior.

(See website for complete list of subsections)

Trainer Certification

See website for list

Discipline and Appeals (description paragraph)

(see website for complete list of subsections)

Codes of Conducts (See Appendix B for Codes of Conducts)

sECTION 6.0 DISCIPLINE AND APPEALS

1. D&A Process
2. Incident management and reporting
3. Hearing process

SECTION 7.0 HOCKEY DEVELOPMENT PROGRAMS

1. Player development (see website for complete list of subsections)
2. Coach development
3. Clinics
4. Checking
5. Goalie
6. Coaches

SECTION 8.0 ADMINISTRATION

1. Insurance- All Players, coaches and team officials only are covered under the Hockey Canada insurance- teams are allotted up to 6 team officials coverage only. This insurance is coverage within Canada. We highly recommend, if traveling to the US for a tournament you seek extra insurance

2. Special Event Permit

The purpose of a sanctioning a special event is to extend Hockey Canada insurance program coverage such as major medical/dental coverage to activities that do not fall under regular hockey programming. Special Event Permits would cover any team event out of the norm (i.e. bottle drive, team party etc...) Please see the Special event guidelines and application information here

http://www.kmha.ca/wp-content/uploads/2012/09/approved_events_activities.pdf

http://www.kmha.ca/wp-content/uploads/2011/05/special_events_guidelines.pdf

http://kmha.ca/?attachment_id=5520

3. Travel Policy

Travel Permits are needed for any tournament outside the HEO Minor area

All teams are reminded that if you are attending a tournament outside of the Ottawa area you will need a travel permit. If the tournament is in Canada you will need to fill in a Canadian travel permit, If you are travel to a US tournament you will need to complete a Canadian travel permit and a US travel permit. You can find the templates for these on our website here / look for the <http://kmha.ca/team-staff/documents-and-forms/> travel permit section.

Canadian Travel Permit

All information on the players,... full names, date of birth, full address, jersey number and hockey id's must be filled in- you can find the hockey id's on the official team roster that the coach will receive from the registrar. The team officials, coach, assistant coach(s), trainer(s) and team manager will also need to be put on the travel permit under the title of team management roster information. We will not sign any permit unless it is completed in full.

Once you have completed , please send via email the completed permit to info@kmha.ca . We ask that these be sent to us 1-2 weeks before any tournament, please do not request permits

signed more than 4 weeks prior to any tournament, as there could be changes to your roster (injured players, sick players, suspended players).

US Travel Permit

If travel to the US will need to complete a Canadian travel permit and a US travel permit. Again located in the same place on our website as the Canadian travel permit. All information must be filled in (for those who are not aware our Association number is District 11)

Again all permits should be emailed to the KMHA office 1-2 weeks prior to any tournament. The permits will be signed and returned to you via email

4. Affiliation

- The KMHA firmly believes in the affiliation process for the success and development of players and teams. All teams are expected to play with a full complement of players wherever possible.
- KMHA operates under the Club System of affiliation. This effectively means that all teams of a lower level are automatically affiliated to the teams above with some exceptions in HL to Competitive Affiliation.
- A player may only affiliate for a **total** of ten league games (regular and playoff) per season. Tournament and exhibition are not counted as part of the total.
- A player whose regular team has exited play offs may play past the ten game limit. Please contact your respective Director of Competitive or House League Programs prior to playing any player for an 11th game for approval.
- A goalie called up as an affiliate will only have the game counted if they play, not if they act as a backup.
- Players may only affiliate to higher level teams. A goalie may affiliate to a team of the same level only under the terms of the emergency goalie rules. For HL Kanata league play this permission may be granted by your Convenor. For tournament play this permission must be granted by the District 11 Chair.
- For House League **only** a player affiliating to a higher age classification may play below his letter classification at the higher age level except for affiliating to the house "C". For example a Peewee HL "A" player may affiliate to Bantam HL "B" but a Peewee HL "B" player may not affiliate to Bantam HL "C".

House League players affiliating to competitive teams may only affiliate to the lowest level of competitive. In the case of Novice this is the A level, at all other levels this will be B. Minor competitive B teams

affiliating house league players may only affiliate players of minor age and only for league play. **House league players may not attend tournaments with minor B teams**

Procedure

- The coach of the higher level team **must** clear the use of an affiliate with the coach of the affiliating player's regular team **each** time they wish to use the player. Player priority is to the primary team.
- The higher level team must report the use of the affiliated player in the KMHA affiliation tracking system within 24 hours of the game being played.
- All teams should carry the Club Affiliation Letter posted on the KMHA website that identifies KMHA as using the Club Affiliation system and a copy of the roster for the players' regular team.

5.Hockey Canada

6.HEO

7. Boundaries

For Full boundary guidelines <http://maps.odmha.on.ca/>

8.Rosters

9..Player eligibility

10..Coach eligibility

APPENDICES

Appendix A – Documents and Forms

Appendices A1 - Team Bank Account Template:

<http://kmha.ca/wp-content/uploads/2015/06/Team-Budget-Template-June-2015.xlsx>

(Web links to all forms)

Appendix B – Codes of Conduct