

KANATA MINOR HOCKEY ASSOCIATION POLICY AND PROCEDURES MANUAL



Kanata Minor Hockey Association
100 Charlie Rogers Place, Box 3
Kanata, ON
Canada
K2V 1A2

TABLE OF CONTENTS

Record Of Amendments 3

Section 1 - Introduction 5

Section 2 - KMHA Management And Operations 6

 2.0 Organization Overview 6

 2.1 KMHA Minor Hockey Affiliations 8

 2.2 KMHA Corporation..... 10

 2.3 KMHA Board Of Directors 12

 2.4 KMHA Volunteers 16

Section 3 - KMHA Hockey Operations..... 20

 3.0 KMHA Hockey Operations & Registration 20

 3.1 Ice Scheduling & Equipment..... 22

Section 4 – KMHA Hockey Programs 24

 4.0 Competitive Programs 24

 4.1 House Programs 29

 4.2 Affiliation 30

 4.3 Team Staff..... 32

Section 5 - KMHA Finances 37

 5.0 Finance Overview & Responsibilities 37

 5.1 House League Team Budgets, Fees & Expenses 38

 5.2 Competitive Team Budgets, Fees & Expenses..... 40

 5.3 Non-Parent Coach Expenses 42

 5.4 Team Finances & Bank Accounts 44

 5.5 Fundraising & Sponsorship 45

 5.6 Clinic Reimbursement..... 46

 5.7 Finance Administration 48

Section 6 – KMHA Risk And Safety	49
6.0 Risk And Safety Overview	49
6.1 Volunteer Screening	51
6.2 Risk And Safety Certifications And Qualifications	53
6.3 Safety Policies & Guidelines	56
6.3 Information Privacy Protection	59
Section 7 – KMHA Discipline And Appeals	60
7.0 D&A Overview	60
7.1 Incident Management And Reporting Procedures.....	61
7.2 Hearings And Appeals	63
Section 8 – KMHA Administration.....	64
8.0 KMHA Administration	64
Appendices, Forms And Links	67
Figure 1 - KMHA Document Tree.....	4
Figure 2 - KMHA Minor Hockey Affiliations	8
Figure 3 - KMHA Organization Hierarchy	10
Figure 4 HC/HEO 2015-16 Coach Certification	24
Figure 5 HC/HEO 2015-16 Assistant Coach Certification	25
Figure 6 - Non Parent Coach expense budget sample.....	42
Figure 7 HEO Trainer Certification 2015-16.....	53
Figure 8 - KMHA Incident Management Ladder	61
Figure 9 - HEO District 11 (KMHA) geographic boundary.....	66

RECORD OF AMENDMENTS

Date	Who	Change	Approved By

CAUTION

Maintaining revision control of this document will be difficult as there can be numerous copies of this document in circulation. As a result, the KMHA office will maintain the official (most recent) version of the document on file at all times. Also the official (most recent) version of the document will be posted on the KMHA website. The table below will track the various revisions and will be used to identify the actual revision of printed copies.

DOCUMENT TREE

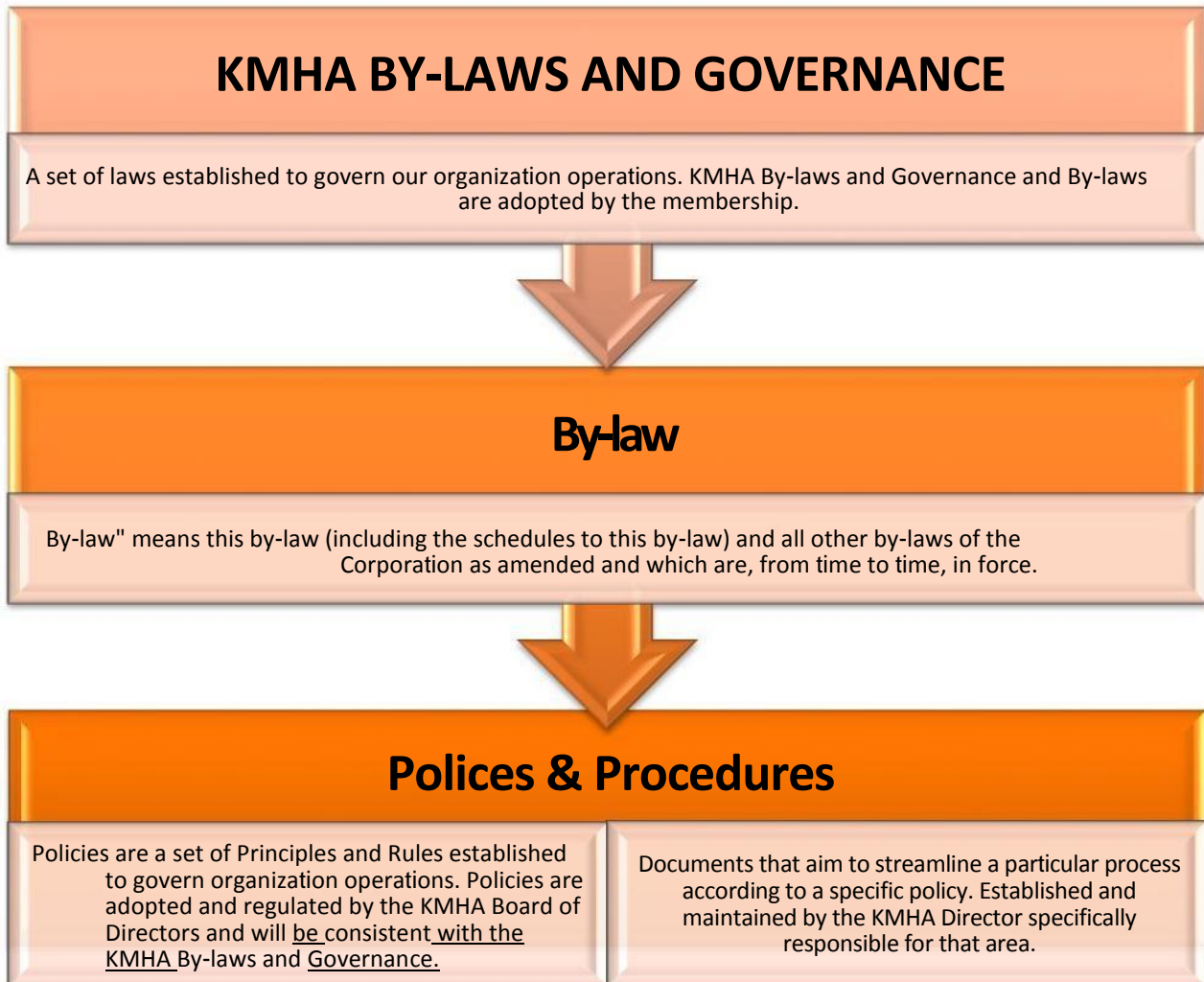


Figure 1 - KMHA Document Tree

SECTION 1 --- INTRODUCTION

- 1. Authority.** The Kanata Minor Hockey Association (KMHA) shall have the authority to make rules and regulations governing such matters as registration, procedures and fees, the administration of playoffs, the rules governing competition and playing of hockey and any other relevant matters, provided such rules and regulations are in no way repugnant to, or modify the By-laws and Governance of the KMHA. Proposed new rules and regulations or changes thereto shall be introduced at any meeting of the Board of Directors of the KMHA. Such proposed amendments shall require a simple majority vote of the Board members personally present to carry.
- 2. Emergency.** In the event of an emergency situation that is a matter which is not covered by other rules and regulations, or where a lack of time does not permit normal provisions to apply, the President of the Association may take appropriate action consistent with the objectives of the KMHA. Such action shall be ratified at the next regularly scheduled meeting of the Board of Directors the KMHA.
- 3. Confidentiality.** The KMHA will release information it has obtained regarding any player, volunteer, or official only on a “need to know” basis. All other requests for information will not be released unless a letter is received from the person it pertains to authorizing its release.
- 4. Conflict of Interest.** Any member of the KMHA Board of Directors directly involved in an issue that requires a vote to be taken will not be allowed to vote.
- 5. Policy Development and Changes.** KMHA Policy and Procedures Manual will undergo review and assessment annually or as required.
- 6. Manual Precedence.** This manual supersedes all previous polices. Where other information may contradict (KMHA Website) the Policy and Procedure manual shall take precedence. If information is similar but different between this manual and other directives, please consult with KMHA for clarification. In the end – if all else fails, please use common sense. This manual is meant to assist and not impede your ability to operate within KMHA.

2.0 ORGANIZATION OVERVIEW

1. **KMHA Organization.** In accordance with the KMHA By-laws and Governance and bylaws SECTION 1 – Interpretation; KMHA is defined as a “Corporation”. The “Corporation” means that KANATA MINOR HOCKEY ASSOCIATION, the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act. The Kanata Minor Hockey Association (KMHA) Kanata Blazers, are and ‘AA’, ‘A’, ‘B’ and House 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. Further details on the KMHA By-laws and Governance and bylaws can be found here: <http://KMHA.ca/wp-content/uploads/2015/04/KMHA-BY-LAWS.pdf>

2. **KMHA Membership.** In accordance with the KMHA By Laws, SECTION 9.01, <http://KMHA.ca/wpcontent/uploads/2015/04/KMHA-BY-LAWS.pdf> membership is defined as:
 - a. There shall be one (1) class of Members in the Corporation. Each Member shall have the right to receive notice of, attend, and participate at and the right to one (1) vote at all Meetings of Members.
 - i. Provided that the registration fees for each player registered in the KMHA for the current hockey season have been paid, membership in the Corporation shall be available to an individual who:
 - ii. Is interested in furthering the Corporation’s purposes;
 - iii. Is a parent or legal guardian of a player or players registered in the KMHA; and
 - iv. Resides in the KHMA’s geographical jurisdiction.
 - v. The Board shall determine the registration fees for any given hockey season.
The KHMA’s geographical jurisdiction is defined in Schedule A
 - b. KMHA’s hockey season starts on June 1st of any given year.
 - c. The membership term for an individual granted membership pursuant to SECTION 9.01(b) above shall begin on the date that the registration fees for each player registered in the KMHA for the current hockey season have been paid in full and, unless otherwise terminated pursuant to these By-laws, shall end on May 31st.
 - d. An individual that is at least 18 years of age, and is interested in furthering the Corporation’s purposes, but is not or will not be parent or legal guardian of a player registered in the KMHA, may apply to the Board to become a Member of the Corporation. The individual must demonstrate to the Board the value they would add as a Member of the Corporation. The Board shall determine, in its sole discretion, whether or not to admit such an individual as a Member of the Corporation for any given membership term. The Board’s decision in this regard shall be final and binding. Any individual granted membership status under this provision shall be required to pay a special membership fee determined by the Board.
 - e. Each Member understands that membership in the Corporation is a privilege and not a right. Each Member shall abide by the Corporation’s By-laws, Code of Conduct and other

policies in force from time to time. A copy of the Code of Conduct, as the Corporation may amend it from time to time, is attached hereto as Schedule B.

- f. Upon request, each Member shall sign a declaration stating that he will abide by the Corporation's By-laws, Code of Conduct and other policies in force from time to time.

3. Member in Good Standing Policy. A member in good standing is defined by registration and payment of fees. Furthermore the following policy applies to all members:

- a. All players of age and parents/guardian are defined as members eligible to vote.
- b. Membership for purposes of having a positive voice in hockey within KMHA may be granted to other, of age family members and member volunteers who do not have a player within the association. This will be voted on and monitored by the board, all non-parents granted member standings must abide by the remainder of this policy or be subject to dismissal without a hearing by formal letter.
- c. Membership is a right, not a privilege. All members are to abide by and respect the ladder of appeals/concerns when a conflict arises. See Section 7 of this manual for the ladder description and process.
- d. The ladder of appeals is made to give voice and to protect all members in good standing. Any member who feels they will not be given a fair hearing at any one level is assuming and acknowledging they are voicing concerns without foundation.
- e. Any voting member who circumvents the ladder may be subject to disciplinary action. Any member who repeatedly makes accusations of the same concern just using different verbiage or involves participates in a concern the board of KMHA finds irresponsible and malicious, that member will have membership revoked immediately and indefinitely.

2.1 KMHA MINOR HOCKEY AFFILIATIONS

1. **The KMHA and the Minor Hockey Affiliations.** In accordance with [KMHA By-laws and Governance](#), the corporation shall be a member of the following organizations: (a) Ottawa District Minor Hockey Association (HEO); (b) Hockey Eastern Ontario (HEO) and (c) Hockey Canada.

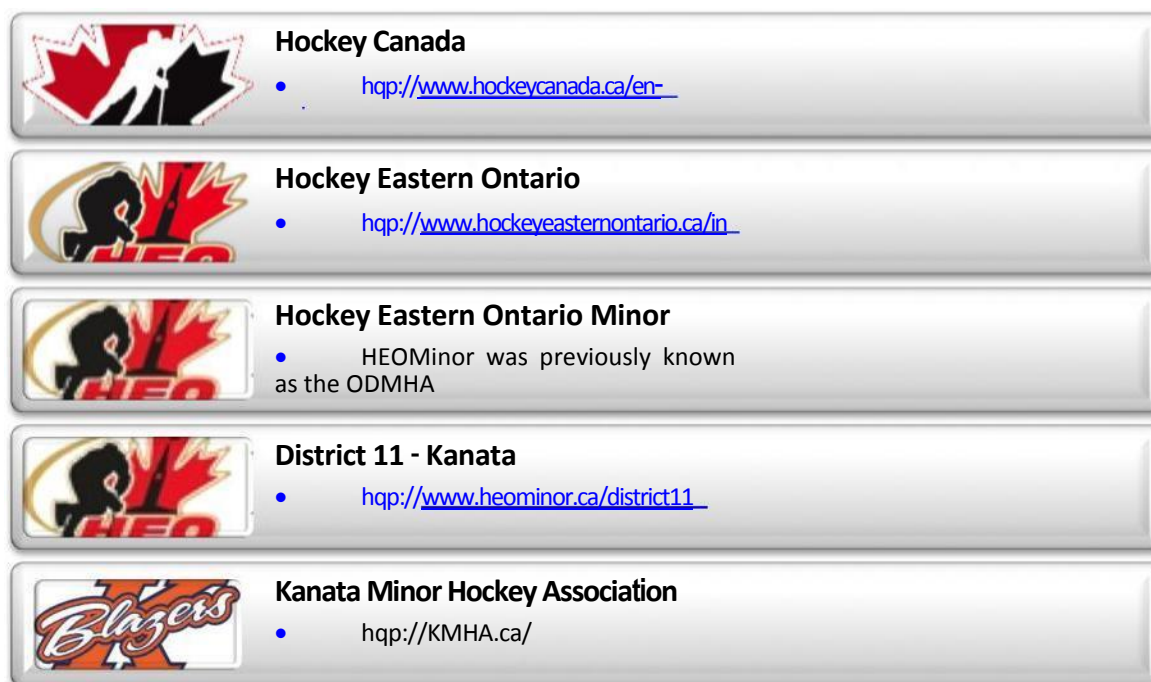


Figure 2 - KMHA Minor Hockey Affiliations

2. The following is a descriptive delineation in ascending order (lowest to highest) of the minor hockey affiliations to which KMHA (including membership) is a member of and abides by where applicable, the governing rules, regulations, directives, and policies:
- [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 HEO) and District 11. KMHA runs and supports both House League and Competitive B programs along with District 11 Competitive A/AA programs. 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.
 - [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 HEO and HEO Minor regulations takes place at the District level
 - [Hockey Eastern Ontario Minor](#)** (Formerly Ottawa District Minor Hockey Association (HEO)). 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 (HC).** 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 HEO.

2.2 KMHA CORPORATION

1. 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, teams, members and game Officials 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.

2. Board of Directors and Committee Members. In accordance with KMHA By-laws and Governance SECTION 5 (<http://kmha.ca/wp-content/uploads/2015/04/KMHA-BY-LAWS.pdf>)– KMHA has 6 elected Directors and 1 past-president who is ex-officio and non-voting. All directors are volunteers who agree to serve for a term of 1 year. The KMHA Directors are responsible for ensuring that the association’s affairs are conducted in accordance with the KMHA’s KMHA By-laws and Governance and bylaws as well as the associations’ policies, which are outlined in the Policy and Procedure manual. The KMHA Board of Directors has the authority to rescind, alter or add to the association’s policies at any time. The KMHA is responsible for ensuring that the association’s affairs are conducted in accordance with the KMHA By-laws and Governance as well as the associations’ policies, which are outlined in the attached document. The KMHA’s policies and procedures shall be in compliance with the minimum requirements of all applicable HEO, HEO Minor or Hockey Canada policies.

3. KMHA Organization Hierarchy

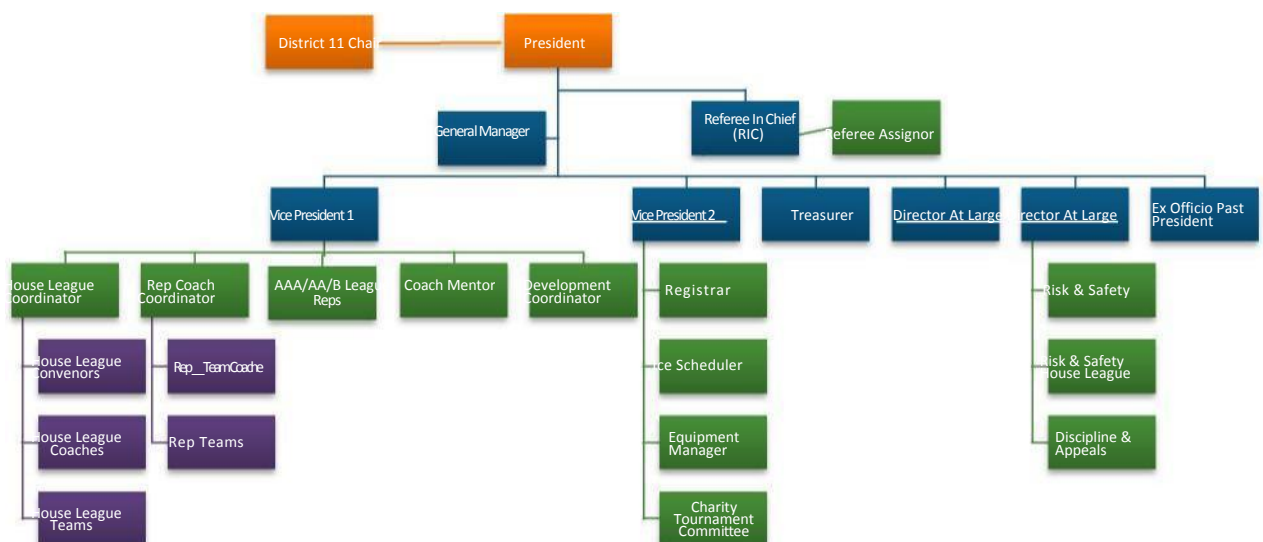


Figure 3 -- KMHA Organization Hierarchy

2.3 KMHA BOARD OF DIRECTORS

1. Board of Directors and Committee Members. The following are the roles and responsibilities related to each position within the KMHA Board of Directors, Committee members and volunteers. The following are the roles and responsibilities related to each position within the KMHA Board of Directors, Committee members and volunteers.

a. **President - Overview.** The President shall be a Member and a Director of the Corporation as provided by these By-laws. The President shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation. The President shall be the Chair and preside at all meetings of the Board and the Members. The President shall also be responsible for ensuring the preparation and distribution of agendas for all meetings of the Board and the Members. The President shall also perform such other duties as may be required by law or as the Board may determine from time to time;

i. The President shall:

1. Chair all Annual, Special, Board of Directors meetings of the KMHA. 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 KMHA. or its committees. The President if he so chooses, shall be a voting member of any KMHA. Standing Committee. By virtue of his position, he also shall be a voting member of the HEO;
2. Exercise, in addition to his own powers conferred upon him by the KMHA By-laws and Governance 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;
3. Shall be the 2nd of the signing officers;
4. Have the power to suspend summarily any individual for any breach or violation of any of the provisions of the KMHA By-laws and Governance 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

5. WILL be ex officio a member of all committees Sign all contracts, engagements, leases or other documents on behalf of the KMHA that commit KMHA funds or establish a liability.
- b. Vice President 1 Hockey Programs – Overview. The Vice-President (Hockey Programs) shall be a Member and a Director of the Corporation as provided by these By-laws. The Vice-President (Hockey Programs) shall be responsible for the overall management of the Corporation’s Recreational and Competitive programs including, but not limited to, coordinating the coaching selection process and team assignment. The Vice-President (Hockey Programs) shall present the interests of players, parents and coaches to the Board, and shall also perform such other duties as may be required by law or as the Board may determine from time to time
- i. Vice President 1 shall:
 1. In the temporary absence of the President have all the powers to perform all the duties of the President 5. While in this capacity he shall not vote except when such vote is needed to break a tie;
 2. Hold the position of Chairman of Standing and Ad Hoc Committees, and shall perform the duties usual to the office of chairman;
 3. Direct the planning, organizing, implementing and monitoring of the KMHA 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 KMHA hockey program;
 4. The Vice President shall be the Chair of the House League and Rep Coordinator;
 5. Initiate, collect and document coaching evaluations for the House League program
 6. Be the 3rd signing officer; and
 7. 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 – Overview. The Vice-President (Operations) shall be a Member and a Director of the Corporation as provided by these By-laws. The Vice-President (Operations) shall be responsible for all areas of operations pertaining to the Corporation and shall work to ensure continual improvements in operational efficiencies. The Vice-President (Operations) shall also perform such other duties as may be required by law or as the Board may determine from time to time;
- i. Vice President 2 Operations shall:
 1. Be a source of guidance the Registrar, Equipment Manager, Ice Scheduler and Charity Tournament Committee;
 2. Hold the position of Chairman of Ad Hoc Committees and shall perform the duties usual to the office of Chairman; and
 3. 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 - Overview The Treasurer shall be a Member and a Director of the Corporation as provided by these By-laws and shall be responsible for supervising the general financial operations of the Corporation and shall have such powers and duties as the Board may specify. The Treasurer shall also perform such other duties as may be required by law or as the Board may determine from time to time;

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:

1. 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;
2. Hold the position of Chairman of Standing and Ad Hoc Committees and shall perform the duties usual to the office of Chairman;
3. Direct the planning, organizing, implementing and monitoring of all budgets;
4. Shall be the primary cheque signing officer;
5. 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;
6. Shall be responsible for having the KMHA.'s books and accounts audited by a competent accounting firm on an annual basis;
7. 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; and
8. In the absence of the President, sign all contracts, engagements, leases or other documents on behalf of the KMHA that commit KMHA funds or establish a liability.

e. Directors At Large. The Director(s) at Large shall:

i. Perform the duties of the KMHA Risk and Safety coordinator to include:

1. One of the Directors at Large will be the designated privacy official in accordance with PIPEDA and ensure compliance with PIPEDA;
2. Investigation of incidents and complaints; and
3. Informal reporting of incidents and complaints.

a. Where a conflict of interest may arise, the Director at Large shall remove them and the President will appoint a member of the KMHA Board of Directors to fulfill the requirement.

4. Oversee the House league Risk and Safety Rep;

ii. Manage the KMHA Discipline and Appeals processes to include:

1. Chair all KMHA Discipline and Appeals hearings;

- a. Where there is a potential conflict of interest, the Director at Large shall remove them and the President will appoint a chair to conduct the hearing(s).
- iii. Oversee the KMHA Policy and Procedures manual to include updates, amendments, and changes as put forth and approved by the KMHA Board of Directors.

2.4 KMHA VOLUNTEERS

1. KMHA Volunteer Positions and Job Description. Volunteers are selected annually and appointed by the KMHA Board of Directors.

- a. District Chair. The District Chair (District 11) is voted in by the district association (KMHA). The District Chair in accordance with duties assigned by HEO Minor By-laws shall:
 - i. By virtue of the position, the District Chairperson is a member of the HEO Minor Council.
 - ii. District Councils are responsible for administering and managing the affairs of their District, which includes;
 1. Enforcing all HEO Minor Rules, Regulations, Bylaws and Code of Discipline for each Association, Organization and/or League participating within their district.
 2. Enforcing all League Rules for Associations or Organizations participating within their district.
 3. Verifying that Associations, Organizations or Leagues are all conducting themselves in compliance with their own Constitution, Bylaws, Rules and Regulations.
 4. Conducts hearings or appeals, and/or settle protests among Members, Associations, Organizations or Leagues within their district.
 5. Recommend to Minor Council changes to the Constitution, Bylaws and Rules & Regulations that will help Association, Organizations and Leagues from their District realize their goals.
- b. Referee in Chief. The Referee-in-Chief shall:
 - i. Be responsible for all officiating activities in the KMHA. and to the best of his ability, shall insure that all officials registered with the KMHA. 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 KMHA. Referees;
 - v. Ensure, in conjunction with the Vice President Hockey Programs, that all KMHA. Team officials are advised of all Hockey Canada and HEO MINOR. Rule and Code or Regulations Governing Discipline changes;
 - vi. Represent the KMHA at all meetings called by the District, HEO minor 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;

- x. Should be a source of guidance to any other areas of KMHA, should the President require assistance; and
- xi. Shall provide timekeeper and scorekeeper training.
- c. 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 KMHA.
 - ii. He shall be a non-voting member of the Board of Directors;
- d. 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.
- e. 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. Recommendations from the coach selection committee will be presented to the President and VP Hockey Programs for final approval.
 - iv. Assist in identifying development requirements and provide ongoing mentoring and support for all competitive coaches;
 - v. Initiate, collect and document coaching evaluations;
- f. AAA/AA/B League Reps. The AAA/AA/B league reps shall:
 - i. Shall attend their respective league meetings, and 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.
- g. 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;
 - I. Take direction from and report to the Vice President of Hockey programs; and
 - II. Represent KMHA and the District at the ODHA on all coach mentoring related matters.
- h. 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
 - I. The tournament committee and the Board of Directors shall donate all monies raised to the pre-determined charity as chosen.

- i. 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 KMHA 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 KMHA 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
- i. 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 KMHA;
 - 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.
- j. 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 on-ice and off-ice officials for KMHA games as determined by the KMHA schedule.
- k. 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; and
 - vii. Shall conduct investigations and hearings for any and all violations of KMHA Code of Conduct and bylaws; and with the assistance of the:
 - A. House League Risk and Safety Coordinator:
 - 1. Shall follow direction from Risk and Safety; and
 - 2. Assist and aid Risk and Safety when required
- l. 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, HEO MINOR and other clinics for coaches, players and trainers; Provide technical support for all levels of play in the KMHA
- m. 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.

3.0 KMHA HOCKEY OPERATIONS & REGISTRATION

1. KMHA Hockey operations deals with all aspects required to manage, and administer KMHA operations including but not limited to; registration, administration, ice scheduling and equipment.

2. Registration

- 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.
- b. Refunds. All refunds will be subject to a \$50 administration fee with the only exceptions being AAA players and junior players.
 - i. There will be NO refund of tryout fees with the exception of players who are accepted to AAA and junior players.
 - ii. Refund cheques will be processed within 2 weeks of notification to the Registrar or KMHA office.
 - iii. The Registrar or KMHA office will calculate all refunds from the date they are received.
 - iv. Pro-rated refunds & cut-off dates:
 1. September 14th - Full refund less \$50.00 admin fee. No refunds for tryouts.
 2. September 15th – November 15th: Refund of \$360 less a \$50 administration fee for a total refund of \$310.
 3. November 15th – January 1st: Refund of \$300 less a \$50 administration fee for a total refund of \$250.
 4. January 1st: No refunds will be issued.
 - v. Players who withdraw for medical reasons with a doctor's note will be decided on a case-by-case basis.
- c. No tryouts will be added on or after July 31st of each hockey year.

3. Financial Assistance Program.

- a. Financial assistance is available to potential registering members of the KMHA who would not otherwise be able to afford the KMHA registration fee and whose families would suffer undue hardship.
- b. Financial assistance is available **only** for house league registrants.
- c. Potential registrants who require financial assistance must complete an application available on the KMHA website and submit along with certain financial documentation to support their application for review and approval.
- d. All subsidy applications must be received no later than June 30th with final and review and approval to be completed no later than July 31st.

4. Wait Lists. Waits lists vary from year to year. The following applies:

- a. Due to the number of players wishing to enroll with the KMHA and the limited hours of ice available only returning players registering by June 15th will be guaranteed a place with the KMHA.
- b. After June 15th, all registrants will be accepted on a first come, first served basis. Limits to registration have been set for each age division. Once the limits have been reached registrants will be placed on a waiting list;
- c. Waitlisted registrants will only be accepted once there is a vacancy in the appropriate age division; and
- d. The KMHA advertises on the KMHA Website in May all registration information details. It is up to the parents to keep themselves informed on registration dates, not the KMHA.

5. External Movements/Player Transfers

- a. New Players. New players are those players who have not previously played with Kanata Minor Hockey the previous year. All new players must register in person during one of the scheduled in--person sessions. If it is not possible to attend an in--person registration session, please contact the Registrar directly to make other arrangements.
- b. What to bring with you to register:
 - i. Proof of Kanata residence (rental or purchase agreement/utility bill) – **Please note a cell phone bill is not considered proof of residence**
 - ii. Proof of age (birth certificate/passport) for the player you wish to register
 - iii. Credit card (Visa or MasterCard) for payment
 - iv. Registration forms will be available at the in--person session to be completed. If you will not be attending either session, please contact the Registrar to obtain one.
 - v. Registration will not be accepted unless ALL documentation is presented at the time of registration.
- c. KMHA will look at the yearly transfers for house league in to Kanata in September of each season.

3.1 ICE SCHEDULING & EQUIPMENT

1. Ice Scheduling/Scheduler. The position of KMHA Ice Scheduler is probably the most fiscally demanding position within the KMHA volunteer cadre. Ice scheduling for over 110 teams in over 15 immediate area arena's and ice pads is very demanding task. Requests for Ice schedule changes should only be as a last resort or due to a significant event. As such the ice scheduler is responsible for the following:

- a. Plan, organize and manage all matters relating to the procurement and disposition of ice time to support the KMHA Hockey program;
- b. Take direction from and report to the President and Vice President Hockey Programs;
- c. Plan and submit an overall plan on ice scheduling to the President and Vice President of Hockey Programs;
- d. Procure ice time in accordance with the Hockey Programs Committee decisions;
- e. In conjunction with the President, represent the KMHA in all negotiations with the City of Ottawa, Carleton University, RA Center and Bell Sensplex officials related to the procurement of ice time;
- f. Distribute ice time for all practices, league games, tournaments and all other ice activities approved by the Hockey Programs;
- g. Coordinate the sale of extra ice through the KMHA Ice for Sale Website.
 - i. Abuse of the [KMHA Ice For Sale Website](#) will result in suspension from purchasing ice through the website.
 - ii. Abuse may consist of purchasing blocks of ice times (a unreasonable amount) and or purchasing ice and asking to return it multiple times; and
 - iii. Ice issued to any KMHA team cannot be sold by the team, if for any reason the team is unable to attend KMHA issued ice, the ice time is therefore forfeited. Any KMHA ice is property of KMHA and cannot be sold to a 3rd party.
- h. Provide regular status reports on ice allocation and usage to the President and Vice President of Hockey Programs.

2. Equipment. Volunteers staff KMHA Equipment room and thus spend an exceptional amount of their time providing a service to more than 107 KMHA teams. Courtesy by Coaches and members is the rule and not the exception when conducting your team's business with our Equipment volunteers. It is expected that all KMHA members and Coaches who are supplied with equipment, jerseys and various hockey will ensure that all will be returned to KMHA in the same condition they were received minus 'normal wear and tear' in a timely fashion as per scheduled pickup and return times. Failure to adhere to the schedules and polices may result in a variety of administrative and financial actions.

- a. Handouts>Returns. KMHA will no longer be collecting cheques for the equipment deposit at the start of the season as has been done in the past. There will be several dates for equipment return posted on the website as well all coaches will be emailed return dates and schedules.
 - i. If a coach fails to return their equipment after all the posted dates have gone by KMHA will put a dollar value (\$500.00) against the Coach's next season's

registration. It will be entered into the Hockey Canada database indicating the Coach is considered “ A member not in good standing. “At that point, registration, transfers etc., if requested will be flagged;

- ii. If a coach has failed to return their equipment by the dates specified they will not have the opportunity to apply for or be granted a team for the following season;
- iii. Equipment returned after all the posted dates and any damage to the equipment will become the responsibility of the coach
- iv. Equipment that is returned to us at the end of May or June is too late for KMHA to bill to the player or add the dollar value against the player’s registration.

b. Damage policy.

i. Installing of Name Bars on KMHA Competitive and House Jersey’s. Guidelines are as follows;

- 1. Do not put any glue or tape on the name bar or if your child is a Captain or Alternate and wears the C or A no tape or glue on them either. This will result in you buying the jersey;
- 2. Name bars are to be sewn on in such a way they are fairly easy to remove, be diligent in using a stitch pattern that holds the jersey in place but is fairly easy to remove;
- 3. Having a “name bar pulling” party at the end of the year sounds fun but expensive, all name bars should be removed with the same care they where installed, using a thread puller;
- 4. Any holes no matter the size found in the name bar area will be billed back; and
- 5. Failure to comply will result in jerseys being charged back.

c. Equipment purchasing. Significant bulk equipment purchases e.g. team jerseys must be procured through a request for proposal (“RFP”) process. An RFP documents outlining the items to be purchased and requirements is developed and sent to a list of qualified vendors compiled by the Vice President of Operations. Responses are reviewed and after any follow up with vendors including price negotiation, the Vice President of Operations will recommend the vendor and purchase proposal to the Board of Directors for approval to proceed.

d. Equipment loans. Goalie Gear pricing for summer camps

i. Equipment rented out includes: pads, chest protector, blocker, trapper, chin guard, stick (if in stock), carrying bag. The following rentals rates apply:

- 1. \$35 per week
- 2. \$120 per month
- 3. \$200 for the summer
- 4. Plus a \$350 deposit.

ii. Rentals are for summer only, we cannot rent for spring as gear has not been returned yet and inspected. Until it is returned from the previous season it is still the responsibility of the Head Coach of the respective teams who have gear.

iii. Any goalie gear used at “Spring AAA” hockey will result in disciplinary action to the coach along with fines.

4.0 COMPETITIVE PROGRAMS

1. Coaching Certification.

- a. Head Coach

Please see certification requirements here

<http://www.hockeyeasternontario.ca/pages/coach/headcoachcert.htm>

Having attended and completed a different course does not preclude anyone from having to have the REQUIRED course. The courses are set up to teach the coach the required information to coach athletes at the different levels of their growth and development. None of these courses are higher levels of certification; they are simply different areas of knowledge.

- i. Example:* A coach already has Development 1 certification but is going to coach a Minor Peewee team this season. That Coach MUST take the HU-Comm. Coach level 1 on-line and the Coach 2 – Coach Level Course in class.
- ii. Notes:* HEO and Hockey Canada Highly recommended that all assistant coaches at Novice to Midget House League and Novice & Atom B, A, AA take the online HU-Comm. Coach level 1 and the in class Coach 2 - Coach Level clinics.

- iii. The Development 1 course has a mandatory Post Task Assignment and a Field Evaluation that must be completed and passed to receive full certification. Coaches are permitted to assume their roles while the process is taking place.
- iv. Development 1 Certification is subject to Certification Maintenance Requirements. Please visit the [Maintenance of Certification](#) page for more details. For further information regarding coaching certification – see HEO website. [HEO Coaching certification.](#)

b. Assistant Coach Certification

pls see certification requirements here

<http://www.hockeyeasternontario.ca/pages/coach/asstcoachcert.htm>

LEVEL	REQUIRED COURSE	TYPE
Initiation Program	Respect in Sport	On-Line
	Coach 1 - Intro Coach	In Class (1 day)
House League Novice to Juvenile	Respect in Sport	On-Line
Competitive Novice & Atom Rep B, A, AA	Respect in Sport	On-Line
	HU-ONLINE Coach 1/2	On-Line
	Coach 2 – Coach Level	In Class (1 day)
Competitive Minor Peewee – Major Midget Rep B, A, AA	Respect in Sport	On-Line
	Coach 2 – Coach Level	In Class (1 day)
	Development 1	In Class (2 days)
	Make Ethical Decisions	On-Line
Competitive Major Peewee AAA– Major Midget AAA	Respect in Sport	On-Line
	Development 1	In Class (2 days)
	Make Ethical Decisions	On-Line

Figure 5 HC/HEO 2015--16 Assistant Coach Certification

2. Comp Coach Selection process.

- a. All prospective coaches must complete the application form and submit to the KMHA Rep Coach Coordinator prior to the deadline established for that season.
- b. The Rep Coach Coordinator will review applications and will contact candidates that have been selected for an interview.
- c. Candidates should be aware that, if they are the only candidates for a specific team, this does not guarantee them the position.
- d. The coach selection committee shall include the Rep Coach Coordinator and at least three other members chosen by the Rep Coach Coordinator and approved by the VP Hockey Programs.
- e. No coaching applicant maybe part of the selection committee for applicants for the age level at which their child is trying out.
- f. The coach selection committee will establish the selection framework.
- g. Recommendations from the coach selection committee will be presented to the President and VP Hockey Programs for final approval.

3. Comp Tryout Process. Comp All players wishing to participate on a competitive team will take part in the tryout process. In case of injury see Para f.

- a. Head Coaches will select a minimum of 3 evaluators to assist them in team selection. No evaluators with a player trying out for the team are allowed. The association reserves the right to place an evaluator of their choosing into any tryout.
- b. The Head Coach makes final decisions with evaluators on which players are selected.
- c. All players will be assessed for a minimum of 2 hours total across all levels during the tryout process.
- d. Releases will be done in person or by direct telephone call. Head coaches are encouraged to be supportive and positive during the release process but shall not forecast the success of the player as it pertains to subsequent tryouts or the affiliation process.
- e. Players may only register to try out for the available teams at their age level. Age advancement will only be considered in situations where the Blazers program requires more players than may be available in a specific age group.
- f. Injury/Illness affecting tryouts
 - i. This policy relates to the handling of situations where, because of injury, a player is unable to participate in tryouts according to the schedule This policy covers injuries incurred by players prior to the start of tryouts, as well as injuries incurred during the tryout period
 - ii. In all cases a doctor's note must be provided to the Rep Coach Coordinator as evidence that the player cannot participate in team tryouts. In addition, the nature of the injury and the expected return date of the player are required.
 - iii. To determine the subsequent status of the returning player, the Coordinator will consult with a variety of sources to obtain sufficient information about the player so that a reasoned decision can be made that considers both what is best for the player as well as the affected team or teams. The sources may include, but not be limited to, the player's previous coaches, the current coach of the team the player wishes to join and any other appropriate source deemed relevant by the Director Comp programs.
- g. Sibling/Twin Policy.
 - i. At both the competitive divisions and house divisions were siblings/twins wish to play together, they will be placed in the level afforded by the lower evaluated sibling.

4. Comp Coach Pre--Season Policy.

- a. Competitive coaches are to personally book all referees and tournament advances. This task cannot be delegated to any other person who has not been selected by KMHA to be a Head Coach.
- b. No other person other than the Head Coach as defined as the person selected to Coach his respective level by the Competitive Coach Selection committee.
- c. Failure to do so puts the process of transparency at risk and disciplinary action will be taken.

5. Comp Fair Ice program. KMHA subscribes to a Fair Ice Policy for all players. It is the coaching staff's responsibility to ensure that all players receive "fair ice time", however this does not mean "equal ice time".

- a. Ice time for all players will balance-out over the course of the season. All players will be taught and used on power play, even-strength and penalty killing opportunities. The goal is to develop the ability of all players to play in all situations.
- b. This policy allows "shortening the bench" during the last three minutes of a game and in key situations that could impact placement in the standings, extend participation in a tournament or extend life in the playoffs.
- c. It is our strong preference to establish and 'roll' three forward lines, three sets of defence and two goaltenders.
- d. Notwithstanding the above, coaches may reserve the option to 'bench' players for disciplinary reasons at any point.

6. Comp Transfers. Barring exceptional circumstances KMHA will not permit players from outside of District 11 to register/play with District 11 competitive teams. Should a player not be selected for a KMHA team after trying out and that player wishes to tryout with another organization then the current HEO Minor transfer policy shall be followed.

7. Comp Team Format.

- a. All Competitive teams will consist of 17 players.
- b. If the Head Coach feels it is warranted, they may carry additional skaters at the Bantam and Midget levels with approval from the Rep Coach Coordinator and VP Hockey Programs.

8. Comp Blazers Dress Code.

- a. Office:
 - i. All competitive have the option to wear KMHA tracksuits pre/post game, or Shirt & Tie with proper pants". The dress code option will be decided by the head coach and adhere to the minimum standard for HEO.
 - ii. Details as to the official supplier of team wear will be made available at the beginning of each season.
 - iii. OEMHL Rule 3-j, DRESS CODE:
 1. All "AA" & "A" league associations' players & coaches must adhere to a dress code. This can consist of an association dress code already in place. If the association does not have a mandatory dress code, the League will impose a mandatory dress code for the teams under its jurisdiction. This code will be in effect for all league functions when representing the ODMHA Ontario East/Est "AA" & "A" League including out of Branch Tournaments. "AA" & "A" events are subject to a mandatory dress code at all times
- b. On ice:
 - i. All Blazers players will wear the provided Blazers sweater with coordinating socks.
 - ii. White sweaters and socks for home games, orange sweaters and sock for away games.

4.1 HOUSE PROGRAMS

1. **House League programs overview.** Hockey is a sport like all others designed for the pleasure of the player. Our house league programs are designed to give players a chance to make hockey what they want it to be, whether it is to concentrate and work very hard to get to the next level or to hang around with people they like having fun with and make new friends.
2. **House League player policy.** To this end we at KMHA would like to remind you to keep the following in mind:
 - a. Teams sometimes find themselves with shortfalls of players wishing to play defence. In these cases teams will rotate all players through defense, this gives players the opportunity to try all positions and for coaches to identify and encourage players who are defensive minded to try the position either more or permanently.
3. **House League Coach Certification.** See SECTION 4.0, Para 1 – Coaching Certification chart. For further information regarding coaching certification – see HEO website. [HEO Coaching certification.](#)
4. **House Coach Selection process.** The Convenor will select head coaches for each level from the pool of applicants available and the decisions are based on a number of criteria, which may include feedback results from previous year coach surveys and impressions from written and/or verbal communications and interviews with the Convenor.
5. **House League Tryout/Sort out Process.** Player evaluations where possible independent and non-- bias evaluators will be used without prior knowledge of the intent other than to fairly evaluate players.
6. **Sibling/Twin Policy.**
 - a. At both the competitive divisions and house divisions where siblings/twins wish to play together, they will be placed in the level afforded by the lower evaluated sibling.
7. **House League Fair Ice program.** KMHA has an equal ice time policy for all house league teams. This means that no player should intentionally get more or less ice time than another, or be put on or kept off the ice in certain situations such as a power play or a key moment late in the game. KMHA believes that all players deserve an equal opportunity to contribute at all times of the game and for equal lengths of time, and that while “shortening the bench” may help a team have a better chance to win, the harm to a child’s confidence lasts much longer than the temporary satisfaction of winning the game. No matter what the situation may be, the coach is instructed to roll the next line or next player, no exceptions.

4.2 AFFILIATION

1. Player affiliation process. The KMHA firmly believes in the affiliation process for the success and development of players and teams. KMHA abides by the HC affiliation and HEO Minor affiliation process. 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. The following outlines the KMHA affiliation guidelines and process:

- a. 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;
- b. A player whose regular team has exited play offs may play past the ten game limits. Please contact your respective Director of Competitive or House League Programs prior to playing any player for an 11th game for approval;
- c. A goalie called up as an affiliate will only have the game counted if they play, not if they act as a backup;
- d. 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;
- e. 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"; and
- f. 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
 - i. Procedure:
 1. 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.
 2. 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.
 3. 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.
 4. Failure to comply with the approved affiliation processes may result in Coach and/or player suspensions.

2. Affiliation Reporting

- a. Teams (both house and competitive) are required to enter all affiliate player call-ups into the Affiliation Reporting system prior to using an affiliate player. The Affiliation Reporting system will notify all applicable district/league/club/team representatives with information related to the call-up.
- b. Teams can use this Section of the website to:
 - i. Request password for team account;
 - ii. Change password for team account;
 - iii. Login to team account;
 - iv. Maintain a list of affiliate players for the team (applicable only for teams using 19 Player Specially Affiliation);
 - v. Select an affiliate team (applicable only for teams using Team-to-Team Affiliation);
 - vi. View list of eligible affiliate players for the team (applicable only for teams using Club Affiliation);
 - vii. Enter an affiliate player call-up notification;
 - viii. Enter an affiliate player call-up confirmation with uploaded game sheet;
 - ix. Produce reports on all call-ups for the season;
- c. District/league/club representatives can use this Section of the website to:
 - i. Request password for their account;
 - ii. Change password for their account;
 - iii. Login to their account;
 - iv. Produce reports on affiliate player call-up history;
 - v. Produce reports on affiliate player call-up counts;
 - vi. Maintain affiliate player call-up notifications (where applicable);
- d. Use the menu on this page to choose your Affiliation Reporting option.
 - i. Note: If you do not have MS Excel and wish to view reports in MS Excel format, you can download an MS Excel viewer by [clicking here](#).

4.3 TEAM STAFF

1. Team Staff. Minor hockey success is based almost entirely upon volunteers. As such the following is a list of Volunteer team staff positions that all teams must have as a minimum. When choosing volunteers to fulfill these important roles, please use the following job descriptions as guide to helping you choose team staff. This will ensure that you have done due diligence and guarantee a successful season. As a head coach, you are required to have at a minimum the following positions on your official roster:

- a. Assistant Coach;
- b. Team trainer;
- c. Team Manager; and
- d. On Ice Helper.

2. Position Descriptions & requirements.

- a. Position – Assistant Coach
 - i. Objective: Under the guidance of the Kanata Minor Hockey Association perform Assistant Coach duties
 - ii. Consults with (those who the person works with on a regular basis) – Coach, Trainer, Convenor for age Group, VP Hockey Operations, VP Hockey Programs.
 - iii. Qualifications
 - iv. Strong hockey background in playing, coaching, evaluating.
 1. Strong interest and commitment to child/athlete development.
 2. Ability to work with fellow coaching personnel.
 3. Ability to communicate on and off-ice requirements to players and parents.
 4. Available to meet time requirements.
 5. NCCP and Speak Out certified at the level indicated by Hockey Canada, Branch and Association.
 6. [Speak Out](#) or [Respect in Sport](#)
 7. [Police Records Check/Vulnerable Sector Check](#)
 - v. Job Responsibilities
 - vi. Assist with player evaluation and the player selection process.
 1. Assist with planning, organizing and conducting practices
 2. Assist with pre-game preparation
 3. Assist with the operation of the team during the games.
 4. Assist with scouting and evaluation of opponents.
 5. Assist with the supervision of players off and on the ice
 6. Assist with the formulation of the game plan.
 7. Submit a year-end report to the head coach containing player observations
 8. Report to the head coach.
 - vii. Time Commitment
 1. Weekly practices and/or games; approximately 2-3 hours in duration
 2. Weekly game/practice preparation; usually 1-2 hours in duration
 3. Tournaments (home and away).

- b. Position – Team Manager.
 - i. Objective: Under the guidance of the Kanata Minor Hockey Association perform Manager Duties.
 - ii. Consults with (those who the person works with on a regular basis) – Coach, Asst Coach, Trainer, Convenor for age Group, VP Finance and Administration, Tournament Coordinator
 - iii. Qualifications
 - 1. Strong hockey background in team management.
 - 2. Strong interest and commitment to child/athlete development.
 - 3. Ability to work with fellow coaching personnel.
 - 4. Ability to communicate on and off--ice requirements to players and parents and association executive.
 - 5. Available to meet time requirements.
 - 6. Necessary certifications as outlined by your Branch and/or minor hockey Association
 - 7. Conversant on rules and regulations.
 - 8. [Speak Out](#) or [Respect in Sport](#)
 - 9. [Police Records Check/Vulnerable Sector Check](#)
 - iv. Job Description
 - 1. Act on direction of the team head coach and report directly to the team head coach.
 - 2. Develop an operating budget for the team.
 - 3. Submit a financial summary of the team.
 - 4. Coordinate travel, accommodation, meals and facility rental for the team.
 - 5. Assist with team communication regarding events.
 - 6. Obtain necessary equipment and supplies for the team.
 - 7. Coordinate team financial matters including player fees, sponsorship, advertising, grants etc.
 - 8. Submit financial statements as per association policy.
 - 9. Submit a year--end evaluation report containing observations on team performance and recommendations on the program.
 - 10. Generate a team address list and circulate.
 - 11. Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff.
 - 12. Communicate needs for officials with association.
 - 13. Coordinate all pre and post--game paperwork and distribute to appropriate parties (i.e. game sheets, etc.).
 - 14. Arrange for off--ice officials.
 - 15. Communicate with media/association on the team results.
 - 16. Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team Safety person/trainer.
 - v. Time Commitment

1. Weekly practices and/or games; usually approximately 2--3 hours in duration.
 2. Tournaments (home and away).
 3. Meetings as required both at the team and association level.
 4. Check emails and answer any enquires in a timely fashion, approximately 3 hours a week.
- c. Position – Team Safety Person/Trainer
- i. Objective: Under the guidance of the Kanata Minor Hockey Association perform Safety Person/Trainer duties. As a hockey Safety Person, your primary responsibility is to ensure that safety is the first priority at all times during all hockey--related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey
 - ii. Consults with (those who the person works with on a regular basis) – Coach, Asst Coach, KMHA Risk and Safety.
 - iii. Qualifications
 1. Knowledge of the game of hockey.
 2. Strong interest and commitment to child/athlete development.
 3. Ability to work with parents and fellow coaching personnel.
 4. Ability to communicate on and off--ice requirements to players and parents.
 5. Available to meet time requirements.
 6. As a minimum completion of the Hockey Canada Safety Program or the Hockey Trainer’s Certification Program (Level 1).
 7. [Speak Out](#) or [Respect in Sport](#)
 8. [Police Records Check/Vulnerable Sector Check](#)
 - iv. Job Responsibilities
 1. Implementing an effective Risk Management program with your team that strives to prevent injuries and accidents before they happen.
 2. Taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
 3. Promoting and reflecting the values of Fair Play and instilling these values in all participants and others involved in amateur hockey.
 4. Ensuring that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
 5. Conducting regular checks of player’s equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.
 6. Promoting proper conditioning and warm--up techniques as effective methods of injury prevention.
 7. Maintaining accurate medical history files on all players and bringing these to all games and practices.
 8. Maintaining a Player Injury Report Log.

9. Maintaining a fully stocked First Aid Kit and bringing it to all games and practices.
10. Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
11. Recognizing life-threatening and significant injuries, and being prepared to deal with serious injury.
12. Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
13. Recognizing injuries that require a player to be removed from action, referring players to medical professionals and coordinating return to play.
14. Promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
15. Facilitating communication with players, coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and player's health status.
16. Acting as a Safety Person for both your team and your opponents if only one Safety Person is present.

v. Time Commitment

1. Weekly practices and/or games; usually approximately 2-3 hours in duration.
2. Tournaments (home and away).
3. Team off ice sessions as determined by the coaches.
4. Team meetings as necessary.
5. Record keeping with respect to player medical information and

injury logs. d. Position - Under 20/Minor Hockey Player On Ice Helper – IAW with HEO policy.(KMHA Minimum age TBD)

- i. Objective: "On-Ice Helper" is neither a qualification nor a designation to be used in the Initiation Program or higher levels. Rather, it is limited to those under age 20 who wish to give something back to the game, perhaps become involved in coaching or obtain high school volunteer credit hours. Normally a volunteer student, or parent.
- ii. Consults with (those who the person works with on a regular basis) – Coach, Assistant Coach, Team Manager, Trainer,
- iii. Qualifications:
 1. Must be a Hockey Canada registered player of a minor hockey association or junior hockey league, or
 2. A Hockey Canada on-ice official under age 20.
 3. This ensures that insurance coverage has been secured.
 4. He/she may only be a demonstrator/helper and is not to provide instruction. He/she may not participate in any activities with the players such as scrimmages or drills.

5. The individual must be at minimum one age division higher than the team they are volunteering with. (E.g. a Bantam-aged player may help at the Peewee level). He/she is not permitted to volunteer as an on-ice helper with a team at the same or higher age division.
 6. An individual who is not a registered team official and who is 16 years of age or older MUST complete the Respect in Sport on-line e-learning program.
 7. The individual must wear, at a minimum, a CSA certified helmet and facial protection (as required by their level of hockey) a BNQ certified neck guard (as required by their level of hockey) as well as hockey gloves and skates. Although this is the Branch's minimum requirement, the home association/league may mandate full equipment.
- iv. Job Responsibilities:
1. Assist with the supervision of players off and on the ice
 2. Time Commitment
 3. Weekly practices and/or games; usually approximately 2-3 hours in duration.
 4. Team off ice sessions as determined by the coaches.
 5. Team meetings as necessary.

5.0 FINANCE OVERVIEW & RESPONSIBILITIES

1. Management of KMHA financial matters and operations are pursuant to the KMHA By-laws and Governance and bylaws in accordance with SECTION 3 – Financial matters. Further details can be found at: <http://KMHA.ca/wp-content/uploads/2015/04/KMHA-BY-LAWS.pdf>

2. **Team Financial 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 majority of the parents must agree to the initial budget and subsequent adjustments. 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.

5.1 HOUSE LEAGUE TEAM BUDGETS, FEES & EXPENSES

1. 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.

2. 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 tracksuits, 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.

3. 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.

4. 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.

5. 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.

5.2 COMPETITIVE TEAM BUDGETS, FEES & EXPENSES

- 1. 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.

- 2. 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.
 - a. 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 player's only – not family members.
 - b. Expenses related to team social events and parties and team clothing or equipment such as tracksuits, 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.

- 3. 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.

- 4. 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.

5. 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 Reports and the Final Summary.

5.3 NON-PARENT COACH EXPENSES

1. Comp Non-Parent Coach Expenses. Competitive teams are to provide funds to reimburse up to three non-parent coaches expenses to travel to AA/A league games played outside the Ottawa city limits and to out-of-town tournaments. For greater clarity, there will be NO reimbursement of travel costs to B league games, games within the Ottawa city limits or team practices.

2. AA/A League Games. A flat rate of \$800 for the season should be paid in two installments - \$400 by September 30th and \$400 by January 1st to cover travel costs to AA/A league games for the entire non-parent coaching staff. The installments are to be paid to the Head Coach who is responsible to distribute funds to the other members of the coaching staff for reimbursement of expenses. To mitigate these costs coaches are expected to car pool where possible.

3. Out-of-town Tournaments. Teams will reimburse up to three non-parent coaches for travel expenses related to out-of-town tournaments. The following are expenses eligible for reimbursement at the rates specified:

- a. 15 cents per km to cover fuel costs if a personal vehicle used – limited to one vehicle as car-pooling is expected, additional vehicles at coaches expense
- b. Hotel rooms for each night of the tournament booked at the same hotel and rates as the team – double occupancy (maximum of 2 rooms for three coaches or 1 room for two), additional rooms or nights at coaches expense
- c. Per diem to cover meals of \$50 (\$10 breakfast, \$15 lunch, \$25 dinner)
- d. Coaches are limited to scheduling up to three out-of-town tournaments in a season for which expenses will be reimbursed – additional out-of-town tournaments will be at the coach’s expense. Exceptions are made for additional events such as the Silver Stick or Provincial Championships whereby additional expense coverage will be required for the coaching staff.

4. Sample Budgets for Non-Parent Coach Expense.

Tournaments-	3 Coaches	1 Head Coach
	AA/A	B
Mileage – 1 car 800 km round trip	\$120	\$120
Hotel -3 nights @\$125	\$750	\$375
Meals – 3 days @\$50	\$450	\$150
Per tournament	\$1,320	\$645
3 tournaments	\$3,960	\$1,935
Add: League Games Flat Fee	\$800	-
	\$4,760	\$1,935

Figure 6 - Non Parent Coach expense budget sample

The distance to the tournament will impact the actual expenses incurred and the nights required e.g. Thursday required for an early Friday start or an early checkout on Saturday – the samples above assume a Thursday night requirement and playing through Sunday.

5.4 TEAM FINANCES & BANK ACCOUNTS

1. Team finances/Bank Account. All teams **must** open a team bank account to handle deposits, document transactions and control access to team funds. Team funds should **never** be handled through personal accounts of a coach, team official or parent. There **must** be a minimum of three signing officers for the account; these are typically the Manager, Treasurer and the Head Coach. The Head Coach is not required to be a signing officer. Another team official or parent may act as the third signing officer. No two signing officers may be from the same family. The Head Coach may be but is not required to be another team official or parent may fulfill a signing officer and this role. No two officers may be from the same family.

2. Process for establishing a team bank account:

- a. 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. Prior to going to the bank, the Manager, Treasurer or Head Coach must email the KMHA office [at info@KMHA.ca](mailto: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 (or more) names, their roles, addresses and telephone numbers of those who will be signing officers on the account
 - iii. The contact name and email address of your bank contact, so that the permission letter may be emailed directly to the bank contact

3. Minimum Cash Controls.

- a. Two signing officers must sign all cheques written on the account and the bank account must be established with this minimum requirement.
- b. Team fees or other funds to be deposited should be received by cheque where possible.
- c. Where funds are received in cash, a written receipt documenting the cash received should be provided.
- d. Funds disbursed should be in cheque form where possible.
- e. If funds are to be disbursed in cash, acknowledgement of receipt should be document via a sign off sheet or receipt.
- f. All transactions should be tracked as they occur through a spreadsheet (see Budget Templates).
- g. On a monthly basis, the Treasurer should prepare a reconciliation of the transactions recorded to the balance per the bank statement. 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.

5.5 FUNDRAISING & SPONSORSHIP

1. 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.

- a. Some fundraising suggestions (the Team Manager should check with local and provincial gaming regulations prior to the selection of a fundraising activity):
 - i. Bingos / casinos;
 - ii. Auctions / raffles (donated items, auction off players to perform community chores);
 - iii. Sponsors;
 - iv. BBQ or sit down dinner;
 - v. Sales: chocolats, magazines, pizza, cookies, etc.;
 - vi. Car wash;
 - vii. Bottle drive; and
 - viii. Shovel sidewalks
- b. 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: info@KMHA.ca](mailto:info@KMHA.ca)

5.6 CLINIC REIMBURSEMENT

1. Clinic Reimbursement Policy. General Info. To be reimbursed simply email to the KMHA office at info@KMHA.ca 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. **Respect in Sport** <https://odha.respectgroupinc.com/secure/>
Respect In Sport (speak out) is now done only online
To be reimbursed:
 1. You must be a team official that requires respect in Sport.
 2. Email the general [Manager at info@KMHA.ca](mailto:info@KMHA.ca) your proof of purchase (receipt)

- b. **Trainer Clinics/Online Trainer Refresher Course.**
<http://www.hockeyeasternontario.ca/pages/trainers/level1.htm>
 - i. If attending a clinic sponsored by KMHA no fee will be charged however a fee will be charged which the member will have to pay up front if another association sponsors the clinic.
 - ii. In order to be reimbursed:
 1. You must be on an Official Team List this year as a Trainer
 2. You must submit the receipt (proof of purchase) to the KMHA office:

- c. **Coach level 2.** http://www.hockeyeasternontario.ca/pages/coach/coach1_intro.htm
 - i. All Coach level 2 Clinics including those sponsored by KMHA must be paid up front.
 - ii. In order to be reimbursed:
 1. You must be on an Official Team List this year as a Coach or Assistant Coach
 2. You must do the following (may not be all inclusive) to be Certified
 3. Attend all Clinic hours
 4. Complete all post course tasks/homework and mentor letter
 5. Submit to HEO and Receive confirmation from ODHA that it has been received
 6. Above must be submitted within 90 days of course, and signed off by HEO or no reimbursement will be issued
 - iii. You must submit the following the KMHA office:
 1. Proof of purchase (receipt)
Note- you must completed the clinic in full- pre task class and the in class portion to be reimbursed.
 - iv. 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 responsibility of KMHA to do. We highly suggest that you

receive confirmation from the HEO that all required documents have been received.

d. **Coach Development 1.**

http://www.hockeyeasternontario.ca/pages/coach/coach2_coach.htm

i. All Development 1 Clinics including those sponsored by KMHA must be paid up front;

ii. In order to be reimbursed:

1. You must be on an Official Team List this year as a Coach or Assistant Coach
2. You must do the following (may not be all inclusive) to be Certified:
3. Attend all Clinic hours
4. Complete all post course tasks/homework and mentor letter
5. Submit to HEO and Receive confirmation from HEO that it has been received
6. Above must be submitted within 90 days of course, and signed off by HEO or no reimbursement will be issued

iii. You must submit the following to the KMHA office:

1. Receipt (proof of purchase)

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 responsibility of KMHA to do. We highly suggest that you receive confirmation from the HEO that all required documents have been received. **PLEASE NOTE NO REIMBURSEMENTS WILL BE ISSUED FOR ANY CLINIC AFTER APRIL 30TH OF EACH HOCKEY YEAR.**

5.7 FINANCE ADMINISTRATION

1. **NSF Fee policy.** Any NSF cheque will be subject to an NSF fee.
2. KMHA Annual Audit report. In accordance with the [KMHA By-laws and Governance](#), SECTION 3.06 Delivery of Annual Financial Statements;
 - a. The Corporation shall deliver a copy of the Annual Financial Statements to all Members who have informed the Corporation that they wish to receive a copy of those documents not less than 21 days before each annual Meeting of Members; and
 - b. To request a copy of an audit report, email the KMHA General Manager requesting a copy. info@KMHA.ca

6.0 RISK AND SAFETY OVERVIEW

1. KMHA Risk & Safety .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.

2. What is Risk Management?

- a. Risk Management is using a structured risk management process to minimize 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 organization and to ensure that risk management is an integral part of KMHA's decision-making process

3. 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.
- b. All involved with the on-ice portion of e vents should identify, and minimize or eliminate all risks and strive to make the playing area as safe as possible.

4. 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 behavior 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
- c. 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.

6.1 VOLUNTEER SCREENING

1. **Volunteer Screening.** Screening is an on-going process designed to identify any person (volunteer or staff) who may harm children or vulnerable persons.
 - a. Volunteer screening serves two main purposes:
 - i. To create and maintain a safe environment; and
 - ii. To ensure an appropriate match between volunteer and task
 - b. Why Screen? Any organization that provides programs to vulnerable people has an obligation to appropriately screen people who for them, including volunteers.
 - i. ***Screening is not only the right thing to do; it is legally required under the principle of “Duty of Care.”– Hockey Canada Directive***
 - ii. The Hockey Canada Board of Directors ratified the following recommendation in 2010: ***Effective 2011--2012 all Minor Hockey Associations and leagues, under the direction of their Branches, are to have a documented screening process.*** 1. [Hockey Canada Screening Policy](#)
 - c. Determining the Risk. As a matter of policy, all volunteer positions will be examined in light of the relevant factors to determine the degree of risk involved. When there is a doubt as to the degree of risk, a position should be categorized as “high risk.” Volunteers and employees who are active in more than one capacity should be screened for the position with the highest level of risk. When a person moves from a position with a low level of risk to a position of high risk, appropriate screening will be carried out for the new high-risk position. More information is available within the position Risk Matrix.
 - d. Job Descriptions. Clear and precise position descriptions have been developed for each position within the Association, with High and Medium positions responsibilities fully articulated in the [position list](#) document. Responsibilities and expectations are clearly laid out, including the position’s dos and don’ts. These position descriptions also indicate the screening requirements IAW with the [risk matrix](#).
 - e. Recruitment. When the KMHA post notices for volunteer positions, the advertisement indicates that screening is part of the application process. Advertising that there is a screening process in place demonstrates that our Association takes the personal safety of children entrusted in their care seriously and sends the message to undesirables need not bother to apply.
 - f. Applications. KMHA utilizes application forms that included required contact information. If the volunteer position requires other screening measures (medical exam, driver’s record, police records check, coaching/training certification), the application form will ask for permission to do so.
 - g. Interviews. It is recommended that when KMHA conducts interviews to provide an opportunity for the applicant to speak to their background, skills, interests, and availability, and also to explore any doubts about the suitability of the applicant. Volunteer [interview questions](#) are provided to assist in interview process. It is recommended that Interview Committees be made up of a minimum of 3 people selected by the President, and who do not have a “conflict of interest”.
 - h. Checking References

- i. Describe the position clearly to the person giving the reference
 - ii. Ask about the applicants skill and suitability for the tasks
 - iii. Identify the level of trust that will be developed with children within the position
 - iv. “Would you be comfortable with “Sam” working alone with your child?
 - v. Leave space in the all for open comment
 - vi. Could you comment on “Sam” and how you think he would fit this job?
 - vii. Does more than one reference check. Get permission from individuals to contact current or former employers.
- i. Police Record / Vulnerable Person Checks. **Police Record Checks** will be performed according to the level of risk determined by the assessment. The procedures for obtaining PRC’s are determined by local policing agencies and can vary by region. It is recommended that PRC’s be re--submitted for every applicable position (as determined by level of risk) every third year.
- i. The KMHA recognizes the sensitivity of PRC results and determine procedures for confidentiality, including persons authorized to view results, determining eligibility to volunteer and the storage of the documents.
- j. Vulnerable Persons Checks. There are measures in place to ensure people convicted of sexually based offences do not work with the vulnerable sector.
- i. If a pardon has been granted, the criminal history information about an individual convicted of a sexually based offence is retrievable by law enforcement only for the purposes of a Vulnerable Sector search.
 - ii. Vulnerable Persons Checks (Updates)
 - 1. New automatic query of flagged pardoned sex offender records based on the gender and date of birth of the applicant.
 - 2. Fingerprints are now required to complete Vulnerable Sector Verification when the gender and date of birth of an applicant matches a pardoned sex offender record.
 - 3. Ensures that individuals, who have obtained a legal name change, are properly screened for pardoned sex offender records.
 - 4. Vulnerable Sector Verifications are treated as priority requests when fingerprints are submitted to the RCMP

6.2 RISK AND SAFETY CERTIFICATIONS AND QUALIFICATIONS

1. Risk and Safety Certifications and Qualifications.

a. **Trainer Certification.** In accordance with HEO, all KMHA volunteers who wish to be a team trainer will undergo the Hockey Canada Trainer Certification Program (HTCP) in order to be rostered on a KMHA team as an official trainer.

- i. The HTCP is a risk management and safety education program for the volunteer hockey trainer. The ultimate goal of the program is to have all Hockey Trainers implement effective risk management on their own teams, where safety is the priority at all times, both on and off the ice.
- ii. All Hockey trainers should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries, or medical emergencies
- iii. The HTCP is designed to educate people in the prevention, recognition, and treatment of hockey related injuries.
- iv. The HTCP offers three levels of certification, which are designed to assist the individual trainer as his or her experience grows. Program content, administration and policies are established through the HDCO Trainers Committee and through consultation with Hockey Canada’s National Trainers.

b. The chart below outlines the course requirements for the level of hockey you will be a trainer for:

		LEVEL
Initiation Program Novice to Midget House Novice – Midget B, A, AA, AAA Junior A, B, C	Respect in Sport	On-Line
	LEVEL 1 - HTCP	On-Line
	Respect in Sport	On-Line
	LEVEL 1 - HTCP	On-Line
	LEVEL 2 – STANDARD FIRST AID c/w CPR C	In Class

Figure 7 HEO Trainer Certification 2015--16

2. **Respect In Sport (RIS)/Speak Out.** The Respect in Sport Program is an education program for team officials to assist them in the prevention of harassment, abuse and bullying in hockey. The purpose

of the program is to impact on attitudes, skills, and knowledge of the team officials that will result in a safe, sportsmanlike environment for all players and coaches. The Respect in Sport Clinic is mandatory for all individuals who are on the official team roster (Coach, assistant coaches, goalie coach, on ice helpers, trainers, team manager). The following process applies in order to obtain your RIS certification:

- a. There is no expiry for the Respect in Sport qualification. Once a clinic has been attended, re-certification is not required.
- b. The Respect in Sport must be taken on-line through the Respect in Sport program.
- c. The in-person clinic is no longer offered.
- d. On-line Clinic:
 - i. The on-line clinic can be accessed here <https://odha.respectgroupinc.com/public/rgi/coachNotice.jsp?language=en>. Select Speak Out – Online from the HEO Clinics.
 - ii. Participants will need to create an account with ODHA (different than the Hockey Canada account you may have created and used to register your child for hockey); and
 - iii. Cost is \$40. Once you have successfully completed the clinic email your receipt [to info@KMHA.ca](mailto:info@KMHA.ca) you will be reimbursed the cost of the clinic.
- e. If you have any questions or suggestions for anything related to Player, Coach or team official development please contact the Development Coordinator: development.coordinator@KMHA.ca
- f. Questions / Comment: [Email: riskandsafety@KMHA.ca](mailto:riskandsafety@KMHA.ca)

3. Police Records Check (PRC). This service is restricted to applicants seeking employment and/or volunteer work with vulnerable individuals. This includes national and local police databases. The possible existence of criminal convictions and outstanding charges, as well as incidents of all negative police contacts for at least the previous five years will be considered for release.

- a. Those who have not dropped off their Police Checks will be required to produce one before assuming their volunteer position. **Your name will not appear on a Team Roster without a Police Check;**
- b. All volunteers on an official team roster for KMHA will require a Police Check.
- c. Police Records Checks are valid for 3 years. Please follow the steps below, if you are unable to attend the October In Person Police Records Check.
- d. Download the [Ottawa Police Form](#)
 - i. Email the following [information to riskandsafety@KMHA.ca](mailto:riskandsafety@KMHA.ca) – Last Name, First Name, Initials, Full Home Address and Phone Number for a volunteer letter to bring with you so that you will not be charged a fee at the police station.
 - ii. **Note: KMHA will not reimburse for police checks**, please make sure you attain the volunteer letter to bring with you.
- e. The information provided will be used by Risk and Safety Coordinator to fill out the KMHA Volunteer letter to provide proof that you are involved with KMHA in a volunteer capacity in order to have the processing fee waived.

- i. **Note:** if you fail to follow the instructions and bring a volunteer letter with you and pay the fee at the police station **you will not be reimbursed by KMHA for a Police Records Check**
 - f. Risk Coordinator will e--mail a signed KMHA Volunteer letter (in PDF format) and you can print off the letter and fill out the Ottawa Police Form.
 - g. You can take the forms to either the central Police Station on Elgin St downtown or within Kanata to the local Police detachment located 211 Huntmar Drive or any other Ottawa Police Station
 - i. Please ensure that you bring the necessary photo ID listed on the form and the letter from KMHA to ensure the fee is waived.
 - ii. Once you have received the stamped and signed copy of the Police Records Check from Ottawa Police, please ensure that a PDF scanned copy or a photocopy of the original is provided to KMHA Risk and Safety.
 - iii. By doing the police check yourself, this will enable you to avoid any delays in starting your volunteer position.
- 4. Vulnerable persons or individuals refers to a class of persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them (for example: children, disabled or elderly) a.
Questions / Comment Email : riskandsafety@KMHA.ca

6.3 SAFETY POLICIES & GUIDELINES

1. Abuse and Harassment. KMHA abides by [HEO Abuse and Harassment bylaw](#). All instances of abuse or harassment should be reported immediately through

2. Bullying. Bullying is a widespread and serious problem that can happen anywhere. It is not a phase children have to go through, it is not “just messing around”, and it is not something to grow out of. Bullying can cause serious and lasting harm.

a. Although definitions of bullying vary, most agree that bullying involves:

- i. Imbalance of Power: people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves
- ii. Intent to Cause Harm: actions done by accident are not bullying; the person bullying has a goal to cause harm
- iii. Repetition: incidents of bullying happen to the same the person over and over by the same person or group

b. Types of Bullying

- i. Bullying can take many forms. Examples include:
- ii. Verbal: name-calling, teasing
- iii. Bullying is a widespread and serious problem that can happen anywhere. It is not a phase children have to go through, it is not “just messing around”, and it is not something to grow out of. Bullying can cause serious and lasting harm.
- iv. Social: spreading rumors’, leaving people out on purpose, breaking up friendships
- v. Physical: hitting, punching, shoving
- vi. Cyber bullying: using the Internet, mobile phones or other digital technologies to harm others

3. Social Media. KMHA abides by [HEO’s Social Media Policy](#).

4. Locker Room. KMHA Locker Room Guidelines

a. Within the Locker Rooms and arenas, all KMHA members should:

- i. Ensure that as team officials, KMHA members and as parents you establish strict rules against horseplay in the Locker room, that the Locker room floor is free from debris, and players are cautioned against walking around while wearing skates.
- ii. If you work with a team that includes both males and females, ensure that any separate Locker areas are safe and supervised.
- iii. Ensure that hallways leading to the playing area feature rubber padding or another non-slip surface for players to walk on
- iv. Also ensure that this surface is free from debris, bumps or ruts and that proper lighting is in use.
- v. Locker rooms should be kept to safe standards: well lit, appropriately heated, maintained and regularly cleaned. In most cases, this is the responsibility of the facility staff. However, the Locker room should be maintained with the following in mind:

- vi. The locker room should be cleaned and disinfected daily (including lockers and benches).
 - vii. The floor should be damp mopped daily.
 - viii. Carpeted areas should be vacuumed daily (antifungal carpets are recommended).
 - ix. Know the location of all fire exits, first aid/treatment rooms and First Aid Kits within every arena facility.
- b. Locker Room monitoring. Coaches are responsible to ensure that only KMHA approved Rostered personnel who have a valid PRC are selected to monitor players at all times in their respective locker rooms.
- i. 2 Deep Rule. Coaches are to ensure that 2 rostered team staff is monitoring all players from arrival to departure of the facility. No player should ever be left alone and unsupervised;
 - 1. Parents, relatives and primary care-takers – meaning those parents, relatives, primary care-takers who have registered their child and are a member of KMHA are allowed in the locker room only with the approval of the Head Coach
 - 2. Head Coach is ultimately responsible for the care and safety of their players upon arrival and until the departure of the facility.
 - ii. Female players & team staff. [HEO Co-ed Policy](#).
 - 1. If a team has a female player they are to be provided with separate dressing room;
 - 2. Only after the Head Coach has verified that that all players are dressed may a female player or staff enters the room.
 - 3. If a team has a female player, the team staff should have a rostered female member.
- c. Any concerns should be reported to facility staff and followed up in writing/e-mail to: riskandsafety@KMHA.ca

5. Injury

- a. Injury reporting process:
 - i.** [Know KMHA Injury Reporting Procedures](#)
 - ii.** In any case where there is a serious injury, i.e. a player is unable to return to a game/practice vs. missing a shift or two and then returning (ex. just winded), the Hockey Canada Injury Report (HCIR) form must be filled out by the team trainer.
 - iii.** If you have, or suspect you have a concussion or serious incident, do not allow player to participate until **AFTER** you have received a professional medical evaluation.
 - iv.** Read more and find all the forms in our detailed [Injury Reporting Procedures](#)
- b. Concussions. For more information on Concussion and RTP, see the following: [Concussion](#)
- c. Return To Play (RTP) Policy. [KMHA abides by the HEO RTP Policy](#)

6. Mouth Guard Policy. [Mouth Guard Policy Update 2014](#)

- a. February 14, 2014 [HEO mouth guard rule](#).

- i. The HEO Minor has now replaced its mandatory mouth guard rule for all players in the Ottawa area. Where it previously stated that mouth guards were mandatory during all on ice activities, the word mandatory has now been replaced with recommended.
- ii. Mouth guards are no longer a required piece of equipment. The decision is **now** yours regarding the use of mouth guards

7. Helmet Policy. All KMHA Coaches, players and on-ice volunteers, including Trainers are to wear helmets, properly fastened whenever they are on the ice surface.

- a. For Trainers Specifically; when a team has an injured player on the ice that requires the Trainer to go out onto the ice surface, the Trainer **MUST** have a helmet on their head that is fastened properly.
- b. Qualified First Aid persons/Trainers are to be present during all games and practices for KMHA events.
- c. Specifically for practices, as long as the Trainer or a qualified First Aider is present around the ice surface (**WITH A HELMET**), and ready to go onto the ice, that will meet the requirement.
- d. A trainer or qualified first aider/medical practitioner are the only ones who should be moving/attending to an injured player on the ice surface.
- e. Wearing of Helmets is required, for safety reasons and to meet the City of Ottawa Contract for Ice Rental and Hockey Canada Insurance requirements.

6.3 INFORMATION PRIVACY PROTECTION

1. PIPEDA

- a. KMHA will respect the Personal Information Protection and Electronic Documents Act by ensuring that:
 - i. It obtains the clear consent of an individual before it collects uses or discloses personal information about individuals.
 - ii. It uses the information for the purposes for which it has consent;
 - iii. It protects the information from unauthorized access and use;
 - iv. It keeps the information up-to-date and correct so as not to make decisions based on wrong information;
 - v. It destroy the information when it no longer needs it for the original purpose; and
 - vi. It implements accountability mechanisms in its organizations to ensure compliance with the above.
- b. KMHA Directors will ensure that they receive appropriate training in privacy concepts and that there is some privacy expertise on their respective boards. KMHA Directors will ensure that at least one person has been designated to be accountable for the organization's privacy compliance, currently the Officer Manager and Risk and Safety Coordinator. As one of the persons assigned is a staff person, of this responsibility, the KMHA directors have ensured that privacy compliance is a part of their performance evaluation and compensation. KMHA Directors shall undertake periodic privacy self-assessments and privacy audits and to report to the board on these activities on a regular basis.
- c. Implementing PIPEDA Questionnaire
 - i. Each year the President will designate a member of the Executive to perform the PIPEDA Questionnaire to ensure that the KMHA has complied with the Act. This person will normally be Risk and Safety Coordinator.

2. KMHA – Executive Implementation of Screening Package

- a. Implementation
 - i. Following the Branch wide training given to KMHA Risk and Safety, the R&S Coord will make presentations via the KMHA website and KMHA meetings, so that KMHA executives can see the importance of screening and how we intend use the toolkit to complete our executive specific plans.
 - ii. Risk and Safety will have information available via the KMHA website for our membership to learn of the importance of screening and how we used the District Branch toolkit to complete our specific plans. This information will be passed to the membership via the annual AGM and at the welcoming orientation brief for each level of players given by the Competitive and House League Convenors/Representatives.

V3.1

7.0 D&A OVERVIEW

1. **Conduct Management – Overview.** Kanata Minor Hockey (KMHA) is committed to providing a safe environment in which to play hockey. Whether at the competitive or recreational level, hockey is a sport that provides fun, exercise and an opportunity to grow as athletes and as members of the community. At times it can also be an emotional game for players, parents and coaches. KMHA is committed to ensuring that all members are treated with respect – whether player, parent, coach or member of the executive.
2. There are many rules that guide the behavior of those who participate in minor hockey. Rules apply to players, parents, coaches and other volunteers. When these rules are broken there must be a response. The response could be on the part of the coach, the association, the district, the branch etc.
3. Conduct Management holds the responsibility to ensure the KMHA Code of Conduct are adhered to and that sanctions levied against players, coaches, volunteers and parents are carried out appropriately.
4. While KMHA Conduct Management is responsible for the overall implementation of conduct management policies and procedures for KMHA, conduct management actually happens at various levels within the KMHA. Minor to moderate issues are typically dealt with at the team level or division level while others, due to their severity, must be escalated to KMHA Conduct Management for resolution.
5. **Conduct Management – Policy**
 - a. Responsibility for Conduct Management within KMHA rests with the Coordinator of Risk, Safety & Conduct Management.
 - b. The Coordinator may, upon decision of a Conduct Management Committee, impose sanctions on a KMHA member found to have violated the KMHA Code of Conduct.
 - c. No KMHA member may refuse to cooperate with a Conduct Management investigation. Refusal to cooperate will result in the immediate suspension of the member.
 - d. The Coordinator, Risk, and Safety & Conduct Management will chair KMHA Conduct Management hearings.
 - e. In the event the Coordinator is unable to convene a hearing the Coordinator may designate the President or one of the Vice Presidents to chair the hearing.
 - f. A Conduct Management Committee will be made up of at least 3 members in addition to the Coordinator.

7.1 INCIDENT MANAGEMENT AND REPORTING PROCEDURES

1. Incident management and reporting policy and procedures. The following is a guideline that takes you through the steps to file a concern or complaint.

- a. Starting from the parent level (depending where the origin of the concern/complaint is the starting point may vary) the concern/complaint must travel up the ladder in sequence. It should be noted if a convener has a concern it should be brought to the attention of the VP of hockey first and not directly to another association.
- b. Failure to follow the guidelines may delay a ruling on your complaint or concern. All levels will be notified if need for escalation is warranted. If a step is skipped the complaint/concern may be dismissed at the discretion of the VP of hockey.
- c. The ladder as follows:

House League	Competitive teams
1 - Team Parent rep (if applicable)	1 - Team Parent rep (if applicable)
2 - Team Manager	2 - Team Manager
3 - Head Coach	3 - Head Coach
4 - Convenor	4 - Director of Competitive Programs
5 - Director of House Programs	5 - VP Hockey Programs
6 - VP of Hockey Programs	

Figure 8 -- KMHA Incident Management Ladder

2. Conduct Management – Issue Resolution Process

- a. The Issue Resolution Process
- b. Any member of KMHA may raise an issue when they feel the KMHA Code of Conduct has been violated. If the issue is in regards to a player, parent, coach or other team volunteer then follow this process:
 - i. **Step 1** – Observe the 24-hour Rule. The 24 Hour Rule is simply explained as when problems arise it is a benefit for all concerned to wait for a day before you report a issue so as to not let the emotion of a situation to get in the way of the facts. The only time this rule may be bypassed is due to behavior that poses' safety risk.
 - ii. **Step 2** – Try to deal with the issue at the level where it occurred. Speak to your team coach or manager regarding the issue to see if it can be resolved at that level. If the issue cannot be resolved the coach/manager or the parent can escalate the issue.
 - iii. **Step 3** – Issue escalates to either the House League Director or the Competitive Director depending on the program where the issue was raised. The Director will attempt to bring resolution to the issue. If the complainant is not satisfied with the outcome then the issue will be escalated to KMHA Conduct Management.
 - iv. **Step 4** – The complaint must be made in writing using the [Issue Resolution form](#). Completed forms should be sent to the Coordinator, Risk Safety & Conduct Management. The Coordinator will then contact the complainant for any necessary clarification and will determine if this issue requires a hearing. If he determines that an official hearing is necessary then a date and time for the hearing will be set, a committee consisting at least 3 members in addition to the Coordinator.

- c. If the issue is in regards to any executive member including convenors then start the process at Step 4, except in the case that the issue involves the KMHA Risk Safety & Conduct Management Coordinator in which case it needs to be reported directly to the President.
- d. The Coordinator, Risk Safety and Conduct Management are responsible to investigate all issues brought to him. Not every issue that is investigated will end with a disciplinary action, some cases will be found to be without merit, others may be resolved via mediation. The Coordinator is required to wait for a complaint to be made to call a player, parent, coach or volunteer in to speak to them.

3. Suspension Reporting. Teams (both house and competitive) are required to enter all suspendable infractions (Misconducts, Game Misconducts, Gross Misconducts and Match Penalties) against players and team officials into the Suspension Reporting database. The Suspension Reporting database will determine the minimum suspensions (if any) and notify all applicable discipline representatives. The District 11 Chairperson will confirm the final suspension details within 24 hours of your report via return e-mail.

- a. Teams can use this SECTION of the website to:
 - i. Request password for team account;
 - ii. Change password for team account;
 - iii. Login to team account;
 - iv. Enter suspendable infractions;
 - v. Produce reports on suspended players and team officials;
 - vi. Enter game served information for all suspensions;
 - vii. Review minimum suspensions for all infractions based on the HEO Code of Discipline;
 - viii. Send compliments or concerns to District 11 Referee-in-Chief
- b. Discipline representatives can use this SECTION of the website to:
 - i. Request password for their account;
 - ii. Change password for their account;
 - iii. Login to their account;
 - iv. Produce reports on suspended players and team officials;
 - v. Review minimum suspensions for all infractions based on the HEO Code of Discipline;
- c. Use the menu on this page to choose your Suspension Reporting option.
 - i. **Note: If you do not have MS Excel and wish to view reports in MS Excel format, you can download an MS Excel viewer by [clicking here.](#)**

7.2 HEARINGS AND APPEALS

1. What happens at a hearing? If the hearing is based on a member complaint both the complainant and the person(s) against whom the complaint has been made will get the opportunity to share their version of events along with others who have pertinent information regarding the event. The committee may ask questions regarding the incident. The committee will then render a decision based on the information they have been presented. Both parties to the complaint will be informed of the decision of the committee. This process is essentially the same regardless of the level of hearing being attended.

2. District 11 Appeals. Any disciplinary action handed down by the KMHA Conduct Management Committee may be appealed to the District 11 Chairperson. The cost for this appeal is \$200. An appeal to this level must be made in writing within 72 hours of the decision being rendered by the KMHA Conduct Management Committee.

3. HEO Minor (District 11) Discipline and Appeals

a. KMHA members may become involved with HEO D&A in two ways:

- i. Appeal of a decision from District 11 – The cost for this is \$250 and must be requested in writing within 72 hours of the decision being rendered by District 11.
- ii. Via a penalty assessed to the player/team official that requires a hearing with the HEO D&A committee before the player/official may return to playing/coaching. When a call has been made that requires a hearing the person against whom the call was made will be informed by the District 11 Chairperson that they are suspended pending a hearing with the HEO. They will then be contacted again with the hearing details. In the case of a player suspension, the parents will be contacted.

4. HEO and Hockey Canada D&A. Appeals may also be made to these levels only after lower level appeals have been heard.

5. For more information please contact:

- a. District [Chair at district@KMHA.ca](mailto:district@KMHA.ca)
- b. Risk [and Safety riskandsafety@KMHA.ca](mailto:riskandsafety@KMHA.ca)

SECTION 8 – KMHA ADMINISTRATION

8.0 KMHA ADMINISTRATION

- 1. Insurance.** All players and team officials are covered under the hockey Canada insurance for games and practices. For other events such as dry land, and fundraising events etc., you will require a Special Event Permit. Please see here <http://KMHA.ca/team-staff/documents-and-forms/> under the Special Event Permit instructions and application for all details.
- 2. Travel Policy.** All permits should be emailed to the KMHA office 1-2 weeks prior to any tournament. The permits will be signed and returned to your via email
 - a. Travel Permits.** Teams are reminded that if you are attending a tournament outside of the HEO Minor 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 plus a USA travel permit. You can find the templates for these on our website here <http://KMHA.ca/team-staff/documents-and-forms/> look for the travel permit SECTION.
 - b. Canadian Travel Permit.** All information on the players including; 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.
 - i. Once you have completed, please send via email the completed permit to info@KMHA.ca
 - ii. 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).
 - c. 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)
- 3. Tournament Policy Registration**
 - a. No KMHA house league team is to enter any tournament during scheduled playoff series in any year. Teams who ignore this policy and end up with a conflict of a playoff game or allotted practice ice. That team will be solely responsible for all costs incurred for the ice times and any ice that needs to be purchased to reschedule the game that was cancelled.

4. Credentials Policy

- a. All team officials must show proof of all required courses (clinics) police checks prior to the beginning of December to be added to a team roster.
- b. As of December 1st of any hockey season, there will be no further updates to any team roster for team officials, the only exception would be police record checks that have been submitted to the police (must show proof of submission to police).

5. Official Lists/Team Rosters.

- a. Roster Template
 - i. Coaches are to complete the template below. All volunteers need to be listed on the template. If someone is already listed on another roster, please be sure to list which team they can be found on. The **MANAGER** must be listed, as they are an important part of your team as well they will be required to have Speak out and a Police Check.
 - 1. [KMHA roster template](#) (.xls 27 KB)
- b. Competitive Program. The process with Competitive team rosters is as follows:
 - i. A spreadsheet will be sent to the coaches during the week of July 23rd with the current list of participants. [Sample Spreadsheet](#) with Instructions (.xlsx – 14 KB)
 - ii. A final updated spreadsheet will be sent to the coaches following the August 1st deadline for tryout changes
 - iii. An email will be sent along with the final update describing the procedure for reporting tryout reassignments
[Sample Copy Email](#) (.pdf – 100 KB)
 - iv. Rosters are done based on tournaments that are upcoming first, if there's a RUSH for another reason, then email the registrar what it is required for and we will move to have it complete within a shorter time period
- c. House Program. The process with House League (Novice – Midget) for team roster is as follows:
 - i. After sort--outs, convenors will submit their spreadsheet with their team's a.s.a.p. To the Association Registrar (no later than September 23rd). These teams will be inputted into Hockey Canada.
 - ii. As soon as the division coordinators for each level begin receiving the official templates (link above) with bench staff, please send a handful of rosters at once (4-- 5 rosters). This will decrease the amount of emails being received. Please ensure your teams are reading the Bench Staff Volunteer Checklist for the appropriate requirements and deadlines.
 - iii. House rosters will not have jersey numbers put on the official roster, as this is not mandatory.
 - iv. **HOUSE LEAGUE: October 15th Deadline**
- d. As a reminder we have **October 15th** as the deadline for [bench staff roster requirements](#).
 - i. **Format for Official KMHA Roster Email to KMHA**
 - ii. The email that you send with the filled out templates should contain:
 - iii. **Please email to your division convenor:**
 - 1. **SUBJECT:** Official Team Lists for *Division Name*

- iv. If KMHA does not receive your house league staff rosters by **October 15th**, the VP Hockey Programs and Director of House will be notified and it is possible that ice will be held from your until this information is received.
- e. Please carefully review the [bench staff roster requirements](#).
- f. If all qualifications are met the **coordinators** will receive a signed and scanned copy of the roster to forward to the appropriate teams. If they are NOT met, an email will be sent highlighting what needs to be done by **November 15th**. If we should receive proof of receipt that either the Police Record Check or a clinic is signed up for then we will list them as **PENDING**. If they are not met by this cut--off day then those people will be **REMOVED** from the roster and roster will be printed and signed. Once those individuals have fulfilled the requirements we will then add them back to roster and print a new unsigned copy as they will have their original that was signed and this will be an amended roster. It will be up to the team to email their coordinator when all their requirements have been completely met.
- g. **RUSH ROSTERS**
 - i. Coordinators may submit a **RUSH** roster but only when a tournament requires it. We will work to help those individuals be cleared on roster.

6. **Boundaries.** The following map represents [the District 11 Boundaries](#) set out by HEO Minor.



Figure 9 -- HEO District 11 (KMHA) geographic boundary

1. Financial Assistance

Financial assistance applies to players in House League only. Financial assistance information and applications are posted on our website annually in the registration information section. Deadline for applications are June 30th of each hockey year. Applications for financial assistance will be posted every May along with the registration information

2. Officials Pay rates

a. <http://kmha.ca/officials/officials---forms/>

3. Officials Mileage chart

a. <http://kmha.ca/officials/officials---forms/>

4. Penalty calls and what they mean:

a. <http://kmha.ca/wp---content/uploads/2014/11/ODMHA---Code---of---Discipline---Chart---2014.pdf>

5. Team Budget Templates:

a. http://kmha.ca/?attachment_id=5953

6. Dispute Resolution Form:

a. http://www.kmha.ca/wp---content/uploads/2011/07/issue_resolution_form.pdf

7. Codes of Conduct

a. Coaches

i. http://kmha.ca/?attachment_id=5605

b. Players

i. http://kmha.ca/?attachment_id=5607

c. Team Staff

i. http://kmha.ca/?attachment_id=5608

d. Parents

i. http://kmha.ca/?attachment_id=5606

8. Injury Reporting Form (HEO)

a. <http://kmha.ca/risk---and---safety/injury---reporting---procedures/>

9. Police Records Check Form

a. <http://www.ottawapolice.ca/en/contact---us/Request---a---Background---Check---or---Police---Report.asp>

10. Team Position List and Position description

11. KMHA Documents and Forms

a. <http://KMHA.ca/team---staff/documents---and---forms/>

12. ODHA Code of Discipline Infraction code list

a. <http://KMHA.ca/wp---content/uploads/2014/11/ODMHA---Code---of---Discipline---Chart---2014.pdf>

13. KMHA Roster Sample:

a. <http://www.KMHA.ca/wp---content/uploads/2011/05/OfficialTeamListTemplate.xls>

14. KMHA Issue Resolution Form (Complaint Form)

a. http://www.KMHA.ca/wp---content/uploads/2011/07/issue_resolution_form.pdf

15. Websites:

a. KMHA: <http://www.KMHA.ca>

- b. KMHA Ice For Sale: <http://ice.KMHA.ca/>
- c. HEO: <http://www.hockeyeasternontario.ca/>
- d. HEO Minor (District) <http://www.heominor.ca/>
- e. Hockey Canada <http://www.hockeycanada.ca/en-c>
- f. HEO Midget AAA: <http://heomidget.pointstreaksites.com/view/heomidget/home-1>
- g. OEMHL AA & A: http://oemhlaa_a.pointstreaksites.com/view/oemhlaa_a
- h. Ottawa B League: <http://ottawableague.pointstreaksites.com/view/ottawableague>
- i. Hockey Development Centre for Ontario: <http://hdco.on.ca/index.php>