



# Coach/Managers Start up Guide

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**\* Remember everything you need to know is in the Policy and Procedure Manual found here <http://kmha.ca/kmha-policy-and-procedure-manual/>\*\* If at any time you need clarification, or help with anything please feel free to contact the office manager at [info@kmha.ca](mailto:info@kmha.ca) .**

# Affiliating 101

## POLICY AND PROCESS

Affiliation Rules as Mandated by Hockey Canada and HEO

Hockey Canada has mandated that the 19-player Special Affiliation method is the only acceptable way of documenting affiliations.

### Rep Teams

- Each team is permitted to sign up to 19 players as affiliates, two of which must be goaltenders.
- Affiliates may only be used by one (1) team.
- Affiliates MUST appear on your official team roster before they can be used in a game.
- The use of an undocumented (in The TTM system and listed on your team roster as an affiliate player) affiliate in a game will result in the Head Coach being suspended for the use of an ineligible player
- An AP can be released from one affiliating team and then affiliated to another This can be achieved in one of two ways:
  - the player's home team releases him/her from the team (this release also automatically releases any affiliations). The player can join a new home team, provided this happens prior to January 10th, and new affiliations implemented, provided the affiliations are established prior to February 15th.
- The deadline for adding affiliates to any roster is Feb 15th of any given season.
- A House league player cannot affiliate to a rep team and a House League team
- Maximum number of games is 15
- Goalies have no limit on affiliated games.

### House League Teams

A player can only be affiliated to their assigned teams at the House Level only (see your convenor for your assigned teams).

A player can be affiliated to a max of 30 games and only 15 games with one team

A player cannot be affiliated to a Rep team and a House team

House League Goalies remains unlimited # of games

If needing an affiliate for a tournament game (only) that player and or goalie must be added to your official team roster as an affiliate player (or goalie)

Maximum number of games is 30 . The deadline for adding affiliates to any roster is **Feb 15th** of any given season.

### General Affiliation Information

- The purpose of affiliation is to allow the higher category team the opportunity to ice the maximum allowable roster for every game.
- Affiliate players are the property of the lower category teams on which they have been registered. Each time the higher category team wishes to use a player, they must obtain permission of the Head Coach of the lower category team.
- Skaters may affiliate to a maximum of fifteen (15) games (REP teams) or (30) games (House League).
- Only regular season and playoff games count towards this total. Tournament and exhibition games do not count.
- Goalies have no limit on affiliated games. Sitting as back-up does not count as an affiliated game.
- Teams and players will need to keep track of the number of affiliations for a player. Coaches may be advised when a player approaches the limit.
- Teams participating in out of Branch tournaments would be well-advised to verify the affiliation regulations of the Branch to which they are travelling.

### REP AND HOUSE LEAGUE AFFILIATION POLICY AND PROCESS

What follows is the KMHA policy for affiliation within Rep and House League.

The KMHA supports affiliation as a means for players to develop their skills by playing for a higher-level team. The general rules for affiliating players are outlined in Hockey Canada Regulation E and HEO Minor Rules and Regulations, Section 8.0 and Appendix B.

- Skaters may affiliate “up” in age or category or in both age and category.

Example: A U13 B skater can affiliate to a U13 A team, or may affiliate to a U15 B or a U15 A team.

- Goaltenders are the exception to this policy, with prior approval by the Division Convenor
- For House League only, a player/goalie 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 U13 House League “A” player may affiliate to a U15 House League “B” but a U13 House League “B” player may not affiliate to U15 House League “C”.
- House League players affiliating to competitive teams may only affiliate to the lowest level of competitive.

- Minor competitive B teams affiliating house league players may only affiliate players of minor age and only for league play.
- U7'S ARE NOT PERMITTED TO AFFILIATE UP A TIER

Failure to comply with this policy will result in sanctions

Process for Affiliation

### Rep Teams

Requesting an affiliate player to be added to your official team roster:

1-Best practice is to start of the season by choosing some players you would like to affiliate to your team and request they be added to your official team roster by sending the affiliates current team, full name, DOB and position to [info@kmha.ca](mailto:info@kmha.ca) to request the player(s) be added to your roster. It is highly suggested you do this as soon as possible to avoid last minute crisis.

### When you know you need to use an AP Player or Goalie

1. You must contact the coach of the affiliate's team to notify them you are requesting the player be added to your team's official roster as an affiliate.
2. You must request and receive permission to use the player from the parents.
3. Add your affiliate player to your team in TTM by following the below steps

Please note that a player cannot be affiliated to more than 1 team in an age division as per the above previously mentioned.

### House League Teams

1. Request permission from the team and parents of the player you want to affiliate for a game

2. Prior to the game ENTER your affiliation of that player in the TTM system, you do not have to have the player added to your official team roster for league games.

If you require an affiliate for a tournament game, in this instance only you will have to add the affiliate to your official team roster (as an AP). Do so by sending an email with the players name, DOB and position to [info@kmha.ca](mailto:info@kmha.ca) and the affiliate will be added to your official team roster that you will show the tournament.

## Creating and maintaining Team Affiliated Player List In TTM

1. Login to your team account <https://off-iceoffice.ca/>
2. Under the Affiliation Reporting menu click Show Affiliated Players
3. Click Add Affiliated Player button
4. From the Eligible Player list, click the check box next to all players you want to affiliate
5. Click the Add Selected Affiliate Players button
6. Review list of Affiliated Players for your team and adjust if necessary.

Any players added to a team's affiliation list will no longer be listed as eligible for any other team.

## User Help Guide and Tutorials <https://off-iceoffice.ca/helpCenter>

### Game Day Process for using an Affiliate Player

1. Process for game day use of an AP
  1. Ensure the process above for requesting an affiliate has been completed.
  2. Prior to using the player in the game, you must contact the coach of the affiliate's team to notify them that you are requesting the player. This is to make the requesting coach aware of any issues or suspensions which may prevent them participating in a game.
  3. You must sign into the TTM system and enter your affiliate in the game they are about to play (this ensures that a player never plays over the max games allowable).
  4. Affiliated players must be designated on the official game sheet by the symbol "AP" after their name on the player's line-up roster.
  5. After the game, the requesting Head Coach must notify the affiliate's regular coaching staff should injuries or suspensions
  - 6.

## AFFLIATION CHART

### Rep Teams

#### CAN AFFILIATE FROM

1<sup>st</sup>- AA LOWER DIVISION AA, A AND B TEAMS, 2<sup>nd</sup> SAME DIVISION A AND B TEAMS

1<sup>st</sup> A LOWER DIVISION A AND B TEAMS, 2<sup>nd</sup> SAME DIVISION B TEAMS

B LOWER DIVISION B HOUSE A, B AND C TEAMS

### House Teams

#### CAN AFFILIATE FROM

1<sup>st</sup> A LOWER DIVISION A, B AND C TEAMS. 2<sup>nd</sup> SAME DIVISION B AND C TEAMS

1<sup>st</sup> B LOWER DIVISION A, B AND C TEAMS, 2<sup>nd</sup> SAME DIVISION C TEAMS

C LOWER DIVISION C TEAMS

\*\* NOTE: AND U7'S ARE NOT PERMITTED TO AFFILIATE UP A TIER

A House league player cannot affiliate to a Rep team and a House League team

U9 Affiliation Policy (U9 Pathways)

Affiliation is permitted between the tiers of the U9 level as per Hockey Canada Regulations

U9 major aged players are able to affiliate to U11 after Jan. 15<sup>th</sup>

U11 Affiliation Policy (U11 Pathways)

Affiliation for U11 players falls under the usual affiliation rules for minor hockey. Individual players affiliated to higher division/age categories may therefore exceed the 45-game limit as a result of playing with their rostered and their affiliate teams.

## Special Event Permits

The purpose of a sanctioning a special event is to extend Hockey Canada insurance program coverage such as major medical/dental coverage to activities that do not fall under regularly scheduled hockey programming. Special event sanctions are for usage of events such as dryland training, fundraisers, team parties, team bonding events, extra ice you have purchased for your team and other activities outside of regular hockey programming. Not all activities are eligible for coverage.

Special event Permits are now completed online, pls click on the link and follow the step-by-step instructions <https://sportscert.bflcanada.ca/?BRANCH=HEO>

## *2 How to Open a Team Bank Account*

### Bank Authorization letters

Coach and team manager will be emailed a letter template to fill out and send back, please follow the below instructions.

The method of how to obtain a bank authorization letter has now changed please read the below before fill out the authorization letter

You will fill in the information highlighted in the arborization letter

- 1- (INSERT YOUR TEAM HERE, IT MUST BE AS AN EXAMPLE KANATA BLAZERRS U15 AA 2023/24 OR KANATA U11 B2 2023/24, NO NICK NAMES OF TEAMS)
  - Importation no team nick names, just the division followed by the 2023/24 year and begins with either Kanata Blazers (if a rep team) or Kanata (division name, level and number i.e Kanata U11 B2 followed by the 2023/24
- 2- Under the signing officers s will be the following;  
(ENTER 3 SIGNING OFFICERS FULL NAME (THE SAME AS IT IS ON TEHIR DIVERS LICENSE) AND FULL ADDRESS, REMEMBER THERE MUST BE 3 AND **NONE CAN BE FROM THE SAME FAMILY**)
- 3- Email this to [info@kmha.ca](mailto:info@kmha.ca) for a signature. I will then send back to you to; you may email it to the bank that you are opening the account and/or bring it with you when you go to the branch

### *3. Ice for Sale Website*

Just a reminder to register for our Ice for Sale Website (if you had registered last season, it did not carry over to this season, you will need to register by your name-don't forget to put what team you are with (if you are a coach or manager of 2 teams just put your name then when you purchase any ice in the note section put what team the purchase is for)

Once you register, you will receive alerts with ice times as they become available for sale, you will be able to purchase ice (reserve it directly from this site).

This is all based on a first come first serve basis. A link to this site is posted on the home page of our website, please make sure to share this with your team manager once your team is formed. There will be no price reductions (there will be only 2 prices \$ favorable ice times and \$ unfavorable ice times that will be slightly cheaper), so if you see ice, you want you might as well grab it before someone else does and not wait to see if the price goes down

Here is the link <http://ice.kmha.ca/>

Note to all, the registration for the ice for sale website is a 2-part process, you register then you will receive a verification email which you must click on the link to verify your registration, if you fail to verify, then you will not be registered.

### *4 Ice Scheduling Blackout Dates*

Your coach will be emailed by the ice schedulers the ice scheduling tool, which he or you must enter your team blackout dates (dates that you do not want any ice scheduled due to tournament, team event etc.,) this must be filled in and then the ice scheduler will approve or not approve the blackout.

**There is a cut-off date in which you can no longer put any blackout dates due to the start of playoff's (typically House league playoffs begin the week before March break, and therefore no blackout dates can be issued a week before that, ask your coach as he will have an exact date as per the ice scheduler for the cut-off date).**

**There is a maximum allowed for scheduling blackout dates for House League- Max of 3 blackout dates allowed. Link to the ice scheduling website click here <http://dncscheduling.com/HockeySchedule/>**

### *5 Policy and Procedure Manual* (anything you need to know is in here)

In effort to help ease emails that everyone sends and or receives with questions, this includes team budget procedures and policies. Please refer to the Policy and Procedure manual that has all rules and policies within KMHA.

It can be found on our website here <http://kmha.ca/kmha-policy-and-procedure-manual/>

### *6. Team Budget Policy*

#### 6.1 House League



## House Team Budget Policy

### House Team Budget Policy

#### Responsibilities

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

- 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.
- 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.
- The Parents are responsible for approving the Initial team budget at the beginning of the season and any subsequent changes and reviewing the summary of actual results compared to budget provided by the Treasurer. The initial budget and subsequent adjustments must be agreed to by the majority of the parents. Any decisions regarding adjustments to or specific details or line items in the budget are done by way of vote.
- 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.

Team Fees and Total Budget Limits. House team fees charged to parents are limited to \$200 per player for U7 teams and \$400 for U9-U18 teams. The total budget for U7 teams is limited to \$3,000 and \$6,500 for U9-U18 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.

#### 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:

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

In order to ensure hockey remains an affordable activity for all, other expenses related to additional team social events and parties or team clothing and equipment such as track suits, socks, etc. should NOT be included in a team budget.

Procurement of these items may be coordinated by a team official or parent but should be settled on a cash basis with the player and his family and not transacted through the team account.

## 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.

## Key Dates and Deliverables

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

## Best Practices for Treasurers

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

Team Fees and Total Budget Limits. House team fees charged to parents are limited to \$200 per player for IP teams and \$400 for U9-U18 through Midget teams. The total budget for IP teams is limited to \$3,000 and \$6,500 for U9 through U18 teams with any difference from team fees collected to be fulfilled through fundraising.

## 6.2 Competitive Team Budget Policy

### Competitive Team Budget Policy

Subject: competitive team budget policy

#### Competitive Team Budget Policy

It is the coach and team manager who are ultimately responsible to ensure all team fees and expenses are paid on the dates they are due

You may find a team budget template here <http://kmha.ca/kmha-policy-and-procedure-manual/>

#### Responsibilities

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

- 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.
- 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.
- The Parents are responsible for approving the Initial team budget at the beginning of the season and any subsequent changes and reviewing the summary of actual results compared to budget provided by the Treasurer. The initial budget and subsequent adjustments must be agreed to by the majority of the parents. Any decisions regarding adjustments to or specific details or line items in the budget are done by way of vote.

- 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.

#### 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.

#### Team Expenses

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

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

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

#### 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.

#### Key Dates and Deliverables

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

#### Best Practices for Treasurers

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

## 6.3 Team Budget Template

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

## 7 Team Photo's

**Team Photo Dates.** The VP of Operations will be emailing the coach you're slotted in date and time for team photo's (these typically take place in late September early October. It is imperative that the photographer gets a copy of your official team roster prior to your photo session

## 8 Team Rosters (start of the year)

Your coach will be emailed from the KMHA Office a template to complete. This task will probably be forwarded on to you by the coach. You will need to fill out the player's full name, a jersey number, and position. You will also need to fill out the section on team officials. Team official would be the following, Head Coach, Manager, Assistant Coach(s), Trainer(s), On Ice Help (ers) (Note: on ice helpers are for anyone under the age of 18 years, anyone over the age of 18 must be named a head coach, assistant coach, goalie coach) Goalie Coach, note: a team **treasurer does not go** on the official team roster.

**Team official requirements must be completed by November 30<sup>th</sup> of each season.** If requirements have not been completed I full that team staff member will be removed from the roster

There is no maximum allowable to team rosters, but you will be charged the going insurance rate (between \$25.00 and \$75) that KMHA is charged) for every team official over 7

This must include: Head coach, Manager, Trainer, Assistant coaches, Goalie coach, (you can have a combination of assistant coaches, more than 1 trainer on ice help) as long as you do not exceed the maximum, as well, we no longer will look at a team official being on more than 1 team so not counting, if you name a person as a team official that is a spot taken out of your 7 allotments. In the past if you went over, we would charge for the extras, we will no longer be doing so,

### Assistant Coach Allotment

U7-U18 inclusive of Rep teams

Max 4 assistant coaches per team allowed on roster, max 2 assistant coaches to be reimbursed by KMHA

7 Max 6 assistant coaches per team, max 4 assistant coaches to be reimbursed by KMHA

\*\*if your team requires more than the allotment contact [info@kmha.ca](mailto:info@kmha.ca) with a request\*\*

## U7- teams

**Note:** There is no maximum allowable to team rosters, but you will be charged the going insurance rate (between \$25.00 and \$75) that KMHA is charged) for every team official over **10**

This must include: head Coach, Manager, Trainer, on **ice helpers (for U7 only)**

Once you fill in the template you are to email it to the General Manager at [info@kmha.ca](mailto:info@kmha.ca) she will in turn, get a pending roster along with team official missing requirements. Once all requirements have been completed by all team staff members an “official team roster” will be emailed to you. Note that prior to November 30<sup>th</sup> a pending roster is fine to use, not other association has the right to refuse a pending roster from you.

### 8.1. What Qualifications Do Team Officials/Coaches/Managers/Trainers Require? (See section 24)

You can find requirements needed in section 24 or here <https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/>

Please note there is a charge for trainer and coach clinics, upon successful completion of the entire clinic (the person taking the clinic should seek reimbursement) please have the individual email proof of purchase receipt (the receipt they receipt when they registered and paid for the clinic) of that clinic to [info@kmha.ca](mailto:info@kmha.ca) , a reimbursement cheque will be issued for the clinic. Pls make sure that the clinic is necessary to your role on the team in order to be reimbursed. Note that request for reimbursement must be requested prior to April 30<sup>th</sup> and any given year.

## 9. Team Sponsorship

As the years is off to a fast and furious start, we would like to remind you of a couple of things to remember in regards to sponsorship and fundraising

You may find a sponsorship template form here <http://kmha.ca/team-staff/documents-and-forms/>

Simply fill in the pertinent information for your team.

Any sponsorship cheque should be **made payable to your team, not to KMHA and be mailed to either your coach or team manager home address, not KMHA.**

We do not give out receipts for tax purposes, we are a non-profit organization, not a charity, your team can certainly issue a thank you in a word document with the amount the team was given, have it signed by the coach and team manager, but KMHA does not give out receipts for and sponsorship

Finally, we ask that you appropriately thank the sponsor, maybe at the year-end a sponsorship plaque from the team.

Other than the above, it is really up to you as a team to decide on amounts for names bars etc. Name bars can be sewn on (not glued) to your team jerseys and must be removed by the team prior to handing in your jerseys at the end of the season.

### **\*\*New\*\*** Individual Sponsorship Option

50% of all sponsorship funds shall be credited to the player as their personal contribution, **up to the amount of their budgeted team fee**, with the remaining amount credited to the team's operating fund. All sponsors must have this sponsorship policy clearly communicated to them in advance so that they understand where their sponsorship dollars are being allocated. Cheques from sponsors are to **be made payable to the team, not to KMHA**

1. The 50% portion that goes to the family that is bringing in the sponsor is OPTIONAL. There are cases where the sponsor will only provide the funds if 100% goes to the team. There are also cases where the family may not want to keep their 50%, or it could be a family member or business that is providing the sponsorship and keeping 50% doesn't make sense. So, the 50-50 is optional.

2. Cheques still get made out to the team for the full amount of the sponsorship. The following example was provided and it makes sense to me: For example, if I secure a \$500 sponsorship and my team fees are \$1500, I would give the \$500 to the team (the sponsor would write a cheque to the team for that full amount) and my team fees are now \$1250, correct? I believe that is correct.

3. This is for sponsorship only, this policy does not apply to fundraising

## *10. Team Wear*

## *11. Travel Permits*

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

**\*\* Important- you will need your official team roster from the KMHA office to fill out a travel permit\*\***

### ***Canadian Travel Permit***

You will need a Canadian travel permit if you play in a tournament outside the HEO area, click here to find out if that area is inside or outside the area <https://www.hockeyeasternontario.ca/members/districts-associations/>

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

Once you have completed, please send via email the completed permit to [info@kmha.ca](mailto:info@kmha.ca). We ask that these be sent to us only **1-2 weeks before any tournament**, as there could be changes to your roster (injured players, sick players, suspended players). Any players not attending should not be placed on the travel permit, as well if you have any affiliate players attending should be on the permit along with their full information, please mark and AP beside their name on a travel permit

### ***US Travel Permit***

If attending a tournament to the US will need to **complete a Canadian travel permit and a US travel permit**. 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)

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

**Reminder, no travel permits will be signed after the cut off dates for playoffs has begun**

## ***12. TTM (Total Team Management) Suspension and Affiliation Reporting System***

*(Not for U7teams)*

Upon receiving your roster template, the KMHA office will prepare a team roster for you. Once the roster is created, the office will upload your team roster into the TTM system. The coach and team manager will be added as users for the team. You will both be sent an email directly from the Total team Management (TTM) system with a log in with temporary password.

Any Suspension games, games served or affiliation must be reported in this system.

\*\* remember any player can only be **affiliated to 15 meaningful** (rep teams) and 30 games max for house league teams (only 15 games with one team) per season.

Always input a player you are affiliating prior to the game- this will ensure the player never goes beyond max allowable games.

Link can be found here <https://off-iceoffice.ca/>

Upon log in to the system you can find instruction tutorials and help guide.

## 12.1 Suspensions

Suspensions for players or team staff members are to be reported in the TTM Reporting System no later than 24 hrs after the incident, this is done by either the coach or the team manager.

TTM log in <https://off-iceoffice.ca/>

TTM Help Guide <https://off-iceoffice.ca/helpCenter>

## 13. How to Correctly Fill in a Game Sheet

Pls follow the follow the link for full instructions on how to correctly fill in a game sheet

<http://www.heominor.ca/system/files/HEO%20Game%20Sheet%20instructions.pdf>

## 14. KMHA Logo's

You can find both the KMHA blazer logo and the KMHA house logo on our website here

<http://kmha.ca/team-staff/documents-and-forms/#logos>

## 15 Police Check (CRC criminal records check, vulnerable sector) (anyone on an official team roster).

There is a non reimbursable fee of \$20.00 for a police check A volunteer letter is required so that you will get the volunteer rate (\$20.00)

For a volunteer letter or more information clicks here on our website <https://kmha.ca/wp-content/uploads/2019/08/prc-info-sheet.-August-2019.pdf>

All police checks are now preformed online only (with the exception if you have been asked by the police to come in person or require fingerprinting).

Online link <https://www.ottawapolice.ca/en/contact-us/Police-Record-Checks.asp>

When applying online, ensure that you apply for Level 3 Vulnerable Sector Check

Note: If your application requires that you need to go in-person to complete your records check, continue to complete the online application. A partially completed online application will get you through the line faster with a priority ticket when you arrive in-person.



Please note, KMHA does not reimburse the police check fee.

Who Requires a Police Records Check? All coaches, managers and trainers, goalie coaches, on ice help (in other words any team staff member or, dressing room supervisors).

Police Checks are valid for 3 years.

## *16 Gender Identity Online Training*

All coaches, trainers and team managers are required to take the online Gender Identity Training., Here is the link for the online clinic <http://www.hockeyeasternontario.ca/pages/safety/gender-identity-training.htm>

## *17. Parent/Player Games*

Parent/Player games/scrimmages/ice times are strictly forbidden under

HEO Minor Regulation

7.3 h) HEO Minor registered teams are not permitted to hold parent/player on-ice activities at any time of the year.

### **17.1 Outside Instructors to your practice**

**Can you invite an outside instructor to your practice? I.e. Power skating instructor, etc..**

**If not part of the KMHA development clinics. Yes, you can, but you must ask them for proof of their insurance. If they do not have their own insurance, then they cannot go on KMHA issued ice (any ice issued by KMHA).**

## *18. KMHA Pins*

We have KMHA pins for trade or sale at any time for your team. Simply get an order together and email it to [info@kmha.ca](mailto:info@kmha.ca)  
Have a team cheque ready for pick up.

## *19. Locker Room and On Ice Safety*

### **1. On Ice Safety:**

Helmets done up. Hockey Canada Rule in effect 1999. As per your HEO handbook, all participants in minor hockey must wear an CSA approved helmet that is securely fastened. For further information:

<https://www.hockeyeasternontario.ca/members/districts-associations/>

While on the ice, all players and goalkeepers, registered for Minor Hockey within HEO are required to wear CSA approved facial protectors and a BNQ approved throat protector. In addition, a goaltender must wear a neck protector except in the case where a goalie mask has the long-extended protection built into the mask and is CSA approved. All other goaltender must have a throat protector affixed to the helmet/face masks. This regulation applies to all levels within the ODMHA

## 2. Locker Rooms Supervision:

Hockey Canada and HEO take a firm position on the dressing room policy. All KMHA Coaches/Team Officials are required to provide adult supervision for minor hockey dressing rooms before, during and after all games, practices and related activities.

Additionally, **it is stressed to every volunteer to practice the “two-deep” method of supervision.** This always means having at least 2 adults who have completed Respect in Sport, gender identity training and have a current PRC filed with KMHA providing supervision during ALL sanctioned events. This not only protects the players, but also the Team Officials.

Please review the <https://kmha.ca/risk-and-safety/locker-rooms/> Note that it will be **strictly enforced**

Two (2) deep at all times, especially if a player has been ejected from a game, there needs to be at least 2 team registered staff members in the lockers pre- and post-game, as well as when a player is EJECTED or INJURED during a game - the player must not be unsupervised in the locker room until such time as they have left the locker room.

In follow-up to recent enquiries as to the responsibility of player supervision during sanctioned events, it is important to understand our “duty of care”, as it pertains to civil liability. Every team official and volunteer who is an adult, has an inherent responsibility to maintain safe and sportsmanlike environments for our participants/players. It is consistently stressed to every volunteer to practice the “two-deep” method of supervision; that is, having at least 2 adults providing supervision at all times during our events. This not only protects the player, but also the Team Official.

Hockey Eastern Ontario Minor (HEO Minor) Dressing Room Supervision Policy  
<https://www.hockeyeasternontario.ca/media/sjmcpm3d/624-dressing-room-supervision-policy.pdf>

The following is the Hockey Eastern Ontario Minor policy with respect to the supervision of Minor Hockey dressing rooms.

HEO Minor, Hockey Canada (HC) and Hockey Eastern Ontario (HEO) work diligently to protect all of its members, players, employees, team officials, volunteers, Officials and spectators (the ‘Participants’) from all forms of bullying, harassment and abuse whether emotional, physical or sexual. All three hockey organizations and their constituent member organizations consider any form of bullying, harassment and/or abuse to be unacceptable and strive to prevent this behaviour from taking place within all HEO Minor hockey events, dressing rooms, programs, meetings and activities. HC, HEO and HEO Minor will promote the awareness of bullying, harassment and/or

abuse by providing educational materials and resources for its Participants, parents, Minor Hockey Associations (MHAs), Districts and Leagues.

HEO Minor will not tolerate any bullying, harassment or abuse whether physical, emotional or sexual of any Participants and parents in any HEO Minor, HEO or HC sanctioned programs or activities. Every Participant and parent are expected to safeguard the welfare of others and to protect them from any form of abuse as noted.

In addition to HC directives, HEO Minor requires all Coaches/Team Officials and member MHA teams to provide adult supervision for minor hockey dressing rooms before, during and after all games, practices and related activities.

HEO Minor requires that players be supervised at all times and requires that MHAs and their Team Officials follow the “Two Deep Method” of supervision as designated by Hockey Canada. A single Team Official or designated Supervising Personnel must never be in the dressing room with a player or players at any time, especially when players are showering or changing; two adults should be present together; this is called the “Two Deep Method” of supervision. Players are required to wait outside of the dressing room until a second Team Official or Supervising Personnel is present before entering the dressing room. Additionally, it must be stated that it is not permissible for team officials or team volunteers to change or shower in dressing rooms while in the presence of their players. For clarity, this would not include for example, team officials using the dressing room to simply put on or remove their skates for a practice.

Designated Supervising Personnel must be Team Officials or adults who have completed either “Speak Out” or the “Respect in Sport” for volunteers and have provided proof of their Criminal Record Check/Vulnerable Sector Check to their MHA. Parents of all players should be made aware of the “Two Deep Method” and avoid letting their children into unsupervised dressing

rooms.

All HEO Minor MHAs are required to develop a Dressing Room Supervision Policy that supplements this HEO Minor Policy, that will be communicated to all their Association Participants and parents.

Failure to comply with this Policy will result in HEO Minor taking disciplinary action that may include the immediate timed suspension of Team Officials and Supervising Personnel pending an investigation (as warranted) and a HEO Minor Discipline and Appeal hearing.

The purpose of this Policy is to ensure the safety and well being of all HEO Minor Participants.

Definition extracted from the Government of Canada

Bullying has had increasingly high profile in recent years as people have come to understand how deeply it can wound children - and how tragic the consequences can sometimes be. Bullying is defined as "wilful, repeated aggressive behaviour with negative intent used by a child to maintain power over another child." The result is "a victimized child caught in an abusive relationship."

- Unequal power - One child has more power than another child (or it seems this way to the children involved)
- Hurtful actions - Physically or psychologically harmful behaviour takes place (such as name-calling, insults, threats, kicking, hitting, punching, etc.)
- Direct or indirect actions - The abusive behaviour may be face-to-face or done behind a child's back (such as teasing, exclusion, gossiping and spreading rumours)
- Repetitive behaviour - The hurtful actions keep happening, so the child being affected finds it increasingly difficult to escape

Cyberbullying is the use of email, cell phones, text messages, Internet sites and chat rooms to physically threaten, verbally harass or socially exclude an individual or group. Social media technologies often allow bullies to remain anonymous while distributing damaging

messages/pictures to a widespread audience.

Government of Canada Public-Health Services/Bullying and How to Recognize Bullying

Definition extracted from the Education Act of Ontario

Bullying is aggressive behaviour that is typically repeated over time. It is meant to cause harm, fear or distress or create a negative environment for another person. Bullying occurs in a situation where there is a real or perceived power imbalance.

Bullying can take many forms. It can be:

- physical – hitting, shoving, damaging or stealing property
- verbal – name calling, mocking, or making sexist, racist or homophobic comments
- social – excluding others from a group or spreading gossip or rumours about them
- written – writing notes or signs that are hurtful or insulting
- electronic (commonly known as cyber-bullying) – spreading rumours and hurtful comments through the use of e-mail, mobile phones and devices (e.g., text messaging) and on social media sites.

Cyber-bullying

Is electronic communication that:

- is used to upset, threaten or embarrass another person.
- uses email, cell phones, text messages and social media sites to threaten, harass, embarrass, socially exclude or damage reputations and friendships.
- includes put downs, insults and can also involve spreading rumours, sharing private information, photos or videos or threatening to harm someone. is always aggressive and hurtful.

**3. Camera's, PDA's, Cell Phone locker room Policy:**

<http://kmha.ca/risk-and-safety/locker-rooms/>

The use of any form of *Camera, Video Camera, Camera Cell Phone or Personal Digital Assistant (PDA)* is prohibited in or around any recreational facility change room, during any KMHA sanctioned event.

The use of any form of *Camera, Video Camera, Camera Phone or Personal Digital Assistant (PDA)* is prohibited in any recreational facility change rooms, during any HEO/HEO Minor sanctioned event.

#### 4. social media Policy/Cyberbullying/Bullying:

[http://www.hockeyeasternontario.ca/pages/safety/social\\_media.htm](http://www.hockeyeasternontario.ca/pages/safety/social_media.htm)

#### Maltreatment Policy

<https://www.hockeyeasternontario.ca/media/10imktfh/63-maltreatments-bullying-and-harrassment-protection-and-prevention-policy.pdf>

#### 5. Coach(s) Trainers Helmet Rule

Any member of the coaching staff and trainers are reminded they are to have a helmet on when on any ice surface, **this includes crossing the ice at the beginning or end of a game. Trainers, are to have a helmet on, if and when you are called on the ice for any trainer related duties**

### *20 Rowan's Law*

All players signed off on Rowans law while registering. All team staff members, sign off on Rowans Law online that is administered by the KMHA office.

KMHA is committed to creating awareness about concussion and enforcing the rules as set out by the legislation.

### *21 Coach Code of Conduct*

Coaches must acknowledge and sign off on the Coach code of conduct as part of their requirements. This is administered by the KMHA Office

### *22 Team Staff Code of Conduct*

All team staff members that are on the official team roster other than coach’s must acknowledge and sign off on the team staff code of conduct as part of their requirements. This is administered by the KMHA office

## 23 Useful links

Hockey Eastern Ontario <https://www.hockeyeasternontario.ca/>

Arena Maps <http://www.arenamaps.com/arenas/Ontario.htm>

KMHA Documents and Forms <http://kmha.ca/team-staff/documents-and-forms/>

KMHA policies – see our website home page look for the Policy and forms tab

KMHA Logo’s <http://kmha.ca/team-staff/documents-and-forms/#logos>

Clinics for coaches, trainers and managers <http://www.hockeyeasternontario.ca/>

Police check info and Volunteer letter <https://kmha.ca/police-check/>

KMHA website <https://kmha.ca/>

Total Team Management (TTM suspension and affiliation reporting system)

<https://ttmwebservices.ca/?AID=district11>

## 24 Coach /Team Staff requirements

REP TEAMS					Vulnerable Records Check
HEAD COACH REP (U9 B, A)	COACH LEVEL 1 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
HEAD COACH REP (U10, U11)	COACH LEVEL 2 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
HEAD COACH REP (U12-U18)	DEV 1 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
ASSISTANT COACH REP (U9)	COACH LEVEL 1 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
ASSISTANT COACH REP (U10, U11)	COACH LEVEL 2 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)

ASSTANT COACH REP(U12-U18)	DEV 1 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
TRAINER REP (U9-U11)	TRAINER 1		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
TRAINER REP (U13-U18)	TRAINER 1	STANDAR D FIRST AID	RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
MANAGER REP			RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
ON ICE HELPER (UNDER THE AGE OF 18 )  ON ICE HELP (18 years of age or older)			RESPECT IN SPORT  RESPECT IN SPORT	GENDER IDENTITY TRAINING	CRC (police check valid for 3 years)
GOALIE COACH  SAME QUALIFICATIONS AS ASSISTANT COACH	SAME QUALIFICATIO S AS ASSISTANT COACH		RESPECT IN SPORT	GENDER IDENTITY ONLINE TRAINING	CRC (police check valid for 3 years)
<b>HOUSE LEAGUE</b>					Vulnerable Records Check
HEAD COACH HL(U9)	COACH 1 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
HEAD COACH HL (U10-U18)	COACH 2 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
ASSISTANT COACH HL (U9)	-		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
ASSISTANT COACH HL (U10-U18)	-		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
TRAINER HL	TRAINER 1		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
MANAGER HL			RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
ON ICE HELP HL (18 years or younger)			RESPECT IN SPORT	ENCOURAGED BUT NOT REQUIRED	CRC (police check valid for 3 years)



GOALIE COACH HL			RESPECT IN SPORT	GENDER IDENTITY (ON LINE TRAINING)	CRC (police check valid for 3 years)
U7 TEAMS					Vulnerable Records Check
HEAD COACH U7	COACH LEVEL 1 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
ASSISTANT U7	COACH LEVEL 1 (STATUS TRAINED)		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
ON ICE HELP IU7(18 years of age or younger)	COACH LEVEL 1 (STATUS TRAINED)		RESPECT IN SPORT	ENCOURAGED BUT NOT REQUIRED	CRC (police check valid for 3 years)
TRAINER U7	TRAINER 1		RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
MANAGER U7			RESPECT IN SPORT	GENDER IDENTITY (ONLINE) TRAINING	CRC (police check valid for 3 years)
GOALIE COACH			RESPECT IN SPORT	GENDER IDENTITY TRAINING	CRC (police check valid for 3 years)
CRC ** police check valid for 3 seasons	3 YEARS				

All **online clinics** can be found on Hockey Eastern Ontario's website  
<http://www.hockeyeasternontario.ca/>