

KMHA Coach and Manager Start Up Guide

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REQUIREMENTS AND POLICIES

A. Policy and Procedures Manual

To help ease the emails that everyone sends and/or receives with questions, including team budget inquiries, please refer to the Policy and Procedure Manual, which outlines the rules and policies within KMHA.

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

B. Coaches Code of Conduct

Coaches must acknowledge and sign off on the Coach Code of Conduct as part of their requirements. The KMHA Office administers this and will be posted in your Hockey Canada Registry for you to complete.

C. Team Staff Code of Conduct

All team staff members who are on the official team roster, besides head coaches, must acknowledge and sign off on the team staff Code of Conduct as part of their requirements. The KMHA Office administers this and will be posted in your Hockey Canada Registry for you to complete.

D. Team Staff Qualifications

You can find the requirements needed in section 24 here:

<https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/>

Please Note: There is a fee associated with coach and trainer clinics. Upon successful completion of the clinic, the individual who attended must email proof of payment (the receipt received at the time of registration) to info@kmha.ca.

Reimbursement will be issued by cheque, provided the clinic is required for the individual's role on the team.

Important: Reimbursement requests must be submitted no later than April 30th of the current season.

E. Locker Room and On Ice Safety Policy

1. On Ice Safety

In accordance with Hockey Canada rules (in effect since 1999) and the HEO Handbook, all participants in minor hockey are required to wear a **CSA-approved helmet** that is securely fastened at all times. For more information, please visit here: <https://www.hockeyeasternontario.ca/members/districts-associations/>

While on the ice, all players and goaltenders registered in Minor Hockey under HEO must wear:

- A CSA-approved facial protector
- A BNQ-certified throat protector

In addition, goaltenders are required to wear a neck protector unless their CSA-approved goalie mask includes built-in, extended throat protection. If not, a throat protector must be securely affixed to the helmet or mask.

These regulations apply to all levels within the ODMHA.

2. Locker Rooms Supervision:

Hockey Canada and Hockey Eastern Ontario (HEO) maintain a strict stance on dressing room supervision to ensure the safety and well-being of all participants. In alignment with this policy, all KMHA coaches and team officials are required to provide appropriate adult supervision in dressing rooms before, during, and after all games, practices, and sanctioned team activities.

A key component of this policy is the **“Two-Deep” Rule**:

At least two adults must be present at all times in the dressing room area. These individuals must have completed:

- Respect in Sport for Activity Leaders
- Gender Identity and Expression Training
- A current Police Records Check (PRC) filed with KMHA

This supervision requirement applies to all sanctioned events, and is designed to protect both the players and team officials.

Please review KMHA’s full policy here: <https://kmha.ca/risk-and-safety/locker-rooms/> This policy will be strictly enforced.

Special Situations:

- **Player Ejections or Injuries:** If a player is ejected or injured during a game, they must **not be left alone** in the dressing room. Two qualified team staff members must remain with the player until they have exited the facility or are in the care of a parent or guardian.

- **Pre- and Post-Game:** Two-deep supervision is required at all times, including before and after games or practices.

Duty of Care

Following recent inquiries, regarding supervision responsibilities during sanctioned events, all team officials and volunteers need to understand their duty of care. As adults in positions of authority, you are legally and ethically responsible for maintaining a safe, respectful, and inclusive environment for all players.

Practicing consistent two-deep supervision is a critical safeguard that benefits both the players and the volunteers entrusted with their care.

For more information, please review the official HEO Minor Dressing Room Supervision Policy:

<https://www.hockeyeasternontario.ca/media/sjmcpm3d/624-dressing-room-supervision-policy.pdf>

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

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.

Please visit the following link for further information: <http://kmha.ca/risk-and-safety/locker-rooms/>

4. Social Media Policy/Cyberbullying/Bullying:

http://www.hockeyeasternontario.ca/pages/safety/social_media.htm

5. Maltreatment Policy

<https://www.hockeyeasternontario.ca/media/l0imktfh/63-maltreatments-bullying-and-harrassment-protection-and- prevention-policy.pdf>

6. Coach(s) Trainers Helmet Rule

All members of the coaching staff and trainers are reminded that a CSA-approved helmet must be worn at all times, while on the ice surface. This includes crossing the ice before or after a game or practice.

Additionally, trainers are required to wear a helmet any time they enter the ice surface to perform trainer-related duties, including during gameplay.

This policy is in place to ensure the safety of all team personnel and will be strictly enforced.

F. Police Records Check

Ontario Standardized Screening Process (Vulnerable Sector Checks)

Hockey Eastern Ontario (HEO) is proud to announce the launch of its Vulnerable Sector Check (VSC) process across its member organizations in collaboration with The Ontario Hockey Federation (OHF) and Hockey Northwestern Ontario (HNO). This major initiative underscores HEO's ongoing commitment to enhancing safety, integrity, and security within hockey communities across the province, particularly for young participants.

The new centralized VSC process streamlines and strengthens background checks for all involved in youth hockey, ensuring that vulnerable sector checks are conducted with greater efficiency. By adopting this standardized approach, HEO reaffirms its dedication to creating a safe and supportive environment for the next generation of hockey players.

The collaboration between the 3 Ontario Hockey branches (HEO, OHF and HNO) and their members ensures that all individuals working with young participants are properly vetted and monitored. This move aligns with national sport safety standards and further promotes transparency and trust within hockey programs.

The new VSC process is part of Ontario Hockey's broader initiative to modernize and streamline administrative functions while maintaining the highest standards of accountability and protection in youth hockey. This centralization effort will reduce the administrative burden, allowing more time and resources to focus on developing players and enhancing their hockey experience.

For more information, click here: <https://www.hockeyeasternontario.ca/vulnerable-sector-check/>

G. Rowan's Law

All players signed off on Rowan's Law while registering. All team staff members sign off on Rowan's Law online, which is administered by the KMHA office.

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

H. 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>

TEAM SET-UP

A. How to Open a Team Bank Account

Bank Authorization letters

Coach and team manager will be emailed a letter template to fill out and sent back. Please follow the instructions below.

The method of how to obtain a bank authorization letter has now changed. Please read the information below before filling out the authorization letter.

You will fill in the information highlighted in the authorization letter

- 1- (INSERT YOUR TEAM HERE, IT MUST BE AS THE EXAMPLE: KANATA BLAZERS U15 AA 2025/26 OR KANATA U11 B2 2025/26, NO NICKNAMES OF TEAMS)
 - Importation no team nicknames, just the division followed by the 2025/26 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 2025/26
- 2- Under the signing officers will be the following;
(Enter 2 signing officers – Full Name (as it shows on their Drivers Licence) and full address.
Please note: cannot be 2 people from the same family.
- 3- Email this to info@kmha.ca for a signature. I will then send it back to you signed. 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.

B. Team Budget Policy

House League

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 it 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 the budget and presenting the summary to the parents for their review regularly.
- 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 the 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 made 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 the 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

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 before 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 parent's acknowledged receipt of the 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.

Competitive

Competitive Team Budget Policy

It is the coach and team manager who are ultimately responsible for ensuring 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 it 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 the budget and presenting the summary to the parents for their review regularly.
- 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 the 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 made 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 that 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 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.

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 details 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 before 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 parent's acknowledged receipt of the Initial Budget, Interim Summary Reports and the Final Summary

C. Team Budget Template

The team budget template can be found here: <http://kmha.ca/team-staff/documents-and-forms/>

D. Team Rosters

Each team's head coach will receive a roster template via email from the KMHA Office. In most cases, this task will be delegated to the team manager for completion.

Information Required:

You will be responsible for filling in the following details:

- **Player Information:** Full name, date of birth, jersey number, and position
- **Team Officials:** Names, Date of Birth, and roles of all team staff, which may include:

- Head Coach
- Assistant Coach(es)
- Trainer(s)
- Team Manager
- On-Ice Helper(s)*
- Goalie Coach

Important Notes:

- On-Ice Helpers must be under the age of 18. Anyone 18 years or older must be listed as a Head Coach, Assistant Coach, or Goalie Coach.
- The Team Treasurer is not listed on the official roster.

Roster Requirements & Deadline:

All team official requirements must be completed by **November 30th** of the current season. Failure to meet this deadline will result in the removal of that team staff member from the official roster.

Roster Limits:

Each team is allowed a maximum of seven (7) team officials on the official roster. This includes any combination of coaches, trainers, manager(s), on-ice helpers, and goalie coach.

- Any team official listed beyond the 7-person limit will be subject to an additional fee, charged directly to the team.
- In previous seasons, additional team officials were not charged; however, this policy has changed, and overages will now incur a cost.

Please ensure that all named individuals meet the required qualifications and that your roster is accurate and submitted on time.

Assistant Coach Allotment

U9-U18 (HL and Rep)

Allows for a **max of 4** assistant coaches per team on roster; however only a **max of 2** assistant coaches to be reimbursed by KMHA.

NOTE: There is no maximum allowable on team rosters, but you will be charged the going insurance rate (between \$50.00 and \$75) that KMHA is charged for every team official over **7**.

****If your team requires more than the allotment, contact info@kmha.ca with a request****

U7- teams

U7 allows for a **max of 6** assistant coaches per team; however, only a **max of 4** assistant coaches to be reimbursed by KMHA.

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 she will in turn, get a pending roster made, along with team officials 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 30th, a pending roster is fine to use, no other association has the right to refuse a pending roster from you.

E. Affiliates and Special Event Permits

POLICY AND PROCESS

Affiliation Rules as Mandated by Hockey Canada and HEO

Hockey Canada has mandated that the 20 player Special Affiliation method is the only acceptable way of documenting affiliations.

Rep Teams

- Each team is permitted to sign up to 20 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 before January 10th, and new affiliations implemented, provided the affiliations are established before 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 (see your convenor for your assigned teams). A player can be affiliated to a max of 30 HL games and only 15 Rep 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.

KMHA 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:

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 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 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

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 occur.

AFFILIATION CHART

Rep Teams

Can affiliate from:

1st- AA lower division AA, A and B teams, 2nd same division A and B teams

1st A lower division A and B teams, 2nd same division B teams and lower B division B, House A, B, C teams

House Teams

Can affiliate from:

1st A lower division A, B, and C teams. 2nd Same division B and C teams.

1st B lower division A, B and C teams, 2nd 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. 15th

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.bficanada.ca/?BRANCH=HEO>

F. Sponsorship

As the year 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. Simply fill in the pertinent information for your team. <http://kmha.ca/team-staff/documents-and-forms/>

Any sponsorship cheque should be **made payable to your team, not to KMHA and be mailed to either your coach or team manager's 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 any 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 name bars etc. Name bars can be sewn on (not glued) to your team jerseys and must be

removed by the team before 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 at 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.

G. Teamwear

Competitive Team Dress Code

A) Off-Ice

- All competitive teams may choose to wear either KMHA tracksuits pre- and post-game, or shirt and tie with proper dress pants. The head coach will determine the dress code, which must meet at least the **minimum standard set by HEO.**
- Details on the official supplier of team wear will be provided at the start of each season.
- **OEMHL Rule 3-j – Dress Code:**
 - All “AA” & “A” league association players and coaches must follow a dress code. This may be an association-specific code already in place.
 - If no mandatory association dress code exists, the League will impose one for all teams under its jurisdiction.
 - This dress code applies to all league functions when representing the ODMHA Ontario East/Est “AA” & “A” League, including out-of-branch tournaments.
 - “AA” & “A” events require compliance with the mandatory dress code at all times.

B) On-Ice

- All Blazers players must wear the provided Blazers jersey with matching socks.
- **Home games:** White jerseys and socks.
- **Away games:** Orange jerseys and socks.

House League Dress Code

KMHA-issued game jerseys must be worn for all **tournament, exhibition, and interleague/interlock** games.

For **intraleague** games (KMHA vs. KMHA), team-sourced jerseys may be worn if all the following conditions are met:

1. Jerseys are numbered and match the game sheet.
2. The referee determines that jersey colours are sufficiently different to distinguish home and away teams.
3. Both head coaches agree to their use.

As a best practice, please notify your convenor if your team will be wearing team-sourced jerseys for intraleague games.

SEASON OPERATIONS

A. Ice Scheduling and Blackout Dates

Your team's coach will receive an email from the Ice Schedulers with a link to the ice scheduling tool. Either the coach or team manager must enter the team's blackout dates — these are dates when you do not want any ice scheduled due to tournaments, team events, etc. Once submitted, the Ice Scheduler will review and either approve or decline the request.

Please note:

- **Cut-off date** – There is a deadline for entering blackout dates due to the start of the playoffs. For House League, playoffs typically begin the week before March Break. No blackout dates can be added within the week prior to that start date. Your coach will confirm the exact cut-off date provided by the Ice Scheduler.
- **Maximum allowed** – For House League, you may request a maximum of **three (3)** blackout dates.

Ice Scheduling Website: <http://dncscheduling.com/HockeySchedule/>

B. Ice for Sale Website

Reminder – If you registered for our Ice for Sale website last season, please note that **registrations do not carry over** — you must register again for the current season.

- Register under your name and indicate which team you are with.
- If you coach or manage more than one team, register under your name and, when purchasing ice, use the *Notes* section to specify which team the purchase is for.

Once registered, you will:

- Receive alerts when ice times become available for sale.
- Be able to purchase and reserve ice directly through the site.

Ice sales are on a **first-come, first-served basis**. A link to the Ice for Sale site is posted on the homepage of our website. Please share this information with your team manager once your team is formed.

Pricing: There are only two price categories:

1. **Favourable ice times** (standard rate)
2. **Unfavourable ice times** (slightly discounted)

Prices will not be reduced further, so if you see ice you want, it's best to secure it immediately rather than wait.

Link: <http://ice.kmha.ca/>

Important: Registration is a **two-step process**:

1. Register on the site.
2. Check your email for a verification link and click it to confirm your registration.

If you do not complete the verification step, your registration will not be active.

C. TTM Suspension and Affiliation Reporting System

Once you receive your roster template, the KMHA Office will prepare your official team roster and upload it to the **Total Team Management (TTM)** system. The head coach and team manager will be added as team users in the system and will each receive an email from TTM with a login and temporary password.

All **suspensions**, **games served**, and **affiliations** must be reported in the TTM system.

Affiliation Rules:

- Players can be affiliated for a maximum of **15 meaningful games** (Rep) or **30 games** (House League) per season.
- A player may not play more than **15 games with one team** in a season.
- Always add an affiliated player into the system **before** the game — this ensures the player does not exceed the maximum allowable games.

TTM Access:

- **Login:** <https://off-iceoffice.ca/>
- **Help Guide:** <https://off-iceoffice.ca/helpCenter>
- Instructional tutorials and guides are available after logging in.

Suspensions

Suspensions for players or team staff must be reported in the TTM system **within 24 hours** of the incident. This can be done by either the coach or the team manager.

TTM Login: <https://off-iceoffice.ca/>

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

D. Travel Permits

Any team attending a tournament **outside of the HEO area** requires a travel permit.

- **Tournaments within Canada** – Complete a **Canadian Travel Permit**.
- **Tournaments in the United States** – Complete **both** a Canadian Travel Permit and a U.S. Travel Permit.

Travel permit templates can be found on our website: [KMHA Documents and Forms](#) (see **Travel Permit** section).

Important: You must have your **official team roster** from the KMHA Office before completing a travel permit.

Canadian Travel Permit

You will need a Canadian Travel Permit if your tournament is outside the HEO area.

- To confirm whether your destination is inside or outside the HEO area, see the map here: [HEO Districts & Associations](#)

Completing the Travel Permit

The following information must be filled in completely for the permit to be signed:

- **Players:** Full name, date of birth, full address, jersey number, and Hockey ID (found on your official team roster).
- **Team Officials:** Head Coach, Assistant Coach(es), Trainer(s), and Team Manager — listed under “Team Management Roster Information.”

Permits will not be signed unless **all required fields are completed**.

Submitting the Travel Permit

- Email the completed permit to **info@kmha.ca**.
- Submit it **1–2 weeks before** your tournament to allow for possible roster changes (e.g., injured, sick, or suspended players).
- Do not list players who will not be attending.
- If using affiliate players, include their full details and mark “**AP**” beside their name.

U.S. Travel Permit

If your team is attending a tournament in the United States, you must complete **both** a Canadian Travel Permit and a U.S. Travel Permit.

- Both forms are located in the same section of our website as the Canadian Travel Permit: [KMHA Documents and Forms](#)
- All fields must be completed in full. (*For reference, our Association number is **District 11**.*)

Submission Process

- Email completed permits to the KMHA Office **1–2 weeks prior** to your tournament.
- Signed permits will be returned to you via email.

Important: No travel permits will be signed once the playoff cut-off dates have begun.

E. Game Sheets

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>

IMPORTANT NOTE: AA gamesheets will be done online this season. Please stay tuned for more information soon.

F. Referees

How to Book Referees and a Timekeeper

Please submit your request for officials using the following link on the KMHA website:

<https://kmha.ca/officials/request/>

When completing your request, provide as much detail as possible.

- Standard assignments are **three referees and a timekeeper** (or **two referees and a timekeeper** for U9).
- For intersquad or exhibition games, a timekeeper is not required. If you do not need one, please note this clearly in the **Notes** section of your request.

Following your request, you will receive an invoice from the KMHA Office for payment. **Do not pay officials directly at the rink** unless you have been specifically instructed to do so.

G. Team Photos

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 and early October). It is imperative that the photographer gets a copy of your official team roster prior to your photo session

H. Parent and 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.

I. Outside Instructors to your practice

Can you invite an outside instructor to your practice? Ex: 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).

J. KMHA Trading 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 Have a team cheque ready for pick up. Pins are sold for \$2.50 each.

RESOURCES AND LINKS

A. KMHA Logos

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>

B. 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 – <https://kmha.ca/team-staff/documents-and-forms/KMHA>

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

Clinics for coaches, trainers and managers <http://www.hockeyeasternontario.ca/> and <https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/>

Police Vulnerable Sector Check <https://www.hockeyeasternontario.ca/vulnerable-sector-check/>

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

Total Team Management (TTM suspension and affiliation reporting system) <https://ttmwebservices.ca/?AID=district11>

All **online clinics** can be found on Hockey Eastern Ontario's website <https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/>