



Kitchener Girls Rep Hockey Handbook

Kitchener Minor Hockey Association
<http://www.kitchenerminorhockey.com>

2013-2014 Hockey Season

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Approved By: KMHA Board of Directors

The Kitchener Lady Rangers rep program offers an elite level of girls' hockey that promotes the importance and understanding of work ethic, good sportsmanship, dedication, discipline, team work and the fair treatment of others during competition, both in Kitchener and beyond. The Kitchener Minor Hockey Association's Representative Programs were developed to allow for the potential development of a hockey player at the highest level of competition and at the calibre best suited to each player.

Kitchener Lady Rangers teams, other than Senior A, play in the Lower Lakes Female Hockey League (LLFHL). The LLFHL falls under the umbrella of the Ontario Women's Hockey Association (OWHA).

Summary of Changes for the 2013-2014 Season

1. Enhancement of rules around accepting imports and granting releases and/or Permissions to Skate.
2. Signing players to rep teams
3. Under-aged players
4. Lady Ranger Apparel

Planned rep teams for the 2013-2014 season are:

- Senior A
- Intermediate A
- Midget AA
- Midget A/BB
- Midget B
- Midget C
- Bantam AA
- Bantam A
- Pee wee A
- Pee wee BB
- Pee wee C
- Atom AA/A
- Atom B
- Novice B

The 2013-2014 season age limitations for each division, based on player's birth year, are as follows:

Novice – 2005 and younger

Atom – 2003 & 2004

Pee wee – 2001 & 2002

Bantam – 1999 & 2000

Midget – 1996, 1997 & 1998

Intermediate – 1992, 1993, 1994 & 1995

Senior – open

For the 2013-2014 season, the House League Director is Lisa Frank, the Lady Rangers Rep Director (Novice to Midget) is Yvan Aubin and the 2nd VP is Pat Zister who will look after Intermediate and Senior.

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1. Lady Rangers Directors

- 1.1 The KMHA executive includes two directors responsible for operations of both local league and rep hockey; the Novice to Midget Rep Director and the House League Director are elected members of the KMHA executive and sit on the KMHA Operating Committee. The Directors are elected for 2-year terms at the KMHA Annual General Meeting. The Lady Rangers Directors have the following Rep responsibilities:
- Interview and select the head coach for each team. (The head coaches must be approved by the KMHA Board of Directors.)
 - Approve the coaching staffs for each team.
 - Inform coaching staffs about coaching meetings.
 - Ensure coaches know OWHA procedures.
 - Work with the Lady Rangers League Liaison on LLFHL and OWHA business.
 - Attend OWHA meetings (or send a designate).
 - Attend LLFHL meetings (or send a designate).
 - Attend KMHA Operating Committee meetings (or send a designate).
 - Attend rep team budget votes (or send a designate).
 - Sit on the Kitchener Fall Fest tournament committee.
 - Mentor coaches as needed.
 - Address issues as needed.
- 1.2 The Lady Rangers Directors are supported by the 2nd Vice President of KMHA. The 2nd Vice President is elected for a 2-year term at the KMHA annual general meeting and has responsibilities that include:
- Oversee the girl's rep teams.
 - Represent the girls programs at the KMHA Board of Directors meetings.
- 1.3 The Lady Rangers League Liaison has the following responsibilities:
- Liaise between coaches and the OWHA and LLFHL executives. Any coach must talk to the Lady Rangers Directors if he/she has issues with these organizations.
 - Attend KMHA Operating Committee meetings (or send a designate).
 - Assist the Lady Ranger Directors.
 - Attend LLFHL and OWHA meetings, when required to do so by the Lady Ranger Directors.
- 1.4 Contact information for the Lady Rangers Directors, League Liaison and the 2nd Vice President is on the KMHA website.

2. Lady Ranger Team Coaching Staff

2.1 There are six (6) staff members on each Lady Ranger team:

- Head Coach
- Assistant Coach
- Assistant Coach
- Assistant Coach
- Trainer
- Manager

Two more members may be added to the OWHA team roster form. Only 5 members will be compensated for provincial expenses. Only coaches listed on the OWHA team roster may be on the bench. Suspensions will be handed out by your league and OWHA if this is violated.

2.2 The head coach is assigned by the appropriate Lady Rangers Director and approved by the KMHA Board of Directors. All other members of the staff are appointed by the head coach and must be approved by the appropriate Lady Rangers Director.

2.3 KMHA will endeavour to ensure that a player does not have the same rep head coach for more than two seasons in a row. This will not always be possible, but it is preferable.

2.4 Each team must have at least one female bench staff member. KMHA strongly recommends that each team include a female trainer, as well as other female staff members.

2.5 Head coaches for the current season may be viewed on the KMHA website. Contact information for each coach is listed on the website.

2.6 All the members of the coaching staff must have a police records check for KMHA every 4 years.

2.7 Head coaches may also appoint on-ice helpers. These helpers must be registered with KMHA for insurance purposes and must have a police records check for KMHA.

2.8 The coaching staff must be registered with KMHA by October 1st of each season. All head coaches require a Level 1 Coaching certificate. The trainer requires an up-to-date Level 1 trainer's certificate.

2.9 If included in the approved team budget, reimbursement for certain expenses may be made to staff members who are not parents of any player on the team. The list of eligible expenses and reimbursement amounts is listed in item 3.6.

3. Rep Fees, Budgets and Fundraising

- 3.1 Rep players/parents pay 3 fees:
- Basic Registration Fee, which is established by the KMHA executive based on the cost of a house-league player. All KMHA players pay this fee.
 - Rep Fee, which is established by the KMHA executive based on the cost of additional ice for practices and games, league fees, extra referee costs, and any other cost above that covered by the basic registration fee. Rep fees must be paid by December 1st. Players with unpaid balances beyond December 1st will not be allowed to participate in games or practices until balance is paid.
 - Import fees will be charged to non-resident players. The annual fee is determined by the KMHA executive (\$150 for 2013-2014 season) and applies only to players that are not Kitchener residents or have not been granted non-import status. Players with unpaid balances beyond December 1st will not be allowed to participate in games or practices until balance is paid.
 - Team fee, which is established by the team and approved by the parents. This pays for tournaments, additional ice time, social outings, and so on. If team fees are not paid by a date specified by the head coach, the player can be suspended from participating in any games or practices until done so.
- 3.2 Each team will have a team budget. Each team must use a budget template, which will be provided by the Director. The team budget is voted on at a meeting and must be administered by a Lady Rangers Director or by a designated KMHA executive member. The budget must be mailed to the parents and the Director at least 24 hours prior to the budget meeting. Only one parent per player, or player if 18 years or age or older, is allowed to vote. Absent votes are considered nay votes, though votes may be made by proxy. The budget must receive two-thirds approval. Team fundraising must not be included in the budget. Budgets should include any potential expenditures that the team may incur but cannot include unapproved expenses as defined by KMHA.
- 3.3 Bank accounts in the name of the team will be established at the beginning of the season. The team bank account must have two (2) co-signers for every cheque and withdrawal. The co-signers must be parents or guardians of different players on the team.
- 3.4 Proceeds from fundraising events must be used to offset approved budget expenditures. Each team votes on each fund raising activity separately. Teams must have 80% (14 of 17 votes) in favour of the fund raising activity. Parents/players are allowed 1 vote per player. Votes must be YES (in favour) or NO (not in favour) of the fund raising activity. Parents/players must 'participate' in a fund raising activity in order to have it allocated to them for the purposes of year-end reimbursement. Participation is deemed to have raised any amount of money and/or have dedicated time to the activity (ie BBQ). All fund raising activities must be approved by the KMHA General Manager and reported to the team via the applicable Director before a fund raising vote can be held. All players, regardless of their vote, share in all funds raised equally. Any remaining funds disbursed at the end of the season must be disbursed among the parents/players based on values allocated to each player (team fees + their portions of fund raising). Parents/players cannot receive more money back at the end of the year than they paid in 'team' fees (amounts in addition to the team fee amounts are to be donated to the Donna's Kids program).
- 3.5 The team must submit a budget status report to the appropriate Lady Rangers Director in mid-season and at the conclusion of the season. The year-end package/report should include all receipts and sign-offs.

- 3.6 Coaches that do not have children on the team are reimbursed from the team budget using the following rules:
- A maximum of six active team staff may claim tournament and travel expense
 - The team staff may claim for one standard accommodation hotel room at actual cost for each pair of staff members where overnight accommodation is required by travel distance or schedule (e.g. 3 hotel rooms for 6 non-parent team staff members). Receipts are required.
 - Mileage shall be paid for one team staff vehicle to travel to out of town games and tournaments at a rate determined by the KMHA Board of Directors (current rate is \$0.40/km). Out of town travel is deemed as trips outside of the Kitchener-Waterloo area.
 - Meal Allowance will be provided for overnight trips only to sanctioned events at a rate of \$35/day. Submit receipts on expense sheet to team treasurer for re-imbusement. Only food and non-alcoholic beverages costs will be reimbursed.
- 3.7 Team budgets shall not include outerwear, parents travel and accommodation expense, sweater name bars or fundraising.
- 3.8 KLR sweaters must be returned so that KMHA can issue deposit refunds prior to April 30th.
- 3.9 Any Provincial related expenses must be submitted to KMHA so reimbursements can be issued prior to April 30th.
- 3.10 Team budgets and bank accounts must be closed out, and a final financial report provided to KMHA by June 30th, after the season ends.

4. Communication with Parents

- 4.1 The head coach is ultimately responsible for keeping parents informed. This communication may be accomplished by a team web page, email, newsletters and parent meetings.
- 4.2 Each head coach should appoint a parent rep to act as a liaison between the coaching staff and the parents. The coach may also appoint a player liaison. The parent rep must have a police check done. Any parent rep (or player liaison) must not be related to any member of the coaching staff.
- 4.3 Except where timely intervention is required, parents and coaches must wait 24 hours after an incident before confronting each other with concerns or complaints. Initial communication should be through the parent rep and only after the 24-hour cooling off period has been observed.

5. Player Eligibility

- 5.1 The age limitations for each division are determined by the OWHA.
- 5.2 A player may not sign the OWHA team registration form until the rep fees are paid or the correct paperwork filed.

6. Tryouts and Player Selections

- 6.1 Players who are registered with another OWHA association must provide a signed Permission to Skate form (PTS) to attend a tryout as well as a 'Hockey History Form'. All other players must be registered with KMHA for the current season in order to attend a tryout. If a player was most recently registered with another OWHA association, she must have a Release before she can register with KMHA. KMHA has the right to refuse PTS's from players from other OWHA associations.
- 6.2 Players must try out for the team one level above that at which they played in the previous season. If a player does not wish to do that, she should speak to the appropriate Lady Rangers Director to gain an exemption.
- 6.3 Each rep team will carry two (2) goaltenders and fifteen (15) non-goaltenders, unless special permission is given by the Lady Rangers executive.
- 6.4 Each rep team will include at least three (3) players from the "minor" year of its age category, unless special permission is given by the Lady Rangers executive.
- 6.5 Each first rep team may register three (3) import players with permission from the Lady Rangers executive. Each subsequent team may register two (2) import players with permission from the Lady Ranger executive. An import player is defined as any player who is not a resident of the City of Kitchener and has not been granted non-import status. An import can request non-import status after two (2) consecutive years of playing in KMHA. Under special circumstances, teams playing at the AA or A level may register more than three (3) import players with the permission of the Lady Rangers executive. All import players must be approved individually by the KLR executive.
- 6.6 Each coach's daughter may be evaluated by independent evaluators, as assigned by the appropriate Lady Rangers Director.
- 6.7 Any player wishing to play in an older division will be evaluated by independent evaluators, as assigned by the Lady Rangers Director. The player may play for the first team only (no subsequent teams) in the older age group and the player must be among the top five players in the older age group, unless special permission is given by the Lady Rangers executive. The maximum number of under-aged players that can be picked by a first team in a year is 2 unless special permission is given to the team by the Kitchener Lady Ranger's executive.
- 6.8 Any player who is sick or injured during tryouts will be evaluated on her past performance and on her performance to date in any tryouts she was able to attend. Injuries/sickness must be confirmed by a player's doctor. Players missing tryouts for other reasons may be reassigned to the next team.
- 6.9 Players may be reassigned after any of the tryout sessions via a private interview or via letter, whichever the coach decides and communicates to the players/parents prior to the start of tryouts.. These interviews must be attended by a female staff member or designated female parent. Parents are welcome to join interviews for players in Peewee or under.
- 6.10 A coach can 'sign' a player to have them commit to the team after the 2nd tryout. The player/parent is required to sign a 'Commitment' form indicating they are committing to the team and that they waive their right for a subsequent release (KMHA registered players). Imports are required to provide a \$200 non-refundable deposit.

7. Permissions to Skate and Releases

- 7.1 Any player wishing to attend tryouts or practice with a team from another association must request Permission to Skate (PTS) from the Lady Rangers Director. This is done by completing the 'Request for Permission to Skate' form. Permission to Skate form is valid only for the team and the dates recorded on the form. A PTS will not be provided to a player who has any outstanding fees owing to KMHA or to a team. **Please allow five (5) business days for this form to be processed.**
- 7.2 If a player requests a PTS for the same level of hockey as available within KMHA, a RELEASE will be provided in its place, unless a decision from the Kitchener Lady Rangers is made otherwise.
- 7.3 KMHA will only provide a Permission to Skate for a player who is trying out for a team at a higher level than what KMHA has to offer her, unless special permission is given by the Lady Rangers executive.
- 7.4 Players wishing to move to a team in another association must request a Release from the appropriate Lady Rangers Director. Releases are evaluated by members of the KMHA executive. KMHA reserves the right to deny a release if it is deemed to be detrimental to the Lady Ranger program or if the player is trying out for a team that is not at a higher level than she could play in Kitchener . A Release will not be provided to a player who has any outstanding fees owing to KMHA or a team. **Please allow ten (10) business days for this form to be processed.**
- 7.5 Players who leave the association will only be allowed to return if they are in good standing in KMHA, and with permission of the Lady Rangers executive.

8. Equipment

- 8.1 All rep players must wear a red helmet and red pants. Players are encouraged to purchase Kitchener Ranger-coloured gloves.
- 8.2 Players must wear their team socks, both of the same colour, in games.
- 8.3 Lady Ranger sweaters may only be worn in games and at team functions as directed by the head coach.
- 8.4 Lady Ranger sweaters should be carried in a sweater bag.
- 8.5 Teams are encouraged to have their players wear Lady Ranger apparel to all games. Please ensure that the attire of the players does not reflect badly on the city or the association.
- 8.6 Coaching staff are encouraged to wear Lady Ranger apparel and are discouraged from wearing blue jeans. Please ensure that the attire of the staff members does not reflect badly on the city or the association.
- 8.7 Each rep team must provide a deposit for it's set of rep sweaters, required at the time the sweaters are picked up. This deposit will be refunded when the complete set of sweaters are returned (washed and in numerical order). If a sweater is not returned, the cost of the sweater will be deducted from the deposit.

9. Scheduling Meeting

- 9.1 Each rep head coach (or designate) must attend the scheduling meeting for their league. Information about the dates for these meetings may be found on the league website.
- 9.2 Prior to the scheduling meeting, each team will be provided with its practice times and home game schedule times. Teams must schedule a home game on Kitchener Girls Hockey Day.
- 9.3 Schedules and practices for all rep teams will be entered into KMHA's online scheduling system. Coaches should check the online system regularly to ensure their schedules are correct.

10. Rep Coaches Meetings

- 10.1 Each rep team head coach (or designate) must attend the monthly coaches meeting, even if the meetings conflict with a team event. The meetings will assist with the professional development of our coaches. If a coach fails to attend 50% of the coaches meetings they will not be permitted to coach the following year.
- 10.2 Every head coach will receive a binder at the first coaches meeting. This binder contains sample forms and other valuable information the coach may require during the season.
- 10.3 Each rep team must include the fee for the coaches meetings in its team budget.

11. Practices and Games

- 11.1 Rep hockey requires a strong commitment from everyone involved. Players who miss a practice without a valid reason should expect to miss playing time in the next game.
- 11.2 All coaching staff and on-ice helpers must wear a helmet and gloves.
- 11.3 First teams practise two (2) hours a week, second teams practise one-and-a-half (1.5) hours a week (or one hour one week, then two hours the next week), and subsequent teams practise one (1) hour a week. First teams can request additional ice (up to 1 hour per week) that can be allocated from the KMHA office, but will be invoiced separately to the teams for inclusion in their team fees/budgets. Teams may purchase additional ice for practices, on their own, provided this is included in the approved team budget.
- 11.4 Some Lady Ranger team are provided power skating sessions and goaltender instruction sessions. At least one member of the coaching staff and the trainer should attend these sessions.
- 11.4 No males are allowed in the dressing room when the possibility exists that a player is changing. Each team must have a female supervise the dressing room and notify male staff members when they may enter the dressing room.
- 11.5 Players must provide the coaching staff with their full attention for a specified period of time before and following each game and practice. During this period, players will be expected to wear full equipment with the exception of helmets, gloves and neck protectors.
- 11.6 Players must not remove any protective equipment after leaving the dressing room and until returning to the dressing room, unless required to do so by a trainer, official, or other responsible individual.
- 11.7 Head coaches are responsible for developing players equally and to the best of each player's ability.
- 11.8 Head coaches are responsible for ensuring that players and staff members represent Kitchener to other communities in a respectful and appropriate manner. A member of the coaching staff should inspect the dressing room before and after every game and practise and report issues to the arena staff. Failure to do so may result in a fine from the city if any acts of vandalism have been found.

- 11.9 Each team is entitled to enough home game ice slots to schedule your games: KMHA may reclaim home game times that are not required for home games. Each team retains its original practice ice time for as long as the team is still competing in league play, playoffs, or provincials. If a team has a tournament scheduled, but has already been eliminated from competition, it will be granted one practice per week from the point it is eliminated until the tournament date. All ice times are subject to change, at the discretion of the ice scheduler, in order to accommodate other ice requirements; however, no team should see its practice ice time reduced as a result of such rescheduling.

12. Tournaments

- 12.1 Each Lady Ranger rep team must participate in the Kitchener FallFest tournament unless special permission is given by the Kitchener Lady Ranger's executive to not participate. If the appropriate division is not available for the team, the team will be expected to play in the next highest level (if available). Each team must designate a staff member to represent it on the FallFest tournament committee. Each team will be expected to provide a minimum level of volunteer support to the tournament, as set by the committee.
- 12.2 Each Lady Ranger rep team may participate in up to four (4) OWSA sanctioned tournaments, in addition to the FallFest tournament. The cost of the tournaments must be included in the approved team budget.
- 12.3 Rep teams need permission from the appropriate Lady Rangers Director to participate in more than five tournaments.

13. Provincials

- 13.1 Kitchener Lady Rangers are in Region M for qualification to Ontario Provincials.
- 13.2 Most Lady Ranger teams must qualify for Provincials by playing in Provincial playdown games against other teams in our region. Some teams may be selected by the OWSA Regional Director to participate in Provincials without having to qualify.
- 13.3 The coaching staff is compensated for some expenses while at Provincials. Guidelines for this compensation are available from the KMHA office.

14. Lady Ranger Apparel

- 14.1 Teams must purchase Lady Ranger apparel (e.g., jackets, track suits) from one of the approved KMHA suppliers. This information is on the KMHA website.

Definitions:

Team Gear - the uniform that the team will wear for games, dryland and tournaments

Spirit wear - other Lady Ranger apparel worn outside of the above team events

- 1) Authorized agents must be instructed to include ladies cut apparel in their offering to Lady Ranger teams
- 2) Logos can only be affixed to authorized team gear that will include: 4 pant choices (windpant, yoga pant, khaki, shorts), 5 tops (hoody, light jacket, winter jacket, golf shirt and T-shirts). Team sponsored uniforms must come from the approved list. Yoga pants for Novice to Peewee, Bantam

AA and Midget AA must be navy blue. All other teams can be navy blue or black. If yoga pants are not from an approved vendor they CANNOT be logoed.

- 3) Spirit wear may be logoed if covered under the contract with approved agents, but will not be permitted as Team Gear
- 4) Screening must be tasteful, and represent Lady Ranger Hockey. No printing/screening on the backside of pants will be permitted.
- 5) Coaches to strongly encourage players to wear the approved uniforms

The requirement for strict adherence to the policy will be enforced for Novice through Peewee teams and the Bantam AA and Midget AA teams. All other teams will be strongly encouraged to adhere to the uniform policy. Should older teams opt out, no Lady Ranger logos will be permitted on uniforms.

15. Lady Ranger Photography

- 15.1 Team and individual photos must be purchased from one of the approved KMHA photographers. This information is on the KMHA website.

16. Lady Ranger Team Accommodations

- 16.1 Team hotel bookings must be made through the approved KMHA travel agent. This information is on the KMHA website.

17. KMHA Team Websites

- 17.1 All parents on a team must sign a permission form before a team may have a website.
- 17.2 All teams are required to update their KMHA website in a timely manner to reflect their schedules and their results.

18. Girl's Request Form & Other Forms

- 18.1 Any KMHA team that wishes to participate in any event outside of its assigned schedule must complete a Kitchener Girl's Request Form.
- 18.2 Kitchener Girl's Request Forms must be completed for all exhibition games, tournaments and any other events. These forms must be submitted to the appropriate Director for approval. These forms will then be forwarded to the KMHA office at least five (5) days before the date of the exhibition game, tournament or other event. The KMHA scheduler will assign game officials based on the approved form and returned to the Director and the team.
- 18.3 Teams will be charged a fee for the request form and game officials. The amount of these fees will be determined at the beginning of each season. The KMHA office will issue invoices to the teams for the applicable fees.
- 18.4 All OWHA forms can be found at http://www.owha.on.ca/forms_policies.asp. This includes the insurance guide that explains rules for social outings and dryland training. All games against USA teams require an OWHA sanction form.

19. Use of the Internet by Players, Parents and Coaches

- 19.1 Use of Facebook, Twitter, text messaging, instant messaging, email or any other electronic communication in a negative manner will not be tolerated. Evidence of any such communication should be provided to the appropriate Lady Rangers Director or KMHA 2nd Vice President. A meeting will be arranged for all parties involved, and suspensions may result.