



# **Kitchener Minor Hockey Association**

## **Lady Rangers Local League (LRL)**

**and**

## **Developmental Stream (DS)**

# **Manual**

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## **TEAM STAFF FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play by showing respect for all participants within the Kitchener Minor Hockey Association. All players, coaches, officials and parents are responsible for encouraging and promoting fair play by signing this pledge before being allowed to participate in the Kitchener Minor Hockey system and must continue to observe these principles of fair play.

I agree to abide by the principles of the FAIR PLAY CODE (see following pages) as set forth by Hockey Canada and supported by the Kitchener Minor Hockey Association.

This commitment to fair play will pave the way for teamwork, better hockey and positive attitudes. Whether we win or lose, we treat each other with respect.

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### **FAIR PLAY PLEDGE**

**Staff Member Name:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### **FAIR PLAY CODE FOR COACHING STAFF**

- I will remember that it is a privilege, not a right, to coach.
- I will remember that players play to have fun and must be encouraged to have confidence in themselves. I will not ridicule or yell at my players for making mistakes or for performing poorly.
- I will remember that participants need a coach that they can trust and respect. I will be generous with praise and set a good example.
- I will teach my players to play fair and to respect the rules, officials and opponents.
- I will be reasonable with my expectations, recognizing that players have other interests and obligations.
- I will ensure that all players get equal instruction and support time.
- I will ensure that locker room behaviour is acceptable and non-threatening for all participants.
- I will make sure that equipment and facilities are safe and match the player's ages and abilities.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will foster regular and effective communications with the parents.

### **FAIR PLAY CODE FOR PLAYERS**

- I will acknowledge that coaches and officials are there to help me. I will accept and respect their decisions.
- I will play by the rules of hockey and in the spirit of the game.
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will remember that winning isn't everything – having fun, improving skills, making friends and doing my best are important.
- I will do my best to be a true team player.
- I will respect my opponents.
- I will acknowledge all good plays / performances by my team and appreciate those of my opponents.

## BOUNDARIES FOR COACHING STAFF

Please refer to the Respect in Sport and KMHA - ABUSE and HARRASSMENT policies

### GENERAL COACHING BEHAVIOUR AND CONDUCT

- A coaching philosophy of positive and constructive feedback is a healthier learning environment for players. Punishing and negative criticism will create negative emotional responses from a child.
- Ensure that all players receive the same attention. Singling out or isolating one child can be a high risk situation.
- Players respond to corrective measures better than criticism.
- Coaching staff (coach, asst. coach, trainer and manager) must follow the rules as explained in the Lady Rangers Local League Manual. Failure to follow the rules as explained in the manual will be dealt as follows (unless otherwise specified):
  - ♦ **A first offence will result in a verbal warning**
  - ♦ **A second offence will result in a written warning**
  - ♦ **A third offence will result in a one game suspension**
  - ♦ **A fourth offence will result in a 5 game suspension**
  - ♦ **A fifth offence will result in being suspended for the rest of the current season**
  - ♦ **Coaching staffs that break the rules in a semi-final or championship game will be dealt with by the KMHA as such incidents occur through a formal hearing involving the Convenor, Director and 2<sup>nd</sup> VP. Any consequences will be determined at that hearing.**
- Convenors have the right to remove a coach from the bench during a game. Convenors decisions are final.
- Any coach that pulls their team and/or staff from the bench before the game has ended will be suspended indefinitely pending a hearing by the representatives of the Board of Directors for the KMHA. The hearing will determine if the coach is suspended for one calendar year as per the guidelines set forth by the governing bodies of Hockey in Canada.
- Discipline and consequences for actions related to breaking the rules as set forth by the Governing Bodies of Hockey in Canada defined as:

*The Kitchener Minor Hockey Association (KMHA) which operates within the Minor Hockey Alliance of Ontario (MHAO), the South Western Girls Hockey League (SWGHL), the North Metro Girls Hockey League (NMGHL), the Ontario Hockey Federation (OHF), the Ontario Women's Hockey Association (OWHA) and Hockey Canada (HC). The KMHA Lady Rangers Local League rules are intended to supplement, or supersede, all Hockey Canada rules currently in effect.*

will be handled as written by those organizations.

As a league the KMHA supports the guidelines as explained in the Respect in Sport program regarding the issue of giving players a ride. We ask that coaches do not give rides to other players. Obviously you can drive your own child and can pick up another child if parental permission is given, but the KMHA discourages all coaches/trainers/managers from doing this. If you are a coach without a player on the team you will not be allowed, under any circumstances, to give a player a ride (even if there are two adults in the car). Failure to follow these rules will result in suspension by the league.



# LADY RANGERS LOCAL LEAGUE HEAD COACHES

## RESPONSIBILITIES:

- Good coaches accomplish their goals by utilizing the entire team roster.
- Select a coaching staff to include a certified trainer, assistant coach(es) and where possible a team manager.
- Responsible for all team staff members while they are in the presence of the team.
- Select players and plan the season.
- Establish team rules in concert with players, parents and the division Convenor. Team rules are required for every team and must be approved by the Convenor in conjunction with their Director and, if required, 2nd VP of the KMHA
- Ensure that team rosters with sweater numbers, a staff list, a copy of your team rules and a team budget (when applicable) are submitted before the second practice of the season. This information must be in early and can be changed if necessary. The head coach can assign this task to the team manager.
- Coach in such a manner as to ensure fair play for all participants.
- Coach to the best of his/her ability while coaching all players on the team including the goaltenders.
- Plan team practices.
- Teach age appropriate hockey skills and sportsmanship to all players.
- Strive to learn new coaching methods and procedures, and when possible, upgrade their certification/education of the position.
- Be a mentor for all players.
- Attend league meetings, or designate another member of the staff to attend (assistant coach, trainer or manager) in their place. There will be a midseason meeting and a meeting at the end of the season.
- Every head coach will receive a binder at the first coaches meeting. This binder will contain sample forms and other valuable information the coach may require during the season.
- Ensure game sheets are filled out accurately. The Home team is responsible to fill out the date, the arena, and the division of play. Both coaches must fill in their team name, team number and roster information. . The coach must stroke off players that are absent and verify that the information on the game sheet is correct.
- Make sure all suspensions are served correctly and in full. Email your Convenor or Director whenever a game sheet has a GM, GRM, MP code on it or a penalty is 5 or 10 minutes long.
- Report any issues or concerns to their Convenor first. Do not take your concerns to the Hockey office, the Director or VP.
- Convenors decisions, made in accordance with the KMHA policies, are final.
- Must have a police records check for the KMHA every 4 years.
- Must complete the Respect in Sport program and provide proof to the KMHA office for their records. This course is required for new staff only. Anyone who has already taken the Respect in Sport program is not required to do so again.

**Note:** *The Convenor will only deal with the head coach or one other assigned team staff member.*

## LADY RANGERS LOCAL LEAGUE RULES

Governing bodies are defined as one or more of these associations:

*The Kitchener Minor Hockey Association (KMHA) operates within the Minor Hockey Alliance of Ontario (MHAO), the South Western Girls Hockey League (SWGHL), the North Metro Girls Hockey League (NMGHL), the Ontario Hockey Federation (OHF), the Ontario Women's Hockey Association (OWHA) and Hockey Canada (HC). The KMHA Lady Rangers Local League rules are intended to supplement, or supersede, all Hockey Canada rules currently in effect.*

### LADY RANGERS LOCAL LEAGUE TEAM SELECTION:

For Lady Rangers Local League team selection, the respective Director(s) in addition to the League Convenors shall be empowered to develop an "equalization system" to be used to place players on Lady Rangers Local League teams in their respective division(s). Players who are properly registered will be notified by telephone of the first ice time location for their particular age group. Where registration figures do not support this number of players, the respective Director shall determine the number per team, subject to ratification by the Board of Directors.

The maximum number of players that a coaching staff may protect will be 3. Convenors, after discussion with their Director, have the right to determine the make-up of the 3 protections. The head coach and trainer's children must be 2 of the 3 mandatory protections. A team cannot protect two goaltenders. There are no longer player of interest discussions and requests.

Players can only be protected if a parent/guardian is a member of the coaching staff (coach, trainer, or manager). It is the coaches attending the rating sessions that rate all participants in their age group including the protections. The Convenor with the Directors approval will decide where the protections will be placed in the draft order for each team. Coaches will use their notes to select the players for the team they will coach for the season. Protections must be identified to the League before rating sessions begin. Players that do not show up to the ratings will become "hat picks" and picked by the rules set forth by the Convenors of the leagues. Convenors decisions are final.

If after the ratings, one of your protected players 'staff' (parent/guardian) decides not to be on your staff you will lose that protection. You will not be able to replace that staff until after the draft has taken place.

Individual coaches may share notes and even make a combined list. This list cannot be used to create a draft list for the league and other coaches to follow. This list cannot be used to determine what round a player is protected in. As mentioned the Convenor will make the final decision based on trying to ensure a balanced league.

### COACHING SELECTIONS:

Lady Rangers Local League coaches shall be selected by their respective Director with input from current and previous league Convenors as well as the 2nd VP. All current Lady Rangers Local League coaches must submit application forms annually, even if they have been coaching at a particular level for a number of years.

The respective Director with assistance from the Convenors will interview the prospective coaches for the upcoming season. Once a coach has successfully completed an interview, he/she will be required to obtain a Waterloo Regional Police Check (cost covered by the KMHA). The Police Check will be confidential and handled by an independent source separate of the Kitchener Minor Hockey Association and its Board of Directors.

After the coach has been selected any assistants\manager\trainer that they wish to add must first be approved by the Convenor and Director before asking the candidate if they wish to join the staff. Ask before you promise!

All coaching and team personnel positions for the KMHA teams shall be appointed and approved by the respective Directors and ratified by the Board of Directors as being official.

All KMHA coaches and team personnel are subject to the requirements of the governing bodies.

## KMHA Lady Rangers Local League Manual

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### NATIONAL COACHING & TRAINER'S CERTIFICATION PROGRAMS:

All KMHA coaches must attain an N.C.C.P. Coaching Certification Level in accordance with current OHF/OWHA standards. Each coach must complete the Respect in Sport program and provide proof to the KMHA office for their records. Respect in Sport is required for new staff only. Anyone who has already taken the Respect in Sport program is not required to do so again. Any team playing in an OWHA sanctioned tournament must have at minimum, one coach with N.C.C.P. certification in addition to a certified Trainer. All Lady Rangers Local League Trainers must receive Hockey Canada Level Trainers certification.

### LADY RANGERS LOCAL LEAGUE HOCKEY - AS NEAR AS POSSIBLE EQUAL ICE TIME:

In Lady Rangers Local League, the rule for Novice to Intermediate inclusive is as follows: Each player shall receive as near as possible, equal ice time every game. Failure to observe this rule will warrant disciplinary action as written in the Boundaries for Coaching Staff section. Any warning from the league Convenor will be submitted to the appropriate league Director and any suspension of a coach will be brought to the attention of the Board of Directors.

In the case of a team carrying two or more goaltenders, each shall dress and play equal portions of the game. Any goalie dressed, and on the bench, must play as per the equal ice rule. In the event of one goaltender being unable to play due to sickness, injury or absence, the opposing team and the league Convenor shall be informed prior to the start of the game.

When injury or sickness occurs to a skater and prevents the use of "5 man units" a player may have to be rotated to equalize ice time. This is the coach's responsibility and will be monitored if necessary by the Convenor/Director.

The following is a recommended guideline:

15 out players	9 forwards	6 defence	
14 out players	8 forwards	6 defence	OR
14 out players	9 forwards	5 defence	
13 out players	8 forwards	5 defence	OR
13 out players	9 forwards	4 defence	
12 out players	7 forwards	5 defence	OR
12 out players	8 forwards	4 defence	
11 out players	6 forwards	5 defence	OR
11 out players	7 forwards	4 defence	
10 out players	6 forwards	4 defence	
9 out players	6 forwards	3 defence	
8 out players	5 forwards	3 defence	

### **Goaltenders:**

If a participant was signed up and tried out as a goaltender they should play that position all year. Exceptions may be made at the discretion of the Director or Convenor.

Pulling the goalie for an extra out player can only take place during the last two (2) minutes of the game except for a delayed penalty. If a goalie is rattled due to poor performance (either by herself or her team-mates) the coach can remove her from the game for a shift or two in order to settle the goalie down. Convenors decisions are final and they will determine how a goalie plays.

If a team finds itself without a goaltender due to injury, illness or suspension, they must complete an OWHA Goaltender Relief form and submit it to their Convenor or Director. Goaltender call-ups may be made in this order:

1. Lady Rangers Local League Goaltenders from the same division within the same association.
2. Goaltenders from the same division within the Local League. Intermediate may call up a Midget goalie.
3. Lady Rangers Local League Goaltenders from the division below within the same association. This would not apply to Novice.
4. Rep. Goaltenders are not allowed to be used as call-ups.

Players:

By definition "double-shifting" occurs when any out player is on the ice for two consecutive shifts.

**TEAMS ARE NOT ALLOWED TO DOUBLE-SHIFT A PLAYER UNDER ANY CIRCUMSTANCES  
TEAMS ARE NOT ALLOWED TO SIT A PLAYER FOR MORE THAN TWO SHIFTS IN A ROW**

Power play and penalty kill lines are not allowed in Lady Rangers Local League play.

Novice will use a two-minute buzzer until the Cripps Tournament which will indicate that players shall shift. As per league guidelines, both head coaches may agree to change on the fly during the first half of the season. If a team has two (2) or more goaltenders, each shall play equal time. In the event of one goaltender being absent, that team must play with one goaltender. The pulling of the goaltender for an extra "out" player may only take place during the last two minute shift of the game, except in the case of a delayed penalty.

In the case of a player arriving late, or being injured during the game, shift to the appropriate player rotation formula for the number of "out" players.

Handshaking will occur at the end of the game and coaches will stay on the bench.

### **CANCELLATION OF GAMES:**

Cancellation of a game by a team may be done without penalty or further responsibility up to two weeks (14 days) prior to the day a game is scheduled. This game must be rescheduled as provided below.

1. Ice costs for a game cancelled less than two weeks before the game day becomes the responsibility of the team which gives notice of cancellation.
2. Games cancelled must be rescheduled within seven (7) days of game cancellation.
3. A rescheduled game is not considered to be locked into the schedule until the General Managers for each of the teams Associations have agreed, in writing, to the change.
4. After your schedule is marked final, each team will be allowed to rearrange a maximum of two (2) games during the season

If a game must be cancelled because one or both teams cannot travel due to inclement weather, the following policy is in effect:

1. The League Administrator is to be notified and the Game will be changed on the 1DB by the Home team.
2. The cancelled game is to be rescheduled within seven (7) days.
3. Costs of ice time and referees for games cancelled due to weather will be the responsibility of the Home team.
4. Costs of rescheduled game to be the responsibility of the home team.
5. In the event that both teams do not agree to cancel, a ruling will be made by a Local League Administrator.
6. Games cancelled because of bad weather conditions are not included in the two allowed cancellations defined in rule 4 above

### **GAME TIMES:**

Games are defined as 10-10-12 minute stop time periods, with the exception of Novice who will play 10-10-10 with the 2-minute buzzer until Cripps and will then continue the rest of the season with 10-10-12 minute stop time periods.

All games shall start in the official starting times as laid down by the league schedule. If a team fails to ice a starting line-up at the official starting time, the Director in charge (or delegated authority) shall investigate and make a decision in regard to the outcome.

**Please see Appendix D for details regarding the Overtime format for both the Jason Cripps Memorial tournament and Lady Rangers Local League (LRL) Championship Day.**

## **KMHA Lady Rangers Local League Manual**

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### **SUSPENSIONS:**

All League members must follow the minimum suspension guidelines as provided by the OWHA Regional Director. For further information refer to the OWHA Handbook. In addition please refer to current KMHA rules for additional automatic suspensions.

Additional suspensions can be applied at the discretion of the Convenor and/or Directors of Lady Rangers Local League Hockey. These suspensions must be served at the next OWHA sanctioned event(s).

Suspensions carry into the next season so these must be tracked. Suspended Lady Rangers Local League players can go to evaluations, but then serve the remainder of their suspension at the start of the season. All game sheets where additional suspensions are given (i.e. GM20 & GM21) must be emailed (or faxed) to the Lady Rangers Local League Director within 24 hours after the game.

If coaches do not follow the Fair Play Code they can and will be removed from their bench immediately during the game. No protests can be filed. If the coach refuses to leave the bench he/she will be suspended indefinitely until a disciplinary hearing is convened.

Ignorance of the rules as it relates to suspension is not an acceptable defence and there will be no exceptions. It is expected that the coaches read and understand the rules. If a coach is unsure whether a player should or should not be suspended, then he/she should not let the player play until confirmation of the suspension occurs. A coach that plays a suspended player will be automatically suspended for one game.

### **SUSPENSIONS REPORTING:**

A suspension or suspensions to any league coach, manager, trainer, player or support person in any OWHA sanctioned game: league, tournament, exhibition, in or outside the Province of Ontario shall be served in the next OWHA sanctioned game(s) including tournaments.

A League coach, manager, trainer, player or support staff serving a suspension(s) shall not be permitted to participate in any OWHA league game(s), house league game(s), exhibition game(s) and/or tournaments until said suspension(s) is served. Any person serving a suspension(s) is not permitted to enter the dressing room area, player's bench and/or timekeeping area. The suspended person's name must be entered on the Official Game Report with "SUSPENDED" marked beside their name and what suspension game number it is (SUSPENDED 1 of 3). Where a person violates any provision of this section, the League may impose additional suspensions.

The coach or team official of a team, whose member commits a suspendible offence must send within 24 hours of the infraction or prior to the player, coaches or teams next game a copy of the game sheet to the OWHA office (stats@owha.on.ca), to the association's OWHA Regional Director and the KGLL administrator. Failure to do so may result in a one game suspension to the head coach.

Where a coach, manager, trainer, player or support person receives a suspension in any OWHA game outside the jurisdiction of the league, the onus is on the coach of the team to advise the league of such suspension prior to the team's next league game even if the suspension has already been served. Failure to report any such suspension will result in an additional one game suspension to the head coach of the team.

All game sheets indicating the serving of any suspension must be submitted to the OWHA (within 24 hours) to stats@owha.on.ca, the association's OWHA Regional Director, and the KGLL administrator, in order for the suspension to be considered completed. If a team has failed to send the documentation and the suspended player participates in a game, the head coach will be considered to have used an illegal player and the current OWHA discipline shall be levied.

Any person(s) receiving a Life Suspension inside or outside the League shall not be allowed any further participation in League games or functions. In addition, such person(s) shall not be allowed to hold any League position.

Where a matter with respect to a suspension may directly or indirectly relate to an Executive member, such member shall not vote on the matter.

### **SUSPENSION HEARINGS:**

In the case of additional or non-automatic suspension, the league Director shall contact the player/coach concerned; who shall have the opportunity to verbally defend their action prior to the suspension length being set.

A suspension hearing must be set up and a Committee formed to hear the evidence by the individual(s) involved in a situation where a suspension has the potential for exceeding the following limits: Lady Rangers Local and Developmental Stream Leagues – five (5) regularly scheduled games.

The Committee shall consist of the President, or his/her designate, the respective Director and the league Convenor. The Director (Chairperson) shall make the Committee's suspension recommendation to the President, who shall be responsible for announcing the suspension and having it ratified by the Board of Directors.

### **DISMISSAL HEARINGS:**

The Hearing Committee structure regarding dismissal shall be comprised of one member of the Board of Directors, one league Convenor and one additional member as appointed by the President (who shall select from among themselves, a Chairperson). The Committee members shall not be actively connected with the team(s) or individual(s) involved. The Chairperson shall make the Committee's suspension or dismissal recommendation to the President, who shall be responsible for announcing the decision and having it ratified by the Board of Directors. Any decision, other than a five (5) game or less suspension, may be appealed to the Appeal Tribunal.

### **PLAYER EJECTIONS:**

If a player is ejected from a game she must be escorted to the dressing room by a female team official. Players should not be permitted access to the hallways or dressing rooms by themselves.

Dressing room keys should not be kept on the bench. They should be kept by the Manager or a parent who will remain available throughout the game. The designate should open the dressing room door immediately following the game. If this procedure is followed the possibility of altercations will be minimized.

### **EXHIBITION GAMES:**

Any games played at any of the Kitchener Community Arenas or the Kitchener Memorial Auditorium Complex will be charged at Lady Rangers Local League rates.

### **DS LEAGUE GAMES VERSUS LOCAL LEAGUE GAMES:**

It is expected that players participating on both Local League and DS teams may be expected to play either a Local League game and a DS game on the same day or a practice for one team and a game for the other on the same day. OWHA policy states that games will not be played within 3 hours of the end of the first game to the start of the second.

### **AFFILIATION PLAYERS (AP):**

In order for a coach to call up an AP player the following rules must be followed:

- For regular season and playoff league games only, teams are allowed to call up to a maximum of five (5) players of a lower division for any game, but the total number of players for that game cannot exceed the number of registered players as shown on the team roster submitted to the OWHA. (i.e. if your official roster is 10, you can only call up to equal 10)
- Call Up players are not eligible to participate in Semi-Final and/or Championship games. (See exception for Goalies in 3.5.3. e – confirm formatting)
- A player being called up to a specific team can only play for that team in a maximum of three (3) games per regular and again for the playoff season. Call-up players can play more than 3 games if the league rep is able to prove that all players in the division have been contacted and are unable to play.

## **KMHA Lady Rangers Local League Manual**

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- League teams may call up any player of a lower division from their own association or from another participating KGLL association. Lower division is defined as EITHER of a lower age category, with the exception of Novice. This rule applies to ALL players but not goalies.
  - E.g. a Bantam team can call from Peewee but not from Bantam
- Every call up player or goalie must be designated on the game sheet with the symbol "CU" (call up) beside her name. Failure to designate on the game sheet may result in forfeiture of points from game(s) in question.
- A call up player cannot be a player that plays representative or competitive hockey at a level higher than recreational hockey.
  - It is suggested that Player pickup forms be used but are not required
  - All game sheets with call-ups must be emailed (or faxed) to the Lady Rangers Local League Director within 24 hours after the game
  - Notify the coach of the affected teams that you would like to call up one (or more) of their players for a specific game.
  - If there is a conflict with the player's Lady Rangers Local League game the player(s) cannot be used for that game.

### **CALL UP GOALIES**

- Goalies can move up, laterally and between KGLL associations. Alternate goaltenders can be used in semi-final and championship games. There is no limit on the number of times that a coach can use a goalie
  - A goalie can play regularly on both a Midget team and a Midget/Intermediate team
  - Representative goalies cannot play down.
- A call up goalie cannot be a goalie that plays representative or competitive hockey at a level higher than recreational hockey.
  - E.g. a Bantam team can call a goalie from Peewee or from Bantam
- A representative skater wishing to play as a goaltender will be accepted for the purposes of rostering as long as they have no previous experience as a goaltender at the representative level. This goaltender will not be allowed to play as a skater for their KGLL team nor will they be allowed to play in tournaments for that KGLL team as per OWHA rules.

### **Practical Application of Call up rules:**

- You cannot exceed the number of players registered on your team.
- You can call from your own association or another participating KGLL association.
- If you call from a younger division you must ensure that the player is capable of playing at that level.
- If you use an illegal player you forfeit the game and are subject to suspensions as the OWHA rules (i.e. GM35).

### **KMHA REQUEST FORM & OTHER FORMS**

Any KMHA team that wishes to participate in any event outside of its assigned schedule must complete a KMHA Request Form.

A KMHA Request Form must be completed for all exhibition games, tournaments and any other team event. These forms must be submitted to the appropriate Director for approval. These forms will then be forwarded to the KMHA office at least seven (7) 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 return to the Director and the team.

Teams will be charged a fee for the request form and use of 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.

All OWHA forms can be found at <http://www.owha.on.ca/formspolicies.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.

### COMMUNICATON WITH PARENTS:

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.

Each head coach should appoint a parent representative to act as a liaison between the coaching staff and the parents. Each coach also is encouraged to appoint a player liaison. The parent representative must have a police check done. Any parent representative (or player liaison) must not be related to any member of the coaching staff.

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 representative and only after the 24-hour cooling off period has been observed.

### KMHA TEAM WEBSITES

All parents on a team must sign a permission form before a team may have a website. These must be submitted to the KMHA office by October 15.

All teams are required to update their KMHA website in a timely manner to reflect their schedules and their results.

### USE OF THE INTERNET BY PLAYERS, PARENTS AND COACHES

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 Lady Rangers Local League Director or the KMHA 2nd Vice President. A meeting will be arranged for all parties involved, and suspensions may result.

### PROTECTIVE EQUIPMENT:

While on the ice all players, including goaltenders, shall wear a C.S.A. approved hockey helmet, with ear protection, to which a C.S.A. approved facial protector must be securely attached and not altered in any way. Any alteration to a C.S.A. approved helmet or facial protector automatically destroys the certification. Commercially manufactured throat protectors must have the current certification as required by Hockey Canada regulations. Throat protectors are mandatory equipment for **ALL** the KMHA players, including goaltenders.

The Kitchener Minor Hockey Association also requires that all players must wear full, properly fitting protective equipment that conforms to the Hockey Canada and the C.S.A. guidelines.

Helmets will be mandatory for all on ice coaches, trainers, helpers, and managers. If coaches are found to be on the ice and not wearing C.S.A approved head protection they will be suspended one game for each infraction with possible increased suspensions for repeat offenders.

Any person registered with the KMHA as a player must wear the aforementioned approved helmet with a facemask when assisting on-ice with any other KMHA practice, evaluation or try-out session.

The Kitchener Minor Hockey Association shall permit the use of the KMHA goaltender equipment for the current season subject to a rental deposit established prior to each season.

### EQUIPMENT DISTRIBUTION:

Distribution of the KMHA equipment shall be as follows:

- Novice to Midget – if sufficient equipment is available for all goaltenders in these age groups, equipment may be signed out for the season subject to the rental rates set annually. In Novice and Atom, if necessary, equipment may be assigned to the team.



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Equipment required by Lady Rangers Local League teams for any reason other than regularly scheduled games must be obtained from the main equipment room at Activa (provided it is available) at a convenient time, and returned promptly after usage. All the KMHA equipment is to be used only for Association games and practices unless special permission has been given by the Equipment Manager.

- Each team will be assigned two sets of team sweaters (white & blue). A fee of \$500 will be collected at pickup and refunded upon the return of the sweaters to the KMHA office. Sweaters must be returned (washed and in numerical order) prior to the designated date so that the KMHA can issue deposit refunds. If a sweater is not returned, the cost of the sweater will be deducted from the deposit. This item should be included in the team budget.
- Name bars must be purchased by the players, however only those approved for Lady Rangers jerseys may be used. If, as a team, it is decided to purchase these, they must be obtained from one of the KMHA approved outerwear suppliers found on the KMHA website under "About Us, Approved Suppliers". Coaches may be suspended if name bars are purchased from someone other than our approved suppliers.

### **PRACTICES AND GAMES:**

All coaching staff and on-ice helpers must wear a helmet and gloves. If coaches are found to be on the ice and not wearing C.S.A. approved head protection they will be suspended one game for each infraction with possible increased suspensions for repeat offenders.

Any person registered with the KMHA as a player must wear the aforementioned approved helmet with a facemask when assisting on-ice with any other KMHA practice, evaluation or try-out session.

No males are allowed in the dressing room when the possibility exists that a player is changing. Each team must have 2 adult female representatives (dressing room moms), Respect in Sport certified, to supervise the dressing room and notify male staff members when they may enter the dressing room. The Respect in Sport program is required for new staff only. Anyone who has already taken the Respect in Sport program is not required to do so again.

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.

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.

Head coaches are responsible for developing players equally and to the best of each player's ability.

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 practice and report issues to the arena staff. Failure to do so may result in a fine from the community if any acts of vandalism have been found.

### **TEAM PHOTOS:**

Team photos will be arranged through approved photographers for all Lady Rangers Local League teams.

### **OBSCENE LANGUAGE:**

Swearing and obscene gestures for all levels of play in the Kitchener Minor Hockey Association Representative, Development Stream, and Lady Rangers Local Leagues, shall be governed by Hockey Canada Official Rules.

### **ALCOHOLIC BEVERAGES AND DRUGS:**

The consumption of alcoholic beverages or the taking of illicit drugs is strictly forbidden before or during any contact with players during all team activities. (i.e. practices, games, dryland training). Failure to observe this rule will result in automatic suspension. The person(s) involved must appear

before a disciplinary committee representing the Board of Directors before being reinstated or receiving a further suspension.

It is important to note that the consumption of alcohol can impede a member of the coaching staff from performing their duties during a team activity. During a tournament the members of the coaching staff must remember that they have duties they must perform and they must be capable of performing those duties safely.

### **SMOKING:**

Smoking is prohibited in all Local League public facilities. Suspensions shall be levied to players and team staffs who fail to adhere to this by-law.

### **PROTESTS:**

All protests shall be filed with the General Manager accompanied with a cheque for \$100.00 (one hundred dollars) payable to the "Kitchener Minor Hockey Association" with a copy of the protest delivered to the Director of the Lady Rangers Local League within forty-eight (48) hours of the time of the protested game. The cheque is refundable only if the protest is won. The protest shall be in writing and shall be specific to the rules and regulations involved, supported by evidence, and shall be signed by the coach and manager of the protesting team. The Director and the General Manager shall notify the league and the league may uphold or refuse the protest based on a review of the evidence. A hearing may be called by the league to review the evidence.

Protests on a referee's decision will not be considered unless it concerns a question of misapplication of a rule interpretation.

### **APPEAL TRIBUNAL:**

Any person, player, team or combination thereof, feeling aggrieved by a decision under the By-laws or Manual of Operations of the Kitchener Minor Hockey Association may appeal to the Appeal Tribunal.

Three (3) members designated by the President shall hear every appeal to the Tribunal.

An Appeal Tribunal shall follow the appeal regulations as outlined. The appeal shall be in writing, addressed to the Secretary-Manager, setting forth the decision appealed from and a concise statement of the alleged grievement. The appeal shall be accompanied by a cheque for \$100.00 (one hundred dollars) and made payable to the Kitchener Minor Hockey Association.

The appellant must register the appeal within ten (10) days of the rendering of the decision from which he is appealing. The Secretary-Manager shall forthwith direct the three (3) members of the Tribunal, as designated by the President, to hold a hearing at the appointed time and notify the appellant and any other person who has an obvious interest in the appeal.

The Appeal Tribunal, which shall be called the "KMHA Appeal Tribunal", shall consist of one member of the Board of Directors, one League Convenor and one additional member (who shall select among them a chairperson) and the majority decision shall be final and binding.

The Tribunal shall, at the conclusion of the hearing, or as soon thereafter as is practical, will in written form, signed by each member of the Tribunal, render its decision. The Tribunal may also recommend refunding, in whole or in part, the \$100.00 (one hundred dollar) fee.

### TEAM INFORMATION

#### TEAM RULES:

It is required that all teams establish rules that all participants must abide by. There must always be consequences for violations, considerate of the age group of your team.

Never punish a child for something that is out of their control. For example if a player can't drive a car then it's not her fault she's always late. Talk to the parent and explain the value to the player and her team-mates of being on time to prepare for the game.

Some things you may wish to include in your team rules are:

- Attendance / punctuality
- Arrival times
- Team Safety – i.e. dressing room rules, throwing of slush and tape etc.
- Parent access to change rooms, pre and post-game.
- Attitudes / Sportsmanship

Draft these rules as a collective coaching staff so that your staff are all in agreement on the rules at the start of the season. For further information regarding Team Rules, contact your Convenor or Director. The Convenor/Director must get a copy of these rules before the second practice of the season, for approval before submitting them to the parents.

#### TEAM OUTER WEAR:

Any team (group) obtaining jackets to be used, as a means of "Team Identification" must conform to the Kitchener Minor Hockey Association regulations as follows:

Rationale:

- Team Uniformity
- Affordable cost to a Parent
- Only Vendors approved by the KMHA for sale and distribution of outerwear bearing the KMHA logo can supply teams with outerwear. The KMHA logos are not to be reproduced without permission from the KMHA Board.
- Approved vendors can be found on the KMHA website under "About Us, Approved Suppliers"
- Team purchases of outerwear must be done "outside" of the approved team budget.

#### TEAM BUDGETS

Budgets are to be established for teams that will receive revenue from players or fundraising activities and will incur expenses for Rep/Select/DS fees or other team related expenses. The budget for Lady Rangers Local League teams cannot exceed \$275 per player. Teams must follow the criteria outlined below.

Budgets must be voted on for approval by parents/players. The budget must be presented to the voting group at least 24 hours in advance of the vote. Team budget votes must be conducted as anonymous votes where each parent/player completes a ballot to vote 'YES' or 'NO'. The budget vote is to be counted and supervised by a Kitchener Minor Hockey VP, Director or other member as directed (i.e. convener). A budget vote needs **2/3 majority 'YES' votes** in order to be accepted as is. Any expenses subsequent to the original budget, and not included in the original budget, must be voted on using the same method as the original budget but the budget vote must be 100% 'YES' in order to pass.

### Budget Procedures:

- A budget template (Excel) will be provided to each team
- A team staff member will complete a budget listing all revenues and expenses planned for the season – the budget must include the Rep fees as billed to the team by KMHA
- Budgets cannot include fundraising revenue but must be tracked using the spreadsheet provided
- Budgets cannot include team outer-wear expenses or coaching staff gifts
- The budget will be sent out to each team member, the applicable KMHA Director and applicable VP at least 24 hours in advance of the planned budget vote
- A budget vote will be conducted and supervised by a KMHA executive and will be done using anonymous paper ballots
- The ballots will be collected and counted by the KMHA executive
- The results will be communicated to the team
- The budget approval or rejection will be signed off by the head coach and the KMHA executive and will be kept on file by the KMHA executive – the original should be kept in a file folder or scanned and saved electronically (Director/Convener/VP to keep this)
- Minimal semi-annual financial reporting to the applicable VP and Director is required
- Year-end financial reporting, including final bank account disbursement must be provided to the applicable VP and Director
- If included in the approved team budget, reimbursement for certain expenses may be made to staff members who do not have children on the team. These coaches 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 an expense sheet to team treasurer for re-imbusement. Only food and non-alcoholic beverages costs will be reimbursed.
- Team budgets shall not include outerwear, parents travel and accommodation expense, sweater name bars.

### TEAM BANK ACCOUNTS

The team bank account must be set up at the beginning of the season. The account must have two (2) co-signing officers (18 years of age or older) that will be used for any cheques or withdrawals made. The account cannot be linked to any personal accounts. The co-signers must be parents or guardians of different players on the team. At least one signing authority must be from the parent group, and must not be a member of or related to, the coaching staff. The team treasurer may also be the team manager. If the team consists of players 18 years of age or older they can be co-signers of the account. Proof of correct bank account set up must be provided to the applicable KMHA executive. Bank accounts must be closed at the end of each season, no later than June 30<sup>th</sup>. Proof of closing must be provided to the applicable KMHA executive (i.e. Local League Director). Failure to follow the correct bank account procedures will result in coach suspension until the process is completed properly.

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### **Bank Account Procedures:**

- A bank account request letter will be provided to each team by a KMHA executive which will indicate the team name and the names of the pending signing officers (team to provide this with their request for the bank letter)
- The letter will be taken to the bank and the bank account will be set up
- A copy of the letter, confirmed and signed off by the bank, will be given to the KMHA executive
- Bank accounts are to be closed by June 30th of each year and confirmation must be provided to a KMHA executive that this has been done
- Kitchener Lady Ranger bank accounts should be named as follows: Kitchener Lady Rangers (Division) (Colour) (i.e. Kitchener Lady Rangers Bantam Blue)
- Kitchener Lady Ranger DS bank accounts should be named as follows: Kitchener Lady Rangers (Division) DS (i.e. Kitchener Lady Rangers Bantam DS)

## FUNDRAISING EVENTS

### PHILOSOPHY

Team Fundraising is designed to help keep the sport of Hockey affordable for those involved, while fostering cooperation and team spirit amongst our members. It is not meant to be exclusionary and detrimental to team moral.

### POLICY

Proceeds from fundraising events are to be used to offset approved budget expenditures and/or a player's portion of KMHA Rep fees. All fundraising activities must be approved by the KMHA General Manager and reported to the team via the applicable Director before a fundraising activity can be done. Parents/players cannot receive more money back at the end of the year than they paid in combined 'team' and 'rep' fees.

- Fundraising events can be conducted by an individual player/parent, a group of players/parents or the entire team
- Funds raised by the individual, group or team should be submitted to the team treasurer for allocation of the funds to each player
- Funds raised over the combined total of team and rep fees are not disbursed until the closing of the team budget/bank account
- If the accumulation of payments made by parent/players, plus funds raised, is equal to or exceeds payments due to the team (per the pre-determined schedule), further payments do not have to be made to the team – payments must resume if the accumulation falls below the required scheduled payment amounts
- Any funds raised over the combined total of team fees and rep fees for a player will be put towards the remainder of the overall team expenses, to specific player(s) or to Donna's Kids – this decision is to be made by the parent/player with the excess funds
- If there are any funds left over after all players have been reimbursed, the excess funds will be donated to Donna's Kids
- Each team must select a 'Fundraising Co-ordinator' to control the documents and the reporting/allocation of funds raised
- Banners are considered to be team fundraising activities and funds are allocated to each player based on the percentage of funds raised, after the cost of the banner
- FallFest (girl's hockey) silent auction is considered a TEAM fundraising activity and all funds are split equally among all players on the team that had participated in the silent auction
- Other TEAM fundraisers (BBQ's, bottle drives etc.) are allocated equally among the players that have participated in the fundraising activity
- Funds can be used towards costs not included in the original budget, provided 100% of the team agree on the costs (a silent ballot vote must be conducted and supervised by a KMHA executive) and those who do not have fundraising funds available must agree to pay their share on their own
- Corporate or personal sponsorships of a player are considered individual fundraising activities and the payments must be made payable to the team or to KMHA.

### Procedures:

- Any parent of player that wants to start a fundraising activity must communicate their intentions to the Fundraising Co-ordinator. Corporate or personal sponsorships do not require this step.
- The Fundraising Co-ordinator will communicate this activity to ALL parents/players to get a list of all parents/players that are interested in this fundraising activity. This will ensure everyone has the option of participating and that no family is left out. A suggestion is to keep a list of 'Yes's', 'NO's' and 'No reply's'.

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- The Fundraising Co-ordinator must complete a Fundraising Request Form and submit it to the KMHA General Manager for approval prior to beginning the fundraising activity. This form must list the parent/player name(s) or the team name that are participating in the activity. The above list of yes/no/no reply should accompany the form. The form must be signed by the Fundraising Co-ordinator before being sent for approval.
- The prepared form is sent for approval and returned to the team via the Director responsible for that particular team once it has been approved by the KMHA General Manager.
- A copy of the approved form should be given to the team Treasurer and the team Manager. The applicable Director should keep a copy as well.
- Funds raised should be given to the Fundraising Co-ordinator who will record the total of the funds raised as well as the amount per player/parent that have participated in the activity.
- The Treasurer will deposit the funds and record the revenue in the budget template workbook.
- The funds raised per parent/player must also be recorded for the purpose of accurate year end reimbursements.
- When summarizing the financial activities of the team to the Director, the fundraising forms should be submitted at the same time to confirm funds raised vs activities applied for. Multiple fundraising activities can be listed on one form for submission and approval.

Forms of fundraising **not allowed** include but are not limited to: dances, sale of controlled substances (alcohol), raffles, “a thons” (these are reserved for corporate fundraising) and any illegal activity.

**APPENDIX A**

**LADY RANGERS LOCAL LEAGUE SAMPLE BUDGET ITEMS**

GIRLS LADY RANGERS LOCAL LEAGUE  
BUDGET - 2014 -2015

Team Division - Team Name

Budget cannot exceed \$275 per player

**EXPENSES**

The follow expenses CANNOT be included in the budget but may be paid from any fundraising activities:

- 1 Team apparel
- 2 Player travel expense
- 3 Coaching staff gifts
- 4 Additional tournaments not included in the original budget

Administration	Quantity	Amount	Budget	Actual	Difference
Bank Charges					\$ -
Office supplies					\$ -
Photocopying					\$ -
Other -					\$ -
Other -					\$ -
<b>Total administration expenses</b>			\$ -	\$ -	\$ -
Equipment related			Budget	Actual	Difference
Sweater deposit			\$ 500.00		\$500.00
Goalie Equipment deposit		\$ 250.00	\$ -		\$ -
<b>Total equipment expenses</b>			\$ 250.00	\$ -	\$ 250.00
Staff Expenses	Nights	Per	Budget	Actual	Difference
Hotel - Max 3 Rooms per night		\$ 140.00	\$ -		\$ -
Food Per Diem per Day		\$ 35.00	\$ -		\$ -
Car Mileage \$0.40 per KM - Max 2 cars		\$ 0.40	\$ -		\$ -
<b>Total Staff Expenses</b>			\$ -	\$ -	\$ -
Tournament Expenses			Budget	Actual	Difference
Tournament TBA					\$ -
Tournament TBA					\$ -
Tournament TBA					\$ -
Tournament Request Form (\$15/form)		\$15.00	\$ -		\$ -
<b>Total tournament expense</b>			\$ -	\$ -	\$ -
Extra Practices/Games	Times	Cost	Budget	Actual	Difference
Ex Game Ice - per hour in Kitchener		\$160.00	\$ -		\$ -
Ex Game Ice - per hour Out of Town			\$ -		\$ -
Officials - per game			\$ -		\$ -
Timekeepers - per game			\$ -		\$ -
Extra Practice - per hour in Kitchener		\$160.00	\$ -		\$ -
Extra Practice - per hour Out of Town			\$ -		\$ -
Request Form - Away Games / Dryland		\$5.00	\$ -		\$ -
Request Form - Home Games		\$15.00	\$ -		\$ -
<b>Total games/practices</b>			\$ -	\$ -	\$ -
Off Ice Training/Conditioning			Budget	Actual	Difference
Dryland training					\$ -
<b>Total Off Ice Training</b>			\$ -	\$ -	\$ -
Bus Expenses			Budget	Actual	Difference
Bus Costs					\$ -
Bus Driver Hotel Room		\$140.00	\$ -		\$ -
<b>Total Off Ice Training</b>			\$ -	\$ -	\$ -
Other Expenses (optional)			Budget	Actual	Difference
Team Meals					\$ -
Team Building					\$ -
Other - Year End Party & Keepsake					\$ -
Other - Christmas Party					\$ -
<b>Total other expenses</b>			\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>			\$ 250.00	\$ -	\$ 250.00
<b>TEAM FEE PER PLAYER REQUIRED</b>	<b>14</b>	<b>\$17.86</b>			

Assuming no budget overruns ... Refund due to each family when sweaters (and goalie gear) deposit returned .... \$##.## per family

Team fees payment schedule ... \$##.## due immediately ..... \$##.## due Nov 30th.

There must be a reconciliation of excess funds, distributed evenly, at the conclusion of the season

If other team decisions are made (i.e. tournaments etc.) additional costs may be incurred which could result in increased fees required. These costs would be a result of a TEAM VOTE.

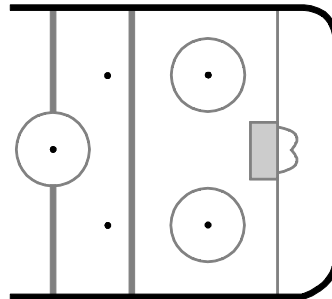


## APPENDIX B

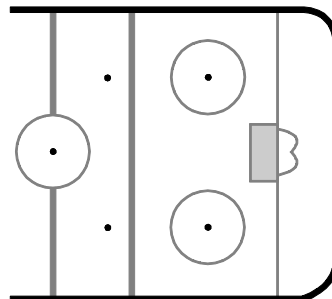
### PRACTICE PLANS

Date: \_\_\_\_\_ Practice Goal: \_\_\_\_\_

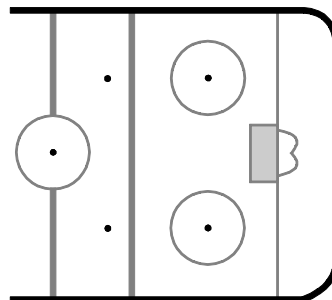
**TIME** \_\_\_\_\_  
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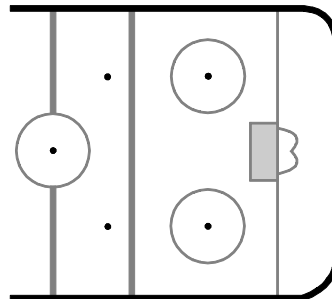
**TIME** \_\_\_\_\_  
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**TIME** \_\_\_\_\_  
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**TIME** \_\_\_\_\_  
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## APPENDIX C

### FAIR PLAY FORM

**Teams are not allowed to double shift players at any time.**

In the event there is a concern with regards to fair play, it may be requested of the Convenor that this form be completed in regards to the team in question. The Convenor may delegate the completion of this form to parent representatives from each team at their discretion. Once completed this Fair Play Form shall be submitted to the League Convenor, by way of deposit in the KMHA mail slot in the lobby of all arenas, immediately after the game in question.

Failure to cooperate in this process by an opposing coach will **result in suspension**. Proper rotations for incomplete rosters are outlined in your Coaches Handbook.

*List player rotation by sweater number to assure that each player has an equal share of ice time.*

	Visiting Team				
Shift	LW	C	RW	D	D
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

	Home Team				
Shift	LW	C	RW	D	D
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Game Date: \_\_\_\_\_ Arena: \_\_\_\_\_

Division: \_\_\_\_\_ Home: \_\_\_\_\_ Visitor: \_\_\_\_\_

Recorded By: \_\_\_\_\_ Team Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

# APPENDIX D

## TOURNAMENT / EVENT INFORMATION

### TOURNAMENT LIMITATIONS

- All Lady Rangers Local League teams must participate in the Jason Cripps Memorial Christmas Tournament, Kitchener Girls Hockey Day provided the division has two (2) or more teams.
- Lady Rangers Local League teams may enter three additional tournaments, only two of which may be in the same half of the season. Submission date for tournament entries for the first half of the season is September 15; for the second half of the season is November 15; and for DS is December 15.
- Tournaments requiring rescheduling cannot be entered after November 15th, with the exception of DS.
- Players wanting to play with another Kitchener Local League team at a tournament must comply with all OWHHA rostering and participation rules. Teams cannot pick up players from other teams to take their roster beyond their team rostered limit. No exceptions will be granted.

### OTHER TOURNAMENT DETAILS

#### **Jason Cripps Memorial Christmas Tournament:**

This annual event is held during the Christmas school break on December 27, 28, 29 and 30. Coaches and parents should be prepared for tournament games scheduled during work hours on weekdays during the Christmas break.

#### **Kitchener Girls Local League (KGLL) Championships**

Kitchener Girls Local League Championships will consist of one play-off round, with the top four teams from each division playing one (1) semi-final game. The winner of each semi-final will meet on Championship Day (hosted by the KMHA) to determine the league champion.

#### **Lady Rangers Local League (LRLL) Championships**

Lady Rangers Local League Championships will consist of divisions with two (2) or more teams participating in a one day tournament. The number of games played will be determined by the number of teams in that division.

#### **Additional Tournaments:**

Teams may participate in OWHHA sanctioned tournaments. As each centre has its own unique rules it is recommended that you research what you will require in the form of documentation well in advance of the tournament date. For assistance in these matters, call the KMHA Hockey Office or your divisional Convenor or Director. They are there to help you.

Please keep in mind that these tournaments should meet the requirements as outlined in the tournament limitations section. Speak to your Convenor should a conflict arise.

### JASON CRIPPS MEMORIAL TOURNAMENT RULES AND REGULATIONS

Upon completion of Round Robin play, teams will advance as per schedule.

No Overtime in any game except the final seeding, semi-final and championship games. (Please see the next section for the overtime format.)

Standard Alliance/OWHA and the KMHA rules apply regarding suspensions. If a player is assessed a 5 minute major for fighting that player will be suspended for the rest of the tournament (unless the other player was assessed an instigator/aggressor penalty)

If the game is a forfeit the score of the game will be 1 – 0.

All goals scored will count in factoring final standings for determining teams that advance.

Games with a 5 goal differential will play the third period as run time until this differential is less than 5 goals. This includes semi-finals and finals.

All games will be 10 – 10 – 12 minute stop time periods for the Girls Local League and 10 – 10 – 10 for Boys House League.

In the event that teams are tied for a championship round position, the following tie-breaking procedure will apply:

- If two teams are tied then the result of the round robin game involving the two tied teams will apply. The winner of the round robin game between those teams will advance.
- If more than two teams are tied at the end of the round robin, the teams with the best goal average would qualify.
  - The goal average of a team is determined by adding the goals for and against together and dividing that total into the goals for, with the team having the highest percentage winning the higher position.
  - Example: for – 10 goals; against – 4 goals, percentage  $10 / (10 + 4) = 0.714$
- If the teams are still tied then the team with the most wins would qualify.
- If the teams are still tied, then the team to qualify would be the one that scored the first goal in the game between the two teams (applies if only two teams are tied).
- If the teams are still tied, the team that gave up the least amount of goals would qualify.
- If the teams are still tied, then the team to qualify would be the team that received the least penalty minutes throughout the round robin.
- If the teams are still tied after all the previous methods have been applied, then the winner of the playoff spot will be determined by a single toss of a coin.

### JASON CRIPPS MEMORIAL TOURNAMENT OVERTIME FORMAT

Overtime Rules – method of play for the Jason Cripps Memorial tournament.

Overtime will be sudden victory with the first team to score winning. Overtime will be 10 minute periods of 3 on 3 play with the teams switching ends at the start of period (long change). Remember every player has the right to play and experience the excitement and pressure of an overtime game. Players can only change on the fly and not during a stoppage in play.

If a winner does not emerge than a shootout format will be used. Each team will get three shooters and they will shoot at the same time. If the teams are still tied then they will go one shooter at a time until a winner occurs. No shooter can shoot twice until all have had an attempt.

### **Penalties:**

Penalties from the game carry forward into the overtime and teams will start 3 on 2 or 2 on 2. Any penalty called in overtime will result in a penalty shot for the non-offending team. If the penalty is a major the player will be removed from the game.

**KMHA Lady Rangers Local League Manual**

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**OVERTIME PLAYING SHEET (IF REQUIRED)**

Playing Order	Players Number	Players Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

## KITCHENER GIRLS LOCAL LEAGUE AND LADY RANGERS LOCAL LEAGUE CHAMPIONSHIP DAYS

### KITCHENER GIRLS LOCAL LEAGUE (KGLL) AND LADY RANGERS LOCAL LEAGUE (LRLL) PLAYOFF TIE BREAKERS

1. Head to head
2. Team with best Goal percentage
3. Total goals for divided by total goals for and against. i.e.:  $4/(4+12) = .25$  is less than  $9/(9+1) = .90$  Team b wins
4. If still tied we go to the team with the least goals against
5. If still tied we go to the team with the most goals for
6. If still tied we go to a coin flip

### KITCHENER GIRLS LOCAL LEAGUE (KGLL) AND LADY RANGERS LOCAL LEAGUE (LRLL) RULES FOR THE SEMI-FINAL AND CHAMPIONSHIP DAY GAMES

A tie game goes directly to a 3-player shoot-out. The Home team will have the option of shooting first. The teams will alternate players shooting on the opposing goalie (i.e. they don't shoot at the same time). All shooters will start out with the puck at center ice. Only the player participating in the shootout and the two goalies are to be on the ice during a shot. Once the shot is completed the player must proceed to the penalty bench. It will be the responsibility of the timekeeper to keep track of the number of each shooter.

If still tied after the 3-player shootout, a sudden victory shootout will take place. Each team will continue to send out a single player until one team scores and the other doesn't at which point the team scoring will be declared series winner. All players must shoot before any player can repeat (and this means that if there are unbalanced rosters the team with the smaller roster can start again before the other team...think participation). Please note that there is no need to list your shooters - when they have shot they take a seat in the penalty box.

Semi-finals will occur between the top 4 teams in each division. There will be no curfew of semi-final games as with other league semi-finals.

Each team has one, 30 second time-out.

### APPENDIX E

#### HELP ALONG THE WAY

#### ROLES OF THE BOARD MEMBERS AND CONVENORS REPRESENTING LADY RANGERS LOCAL LEAGUE

##### 2nd VICE PRESIDENT GIRLS LADY RANGERS LOCAL LEAGUE

###### Responsibilities:

- Oversee registration procedures, call meetings and submit minutes to the Board of Directors for approval and approve expenditures pertaining to the Lady Rangers Local League Divisions
- Assist the office in determining the ice and scheduling needs of the Lady Rangers Local League programs
- Coordinate and assist the operation of the Lady Rangers Local League Director.
- Approve or suspend team officials and players subject to ratification of the Board of Directors.
- Approve or delegate approval for scheduled exhibition and tournament games.
- Enforce rules, regulations and guidelines established by the KMHA, South Western Girls Hockey League, North Metro Girls Hockey League, Ontario Hockey Federation, Ontario Women's Hockey Association and Hockey Canada.
- Establish and maintain good communication between all participants and management levels in the KMHA
- Represent the KMHA at OWHA meetings pertaining to Local League\Local League hockey
- Attend both Operating and Executive Committee meetings

##### LADY RANGERS LOCAL LEAGUE DIRECTOR

###### Responsibilities:

- Oversee the operation of all divisions of Lady Rangers Local League and Kitchener Girls Local League
- Follow-up on scores not entered into the approved scheduling online application (currently the 1 DB).
- Attend Local League meetings (or send a designate) and appoint a chairperson.
- Ensure coaches know OWHA procedures.
- Attend OWHA meetings as required.
- Appoint League Convenors.
- Appoint, approve or suspend team officials subject to ratification of the Board of Directors.
- Approve or suspend players subject to ratification with the Board of Directors.
- Oversee the operation of the Developmental Stream (DS) program; may appoint and delegate a League Convenor.
- Periodically drop by the arenas and observe the Convenors and the operation of the league.
- Approve or delegate approval for scheduled exhibition and tournament games.
- Distribute league game sheets to coaches as needed.
- Enforce rules, regulations and guidelines established by the KMHA, South Western Girls Hockey League, North Metro Girls Hockey League, Ontario Hockey Federation, Ontario Women's Hockey Association and Hockey Canada.

- Be an active member of the Operating Committee participating in meetings, call meetings for the leagues they oversee and approve expenditures pertaining to their respective Lady Rangers Local League and Development Stream divisions.
- Establish and maintain good communications between all participants and management levels in the KMHA.
- Convene or assign a delegate to convene all Lady Rangers Local League and DS games including Local League participation in the Jason Cripps Memorial Tournament, Local League Championship games and Kitchener Girls Local League Championship games.
- Be present for trophy presentations.
- Organize preseason ratings and hockey draft for all teams.
- Establish and maintain good communications between all participants and management levels in the KMHA.

### LADY RANGERS LOCAL LEAGUE CONVENORS

#### Responsibilities:

- There shall be a Head Convenor in charge of each Division within the league (i.e. Peewee)
- Act as an impartial mediator at all times.
- Attend Lady Rangers Local league team budget votes or send a designate.
- Be responsible to ensure suspensions are served within their respective division.
- Has the authority to end one of their division's games, at any center. This may be for safety concerns or due to time restrictions. This shall be in consultation with the game referee.
- Keep the Director informed if a pattern arises, i.e. poor conduct on behalf of a coach, one particular player constantly fighting, etc.
- Establish and maintain good communications between all participants and management levels, in the KMHA.
- Educate themselves on the rules of hockey.
- Ensure established rules and regulations are followed.
- Convene a minimum of 75% of Lady Rangers Local League and DS games including Local League participation in the Jason Cripps Memorial Tournament, Local League Championship games and Kitchener Girls Local League Championship games.
- Be present for trophy presentations.
- Assist in the organization of the preseason ratings and hockey draft for all teams, including DS.
- Keep a financial record of tryout monies collected (if applicable) and settle any accounts with your local association as required
- Start and stop games based on known curfews.
- Be a resource person for game officials and teams as required.
- The Convenor does not make any playing rule decisions. The on ice referees are responsible for all decisions as it relates to penalties during the game.
- Approve scheduled exhibition and tournament games, if delegated.
- The Convenors will only deal with the head coach or one other assigned team staff member.
- Mentor coaches as needed.
- Address issues as needed.



# APPENDIX F

## JOB DESCRIPTIONS

### ASSISTANT COACHES, MANAGERS, TREASURERS, TRAINERS AND FEMALE STAFF REPRESENTATION

#### LADY RANGERS LOCAL LEAGUE ASSISTANT COACHES

##### Responsibilities:

- Assist the head coach in selecting players and planning the season.
- Coach to the best of his/her ability while coaching all players on the team, including the goaltenders.
- Assist in planning practices.
- Teach age appropriate hockey skills and sportsmanship to all players.
- Coach in such a manner as to ensure fair play.
- Strive to learn new coaching methods and procedures, and where possible, upgrade their certification/education of the position.
- Be a mentor for all players.
- Must have a police records check for KMHA every 4 years.
- Must complete the Respect in Sport program and provide proof to the KMHA office for their records. This course is required for new staff only. Anyone who has already taken the Respect in Sport program is not required to do so again.

#### LADY RANGERS LOCAL LEAGUE TEAM MANAGERS

##### Responsibilities:

Some team managers will assume all of these functions but other teams will distribute them amongst the team officials. Each team can make their own decision but it remains the responsibility of the head coach to ensure everyone complies with all league rules.

- Work with the team coaches to prepare and process the necessary paperwork to operate the team.
- Prepare the team budget and team rules, subject to approval of your local association, through your division Convenor.
- The team is responsible for appointing a treasurer responsible for opening and maintaining a team chequing account. Bank accounts and cheques must be authorized by two signatures. At least one signing authority must be from the parent group, and must not be a member of or related to, the coaching staff. The team treasurer may also be the team manager.
- .Liaise with parents and your Convenor.
- Ensure game sheets are ready and properly prepared prior to the start of all home games.
- Ensure parents/guardians have seen the team budget and rules and voted, by majority, in favour (and have signed the team Acknowledgement Form).
- Distribute schedules, newsletters, correspondence to all players/parents/guardians.
- Prepare and submit travel/tournament permits.
- Must have a police records check for the KMHA every 4 years.
- Must complete the Respect in Sport program and provide proof to the KMHA office for their records. This course is required for new staff only. Anyone who has already taken the Respect in Sport program is not required to do so again.

### LADY RANGERS LOCAL LEAGUE TEAM TREASURERS

#### Responsibilities:

- The team is responsible for appointing a treasurer responsible for opening and maintaining a team chequing account. Bank accounts and cheques **must be** authorized by two signatures. At least one signing authority must be from the parent group, and must not be a member of or related to, the coaching staff. The team treasurer may also be the team manager.
- Prepare financial statements for parents during the predefined dates throughout the season
- Provide receipts to all parents for monies received.
- Ensure parents sign an acknowledgement for all monies received from the team
- The team manager may fulfil this role
- Must have a police records check for the KMHA every 4 years.

### LADY RANGERS LOCAL LEAGUE TEAM TRAINERS

#### Responsibilities:

- Ensure safety is the first priority at all times, both on and off the ice. Trainers must be on the bench during all team practices and games; and be present for all warm-ups and dryland training. The primary team trainer must be female.
- Complete a Hockey Trainers Certificate Program (HTCP).
- Implement an effective risk management program which strives to prevent injuries and accidents before they happen.
- Promote and reflect the values of fair play.
- Conduct regular inspections of player's equipment to ensure proper fit, protective quality and maintenance and liaise with players and parents in regards to detected shortcomings.
- Promote proper conditioning and warm-up techniques.
- Maintain accurate medical history files on all players and ensure that these are available at all games and practices.
- Maintain a First Aid Kit in accordance with HTCP guidelines and ensure that it is at all games and practices.
- Manage minor injuries, refer players to the appropriate medical professionals if necessary and recognize life threatening and significant injuries again in accordance with your HTCP guidelines.
- Must have a police records check for the KMHA every 4 years.
- Must complete the Respect in Sport program and provide proof to the KMHA office for their records. This course is required for new staff only. Anyone who has already taken the Respect in Sport program is not required to do so again.

### FEMALE STAFF REPRESENTATION (DRESSING ROOM MOMS)

#### Responsibilities:

- OWHA regulations stipulate that two female adults be associated with the team and must be present all times while any player is in the dressing room.
- The KMHA strongly recommends that each team include at least one female trainer, as well as other female staff members. Each team must have at least one female bench staff member.
- Must have a police records check for the KMHA every 4 years.
- Must complete the Respect in Sport program and provide proof to the KMHA office for their records. This course is required for new staff only. Anyone who has already taken the Respect in Sport program is not required to do so again.

# APPENDIX G

## EMERGENCY ACTION PLAN AND ASSOCIATED ROLES

### EMERGENCY ACTION PLAN

The trainer is responsible for implementing an Emergency Action Plan (EAP). While a trainer must do everything possible to prevent injuries and accidents before they happen, they must be prepared to react in the event of an emergency.

The EAP requires the appointment of 3 people as outlined below. The following is an outline of each person's role in the EAP.

### PERSON IN CHARGE (HOCKEY TRAINER)

- Take control and assess the situation.
- Instruct the player to lie still, and clear the area. Do not move the athlete and leave all equipment in place.
- Evaluate the injury and situation. Decide whether or not an ambulance or medical care is required.
- If you are certain that an ambulance is not required decide what action is needed to remove the player safely from the ice surface.
- If an ambulance is required, notify your Call Person, give a brief explanation of the injury and instruct them to call for an ambulance.
- Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive.
- Make note of the time and keep track in writing of all pertinent facts.
- Never make direct contact with an injured players blood products or bodily fluids. Always wear waterproof, latex rubber gloves.

### CALL PERSON

- This person is responsible for making the call to emergency services. They must know the emergency numbers and location of phones at all facilities.
- Communicate with the Person in Charge to determine whether or not emergency help is necessary
- When placing a call for emergency assistance:
  - Speak clearly and calmly and state that it is a medical emergency.
  - Give the location or the arena facility.
  - State what type of emergency it is and give the dispatcher a brief explanation.
  - Give the dispatcher the telephone number which you are placing the call from.
  - Give the dispatcher the best route into the facility and on to the ice surface.
  - Report back to the Person in Charge to confirm that the call has been placed.

### CONTROL PERSON

- Ensure that team-mates, other participants and spectators are not in the way.
- Discuss the EAP with opponents, officials and arena staff.
- Ensure the proper room is available to attend to the player if required.
- Ensure the route for the ambulance crew to the ice surface is clear and available.
- Seek highly trained medical personnel in the arena if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.

## **APPENDIX H**

### **EMERGENCY ACTION PLAN EVACUATION PROTOCOL**

#### **EAP EVACUATION PROTOCOL**

- To be completed and supplied at a later date

## **APPENDIX I**

### **LADY RANGERS LOCAL LEAGUE RIDE REQUEST POLICY**

If a player requires to be on the same team as another player for the purposes of a ride, a request, from both families, must be made in writing to the Director of the Lady Rangers Local League. While an effort will be made to accommodate that request, due to the size of the divisions, there is no guarantee that these requests will be accommodated. Only one request per family will be considered.

Requests made to anyone other than the Director will not be entertained.

## APPENDIX J

### WAITING LIST AND PLAYER PLACEMENT POLICY

#### WAITING LIST:

A waiting list will not be created until such time as:

- There are no goalie spots remaining in the division; or
- 90% of the player positions have been successfully registered in the division

Players will remain on the waiting list until they have been informed that space is available. This may mean missing one or both of the Lady Rangers Local League evaluation sessions.

#### PARTICIPATION OF PLAYERS IN OTHER AGE GROUPINGS:

In order for a player who desires to participate at the Non-Representative level, but has abilities significantly in advance of her age group, the player may be allowed to play in a division which is above her age classification.

In order for a player with abilities significantly below her age classification to be allowed to participate in a division below her age classification, placement of the player shall be recommended and approved by the Director. All requests for movement must be made prior to Local League evaluations.

Any movement shall be recommended by the Director and reviewed by a committee made up of the Director, Convenors and 2nd VP.

Players cannot be moved up or down a division if it takes a spot away from a player that belongs in that division.

Players removed from the waiting list will be placed in the appropriate division based on age or skill. Siblings cannot be moved to other divisions to play with siblings unless a committee made up of the Director, Convenors and 2nd VP approve the move. Player ability will impact the decision of player movement for siblings.

## **APPENDIX K**

### **LOCAL LEAGUE EVALUATIONS AND DRAFT**

#### **EVALUATION AND DRAFT PROCESS:**

To be considered successfully registered, a payment must be made and the division has not yet reached the 90% cap. Once successfully registered, players and goalies will be notified of both evaluation dates by a coaching staff member from that division.

The ability of the players and goalies will be assessed during these sessions. Agreement between coaches on skill level assessments of the players and goalies must be obtained before the draft selection can begin. Each staff will alternately select players for their team using a snake draft format. Protections will be based on amount and skill level of the players in an attempt to ensure balanced teams.

Once the draft is completed, each coaching staff will be responsible for notifying their players and goalie(s) of their team name and their first ice time.

## APPENDIX L

### PARENT MEETINGS

#### INITIAL PARENT MEETING:

The initial parent meeting must be held on or before the second team practice. Agenda items must include:

- The team budget
- The team rules
- The completion of all the KMHA forms
- The request for fulfillment of vacant roles (i.e. trainer, manager, treasurer, parent rep. female representations/dressing room moms)

Additional agenda items may include:

- Fundraising
- Team apparel

Team budgets must be approved by the Director. Once approved, budgets should be forwarded to your parents for review prior to your initial team meeting. Discussion during the budget presentation should include information regarding tournaments (i.e. number of tournaments; distance/location; hotel or no hotel, etc.)

Ensure that a KMHA representative (i.e. Director and/or Convenor) are invited to all parent meetings requiring a vote. All parent votes without KMHA representation will be null and void and will require a re-vote. All votes must be by secret ballot and will be witnessed by and counted by the KMHA representative and one representative from the team, typically the team manager. Budgets will pass with a 2/3 majority.

KMHA forms will include all medical forms, permission forms, website forms, fair play pledge forms, and an acknowledgement that parents have read and agree to the budget and team rules.

#### ADDITIONAL PARENT MEETINGS:

Additional parent meetings can be held at any time throughout the year either at the request of the parents or the coaching staff. A KMHA representative will be available should you feel our assistance is required.



# APPENDIX M

## DEVELOPMENTAL STREAM

### ONTARIO WOMEN'S HOCKEY ASSOCIATION (OWHA) DEVELOPMENT STREAM (DS) PROGRAM - 2016-2017

Development Stream (DS) is a subset of the House League Program, offering a tryout-based, enhanced opportunity for House League players who are:

- Looking for a development bridge to competitive hockey or
- Do not wish to make the commitment, in time or cost, to competitive hockey but are seeking more competition and skill development that is afforded by house league alone.

### PROCESS AND REQUIREMENTS

- DS teams may be formed in novice, atom, peewee, bantam and midget divisions. The Intent to Register (ITR) fee is \$25 per team.
- DS teams may only be formed from a registered OWHA House League. All players must be registered within the House League in the same division.
- DS teams may only be formed if there are 2 or more teams in the same division.
- DS tryouts may begin on or about November 1st.
- DS registration may commence on December 1st. Games may be played once the registration is complete.
- Teams may only play 17 players in a game but may roster up to and including 25 players. Pick up players are **not permitted** for a DS team.
- A DS team will not be permitted to register as a competitive team.
- DS teams may participate ONLY in DS divisions of sanctioned tournaments.
- DS teams are permitted to play a maximum of 8 exhibition games against other DS teams and attend a maximum of 3 DS tournaments each season.
- Schedules of exhibition and tournament games must be received through a method determined annually by the OWHA Executive Committee prior to any games being played.
- DS teams are not permitted to play in a league.
- Players playing on a DS team may also fully participate on their house league team and in house league tournaments.
- If a DS team is found to be in violation of requirements, the staff will be suspended and the players will be deemed to be members of the house league only. The Association is subject to losing its approval to operate DS teams for a full season.

### GUIDING PRINCIPLES

- The Values of the OWHA.
- The purpose of this pilot project is to provide opportunities for players as noted in the rationale above.
- This project is designed to support house league teams and players and is to be managed accordingly.
- The onus is on the association and house league management to ensure the integrity of this project.

**NOTE:** For the 2016/2017 season, all games MUST be entered by your Team Statistician on ITSportsNet via the link on the OWHA web site [www.owha.on.ca](http://www.owha.on.ca). Games MUST be entered as soon as they are scheduled.