

# KMHA Manual of Operations

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## BY-LAW NUMBER 1

A by-law relating generally to the conduct of the affairs of the Kitchener Minor Hockey Association. BE IT ENACTED and it is hereby acted as a by-law of the Kitchener Minor Hockey Association hereinafter called the "Corporation" as follows:

### 1: HEAD OFFICE

The Head Office of the Corporation shall be in the City of Kitchener, in the Regional Municipality of Waterloo, and at such place therein as the Directors of the Corporation may from time to time by resolution fix.

### 2: SEAL

The Seal, an impression hereof is stamped in the margin hereof, shall be the seal of the Corporation.

### 3: OBJECTIVES

The Objectives of the Kitchener Minor Hockey Association are to promote, govern and improve organized hockey in the City of Kitchener as a member of the Minor Hockey Alliance of Ontario, the Ontario Women's Hockey Association, the Ontario Hockey Federation and the Canadian Hockey Association.

- a) to maintain and increase the interest in the game of hockey;
- b) to foster among its members, supporters and teams a general community spirit;
- c) to have and exercise a general care, supervision and direction over the playing interests of its teams and players.

### 4: DIRECTORS

The affairs of the Corporation shall be managed by a Board of Directors composed of an Executive Committee and an Operating Committee. The Executive Committee will be the President, Past President or Acting Past President, Vice-President Boys Rep, Vice-President Girls Hockey, Vice-President HL Senior Divisions, Vice President HL Junior Divisions, Associate Vice President and Directors of Finance (appointed), Sponsorship, Donna Weber Sponsored Children's Program, Tournaments, Special Events, Volunteers (added 2016) and allow attendance by a representative from the City of Kitchener. The Operating Committee will consist of the 5 VP's acting as chairperson(s), two Directors of Boys Rep/Minor Development Hockey, three Directors of Boys House League Hockey, one Director of Girls' Rep Hockey, one Director of Girls House Local League Hockey, the Technical Director of Officiating (appointed), and the Director of Special Hockey Programs. (added 2009)

The Executive Committee may exercise all powers and do all such acts as may be exercised or done by the Corporation and are not by the bylaws or any special resolutions of the Corporation or by statute expressly

directed or required to be done by the corporation at a general meeting of members entitled to vote. Each Director shall be eighteen (18) or more years of age and must be a voting member of the Corporation.

The Directors' term of office shall, subject to the provision, if any, of the Letters patent or Supplementary Letters Patent of the Corporation, be from the date of the meeting at which they were elected or appointed for a period of two (2) years until the annual meeting at which time an election is to take place, or until their successors are elected or appointed. Each year one-half of the Executive Committee and Operating Committee will have their term expire. A Director, whose term of office has expired, shall, if otherwise qualified, be eligible to be re-elected.

#### 5: TERM OF OFFICE -

Elected in Even numbered years:

Vice President Boys Rep, Vice-President HL Senior Divisions, Director of Finance (appointed by board), Director of the Donna Weber Sponsored Children's Program (appointed by board), Director of Boys Rep & Minor Development - Peewee to Midget Teams, Director of Boys House League Teams – PeeWee - Bantam, Director of Girls Rep Hockey, Technical Director of Officiating (appointed by board), Director of Volunteers, Director of Boys House League – Initiation Programs.

Elected in Odd numbered years:

President, Vice President Girls Hockey, Vice President HL Junior Divisions, Associate Vice President Director of Sponsorship, Director of Tournaments, Director of Special Hockey, Director of Representative and Minor Development – Novice to Minor PeeWee, Director of Girl's Local League Hockey, Director of Special Events

#### 6: DIRECTORS

The voting members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his/her term of office and may, by a majority of votes cast at that meeting, elect any person in his/her stead for the remainder of his/her term.

A Director, whose term of office has expired, shall if otherwise qualified, be eligible to be re-elected.

The Executive Committee shall have the power to dismiss or suspend teams, team officials, referees or minor officials, players, league administrators, or any other member of the Association.

All dismissed or suspended teams, team officials, referees or minor officials, players, league administrators, or any other member of the Association shall be entitled to a hearing and appeal process regarding the above. The process that shall be followed as adopted by the Association and entered into the policy manual.

#### 7: REMUNERATION FOR DIRECTORS

The Directors shall serve without remuneration and no Director shall directly or indirectly receive any profit from his/her position as such. If an occasion arises whereby a director could conduct business with the association at least two other businesses must be given the opportunity to tender a quote. A Director may be paid or reimbursed for reasonable expenses incurred by him/her in the performance of his/her duties.

#### 8: MEETINGS OF DIRECTORS

Meetings of the Board of Directors may be held either at the Head Office or any other place at the call of the President or any two Directors at any time. The General Manager, by direction of any such Officer or any two Directors, shall convene a meeting of Directors. Notice of any such meeting shall be delivered, electronically communicated, telephoned, or faxed to each Director not less than three (3) days (exclusive of the day on which the notice is delivered, telephoned, faxed but inclusive of the day for which notice is given) before the meeting is to take place; provided always that meetings of the Board of Directors may be held at any time without formal notice if all Directors are present or those absent waive notice or signify their consent in writing to the meeting being held in their absence. Notice of any irregularity in any meeting or the notice thereof may be waived by any Director.

For the first meeting of the Board of Directors held immediately following the election of Directors, no notice shall be necessary in order to constitute the meeting, provided that a quorum of the Directors is present. For a meeting of the Board of Directors at which a Director is appointed to fill a vacancy in the Board, no notice shall be necessary to the newly appointed Director.

Five (5) Executive committee members or Operating committee members respectively shall constitute a quorum for the transaction of business for either committee. Nine (9) members of the Board of Directors shall constitute a quorum for a complete meeting of the board of directors. A Director who will be absent for any reason may designate an alternate who is a member in good standing from his/her respective division, who shall have full privileges as assigned by the Director. The designation of an alternate must be communicated through the association's General Manager or President in writing prior to the start of any meeting before quorum is determined and shall be attached to the minutes of the meeting. Questions arising at any meeting of Directors shall be decided by a majority of votes. The chairperson may not vote unless there is an equality of votes. In the case of an equality of votes, the Chairperson shall have a determining vote. A meeting of the Board of Directors shall be held at least once a month on dates designated by the President except where there is no corporation business to be addressed.

Regularly scheduled meetings shall be open to the public but in order for members of the public to address any issue, he/she must state their intent and submit their request, in writing, to the Kitchener Minor Hockey Association Office at least seven (7) business days prior to the scheduled Board of Directors' meeting. The request must receive permission from the president (or Chairperson) in order to speak and does so only at the president's pleasure.

#### 9: PROTECTION OF DIRECTORS

Every Director or Officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation and their heirs, executors and administrators and estate and effects, respectfully, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Corporation from and against:

- a) All costs, charges and expenses whatsoever which such Director, Officer or other person sustains or incurs in or about any action, suit, or proceeding which is brought, commenced or prosecuted against

him/her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of his/her duties of his/her office or in respect of any such liability.

b) All other costs, charges and expenses, which he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

c) No Director or Officer of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency of title to any property acquired by order of the Board of Directors for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatsoever which may happen in the execution or supposed execution of the duties of the respective office or trust or in relation thereto unless the same shall happen by or through his/her own willful act or his/her own willful default.

#### 10: NOMINATING COMMITTEE

The President shall, not less than forty five (45) days prior to each annual meeting at which an election is to take place, appoint a nominating committee which shall consist of the Past President, and three present or past members of the Board of Directors, or failing them, three voting members. The nominating committee shall carry out the duties placed on it in accordance with this by-law and, subject thereto, otherwise as instructed by the Board of Directors.

#### 11: NOMINATION OF DIRECTORS

##### NOMINATION OF DIRECTORS

The Board of Directors shall submit to each annual meeting at which an election is to take place, a list of nominees and their positions approved by the Board, sufficient to fill all the vacancies on the Board. The nominating committee shall, prior to such annual meeting of members, make due enquiry and nominate at least as many members in good standing who consent and undertake to act as a Director, if elected, as may be required to fill all vacancies on the Board and shall report such nomination to the Board and members not less than thirty (30) days prior to such annual meeting. The representative of the City or Kitchener Community Services Department shall be appointed by the Director of Community Services immediately following the annual meeting.

A nomination shall be accepted from a member in good standing for the office of Director provided the nominee submits in writing his/her intention to the Chair of the Nominating Committee not less than two (2) weeks prior to the Annual Meeting.

A nomination shall not be accepted for President who is not a current Vice President and in good standing prior to this nomination.

A nomination shall not be accepted for the office of any Vice-President who is not a current Board of Directors and in good standing prior to this nomination.

#### 12: VACANCIES IN THE BOARD OF DIRECTORS

Vacancies on the Board of Directors, however caused, may, so long as a quorum remains in office, be filled by the Board of Directors from among the qualified members of the corporation if they shall see fit to do so, otherwise such vacancies shall be filled at the next annual meeting of the members at which the Board of Directors for the ensuing year are elected, but if there is not a quorum, the remaining members of the Board of Directors shall forth with call a meeting of the members to fill the vacancy.

If the number of Directors is increased between the terms, a vacancy or vacancies to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner provided. The number of Directors of the Corporation may be increased or decreased by special resolution of the Board confirmed by a two-thirds majority of the members at the annual meeting or a special meeting called for that purpose.

#### 13: OTHER COMMITTEES

a) The Board of Directors may from time to time as deemed necessary, appoint committees of such number of Directors as may be deemed desirable and may prescribe their duties.

b) Any committee so appointed may meet for the transaction of business, adjourn and otherwise regulate its meetings, as it thinks fit. Quorum for special/tournament committees will be determined by policy of the board of directors. Questions arising in any meeting of the committee shall be decided by a majority of votes and in case of an equality of votes, the chairperson of the meeting shall have the deciding vote.

#### 14: OFFICERS

The members of the Corporation shall direct the Board of Directors to fill the positions of a President, four Vice Presidents, Associate Vice President, Directors of Finance, Special Events, Sponsorship, Tournaments, Volunteers, and Donna Weber Sponsored Children's Program, for the Executive Committee and two Directors of Boys' Representative and Minor Development Hockey, three Directors of Boys' House League Hockey, one Directors of Girls Rep Hockey, one director of Girls' Local League Hockey, one Director of Special Hockey, and Technical Director of Officiating, to form the Operating Committee. All positions with the exception of the President, Past President, and the Vice-Presidents (including Associate Vice President) will be filled from the general membership as the Board may deem expedient, at the Annual Meeting of the Corporation and shall hold office until the following election, or until such an officer's successor has been duly elected or appointed. The position of President, must be filled with a person who is a current Vice President and in good standing, while the Vice-Presidents, must be filled with persons who are current Board of Director members and are in good standing with the Association.

#### 15: DUTIES OF THE PRESIDENT

The President shall, when present, preside as chairperson at all meetings of the Corporation, the Board of Directors and is an ex-officio member of all committees. The President, subject to the direction of the Board, shall be charged with the general management and supervision of the overall policies and affairs of the Corporation.

He/she shall sign such documents as may require the President's signature in accordance with the Corporation's by-laws or otherwise and shall perform such duties as may be assigned by the Board. The President shall report to the board and other committees from time to time, and upon request, on any

phase of the management and operation of the Corporation and generally as to its affairs. The President shall be, an ex officio, voting member of all committees of the Board. The President shall have the power to suspend teams, team officials or players, subject to ratification by the Executive Committee.

The President will sit as the chair of the Association Human resources committee and liaise with the staff of the association in all formal matters.

#### 16: DUTIES OF THE IMMEDIATE PAST PRESIDENT

In the case of no natural successor from the President to the Past President's position, the current President may nominate a Director or Kitchener Minor Hockey Association Life Member to fill this position for one term or for a defined period of time less than one term. The appointment of such person as Past President requires Executive Committee approval. In the event that the President is absent or unable to act the Past President shall have and exercise all the powers of President and at all times be an ex-officio voting member of all Association committees. In the case of a person being approved to serve in this position, their title shall be Past President for the duration of their term of office. He/she may also be responsible for chairing Discipline committee meetings internal appeals and representing the Kitchener Minor Hockey Association at Branch, Provincial or National appeals.

#### 17: DUTIES OF THE VICE-PRESIDENTS

In the event that the President or the Past President are absent or unable to act, the Executive Committee will appoint one of the Vice-Presidents to exercise all the powers of the President and all Vice-Presidents shall at all times be ex-officio voting members of all committees. One of the Vice-Presidents will be responsible for preparing for the position of President.

In the event that the President, the Past President, and the Vice-Presidents are absent or unable to act, the Board of Directors, so long as a quorum (9 board members) are present, will appoint a current Director to have and exercise all the powers of the President

The Vice-President Boys Rep will be responsible for overseeing the operations of all boys' representative programs, and act as a mentor for the Directors associated with that program.

The Vice-President Girls Hockey will be responsible for overseeing the operations of all girls programming both Representative and Local League, and act as a mentor for the Directors associated with the girls' programs.

The Vice Presidents of HL Junior and Senior divisions will be responsible for overseeing the operations of all House League programming, and act as a mentor for the Directors associated with the House League programs.

The Associate Vice President will be responsible for special projects as well as assisting the other Vice Presidents with their daily workload. They will have authority as a Vice President when interacting with any KMHA program.

The remaining duties of the Vice-Presidents will be equally divided among the 5 Vice-Presidents by the Executive committee in order to effectively and successfully assist the operation of all programs within the Corporation. The following duties will be appointed, chairperson of the Operating Committee including all reporting of activities to the Executive Committee, responsibility for tendering for equipment and participant awards, responsibility for the inventory, repair, purchasing, maintenance and disbursement of equipment, and responsibility for the coordination and presentation of participant/volunteer awards and to generally oversee the equipment and awards areas for the Association.

#### 18: DUTIES OF THREE DIRECTORS RESPONSIBLE FOR HOUSE LEAGUE TEAMS

These Directors shall oversee the operation of the Boys (coed) House Leagues, appoint or suspend League Conveners, delegate authority to a League Convener, approve or suspend team officials and players for the House Leagues subject to recommendation by the Operating committee and ratification by the Executive committee and generally have the authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association.

#### 19: DUTIES OF THE DIRECTOR OF VOLUNTEERS

This Director shall sit on the executive committee of the board of directors. He/She will be responsible for the recruitment, retention, and screening protocols of volunteers for the Kitchener Minor Hockey Association. He/She will work in concert with all directors of KMHA to determine volunteer needs as well as to reach our target market for volunteers. This director will work with the Risk Management committee to ensure that proper screening protocols are used for police checks. He/She will manage the list of disallowed volunteers/participants/spectators with the staff of KMHA.

#### 20: DUTIES OF THE DIRECTORS RESPONSIBLE FOR REPRESENTATIVE AND MINOR DEVELOPMENT TEAMS

These Directors shall oversee the operation of the Representative and Minor Development Teams, appoint or suspend League Conveners, delegate authority to a League Convener, approve or suspend team officials and players for the Representative and Minor Development Leagues subject to recommendation by the Operating committee and ratification by the Executive committee, and generally have authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association.

#### 21: DUTIES OF THE DIRECTOR OF GIRLS REPRESENTATIVE HOCKEY

This Directors shall oversee the operation of the Girls' Representative Teams, appoint or suspend League Conveners, delegate authority to a League Convener, approve or suspend team officials and players for the Girls' Representative Teams subject to recommendation by the Operating committee and ratification by the Executive committee, and generally have authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association.

#### 22: DUTIES OF DIRECTOR OF GIRLS LOCAL LEAGUE HOCKEY

This Director shall oversee the operation of all Girls' Local League Teams, appoint or suspend league conveners, delegate authority to a league convener, approve or suspend team officials and players for the Girls' Local League Teams subject to recommendation by the Operating committee and ratification by the Executive committee, and generally have authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association. This Director will oversee the administration of the Kitchener Girls' Local League and have the authority to execute on tasks as required for the purposes of operating the KGLL in line with the principles and spirit of KMHA.

#### 23: DUTIES OF DIRECTOR RESPONSIBLE FOR SPONSORSHIP

He/She shall co-ordinate, solicit and secure sponsors within the community for the Kitchener Minor Hockey Association House Leagues (boys and girls) and Rep programs. The director will work with the director of tournaments to provide oversight and delegate authority for Association tournament sponsorship to a member serving on a tournament committee. The aforementioned authority can be for

all tournaments or on an individual basis as deemed appropriate by this director and the director of tournaments from time to time. The director may delegate authority to members serving on a sponsorship committee, dismiss committee members, and approve or decline sponsorship proposals subject to recommendation by the Operating committee and ratification by the Executive committee, and generally have authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association. This director will provide sponsorship support to the Donna Weber Sponsored Children's Fund.

#### 24: DUTIES OF TECHNICAL DIRECTOR OF OFFICIATING

This Director shall sit on the Operating committee and act as a liaison between the Board of Directors and the Game Officials. He/She shall foster a proper development program of game officials with the Kitchener Minor Hockey Association through a system of regular supervision/evaluation with fair opportunity given to all officials to attend upgrading clinics. Regular written reports will be provided to ensure that there is a proper development of sufficient numbers of game officials to support the demands of the Kitchener Minor Hockey Association. He/She shall have the authority to discipline, suspend or dismiss a game official, subject to ratification by the Executive Committee. This Director will work with the Operating Committee members to promote respect for all participants within the game of hockey locally.

#### 25: DUTIES OF DIRECTOR OF TOURNAMENTS.

He/She shall also be responsible for representing the Board of Directors on Tournament Committees - Oktoberfest Atom Hockey Tournament as per constitution, the Blueline Tournament, the Jason Cripps Tournament, the Consolation and Championship Days and the Record Trophy when applicable. He/She will have the power to appoint or suspend tournament Committee Chairpersons and members, delegate authority to committee members, approve or suspend tournament volunteers or off ice officials and players subject to recommendation by the Operating committee and ratification by the Executive committee, and generally have authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association. This director will work with the Director of Sponsorship to provide oversight and delegate authority for Association tournament sponsorship to a member serving on a tournament committee. The aforementioned authority can be for all tournaments or on an individual basis as deemed appropriate by this director and the director of sponsorship from time to time.

#### 26: DUTIES OF DIRECTOR OF SPECIAL EVENTS

This Director shall be responsible for organizing and overseeing special events (such as volunteer dance, OHF championships, Special Hockey International tournament) as approved by the executive committee. These events may be operated or organized in conjunction with other directors as appropriate. This director will be responsible for recruiting/organizing volunteers for special events run by KMHA as directed by the executive committee. This director has the authority to appoint/dismiss event committee members, delegate authority to committee members, approve or suspend event volunteers or participants subject to recommendation by the Operating committee and ratification by the Executive committee, and generally have authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association

#### 27: DUTIES OF DIRECTOR OF FINANCE

The Director of Finance shall oversee the regular accounting activities of the Kitchener Minor Hockey Association office, prepare monthly financial statements for presentation at meetings of the Executive Committee and work with the Finance Committee to address plans and changes as required during the course of each year. He/She shall oversee the requirement for proper bank signing authorities as approved by the Board. He/She shall arrange to have the books and/or financial statements audited by an independent accounting firm as requested by the Executive Committee. He/She shall present at each annual meeting of the Corporation a report of the year's operation and any duly audited financial statements. All books, records and accounts pertaining thereto shall be open at all times for inspection by the Officers, Board of Directors, Accountants or any Committee appointed for that purpose.

## 28: THE GENERAL MANAGER

### 28.1 EMPLOYMENT OF GENERAL MANAGER:

The Association shall employ a General Manager to administer the business of the Association.

### 28.2 DUTIES

His/her duties shall include, but not necessarily be restricted to, keeping an accurate record of the proceedings of the Association and a register of the member participants, teams of the Association and honorary life members. He/she shall conduct such other business as necessary for the well-being of the Association.

He/she shall receive the minutes of all Standing Committees from the appropriate chairperson and distribute them to all members of the Executive Committee and the Operating Committee.

The office of the General Manager shall prepare the paper work for the payment of all accounts.

### 28.3 NOTICE OF MEETINGS

He/She shall publish notice of the Annual Meeting at least seven (7) days in advance of the meeting. He/She shall notify the Board of Directors and other hockey personnel deemed necessary, of the time, location and dates of meetings.

### 28.4 Tenders/Purchase Orders

He/She shall be responsible for working with the VP's to administer the tendering process for sweaters, outerwear, trophies and photography.

### 28.5 Other Duties

He/She shall work in close co-operation with all Directors to; oversee the coordination of player registrations; receive and certify all player rosters. He/She shall be responsible for overseeing the obtaining of ice time and dispersing of ice time to the League Conveners for their respective divisions. He/She shall act as liaison between the Minor Hockey Alliance of Ontario, the Ontario Women's Hockey Association, and the Ontario Hockey Federation as well as overseeing processing of travel permits for exhibition games and tournaments for the Association.

He/She shall oversee the appointment of referees and timekeepers for all scheduled Representative, Minor Development House League games. He/She shall authorize payment of timekeepers and referees.

## 29: DUTIES OF DIRECTOR OF THE DONNA WEBER SPONSORED CHILDREN'S PROGRAM

This Director, responsible for the Donna Weber Sponsored Children's Program, will coordinate the Fee Subsidy Program (as outlined by the Association) while maintaining the privacy of all participants. She/He shall have the authority to appoint and/or discipline Program volunteer(s), subject to ratification by the Executive Committee. This director shall be appointed by the board of directors and hold office for two years.

### 30: DUTIES OF DIRECTOR RESPONSIBLE FOR SPECIAL HOCKEY PROGRAMS

This Director shall oversee the operation of the Kitchener Ice Pirates Special Hockey Program, appoint coaching and management staff subject to recommendation by the Operating committee and ratification by the Executive committee, approve or delegate approval for scheduled exhibition and tournament games, and generally have the authority to enforce the rules, regulations and guidelines established by the Kitchener Minor Hockey Association. He/She shall oversee registration procedures pursuant to Special Hockey programs and submit to the board all policy, rules, or guidelines to be followed by program staff.

This director shall be a member of the KMHA operating committee with voting rights.

This director shall hold office for 2 years and be elected by the Kitchener Minor Hockey registered voting members; in odd numbered years.

### 31: DUTIES OF THE CITY OF KITCHENER COMMUNITY SERVICES REPRESENTATIVE

This respective representative shall liaise between the Kitchener Minor Hockey Association Board of Directors and the City of Kitchener Community Services Department.

He/She shall report on the pertinent activities of City of Kitchener Community Services Department and update the same with respect to the activities of Kitchener Minor Hockey Association. The Community Services Representative shall be appointed by the Director of Community Services following the Annual Meeting and will not possess voting privileges.

### 32: VACANCIES OF OFFICE

If a vacancy shall occur in any office by reason of death, resignation, disqualification or otherwise, the Directors may by resolution elect or appoint a person to fill such vacancy.

### 33: EXECUTION OF INSTRUMENTS

Deeds, transfers, contracts or any instruments in writing requiring the signature of the Corporation shall be signed by the Treasurer, together with, either the General Manager, President, or one other designated officer of the Board, and all contracts, Deeds, transfers and instruments in writing, so signed, shall be binding upon the Corporation without further authorization or formality.

The Board of Directors shall have power from time to time, by resolution, to appoint any Officer or Officers or any person or persons on behalf of the corporation either to sign contracts, documents and instruments in writing generally, or to sign specific contracts, documents and instruments in writing. The seal of the corporation may, when required, be affixed to contracts, documents and instruments in writing signed as

aforsaid or by any Officer or Officers, person or persons, appointed as aforesaid by resolution of the Board of Directors. The term "contracts, documents and instruments in writing" as used herein shall include deeds, mortgages, hypotheca, charges, conveyances, transfers, and assignment of property real or personal, immovable or moveable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures or other securities and all paper writing.

In particular, without limiting the generality of the foregoing, either the President or the General Manager, or one of the Directors, together with the Treasurer shall have the authority to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants, or other securities owned by or registered in the name of the corporation and to sign and execute under the corporate seal of the Corporation or otherwise all assignments, transfers, conveyances, power of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities.

#### 34: AUDITORS

One or more auditors or chartered accountants shall be appointed by the members at each annual meeting and hold that position until the next annual meeting, unless previously removed by resolution passed by at least two-thirds of the votes cast at a general meeting of members.

#### 35: FINANCIAL YEAR

The financial year of the corporation shall terminate on the 30th day of April 2004 and thereafter the financial year of the corporation shall terminate on the 30th day of April in each year or such other date as the Directors shall by resolution from time to time determine.

#### 36: MEMBERSHIP

a) The membership shall consist of all the hockey clubs in the City of Kitchener who operate under the jurisdiction of the Kitchener Minor Hockey Association and who comply with the requirements of its by-laws, rules and regulations; Life Members, Board of Directors and members in good standing. A member in good standing is defined as any Life Member, Director, Coach (Assistant) Manager, (Assistant), League Administrators, Trainer (Assistant), K.M.H.A. Volunteer Committee League Administrator or member of the Kitchener Minor Hockey Association currently in good standing.

b) For the purposes of the Annual Meeting or special meetings voting members shall consist of members in good standing who are Life Members, members of the Board of Directors, League Administrators, Volunteer Committee League Conveners, Assistant League Conveners and any two members of each team.

c) Members may resign by resignation in writing, which shall be effective upon acceptance thereof by the Board of Directors. Any member may be requested to resign or may be expelled from membership by a vote of two-thirds of the members of the Board of Directors present at a regularly constituted meeting.

#### 37: ANNUAL AND SPECIAL MEETINGS OF MEMBERS

The annual or any special meeting of the members shall be held at the Head Office of the Corporation or at such other location in the Regional Municipality of Waterloo on any such day and at such time as the Board of Directors may determine. The annual meeting shall be held prior to the 16th day of June for the year ending April 30th. At every annual meeting, in addition to any other business that may be transacted,

the report of the President, the financial statement and the report of the Auditor or chartered account shall be presented, and when necessary, a Board of Directors elected, and an auditor or chartered accountant appointed for the ensuing year and the remuneration of the auditor or the chartered accountant shall be fixed. The members may consider and transact any business, either special or general, without notice thereof at any meeting of the members. The Board of Directors or the President, the Vice-Presidents, or any Director shall have power to call at any time, a special general meeting of the members of the Corporation. Public notice or advertisement of the annual or general meeting shall be required not less than seven (7) days prior to the meeting and notice of time and place of such meeting shall be given to each member orally, telephoned, or delivered personally, electrically communicated or inserted in any official Corporation publication circulated to such member, Director, Officer or auditor at least thirty (30) days before the time fixed for the holding of such meeting; provided that any meetings of members may be held at any time and place without such notice if all the members of the corporation are present thereat, and at such meeting all the members of the corporation waive the notice of any meeting or any irregularity in any meeting.

A member or members who wish to propose alterations or amendments to any section of the Manual of Operations of the Corporation shall give notice to the General Manager in writing at least forty five (45) days before the day of the Annual Meeting, The General Manager shall forthwith notify the Board of Directors of the proposed changes.

Any amendments to the Incorporation (Section 1) By-laws shall be made only at the Annual Meeting and by a two-thirds majority of the members present and voting thereon. A simple majority may alter amendments to all other sections.

#### 38: ERROR OR OMISSION IN NOTICE

No error or omission in the notice of any annual or general meeting to any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, Director or Officer for any meeting or otherwise, the address of any member, Director or Officer shall be his/her last address recorded on the books of the Corporation

#### 39: QUORUM OF MEMBERS

A quorum for the transaction of business at any meeting of members shall consist of not less than twenty (25) members present in person.

#### 40: VOTING MEMBERS

Subject to the provisions (as per Section 28) contained in the Letters Patent of the Corporation, each member of the corporation shall at all meetings be entitled to one vote.

Every question submitted to any meeting of members shall be decided by a majority of votes and in case of an equality of votes, the Chairperson shall have a second or casting vote, unless otherwise required by the by-laws of the Corporation, or by law.

Every question shall be decided in the first instance by a show of hands unless a member demands a poll. Upon a show of hands, every member having voting rights, shall have one vote and unless a poll be demanded, a declaration by the Chairperson that a resolution has been carried or not carried and an entry to that effect in the Minutes of the Corporation shall be sufficient evidence of the fact without proof that the number or proportion of the votes accorded in favor or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn, the question shall be decided by a majority of votes given by the members and such poll shall be taken in such a manner as the Chairperson shall direct, and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question.

In the absence of the President, the Vice-President and/or Directors, the members present shall choose another Director as Chairperson. If no Director is present, or if all the Directors present decline to act as Chairperson the members present shall choose one of their number to be Chairperson.

#### 40: CHEQUES, DRAFTS AND NOTES

All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such officer or Officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

#### 41: CUSTODY OF SECURITIES

All shares and securities owned by the Corporation shall be lodged in the name of the Corporation with a chartered bank or trust company or in a safety deposit box with other depositories or in such other manner as may be determined from time to time by the Board of Directors.

#### 42: REGISTER OF MEMBERS

A record of members shall be kept and addresses of such members shall be recorded. No member, or other person, entitled by law, shall make or cause to be made, a list of any members unless such member, or other person has filed with the Corporation, or its agent, an affidavit of such member or other such person, as the case may be, what the list is required for and that such list and the information therein contained will be used only for purpose connected with the Corporation and otherwise as required by law.

#### 43: NOTICES

Whenever any notice is required to be given to a member, Director, Officer or auditor, such notice unless otherwise provided by this by-law, may be given orally, telephoned or delivered personally, telegraphed, cabled, electrically communicated or inserted in any official Corporation publication circulated to such member, Director, Officer or auditor provided he/she is notified in one or more of the aforesaid ways and if such notice is mailed, the same is deposited in a post office or public letter box in a postage paid envelope addressed to the member, Director, Officer, or auditor, at such person's last address as recorded in the records of the Corporation. Such address shall, for the purpose of service of any notice, be the address of such member, Director, Officer or auditor.

#### 44: INTERPRETATION

In these by-laws and in all other by-laws of the Corporation thereafter passed, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice-versa, and references to persons shall include firms and corporations.

## BY-LAW NUMBER 2

A by-law respecting the borrowing of money, the issuing of debt obligations and the securing of liabilities by the Kitchener Minor Hockey Association. BE IT ENACTED as a by-law of the Kitchener Minor Hockey Association (hereinafter referred to as the "Corporation") as follows:

The Directors of the Corporation may from time to time:

- a) borrow money on the credit of the Corporation;
- b) issue, sell or pledge debt obligations (including bonds, debentures, debenture stock or other like liabilities) of the Corporation but no invitation shall be extended to the public to subscribe for any such debt obligations.
- c) charge, mortgage, hypothecate or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Corporation, including book debts, rights, powers, franchises and undertaking, to secure any debt obligations or any money borrowed, or other debt or liability of the Corporation;
- d) delegate the powers conferred on the Directors under this by-law to such Officers of the Corporation and to such extent and in such manner, as the Directors shall determine.

# KMHA

## General

# Corporate Policies & Manuals

### **Administrative Policies**

#### **KMHA: Policy # A1**

**Title:** Playing Rules and Regulations

**Policy Statement:** The Kitchener Minor Hockey Association member teams shall abide by the playing rules and regulations as defined by Hockey Canada, the Ontario Hockey Federation, The Ontario Women's Hockey Association, the Minor Hockey Alliance of Ontario constitutions, and the Kitchener Minor Hockey Association Manual of operations. The manuals are available online and through the KMHA office.

#### **KMHA: Policy # A2**

**Title:** Responsible Officials

**Policy Statement:** The Kitchener Minor Hockey Association has adopted the Ontario Hockey Federation, a guide to preventing and Responding to Harassment and Abuse for Clubs and Organisations. All Volunteers, coaches, managers, convenors, directors, and administrators are subject to a volunteer screening process. The Director of Volunteers will work with all selection committees to ensure they are aware of and following KMHA's selection policy.

#### **KMHA: Policy # A3**

**Title:** KMHA Selection Policy

**Policy Statement:** All volunteers are subject to application, reference checks, interviews, and Police checks as outlined in this manual of operations.

NCCP, CBET, and Trainers certification – All KMHA head coaches must attain a NCCP level 1 or better coaching card, a Community Stream coach level card (House League), a Development Stream level card (Representative) in order to sign a roster. – All KMHA teams must have a Hockey Canada carded trainer on their roster.

Respect-in-sport (formerly Speak Out) – all KMHA volunteers associated with a team must have successfully completed the Respect-in-sport course.

All volunteers associated with a team must have completed the OHF Gender Identity and Expression Training course.

### **KMHA: Policy # A3.1**

**Title:** Police Check Policy

**Rational:** To protect the participants of our programs, to remain in compliance with HC requirements

#### **Policy Statement:**

All KMHA perspective volunteers over the age of 16 are required to submit a current police check in order to participate as a volunteer in our program. This police check will be paid for by KMHA at the current rate offered to volunteers of not for profits by the WRPS.

Police checks are considered current if they were processed in the last 3 months.

Police checks will be initially reviewed by the registrar and any checks that are not clear of any infractions will be referred to the vetting committee comprising of The General Manager, The President, The Past President and the Risk Manager (as appointed by the executive of the board of directors). 2 of 4 of these members must vet any checks with infractions utilising the standards set by Hockey Canada. It is KMHA's right to be more stringent than Hockey Canada should they feel the need. (4 people are on the committee to ensure the work is completed in a timely fashion)

A pass will be issued if the police check is clear of any offense or if there are no dissenters against a present infraction. Infractions will be considered according to the criteria provided by Hockey Canada.

Once vetted people passing will be entered into the Hockey Canada system and staff will record the date passed as well as the date due.

Pass/Fail for the police checks will be communicated to the perspective volunteers by the committee.

Once recorded the police checks will be returned to the volunteers in a sealed envelope or destroyed.

There will be no appeal of decisions regarding pass/fail with KMHA as these matters are adjudicated at the OHF level and an appeal can be made there.

### **KMHA: Policy # A4**

**Title:** Member Limitations

**Policy Statement:** That all coaches, manager, and trainers, including support personnel, shall be limited to participating as a volunteer on no more than one team at a time within the KMHA unless specific permission has been sought through a director and approved at the board of directors. At no time may a volunteer be the head coach of more than one team within KMHA.

**KMHA: Policy # A5**

**Title:** Registration

**Policy Statement:** All players must be properly registered before participating in any KMHA team activity. Players failing to comply with this rule shall not be permitted to participate until they have officially registered and been acknowledged by the registrar or the general manager.

The coach and manager of each team shall assume the responsibility for the eligibility of their players. No player shall play for a team unless he/she has been properly registered and placed on a team by the league director or KMHA registrar. All players shall register annually as per the regulations set established by the board of directors.

This policy includes participation at tryouts where a player must be registered and acknowledged by the Registrar, General Manager, or appointee, before participating on the ice in any capacity.

All teams wishing to participate in Alliance affiliated tournaments or in exhibition games outside of the KMHA jurisdiction, must have their team roster approved by the alliance, and must keep an accurate copy with them.

Base fees will be assessed annually by the board of directors and will be based upon a modified user pay philosophy.

**KMHA: Policy # A5.1**

**Title:** Non Residents Fee

**Policy Statement:** An additional fee is levied, for non city of Kitchener property taxpayers. (Note: this fee may be adjusted annually by the board of directors) This fee may be waived for an individual but must be passed by the Board of Directors.

This fee is waived for players participating in KMHA at the AAA level from any of our AAA zones.

**KMHA: Policy # A5.2**

**Title:** Proof of Age

**Policy Statement:** Satisfactory proof of age must be submitted upon registration. Birth certificates must be official documents issued by the province of birth of the participant. All players (not just first time registrants must, upon request, provide satisfactory proof of age within fourteen days of such request or be ineligible to continue playing until proof or exception has been made to/by the Board of Directors.

Any team found guilty of playing a player over the age limit permitted in a category in which he/she is participating without prior approval of the board of Directors, shall forfeit all points obtained, and the coach and manager may be suspended for a period of up to one year, by the board of directors.

### **KMHA: Policy # A5.3**

**Title:** Team Roster

**Policy Statement:** Representative Boys “AAA”, “seeded” and minor development teams and Girls “AAA, AA, A, BB, B, C” shall carry between 17 and 19 players. Permission must be given by the board of directors in order for any team to deviate from this process. Any rosters submitted without permission that do not conform to this policy will be rejected before submission to the alliance or OWHA. All Boys teams have until their respective deadlines to communicate their AP lists to their associated Director of Rep Hockey and the KMHA office.

- **AAA Due Date November 15th**
  
- **Seeded Due Date November 30th**
  
- **Minor Development Due Date December 10<sup>th</sup>**
  
- **Select Due Date December 10th**

A team from a centre/Zone may affiliate with nineteen (19) players who are registered in that centre on ALLIANCE or HC/ALLIANCE Hockey Team Rosters, but not playing in the same league. The affiliated player must be eligible for the team by age but cannot be from any team of a higher category.

House League/ Local League Teams will be assigned or drafted under the guidance of their respective directors and will be submitted to the office with not less than seventeen (17) players per team. 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.

It is the responsibility of all respective directors to ensure that immediately after teams are chosen at the rep level as well as the house league level they are submitted to the organisations registrar to complete the rostering process. All rosters must be submitted to the office in the format approved by the General Manager.

#### **KMHA: Policy # A5.4**

**Title:** Participation of Players in other age groupings

**Policy Statement:** KMHA philosophy is that players must develop in accordance to their own individual needs and abilities, the association sees a need for restricted movement beyond the artificial classification of age. Age group movement is permitted under the following circumstances:

A player with exceptional ability in advance of his/her age classification who desires to play ahead of his/her age classification at the representative level, pre-tyke to midget age groupings with approval of the board of directors after independent evaluation by qualified individuals.

A player with ability significantly in advance of his/her age classification who makes a decision to play at a non-rep level and is identified/approved by the appropriate age category director.

A player with ability significantly below his/her age classification playing at a non-rep level and is identified/approved by the appropriate age category director.

#### **KMHA: Policy # A6**

**Title:** Rep player moving into residence mid season

**Policy Statement:** The director of representative hockey will be notified by the Registrar/General Manager of any new players moving into residence mid season, if the player signifies that he/she has played at a representative level in his/her previous residence. After the player has been properly registered as per KMHA regulations, the player shall be granted a ten (10) day try out period in a designated age category, up until January 10<sup>th</sup> of the current hockey season. This offer is made at the discretion of the directors of Rep Hockey.

Representative teams are subject to Hockey Canada, Alliance and KMHA rostering rules.

#### **KMHA: Policy # A7**

**Title:** A player who quits Representative or Minor Development Hockey

**Policy Statement:** Any player who "quits" representative or minor development hockey will be placed at the discretion of the respective Rep and House/Local League directors.

#### **KMHA: Policy # A8**

**Title:** Committee and other group meetings

**Policy Statement:** Meetings such as Blueline, Oktoberfest, Fallfest and Jason Cripps Memorial tournament committees, Kitchener Ice Pirates committees, and divisional meetings such as girls/boys, representative coaches, Minor Development coaches, House League coaches, League convenor meetings, Referee Committee, Marketing committee, Program development committee etc. Must have minutes submitted to the board of directors for approval. Failure to do so could make all decisions rendered null and void. Board of Directors members are ex-officio members of any committees and as such, notification of date and location, and time should be communicated to them within a timeframe that will allow any board member to attend if they so desire. All Minutes are to be submitted electronically to the General Manger and the President of the Association.

### **KMHA: Policy # A9**

**Title:** Protective Equipment

**Policy Statement:** While on the ice all players, including goalies shall wear a CSA approved Hockey helmet to which a CSA approved facial protector must be securely attached and not altered in any way. Any alteration to a CSA 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 also mandatory equipment for all KMHA players, including goaltenders, and referees.

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

The KMHA states that all players must wear full, properly fitting protective equipment that conforms to Hockey Canada and CSA guidelines.

Representative players wear red helmets, pants and red, white and blue gloves. (Kitchener Ranger colours)

The KMHA requires that representative and minor development league's goalies supply their own shoulder pads and chest protectors at all age groups and the Minor Bantam to Major Midget age groups must also use their own blockers and catching gloves. The KMHA shall permit the use of KMHA goaltender equipment for the current season subject to the following conditions.

- A deposit of \$250.00 (two hundred fifty dollars) must be submitted prior to any equipment being signed out for the season to ensure the equipment is returned in proper order. Any equipment that is returned requiring repair, shall be repaired and the cost deducted from the deposit at the end of the season.

The KMHA will supply full protective goal equipment in the house league from IP to Minor Novice. From Major Novice – Major Midget goaltender equipment is lent on a per season basis.

### **KMHA: Policy # A10**

**Title:** Travel Permit Regulations

**Policy Statement:** Any KMHA team wishing to participate in any tournament or exhibition game at home or away must complete a Travel Permit (Boys) or Request Form (Girls). This form is to

be signed by the respective league convenor/Director and the KMHA General Manager or designate and the appropriate fee paid. This fee may be determined from time to time by the board of directors. Teams may also file travel permits for any practice time not issued by the KMHA. There will be no fee charged for practice permits. Travel permits/Request Forms for home exhibition games must be submitted to the KMHA office five (5) days prior to the date of the exhibition game(s). The KMHA scheduler must assign all officials (referees, linesmen) and minor officials (timekeepers). The fee schedule is as follows:

- All permits for Alliance/OWHA Away exhibition games \$5
- All permits for Alliance/OWHA Home exhibition games \$15
- All permits for Alliance/OWHA tournaments \$15
- All permits for non-Alliance exhibition games (Boys Only) \$25

House league teams must pay for travel permits at the time of application. House select, minor development, and representative teams will be invoiced by the office. All travel permit fees must be paid prior to the team closing its bank account or the remaining fees may become the responsibility of the coach and manager to repay. Please check with the office to ensure your fees are completely paid.

### **KMHA: Policy # A11**

**Title:** Outerwear

**Rational:** To provide KMHA teams with a consistent appearance that meets with our sponsorship agreements as well as allowing all parents to benefit from group purchase rates.

**Policy Statement:** Any team (group) obtaining jackets to be used, as a means of “team identification” or spirit wear must conform to the KMHA regulations as follows.

In all age categories and levels of Hockey teams may only purchase from authorised tenders. Those tenders are

- 1<sup>st</sup> Impressions
- Play it Again Sports
- JP Sportswear

All providers have the approved apparel lists and will only sell items from that list.

For an outerwear provider to alter the team apparel list they must contact the Outerwear Committee consisting of the association’s VPs, president and general manager.

### **KMHA: Policy # A12**

**Title:** Team Pictures

**Policy Statement:** Every three years the KMHA appoints official photographer(s) as it relates to team pictures. The photographer(s) is selected by a tender process and offers a reasonable price for the team pictures as well as provides a team picture for the sponsor free of charge. Under no circumstances are teams to use the KMHA ice time for pictures.

Failure to abide by this policy will result in disciplinary action towards the team staff. Teams must at minimum have a team photo taken to be provided to the team sponsor.

### **KMHA: Policy # A13**

**Title:** Trophies

**Policy Statement:** The board of directors must approve major trophies before they are submitted for competition.

### **KMHA: Policy # A14**

**Title:** Off Season Hockey or Hockey Related Programs

**Policy Statement:** On-Ice or Off-Ice hockey or hockey related programs specific, invited groupings of the KMHA players with involvement by the KMHA team staff during the period of the official end and the official start of the Hockey season (as determined by the board of directors) shall be banned. The recommendation excludes the midget age group as inherent ability must be maximised at this stage to allow the individual opportunity to play the game as a career or at a higher level of competition.

Any team staff or officials that do not comply with this philosophy as outlined shall not be considered for official appointment to a position in the KMHA.

### **KMHA: Policy # A15**

**Title:** Post Season Ice Allotment

**Rational:** a policy is required to provide structure to post regular season ice usage by teams and to allow KMHA administration to fairly coordinate ice usage during the post season. KMHA allots ice during the playoffs according to an average number of teams to qualify in any year. The ice block is an extension of the regular season block of ice but must be used to meet an unpredictable demand from teams. The associations schedule allots all KMHA teams a number of regularly scheduled ice times. These ice times are considered apportioned to the teams. Post regular season ice is based on an assumption of a level of success and is not apportioned to any team. This ice is divided fairly but is at the behest of the programs administration. These decisions will be made by the associations Scheduler in discussion with the directors associated with each program. The decisions regarding Ice allotment will be made in order to support all teams with games remaining in a way that best supports their goals and is fair. This policy is to create an understanding amongst coaches and players regarding the post regular season ice allotments.

**Policy Statement:**

Kitchener Minor Hockey Association post regular season ice blocks are not associated to any team, no longer playing regular season games. These Ice times will be scheduled by the Association scheduler working with the directors of divisions to sort out any issues or conflict.

The cost of post season ice is budgeted annually and shared across all KMHA teams in their fees.

Decisions regarding Ice allotment will be made upon the following priorities.

1. Teams remaining in play-off or play-downs requiring the completion of games in a contract will have their games scheduled to meet the obligations of the contract.
2. Teams no longer playing in play offs and play downs but awaiting a further championship tournament will receive to the best of the schedulers ability one (1) ice allotment per week.
3. Further ice requirements will be considered and handed out according to the level of play and the proximity to the championship tournament.
4. Ice blocks above and beyond the blocks already booked by KMHA may be purchased by the teams at their own expense, and in accordance with ice availability.
5. Notification of any changes will be sent immediately after any change to the schedule to all team coaches and parents to the e-mails provided to the association
6. Any change with less than 48 hours notice will require a phone call to the coach as well as e-mails to all parties.

During playoffs and play downs practices and exhibition games may be rescheduled as required to allow playoff contracts to be executed.

**KMHA: Policy # A16**

**Title:** KMHA logo and trademark

**Policy Statement:** The KMHA has as their official logo, registered and trademarked, the image below. This logo must appear on all official KMHA paperwork, jerseys, memorabilia, outerwear, spiritwear, and swag.



And also our representative leagues boys and girls will utilise the following trademarked and registered images.



The Ice Pirates will utilise the following logo



Any unauthorised use of the logo may result in legal action being taken by the association.

**KMHA: Policy # A17**

**Title:** Life Membership

**Policy Statement:** Life membership is the highest honour that can be bestowed by the association, and it is awarded only for very distinctive service to the association. Life members shall be elected at the annual meeting of the association by a two thirds majority vote of the members present. A life member shall have full voting rights at all KMHA general meetings. A master list will be kept by the KMHA General Manager.

**KMHA: Policy # A18**

**Title:** KMHA Privacy Policy

**Rational:** A policy is required to maintain compliance with PIPEDA legislation as well as to ensure KMHA collects and stores information in a way that best protects its members, volunteers, and staff. KMHA collects private information from many sources and this information is stored in many formats. All collected and stored information is required to operate the hockey association and its programs. This information is often stored for use year over year for, among other things, communication, statistical analysis, business comparisons, tracking activity, statistical results and years of service.

**Policy Statement:**

Collection of Information: KMHA is required to collect information for its own internal purposes, and/or, is required to do so by its governing bodies and partners. Information is collected by KMHA in paper form, by telephone, and by electronic means. KMHA will identify information that will be shared with a governing body or partner upon collection. Any information collected that is not guaranteed to remain private either through encryption, or other means, will be identified as such to the person submitting the information.

Storage of Information: KMHA stores all private and confidential information including, but not limited to, contact information, names, and Human Resources files and information in locked enclosures or cabinets that are not accessible to the public. This information remains locked and secure when not in use. All information received by electronic means will be stored on secure networks that are protected by encryption, passwords, and logins provided to authorized personnel only. No information will be stored on public access servers.

### **KMHA: Policy # A19**

**Title:** KMHA Key Sign- out Policy

**Rational:** To ensure the security of the KMHA office and storage space while allowing access to volunteers for use in completing their hockey roles.

Policy Statement:

KMHA will sign out a key fob to any member of the board of directors or any volunteer (upon approval by the General Manager) wishing to have one if; they sign the Key Sign-out form and agree to the conditions outlined upon it.

Should any person with a Key breach the conditions/responsibilities on the Sign-Out form they will lose the right to have a key and a notice will be sent to the executive committee.

Should a person whom has lost the privilege to hold a key wish to regain that privilege, they will be required to make a written request to be granted access; to the board of directors and said request will be required to be passed by a majority vote.

### **KMHA: Policy #A20**

**Title:** KMHA Inventory Policy for Consumable items

**Rational:** To Keep track of all purchased items that will be used for KMHA fundraising, Giveaways, or Good will. By tracking all items we will be better able to control expenditures as well as control losses due to theft.

Policy Statement:

All consumable items purchased by the KMHA to be used as giveaways or in silent auction/fundraising endeavors must be tracked to assist in controlling of expenses and loss of inventory. All individuals purchasing such items must complete an inventory form and submit it to the KMHA bookkeeper. Upon use/donation of the item the individual responsible will return to the KMHA bookkeeper to complete the form outlining what it was used for and any return on investment if sold. KMHA bookkeeper will track all forms and keep the master inventory list. Any item missing will be considered stolen and reported as required by the board of directors. Any items lost must be identified as such on the inventory form; replacement responsibility will be determined by the board of directors. Inventory forms should consist of the Items name, a description of what it is, the quantity there are, the price paid, and the approximate retail value.

Individuals not following this policy and completing the form will lose their purchasing powers for a length of time as determined by the board of directors. This discipline could include permit loss of purchasing powers.

Form attached as Appendix: A

**See flow chart**

Item is purchased



Purchase price on receipt(s) (As well as affiliated expenses “travel”) are used to determine initial value of the item. Value is to be recorded on an Inventory form.



Form is submitted to KMHA Bookkeeper



Bookkeeper logs all inventory items submitted.



Any person using a logged item must also complete the remainder of the inventory form associated with the item and log it with the Bookkeeper.



The bookkeeper will record the entry by updating the master and creating year end reports to track for all items.

**KMHA: Policy # A21**

**Title:** Updates to Hockey rules and governing policies

**Policy Statement:** Each year, a number of changes to rules are issued by the Alliance, OHF, OWHA, LLFHL and Hockey Canada. These are items such as minimum suspension lists, game lengths, mouth guard policy, etc. They will be circulated to each team as we receive them. In addition, administrative forms such as travel permits, fundraising requests, and others, are available on the KMHA web site.

## **Financial Policies**

**KMHA: Policy # F1**

**Title:** Refunds

**Policy Statement:** KMHA will accept no refund requests after December 1<sup>st</sup>, unless accompanied by a doctor's certificate stating the player will be unable to play the remainder of the current season. AFTER January 10, THERE WILL BE NO REFUNDS. a cancellation fee of \$50 will be charged to any refund request. 4on4 \$25 and Fundamentals \$10. The process to waive this fee is a request must be submitted through the General Manager to the KMHA Finance Committee for approval. All refunds after a participants first ice time will be pro-rated based upon the amount of participation to date. All refunds will be assessed from the time that a request was submitted not the time of an injury. (If a player chooses to wait and see if they heal a refund will only be given from the time that a player indicates they are done and wants a refund.)

## **KMHA: Policy # F2**

**Title:** Finances and control thereof

**Policy Statement:** It is required that each team with a team budget greater than zero (0) open a bank account in the name of the team at the beginning of the season. All team names for the purposes of accounts will be designated by KMHA. These accounts must have a minimum of two (2) signing authorities for each team and at least one (1) parent must be a signing authority and also must sign each disbursement. The Head coach may not be a signing authority.

Any KMHA team or group of teams wishing to raise funds must adhere to the corporate fundraising policies.

## **KMHA: Policy # F3**

**Title:** Team Budgets, Expenditures

**Policy Statement:** The director or designated convenor of each division must approve all team budgets to ensure revenue and expenditures are reasonable and just.

All excursions in excess of \$3,000.00 (three thousand dollars) budgeted expenditures must be approved by the league division director with a copy to the board of directors. A statement of expenditure must be filed by the team to the league division director with a copy to the board of directors within 15 (fifteen) days of the conclusion of the trip.

All team budgets must meet the restrictions outlined in their division's policy section of this manual.

Parental approval is required with respect to the budget for team expenses, and a simple majority as determined by secret, written ballot, administered by the director and done by the convenor responsible for that respective team, all budgets will be provided to parent group(s) 48 hours before parental approval is requested.

All teams that become involved in fund raising, receive parental contributions and/or possess a bank account, must submit the following to their director or appointed financial convenor:

- initial budget approved as above (Full budget to actual expense statement)

- December 15<sup>th</sup> and January 15<sup>th</sup> financial statements.
- Year end financial statements,
- Monthly statements to their parent group.

Budget templates are available through your directors.

Receipts for expenses must be attached to an expense form and submitted to the team treasurer for reimbursement.

#### **KMHA: Policy # F4**

**Title:** Team Staff expenses

**Policy Statement:** All KMHA team staff will be permitted to charge the following expenses to team budgets. These are maximum amounts. The directors in charge of that particular division must approve changes to these amounts and guidelines.

- A maximum of six (6) active team staff may be claimed for tournaments, travel, etc.
- Team staff may claim for one standard accommodation, hotel room, at actual cost for each two (2) active team staff members for events where overnight accommodation is required. This accommodation shall be double occupancy only. Where 6 team staff are in attendance up to a maximum of 3 hotel rooms may be utilised. Any exceptions are based upon gender accommodations and must be cleared with the director responsible for your level of Hockey prior to any billing occurring with the team.
- Mileage shall be paid at a rate as determined by the board of directors for up to 2 vehicles to out of town games and tournaments at the current rates of \$0.50/km, return. 100% of bus or air travel shall also be paid if necessary.
- The following meal allowance will be reimbursed to team staff to a maximum of \$35.00/day. Meal allowance can only be claimed for overnight trips, tournaments, friendship exchanges, etc., unless authorised by the director in charge of that particular division. All team staff must submit receipts and only food costs will be reimbursed.

#### **KMHA: Policy # F5**

**Title:** Fundraising

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. This is done through the completion of the KMHA Fundraising Request form. A \$5 processing fee is associated with each form, however multiple fundraisers can be put on each form. Fundraised fees are not considered parent contributions and are therefore not eligible for refund. Parents/players cannot receive more money back at the end of the year than they paid in combined 'base', 'team' and 'rep' fees.

- Should a fundraiser be passed with the intention of being a team fundraiser this must be voted on in front a KMHA delegate or by e-mail with a unanimous trail of e-mails.
- 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 must be submitted to the team treasurer for allocation of the funds to each player. Funds may not be kept by a parent initially. This is to protect all KMHA fundraising from misappropriation and fraud.
- Excess of funds raised over the combined total of base, 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 base, team 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/designate) and those who do not have fundraising funds available must agree to pay their share on their own

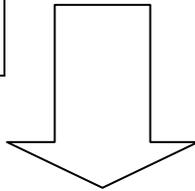
#### **Procedures:**

1. Any parent of a player that wants to start a fundraising activity must communicate their intentions to the Fundraising Co-ordinator.
2. 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'.
3. 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 is/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.
4. 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.
5. 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.
6. 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.
7. The Treasurer will deposit the funds and record the revenue in the budget template workbook.

8. The funds raised per parent/player must also be recorded for the purpose of accurate year end reimbursements.
9. 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.

## Concept to Fundraising Chair and Team Manager

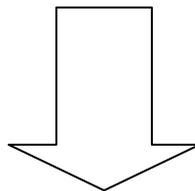
Ideas are brought to the team Manager and Fundraising chair to ensure fundraisers are inclusive in approach. All parents/families are offered to participate



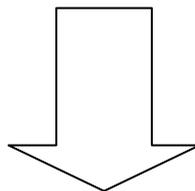
KMHA Fundraising Approval at  
[rollandc@kitchenerminorhockey.com](mailto:rollandc@kitchenerminorhockey.com) Subject: Fundraising

Questions and confirmation are completed at this step to ensure fundraisers meet KMHA/Hockey Canada Criteria.

Manager/Fundraising Chair answers questions and communicates with team fundraisers



Reply to team Manager/Fundraising Chair



## Execution of Fundraisers that were approved

### KMHA: Policy # F6

**Title:** Team Sponsorship

**Policy Statement:** All sponsors must receive the approved sponsorship form and all contracts are to be for a one (1) year duration.

All equipment purchased or donated by a sponsor shall become the property of the association, subject to all rules and regulations and be of a type and standard approved by the association.

Purchase of goods must be made through the association. Re: jerseys Therefore all colour combinations, designs; qualities will have the approval of the association Director of sponsorship, equipment administrator and appropriate director of Hockey. All outer wear therefore all colour combinations, designs; qualities will have the approval of the association outerwear committee incorporated of the 4 VP's and the president.

All playing equipment may only be worn during official Kitchener Minor Hockey Association activities.

Note: Game uniforms may only be worn during association Game conditions. I.e. Not to be worn during practices or for other hockey leagues.

It is the Director of sponsorships responsibility to ensure the following:

- I. The sponsor must be contacted regularly
- II. The sponsor must be supplied a team photo.
- III. The sponsor must be included in the KMHA Sponsorship banner to be displayed in each arena.

### Personal/Team Sponsorship

Proceeds from sponsorships are to be used to offset approved budget expenditures and/or a player's portion of KMHA Rep fees. Parents/players cannot receive more money back at the end of the year than they paid in combined 'base', 'team' and 'rep' fees

- Sponsorships can be by for an individual player/parent, a group of players/parents or the entire team and are to be considered either '**TEAM**' sponsorships or '**INDIVIDUAL**' sponsorships
- Sponsorships are only considered '**TEAM**' sponsorships if all parents/players are **invited** to participate in the activity, whether they participate or not **OR** if a sponsor designates the sponsorship for the entire team
- Only '**TEAM**' sponsorships can include a corporate logo on a banner or a website
- Only '**TEAM**' sponsorships can use the Junior Ranger, Lady Ranger or KMHA logos
- Sponsorships raised by the individual, group or team should be submitted to the team treasurer for allocation of the funds to each of the player(s) or to KMHA where a credit will be issued to the team and the amounts allocated in the same manner
- Excess of sponsorships raised over the combined total of base, 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 sponsorships 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 sponsorships 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 re-imbursed, 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 where individual/multiple sponsors are obtained are considered to be team fundraising activities, provided all parents/players had been invited to participate, and funds are allocated to each player based on the percentage of funds raised, after the cost of the banner
- Banners where one sponsor is made towards the team - the amount, after the cost of the banner, is split among ALL players – sponsor must indicate in writing that the sponsorship is a team amount
- Banners where one player is being sponsored is considered individual fundraising activities and all funds, after the cost of the banner are allocated to that player – sponsor must indicate in writing that the sponsorship is for a specific player or player(s) - **the Junior Ranger, Lady Ranger or KMHA logos cannot be used**
- Sponsorships 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:**

1. Any parent of player that wants to start a 'TEAM' sponsorship activity must communicate their intentions to the Fundraising Co-ordinator.
2. 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 sponsorship 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'.
3. Sponsorship amounts raised should be given to the Fundraising Co-ordinator who will record the total of the amounts raised as well as the amount per player/parent that have participated in the activity.
4. The Treasurer will deposit the funds and record the revenue in the budget template workbook.
5. The amounts raised per parent/player must also be recorded for the purpose of accurate year end reimbursements.

#### **KMHA: Policy # F7**

**Title:** No Show Ice Times

**Policy Statement:** Team staff will be billed within fourteen (14) days for the cost of no show ice time. The fee levied will be the actual cost of the ice time plus an administrative fee of \$30.00 (Thirty dollars). The team has thirty days to pay the invoice or submit a dispute. Teams failing to comply shall not be eligible for further ice time beyond regularly scheduled games, until the matter is finalised.

### **KMHA: Policy # F8**

**Title:** Finances and board of directors' expenses

**Policy Statement:** The board of directors for the association shall be responsible for approving expenses either full, or in part, in regard to the attendance of board members, league convenors or other personnel meetings, tournaments, playoffs, and special events which would involve funds from the KMHA treasury.

The directors shall also determine the per diem that will be the responsibility of the association in regard to meals and lodging. All travel costs and necessary event related expenditures to be assumed by the association shall require the approval of the board of directors. Receipts will be required at the conclusion of any such event and prior to the settlement of the account by the treasurer (per diem expenses included)

Each director is empowered by his position to spend up to a maximum of \$1000 total for his or her particular division without board approval. The director must inform both the President and the General Manager before such a purchase can be made.

The board of directors shall be empowered to establish a policy involving funds from KMHA treasury regarding the transportation of teams involved in inter-city travel. This policy shall also define who is eligible to travel and at what cost.

### **KMHA: Policy # F9**

**Title:** Championship Finance Policy

**Policy Statement:** OHF and OWHA (Provincial Championships)

Bus is supplied for OHF and OWHA championship if the distance is sufficient to warrant special transportation. Cost to the team is subject to formulas as per KMHA championship policy.

Accommodations: Compensated in full for team staff. A maximum of 3 rooms for 6 coaching staff, plus, a KMHA Director of Representative and an additional League convenor as appointed by the Director of Rep Hockey. 1(one) room

Meals: \$35.00 per day – (6 team staff)

\$35.00 per day KMHA reps

League Banquet: The KMHA is to cover the costs of banquet tickets for board members, league convenors, and championship teams and staff.

Note: KMHA may make application to other financial sources to offset the costs. The KMHA budget reflects a charge per player in the rep. Division for a reserve fund for provincial and national championships.

### **KMHA: Policy # F10**

**Title:** Mileage Policy

**Policy Statement:** Mileage will be paid to board of directors and staff for approved excursions while attending to KMHA business. The rate will be set at \$0.50

### **KMHA: Policy # F11**

**Title:** Subsidization for National coaching and training courses

**Policy Statement:** The KMHA has adopted a policy for subsidization for CBET and NCCP Clinics as follows:

Community coach stream (CS1), Developmental coach stream (DS1) as well as level 1 (one) trainers certification are 100% subsidized by the KMHA.

Cost for coaching and training levels above and beyond may be granted on an individual basis. Any person taking a higher than required course before receiving permission will be responsible for the costs of the clinic.

Subsidization funds will be from sources deemed appropriate by the board of directors,

### **KMHA: Policy # F12**

**Title:** Referees, Timekeepers and equipment custodians Rates

**Policy Statement:** The KMHA Referee rates for the representative division is governed by the current Alliance/LLFHL regulations.

The KMHA referee rates for House League and girls local league are established by the board of directors annually. Future increases in these rates will be made relative to future increases at the representative level. This shall be done on a percentage basis, by age division.

Timekeeper's rates are determined by the board of directors and reviewed on a regular basis.

Exhibition Games: Any games played at any of the Kitchener community arenas and KMAC will be charged at a rate specific to the age group and level. Exhibition games scheduled out of town and requiring Kitchener officials will be charged at the representative rate.

### **KMHA: Policy # F13**

**Title:** Fee Assistance

**Policy Statement:** The KMHA will make available through the Donna Weber Sponsored Children's Program financial assistance for any participant requiring said assistance. The

volunteers of the DWSCP are required to maintain qualification guidelines and seek funding to offset the assistance they provide to members.

#### **KMHA: Policy # F14**

**Title:** Tendering policy

**Policy Statement:** Tenders should not necessarily be awarded to the lowest priced tender. Value and quality goods and services should be carefully looked at before a decision is made. The KMHA will strive to honour all local retailers if the criteria within the terms of the tender are met.

Conditions of tender:

- A minimum of three written/typed tenders must be obtained on the supplier's company letterhead and be signed by an employee of that company
- The tender must itemize all goods that are being offered with complete description and pricing/
- All tenders must be for goods or services of comparable value
- Copies of all tenders must be presented to the board of Directors for their consideration by the appropriate individual or committee.
- The appropriate individual or committee will make their recommendations to the board of directors
- Upon a motion being put forth, the board of directors will vote to accept or reject a specific tender.
- Upon acceptance of the tender the board of directors will mandate that the purchase be made.

#### **KMHA: Policy # F15**

**Title:** Equipment purchase

**Policy Statement:** In order to ensure that KMHA equipment meets the needs of the participant, in terms of quality and quantity, the equipment manager must adhere to the following procedures:

The equipment manager, with input from the respective league/division director submits a proposed budget for purchases to the Director of Finance. All equipment must be ordered through official purchase order and not by an individual.

A receiving slip signed by the equipment manager must be submitted to the Director of Finance.

All Equipment is distributed, cleaned, repaired and stored in the KMHA storage at Activa, unless other arrangements are approved by the board of directors.

#### **KMHA: Policy # F16**

**Title:** KMHA Hummel trust fund

**Policy Statement:** The Hummel family initiated the John Hummel Sr. Trust Fund shortly after his passing.

Guidelines for use and distribution of the fund are as follows:

Committee Structure:

KMHA Referee in Chief

KMHA Director of Finance

Hummel Family representative (or board of Directors Designate)

Mechanics of disbursement

Capital fund to be setup in interest or capital gains account. Interest earned over and above the capital, will be permitted to be spent on a yearly basis, provided there is a signature from two of the three members of the committee. Interest not spent in any one year will be considered to be part of the initial capital in the future.

The capital fund can only be spent with the agreement and signature of the Hummel Family representative.

Purpose of the Trust fund

The trust fund should be structured to support the KMHA referees and/or the KMHA. For example up to two scholarships are available each year for promising young officials to upgrade their skills and levels

## **KMHA: Policy # F17**

**Title:** Fee collection and consequences for failure to remit.

**Rational:** Kitchener Minor Hockey Association has a duty to its members to collect fees owing in a way that is responsible and thoughtful, yet respectful to all those that pay. Action on unpaid fees must occur early in the season before it is too late for corrective action.

**Policy Statement:** All KMHA Base fees and Rep Fees must be paid or a payment plan must be made prior to October 30<sup>th</sup>. All participants with fees owing on November 1<sup>st</sup> and no payment plan will be suspended until such time that a plan is in place. All payment plans should be designed to end no later than Dec 13 unless approved by the Director of Finance and the Director of the division involved.

Any participant that is delinquent one payment on a payment plan prior to Dec 13 will be notified and given a chance to catch up and remit payment but will be required to return to their payment plan. Any participant(s) delinquent two (2) or more payments will be suspended until all fees are paid in full.

Any participant expressing inability to pay due to a circumstance change will be referred to the Donna Weber Sponsored Children's fund. Any participants not qualifying for the fund will be expected to return to their payment plan or face suspension.

All fees owing from past seasons will be required to be paid prior to the enrolment of a participant in the current season of Hockey.

Any participant wishing payment options/plans may make arrangements with the Registrar upon registration, to be approved by the Director of Finance.

### **KMHA: Policy # F18**

**Title:** Cash Policy.

**Rational:** Kitchener Minor Hockey Association has a duty to its volunteers and staff to protect them and the association's assets from possible robbery/theft. The handling of cash in a non-secure environment could lead to possible loss of cash, theft and/or harm to a KMHA representative during a robbery. Not accepting cash as a tender would create a safer and more secure work environment with the benefit of allowing auditable tracking of funds within the office.

#### **Policy Statement:**

At no time will KMHA accept cash as a form of payment to a volunteer or a staff in the office. Exceptions may need to be made at events where other forms of payment are not available or where the General Manager and President have both given consent.

If any cash is taken/left at the office for any reason it is to be entered into the KMHA safe as soon as is possible.

### **KMHA: Policy # F19**

**Title:** Financial Assistance for Teams

**Policy Statement:** K.M.H.A. will advance tournament deposits to Head Coaches prior to implementation of a team budget. Repayment will be made to KMHA as soon as a team bank account has been established and teams have collected funds. KMHA will not front monies for teams that are mid season and already have a team budget.

In order to receive funds team must submit proof of tournament cost, a valid travel permit and a written request to have the tournament paid by KMHA.

### **KMHA: Policy # F20**

**Title:** Financial Assistance for Players

**Policy Statement:** Monies are available for player equipment and participation fees from the KMHA Sponsored Children's Fund. Application for these monies must be made by the player's parent or guardian to the Director of Donna Weber Program at KMHA.

# Conduct Related Policies

## **KMHA: Policy # C1**

**Title:** Obscene Language

**Policy Statement:** Swearing and obscene gestures for all levels of play in the KMHA, representative, minor development, House, and girl's local league, shall be governed by the Hockey Canada official Hockey Rules and the Hockey Canada Code of Conduct.

## **KMHA: Policy # C2**

**Title:** Alcoholic Beverages and Drugs

**Policy Statement:** The consumption of alcoholic beverages or the taking of illegal drugs is strictly forbidden during any team activity.

Failure to observe this rule will result in automatic suspension. The person(s) involved must appear before a discipline committee before being reinstated or receiving a further suspension. No person/coach may attend a KMHA event while under the influence of alcohol or illegal drugs. A discipline committee for these purposes will be comprised of the KMHA Risk Manager/designate, a VP, and a convenor or board member. All decisions by this committee exceeding a suspension of 3 days are appealable under KMHA Appeal procedures.

## **KMHA: Policy # C3**

**Title:** Smoking/Vaping

**Policy Statement:** Smoking/Vaping is prohibited in all City of Kitchener Facilities. Suspension shall be levied to players and team staff who fail to adhere to this policy. Hockey Canada also has a 0 tolerance

policy regarding tobacco products and as such KMHA will enforce any policy and discipline as outlined by Hockey Canada.

## **KMHA: Policy # C4**

**Title:** Protests

**Policy Statement:** Representative and Minor development teams follow the procedure set out by the Alliance League constitution. (a copy can be found at [www.alliancehockey.com](http://www.alliancehockey.com) )

Girls Representative Teams follow the procedure set out by the Lower Lakes League. ( a copy can be found at [www.lfhl.ca](http://www.lfhl.ca))

#### House League boys and girls

All protests shall be filed with the General Manager accompanied by a cheque for \$100 (one hundred dollars) payable to KMHA with copies of the protest delivered to the director of the league/division and the opposing team within forty-eight 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 head coach and manager of the protesting team. The GM shall notify the director in charge and he/she may uphold or refuse protest based upon a review of the evidence. A hearing if necessary shall be at the call of the respective Director as appointed by the director, and the teams involved, of the time and place of the meeting.

Protests on a referee's decision will not be considered unless it concerns a question of mis-application of a rule.

#### **KMHA: Policy # C5**

**Title:** Suspensions

**Policy Statement:** Boys and Girls Hockey have adopted the minimum suspension list of Alliance Hockey and the OWHHA respectively. These lists or a link will be published on the KMHA website and below in this policy annually.

### **2018-2019 OHF Minimum Suspension List – Minor Hockey**

The following are minimum suspensions that shall be imposed for infractions, which occur in all OHF exhibition, league, and play-off games, during the current playing season for Minor Hockey. Note that these suspensions are over and above any imposed by Hockey Canada rules. Additional suspensions can be applied at the discretion of KMHA Directors or VP's. Suspensions do carry into the next year so these must be tracked where necessary. Suspended players can go to tryouts (ratings games), but than serve games at the start of a season.

**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 coach read and understand the rules. If the coach is unsure whether a player should or should not be suspended, than he\she should not let the player play until he\she can confirm if a suspension must occur. A coach that plays a suspended player will be suspended for one game or the greater of suspensions determined by our governing bodies.

#### 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.

**Notice re: Clarifications**

These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstance warrant.

It is the responsibility of each team manager and/or coach to ensure their players sit out their appropriate suspensions. When in doubt as to the relevant suspension, contact the association/league office. If unable to contact the association/league office, sit player(s) in question out until clarification can be obtained. These suspensions are in addition to game incurred.

Match Penalty reports will be forwarded to the appropriate Member Partner for further review.

GM = Game Misconduct    GE = Game Ejection    GRM = Gross Misconduct    AS = Accumulation M = Match Penalty

Misconduct

Ejection

Misconduct Sanction

<b><u>Misconducts</u></b>		<b>H.C. Rule</b>	<b>Suspension</b>
M10	Failure to go directly to Penalty Bench	9.2 (d)	
M11	Failure to go to Penalty Box Captains	2.4 (c)	
M12	Failure to go to the Player's Bench or Neutral Area	6.7 (f)	
M13	Refusing to Surrender Stick for Measurement	3.3 (f)	
M14	Throwing Stick Over Boards	9.8 (d)	
M16	Facemask Offset	3.6 (d)	
M17	Throat Protector	3.6 (f)	
M18	Mouth guard	3.6 (g)	
M20	Disputing Call of Official	9.2 (a)	
M21	Harassment of Official/Unsportsmanlike Conduct	9.2 (b)	
M22	Inciting	9.2 (e)	
M23	Entering Referee's Crease	9.2 (g)	
M69	Interference/Distracton During Penalty Shot	4.9 (f)	

<b><u>Game Misconducts</u></b>		<b>H.C. Rule</b>	<b>Suspension</b>
GM20	Disputing Call of Official (AS)	9.2 (a)	1 Games
GM21	Disputing Call of Official: Verbal Abuse of Game Official (AS)	9.2 (b)	3 Games
GM30	Fighting (AS)	6.7	2 Games
GM31	2 <sup>nd</sup> Fight, Same stoppage of play (3 <sup>rd</sup> , 4 <sup>th</sup> , etc.)	6.7 (h)	3 Games
GM32	Player(s) 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Player into Fight	6.7 (h)	3 Games
GM34	Leaving the Players bench or Penalty Box	9.5 (b)	4 Games

GM35	Leaving the Penalty Box and incurring a Minor, Major or Misconduct penalty	9.5 (c)	5 Games
GM36 <sup>1</sup>	Coach whose player is penalized under GM34 and/or GM35	9.5 (a,b,c)	4 Games
GM37	Goaltender Leaves Crease to join a Fight	4.11 (d)	1 Game
GM38	Instigator of a fight (Minor + Game Misconduct). (If player has received GM39 as first offence refer to AS121/AS122)	6.7 (b)	1 Game
GM39	Aggressor of a fight (Minor + Game Misconduct). (If player has received GM38 as first offence refer to AS121/AS122)	6.7 (b)	1 Game
GM42	Hair Pulling, Grab Face Mask/Helmet/Chinstrap (Major + Game Misconduct)	6.1 (d)	1 Game
GM43	Roughing (Major + Game Misconduct)	6.7 (k)	1 Game
GM44	Roughing Deliberate Contact After Whistle (Major + Game Misconduct)	6.7 (l)	1 Game
GM45	Holding (Major + Game Misconduct)	7.1 (a)	1 Game
GM46	Holding Injury (Major + Game Misconduct)	7.1 (b)	1 Game
GM47	Hooking (Major + Game Misconduct)	7.2 (a)	1 Game
GM48	Hooking Injury (Major + Game Misconduct)	7.2 (b)	1 Game
GM49	Interference (Major + Game Misconduct)	7.3 (a)	1 Game
GM50	Interference of a Goaltender (Major + Game Misconduct)	7.3 (b)	1 Game
GM51	Interference from the Bench	7.3 (d)	1 Game
GM52	Interference Injury (Major + Game Misconduct)	7.3 (e)	1 Game
GM53	High Sticking (Major + Game Misconduct)	8.3 (a,b)	1 Game
GM54	Slewfoot Standing Still (double minor +Game Misconduct)	7.4 (b)	2 Games
<b>Game Misconducts (con't)</b>		<b>H.C. Rule</b>	<b>Suspension</b>
GM55	Checking from Behind (Minor + Game Misconduct)	6.4 (a)	1 Game
GM57	Goaltender Drop Kick Puck (with injury – Major + Game Misconduct)	4.11 (f)	1 Game
GM58	Kick Shot (with injury – Major + Game Misconduct)	9.4	1 Game
GM62	Leaving the Bench without Clearance from the Referee (Assessed to coach if altercation results in penalties at end of game)	9.5 (i)	2 Games
GM63	Leaving the Bench without Clearance from the Referee (Assessed to coach if altercation results in penalties at end of game)	9.5 (i)	2 Games
GM64	Team Official Interference/Distracton during Penalty Shot	4.9 (f)	1 Game
GM65	Bench Official on the Ice Without Permission of Official	9.5 (f)	1 Game
GM70	Refusing to Start Play (Coach – Major + Game Misconduct)	10.14 (a)	Indefinite*
GM72	Refusing to Leave the Players Bench (Major + Game Misconduct)	10.14 (e)	1 Game
GM76	Second Misconduct – Same Game	4.5 (c)	1 Game
GE101	Game Ejections	4.6	0 Games

<sup>1</sup> GM36 – Coaches' penalty will be noted on the front and back of the game sheet of the Officials' copy only. Penalty to coach is automatic as a result of player receiving GM34 and/or GM35, coach not to be ejected as a result of this penalty being assessed.

<b>Pre or Post Game Altercations</b>		<b>H.C. Rule</b>	<b>Suspension</b>
PG101	Any player involved where Major and Game Misconducts are assessed		2 Games
PG102	Coach of team whose players are so penalized		Indefinite*
PG103	Any team involved in a pre or post game brawl		Indefinite*

<b>Gross Misconducts</b>		<b>H.C. Rule</b>	<b>Suspension</b>
GRM13	Goaltender Refusing to remove mask for Identification	3.5 (d)	Indefinite**
GRM21	Discriminatory Slur (AS)	9.2 (f)	Indefinite**
GRM23	Travesty of the Game	4.7	Indefinite**
GRM24	Obscene Gesture	4.7	Indefinite**
GRM30	Fighting with Team Official	6.7 (i)	Indefinite**
GRM31	Removing Helmet and/or Chinstrap	3.6 (c)	Indefinite**
GRM82	Head Butt – Team Official (Double Minor + Gross Misconduct)	6.1 (b)	Indefinite**
GRM83	Butt End – Team Official (Double Minor + Gross Misconduct)	8.1	Indefinite**
GRM84	Spearing – Team Official (Double Minor + Gross Misconduct)	8.5	Indefinite**

\*\* Note: All Gross Misconducts listed as “Indefinite” must be dealt with by the Member Partner President in accordance to Hockey Canada Rule 4.7. The Member Partner may establish a set number of games that may not be lower than 2 games which is in compliance with the Hockey Canada Minimum Suspension List for Gross Misconducts assessed under 9.2 (f). In addition to any amount established a GM75 applies in the last Ten Minutes / Overtime / Conclusion of Game under 4.7 (c).

<b>Match Penalties</b>		<b>H.C. Rule</b>	<b>Suspension</b>
MP20	Threatening an Official	9.6 (a)	Indefinite <sup>±</sup>
MP21	Physical Abuse of an Official – Intentional Contact	9.6 (b)	Indefinite <sup>±</sup>
MP22	Physical Abuse of an Official – Deliberate Striking	9.6 (c)	Indefinite <sup>±</sup>
MP40.00	Attempt to Injure (AS)	6.1	4 Games
MP40.01	Head Butting (AS)	6.1 (b)	Indefinite <sup>±</sup>
MP40.02	Kicking (AS)	6.1 (c)	4 Games
MP40.03	Grabbing Face Mask / Helmet / Chinstrap (AS)	6.1 (d)	4 Games
MP40.04	Hair Pulling (AS)	6.1 (d)	4 Games
MP40.05	Spearing (AS)	6.1 (f)	4 Games
MP40.06	Butt Ending (AS)	6.1 (f)	4 Games
MP40.07	Boarding (AS)	6.2	4 Games
MP40.08	Body Checking (AS)	6.2	4 Games
MP40.09	Charging (AS)	6.3	4 Games
MP40.10	Kneeing (AS)	6.1	4 Games
MP40.11	Elbowing (AS)	6.1	4 Games
MP40.12	Spitting (AS)	6.1	4 Games
MP41.00	Deliberate Injury (AS)	6.1	Indefinite <sup>±</sup>
MP41.01	Head Butting (AS)	6.1 (b)	Indefinite <sup>±</sup>
MP41.02	Kicking (AS)	6.1 (c)	Indefinite <sup>±</sup>
MP41.03	Grabbing Face Mask / Helmet / Chinstrap (AS)	6.1 (d)	Indefinite <sup>±</sup>

<b>Match Penalties (con't)</b>		<b>H.C. Rule</b>	<b>Suspension</b>
MP41.04	Hair Pulling (AS)	6.1 (d)	Indefinite <sup>±</sup>
MP41.05	Spearing (AS)	6.1 (f)	Indefinite <sup>±</sup>
MP41.06	Butt Ending (AS)	6.1 (f)	Indefinite <sup>±</sup>

MP41.07	Boarding (AS)	6.2	Indefinite <sup>±</sup>
MP41.08	Body Checking (AS)	6.2	Indefinite <sup>±</sup>
MP41.09	Charging (AS)	6.3	Indefinite <sup>±</sup>
MP41.10	Kneeing (AS)	6.1	Indefinite <sup>±</sup>
MP41.11	Elbowing (AS)	6.1	Indefinite <sup>±</sup>
MP41.12	Spitting (AS)	6.1	Indefinite <sup>±</sup>
MP41.13	High Sticking (AS)	6.1 (f)	Indefinite <sup>±</sup>
MP41.14	Cross-Checking (AS)	6.1 (f)	Indefinite <sup>±</sup>
MP41.15	Facial Protector as Weapon (AS)	6.1 (e)	Indefinite <sup>±</sup>
MP42	High Sticking Attempt to Injure	6.1 (f)	Indefinite <sup>±</sup>
MP43	Cross-Checking Attempt to Injure	6.1 (f)	Indefinite <sup>±</sup>
MP44	Facial Protector as Weapon Attempt to Injure	6.1 (e)	Indefinite <sup>±</sup>
MP45	Fighting – Ring or Tape on Hand(s)	6.7 (e)	Indefinite <sup>±</sup>
MP48	Slewfooting	7.4 (b)	Indefinite <sup>±</sup>
MP50.1	Checking from Behind (AS)	6.4 (a, b)	5 Games
MP50.3	Head Contact (AS)	6.5 (d)	5 Games
MP50.4	Head Contact Attempt to Injure (AS)	6.5 (e)	5 Games

<sup>±</sup> Note: All Match Penalties listed as “Indefinite” must be dealt with by the Member Partner President in accordance to Hockey Canada Rule 4. The Member Partner may establish a set number of games that may not be lower than 4 games which is in compliance with Hockey Canada Rule 4.8.

<b>Player Accumulation Sanctions</b> Majors Under Rule 6.2, 6.3, 6.4, 6.5, 6.6, 7.4, 8.2, and/or 8.4 Accumulation Sanctions apply for any collective accumulation of the below Majors in the same season			<b>H.C. Rule</b>	<b>Offense Count</b>			
				<b>1<sup>st</sup> MAJOR</b>	<b>2<sup>nd</sup> AS104</b>	<b>3<sup>rd</sup> AS105</b>	<b>4<sup>th±</sup> AS106</b>
AS104 AS105 AS106	GM41.01	Kneeing (Major + Game Misconduct)	6.6	2 Games	4 Games	6 Games	Indefinite*
	GM41.02	Elbowing (Major + Game Misconduct)	6.6				
	GM41.03	Checking from Behind (Major + Game Misconduct)	6.4 (a)				
	GM41.04	Cross Checking (Major + Game Misconduct)	8.2 (a)				
	GM41.05	Cross Checking Above Shoulders (Major + Game Misconduct)	8.2 (b)				
	GM41.06	Cross Checking Goalie in Crease (Major + Game Misconduct)	8.2 (c)				
	GM41.07	Cross Checking Injury (Major + Game Misconduct)	8.2 (d)				
	GM41.08	Slashing (Major + Game Misconduct)	8.4 (a)				
	GM41.09	Slashing Injury (Major + Game Misconduct)	8.4 (b)				

	GM41.10	Boarding (Major + Game Misconduct)	6.2				
	GM41.11	Body Checking (Major + Game Misconduct)	6.2				
	GM41.12	Charging (Major + Game Misconduct)	6.3				
	GM41.13	Head Contact (Major + Game Misconduct)	6.5 (b,d)				
	GM41.14	Tripping (Major + Game Misconduct)	7.4 (a)				

**Player Accumulation Sanctions**

Two (2) Match Penalties Under Rule 6.1, 6.2, 6.3

Accumulation Sanctions apply for any collective accumulation of the below Match Penalties in the same season

			H.C. Rule	Additional Games to Match Penalties
AS107	MP40.00	Attempt to Injure	6.1	2 Games
	MP40.01	Head Butting	6.1 (b)	
	MP40.02	Kicking	6.1 (c)	
	MP40.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP40.04	Hair Pulling	6.1 (d)	
	MP40.05	Spearing	6.1 (f)	
	MP40.06	Butt Ending	6.1 (f)	
	MP40.07	Boarding	6.2	
	MP40.08	Body Checking	6.2	
	MP40.09	Charging	6.3	
	MP40.10	Kneeing	6.1	
	MP40.11	Elbowing	6.1	
	MP40.12	Spitting	6.1	
	MP41.00	Deliberate Injury	6.1	
	MP41.01	Head Butting	6.1 (b)	
	MP41.02	Kicking	6.1 (c)	
	MP41.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP41.04	Hair Pulling	6.1 (d)	
	MP41.05	Spearing	6.1 (f)	
	MP41.06	Butt Ending	6.1 (f)	
	MP41.07	Boarding	6.2	
	MP41.08	Body Checking	6.2	
	MP41.09	Charging	6.3	
	MP41.10	Kneeing	6.1	
	MP41.11	Elbowing	6.1	
	MP41.12	Spitting	6.1	
	MP41.13	High Sticking	6.1 (f)	
	MP41.14	Cross-Checking	6.1 (f)	
	MP41.15	Facial Protector as Weapon	6.1 (e)	

**Player Accumulation Sanctions**Two (2) Match Penalties Under Rule 6.4 and/or 6.5

Accumulation Sanctions apply for any collective accumulation of the below Match Penalties in the same season

			H.C. Rule	Additional Games to Match Penalties
AS108	MP50.1	Checking from Behind	6.4	4 Games
	MP50.3	Head Contact	6.5 (d)	
	MP50.4	Head Contact Attempt to Injure	6.5 (e)	

**Player Accumulation Sanctions**Three (3) Match Penalties Under Rule 6.1, 6.2, 6.3, 6.4 and/or 6.5

Accumulation Sanctions apply for any collective accumulation of the below Match Penalties in the same season

			H.C. Rule	Additional Games to Match Penalties
AS109	MP40.00	Attempt to Injure	6.1	Indefinite*
	MP40.01	Head Butting	6.1 (b)	
	MP40.02	Kicking	6.1 (c)	
	MP40.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP40.04	Hair Pulling	6.1 (d)	
	MP40.05	Spearing	6.1 (f)	
	MP40.06	Butt Ending	6.1 (f)	
	MP40.07	Boarding	6.2	
	MP40.08	Body Checking	6.2	
	MP40.09	Charging	6.3	
	MP40.10	Kneeing	6.1	
	MP40.11	Elbowing	6.1	
	MP40.12	Spitting	6.1	
	MP41.00	Deliberate Injury	6.1	
	MP41.01	Head Butting	6.1 (b)	
	MP41.02	Kicking	6.1 (c)	
	MP41.03	Grabbing Face Mask / Helmet / Chinstrap	6.1 (d)	
	MP41.04	Hair Pulling	6.1 (d)	
	MP41.05	Spearing	6.1 (f)	
	MP41.06	Butt Ending	6.1 (f)	
	MP41.07	Boarding	6.2	
	MP41.08	Body Checking	6.2	
	MP41.09	Charging	6.3	
	MP41.10	Kneeing	6.1	
	MP41.11	Elbowing	6.1	
	MP41.12	Spitting	6.1	
	MP41.13	High Sticking	6.1 (f)	
	MP41.14	Cross-Checking	6.1 (f)	
	MP41.15	Facial Protector as Weapon	6.1 (e)	
	MP50.1	Checking from Behind	6.4	
	MP50.3	Head Contact	6.5 (d)	

	MP50.4	Head Contact Attempt to Injure	6.5 (e)	
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<b><u>Player Accumulation Sanctions</u></b>			<b>H.C. Rule</b>	<b>Offense Count</b>		
<b><u>Game or Gross Misconducts Under Rule 9.2</u></b>				<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Accumulation Sanctions apply for any collective accumulation of the below Game or Gross Misconducts in the same season				<b>GM / GRM</b>	<b>AS110</b>	<b>AS111</b>
AS110 AS111	GM20	Disputing Call of Official	9.2 (a)	Minimum Suspension	Minimum Suspension + 4 Games	Indefinite*
	GM21	Disputing Call with Official: Verbal Abuse of a Game Official	9.2 (b)			
	GRM21	Discriminatory Slur/	9.2 (f)			

<b><u>Coaches Accumulation Sanctions</u></b>		<b>H.C. Rule</b>	<b>Suspension</b>
AS112	Any team receiving a combination equaling 3 x 5 minute penalties in the same game from a major penalty, match penalty or fighting infractions		1 Game
AS113	For a 2 <sup>nd</sup> violation of a team receiving a combination equaling 3 x 5 minute penalties in the same game from a major penalty, match penalty or fighting infractions		3 Games
AS114	For a 3 <sup>rd</sup> violation of a team receiving a combination equaling 3 x 5 minute penalties in the same game from a major penalty, match penalty or fighting infractions		Indefinite*
AS115	Any coach who received 2 Game or Gross Misconducts under rule 9.2 in a season	9.2	Minimum Suspension + 4 Games
AS116	Any coach who receives 3 Game or Gross Misconducts under rule 9.2 in a season	9.2	Indefinite*

<b><u>Player Accumulation Sanctions</u></b>			<b>H.C. Rule</b>	<b>Offense Count</b>			
<b><u>Majors Under Rule 6.7</u></b>				<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
Accumulation Sanctions apply for any collective accumulation of the below Majors in the same season				<b>GM30</b>	<b>AS117</b>	<b>AS118</b>	<b>AS119</b>
AS117 AS118 AS119	GM30	Fighting	6.7	2 Games	3 Games	5 Games	Indefinite*

<b><u>Player Accumulation Sanctions</u></b>			<b>H.C. Rule</b>	<b>Offense Count</b>		
<b><u>Majors Under Rule 6.7 (b)</u></b>				<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
Accumulation Sanctions apply for any collective accumulation of the below Majors in the same season				<b>GM</b>	<b>AS121</b>	<b>AS122</b>
AS121 AS122	GM38	Instigator of a fight (Minor + Game Misconduct)	6.7 (b)	1 Game	3 Games	4 Games
	GM39	Aggressor of a fight (Minor + Game Misconduct)	6.7 (b)			

\*All Indefinite Suspensions are subject pending a hearing.

**Title:** Hearing

**Policy Statement:** In the case of additional or non-automatic suspensions, the director in charge shall contact the player/coach/volunteer concerned; who shall have the opportunity to verbally defend his action prior to settling the length of the suspension.

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: Local and Minor development Leagues – 5 regularly scheduled games.

The committee shall consist of the Risk Manager, or his designate, the respective director and a league convenor. The Director (chairperson) shall make the committee's suspension recommendation to the board of directors. The Director (chairperson) will be responsible for communicating to the offender the verdict.

Dismissal Hearings:

The structure of the hearing committee regarding dismissal where dismissal is not automatic, 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 Board of Directors, the chairperson shall be responsible for announcing the decision. Any decision, other than a 5 game or less suspension, may be appealed to the appeal tribunal.

#### **KMHA: Policy # C7**

**Title:** Appeal Tribunal

**Policy Statement:** Any person, player, team, or combination thereof, feeling aggrieved by a decision under the bylaws on manual of operations of the KMHA may appeal to the appeal tribunal. Three 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 General Manager or President, setting forth the decision appealed from and a concise statement of the reasons and rational for being aggrieved. The appeal shall be accompanied by a cheque for \$100 (one hundred dollars) and made payable to the KMHA.

The appellant must register the appeal within ten (10) days of the rendering of the decision from which he is appealing. The General Manager shall forthwith direct the three 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 same thereof.

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 from among them a chairperson) and the majority decision thereof shall be final and binding.

The tribunal shall at the conclusion of the hearing, or soon thereafter as is practical, 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 (one hundred dollar fee)

### **KMHA: Policy # C8**

**Title:** Public Buildings

**Policy Statement:** All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play/visit. Teams or officials offending in this respect could be barred from further competition and will be assessed with any expenses associated with damage caused or arising from the behaviour of the team, participant or official.

KMHA will not hold hearings for behaviour that have been investigated and determined by third parties such as municipalities, police, or other facility managers. All applicable costs will be assigned to the offending parties.

### **KMHA: Policy # C9**

**Title:** Non Hockey Canada Program Participation Sanctions (Staff)

#### **Definitions:**

**Involved with:** refers to volunteers, staff paid/unpaid, parents of players, and anyone else deemed (by the Board of Directors) to have vested interest in the success of a non Hockey Canada Program.

**Players:** refers to any youth participating on a team as a regular or call up player for any duration of a game or practice.

**Parents of a player:** refers to the custodial parent(s) or guardian(s) of a player.

**Rational:** With the increase in Non Hockey Canada Programming and the proclivity, and opportunity for player and volunteer poaching/recruitment it is KMHA's intention to create a safe environment free from harassment and pestering caused by poaching/recruitment as well as to protect the private and information belonging to our customers and members. The security risk associated with staff is direct and could be easily manipulated by those wishing to place a staff in an conflict of interest.

#### **Policy Statement:**

Staff may not be selected for any paid position with KMHA from anyone involved with, or with immediate family involved with/playing on a Non Hockey Canada Sanctioned Hockey league. Staff will be made aware of this policy upon hire. Staff found to be involved with a Non Hockey Canada Sanctioned Hockey League program will be immediately removed from their position.

Persons involved with Non Hockey Canada Programs must wait a minimum of 5 years prior to returning to KMHA and must make application through the board of directors prior to being accepted back as a volunteer.

## **KMHA: Policy # C10**

**Title:** Non Hockey Canada Program Participation Sanctions (Volunteer)

### **Definitions:**

**Involved with:** refers to volunteers, staff paid/unpaid, parents of players, and anyone else deemed (by the Board of Directors) to have vested interest in the success of a non Hockey Canada Program.

**Players:** refers to any youth participating on a team as a regular or call up player for any duration of a game or practice.

**Parents of a player:** refers to the custodial parent(s) or guardian(s) of a player.

**Rational:** With the increase in Non Hockey Canada Programming and the proclivity, and opportunity for player and volunteer poaching/recruitment it is KMHA's intention to create a safe environment free from harassment and pestering caused by poaching/recruitment for all of our players and families.

### **Policy Statement:**

Volunteers will not be selected for any position in KMHA from anyone involved with, or with immediate family involved with/playing on a Non Hockey Canada Sanctioned league. Volunteers found to be involved with a Non Hockey Canada Sanctioned Hockey League Program during a KMHA season will be immediately removed from their position.

Persons involved with Non Hockey Canada Programs must wait a minimum of 5 years prior to returning to KMHA and must make application through the board of directors prior to being accepted back as a coach.

## **KMHA: Policy # C11**

**Title:** KMHA Dressing Room Conditions Policy

**Rational:** To ensure all KMHA teams are responsible to keep all dressing rooms used both home and away in a clean and tidy fashion leaving them the same or better than found. This policy and its protocols are also designed to assist KMHA with an efficient and effective way of documenting and keeping records of dressing room issues as to best help our teams determine the cause of damages and hold responsible parties accountable.

**Policy Statement:** KMHA teams are to be responsible for keeping a clean, tidy and safe dressing room. All teams must follow the Hockey Canada 2 in a room (or just outside door with it propped) rule. Failure to do so could result in volunteer suspensions or terminations.

KMHA takes pride in its local facilities as well as its teams' behavior in away facilities. As such we expect our teams to keep their room clean and safe. This means returning all dressing

rooms in the state they were found or better. Should damage occur during a KMHA team's use of a room teams will document the damage and take responsibility. In any arenas coaches are expected to communicate all damage caused by their team to that community's rink attendant to ensure the room is safe for the next user. If there is dangerous debris such as broken glass our team will let a professional clean the

mess. If damage has been caused by an individual on a team it is the coach's responsibility to report it to KMHA through their convener. KMHA will bill the parties responsible for the damage.

Should a KMHA coach find a room in unsatisfactory conditions upon arrival they are to communicate the issue (mess, damage or vandalism) to the rink attendant before using the room. This action will protect the team from false accusations.

### **KMHA: Policy # C12**

**Title:** Complaints of Harassment/Bullying/inappropriate behaviour

**Rational:** KMHA has created the following flow chart to provide guidance to KMHA volunteers in investigating issues as they arise within our program.

**Policy Statement:** To ensure all KMHA participants are treated fairly and regarding concerns of Harassment, Abuse, Bullying and Inappropriate Behaviour all complaints should be handled using the following flow chart see next page.

# Harassment Flow Chart

KMHA Receives Complaint

Determine Nature of Complaint

## Harassment/ Abuse/Assault/Neglect/Bullying

(Clear and detailed reports are to be kept and dated at all times.)

Reported immediately to Risk Manager

Determines protocol for mediation or reporting to authorities if required

If reported to authorities work with reporter and determine suspensions until all facts are revealed or we are clear to move forward with reinstatement

Appoints a lead (tribunal chair) for the case/issue if not reported to authorities

Determines corporate actions to be taken with individual(s) accused (i.e.: suspension pending investigation/hearing)

Hold hearing for all suspensions

Deliver finding and verdict

File all reports

All decisions are open to an internal appeals committee

Appeals committee consists of the Risk manager and appointed HAC or KMHA board members

Appeals are to be held within 14 Days of the appeal and are then open to Appeal at the Alliance Hockey level

All files are to be kept and digitized

## Other Major Issues

### Parent/coach/player misbehaviour

Reported immediately to Risk Manager

Determines protocol for mediation

Appoints a lead (tribunal chair) for the case/issue (often Director or VP)

Determines corporate actions to be taken with individual(s) accused (i.e.: suspension pending investigation/hearing)

Conduct Fact finding investigation – Report all findings to the Chairperson

Hold a formal hearing

Deliver findings and verdicts

File all reports

All decisions are open to an internal appeals committee

Appeals committee consists of the Risk manager and appointed HAC or KMHA board members

Appeals are to be held within 14 Days of the appeal and are then open to Appeal at the Alliance Hockey level

All files are to be kept and digitized

## Other Minor Issues

### Parent/coach/player misbehaviour

Reported immediately to Risk Manager

Determines protocol for mediation

Appoints a lead (tribunal chair) for the case/issue (often Convenor or Director)

Determines if a hearing is required

Determines penalty for all infractions if no hearing

If hearing

Conduct Fact finding investigation – Report all findings to the Chairperson

Hold a formal hearing

Deliver findings and verdicts

File all reports

All decisions are open to an internal appeals committee

Appeals committee consists of the Risk manager and appointed HAC or KMHA board members

Appeals are to be held within 14 Days of the appeal and are then open to Appeal at the Alliance Hockey level

All files are to be kept and digitized

## **KMHA: Policy # C13**

**Title:** Reporting Child Abuse

**Rational:** KMHA has created the following guide to provide guidance to KMHA volunteers in investigating issues as they arise within our program.

**Policy Statement:** To ensure all KMHA participants are safe and we meet all required reporting rules under Canadian and provincial Law. regarding concerns of Child Abuse/Neglect.



### **Child Abuse – Action Steps**

When a child discloses information of possible child abuse, the following actions must be taken.

- 1) Call Program Your Head Coach
  - \_\_\_\_\_ (cell)
  - \_\_\_\_\_ (cell)
- 2) Call the KMHA office
  - Rolland Cyr – General Manager, KMHA, 519-579-2229, ext 201
    - Rolland will be able to assist or if he is unavailable please reach out to
  - David Carr – Risk Manager – contact through the KMHA office
  - Tom Graham – President, - Contact through the KMHA office
  -
- 3) Share the disclosure with the KMHA Support member who will provide guidance and next steps.
- 4) Complete the *"KMHA Incident Report."*
- 5) Make the phone call to Family and Children's Services, 519-576-0540
- 6) Share the following information with the operator who answers the phone: *"My name is \_\_\_\_\_. I am a volunteer with the Kitchener Minor Hockey Association. The*

*Team/Program/Event the I help with is the \_\_\_\_\_ . I would like to report a possible abuse situation that a child has shared with me."*

- 7) You will be connected to a case worker who will request the information you have collected and recorded on the "KMHA Incident Report". Share this information.
- 8) Give the completed form to the Kitchener Minor Hockey Support staff member, who will take this documentation to the KMHA office and file it safely.
- 9) Do not share the information with anyone else. This is confidential.
- 10) Remain calm and rest assured that you are acting in the best interests of the child, and taking the necessary action required of anyone working with children under the age of 16.

#### **KMHA: Policy # C14**

**Title:** Code of Conduct

**Policy Statement:** K.M.H.A. requires that all parents and Players conduct themselves while in local and out of town arenas in a fashion that is a credit to their son and our Association. Players, Coaches and Parents must adhere to each facilities Code of Conduct policy as well as KMHA's code of conduct. KMHA retains the right in conjunction with the City of Kitchener to remove parents from city arenas on both a temporary and permanent basis. All parents and Players with KMHA are required to sign this code annually either electronically or in person.

#### **Fair Play Code for Players**

- I will remember 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.

### **Fair Play Code for Parents/Guardians**

- I will not use bad language, nor will I harass players, coaches, officials or other spectators.
- I will respect and show appreciation for the volunteer coaches who give their time to coach Minor Hockey and I will encourage open communication with them at all times.
- I will support all efforts to remove abuse, verbal and physical, from Minor Hockey.
- I will remember that the participants play hockey for their enjoyment, not mine.
- I will give positive comments that motivate and encourage continued effort. I will not ridicule any player for making mistakes during a game.
- I will not have unrealistic expectations. I will remember that the players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will show respect for my team's opponents because without them, there would be no game.

### **KITCHENER MINOR HOCKEY ASSOCIATION – FAIRPLAY CODE FOR OFFICIALS**

- I will avoid or put an end to any situation that threatens the safety of the players.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward officials, players, spectators or myself.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- I will handle all conflicts firmly, fairly, and with dignity.
- I will accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with players and coaches before, during and after the game.
- I will encourage communication, showing respect and consideration for difficult points of view.
- I will obtain proper training and continue to upgrade my official skills.
- I will work in cooperation with coaches for the benefit of the game.

## **KITCHENER MINOR HOCKEY ASSOCIATION – FAIRPLAY CODE FOR LEAGUE ORGANIZERS AND EXECUTIVES**

- I will do my best to see that all players are given the same opportunity to participate, regardless of gender, ability, ethnic background or race.
- I will make sure that the age and maturity level of the participants is considered in program development, rule enforcement, and schedule.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the Fairplay Pledge to spectators, coaches, athletes, officials and parents.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and we encourage them to become certified.

### **DEFINITIONS for use by KMHA as it relates to Conduct.**

#### **ABUSE:**

Any form of physical, emotional and /or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

#### **ALLIANCE:**

THE MINOR HOCKEY ALLIANCE of ONTARIO. This is the governing body for its identified Member Associations of Minor Hockey in specific jurisdictions in Southern Ontario.

#### **ASSAULT:**

The intentional application of force by one person against another, without the consent of that person.

#### **CHILD ABUSE:**

Any form of physical, emotional, and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

#### **EMOTIONAL ABUSE:**

Chronic attack on a child's self esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, or ignoring the child's needs.

**HARASSMENT:**

Comments, conduct, or gestures that are insulting, intimidating, humiliating, malicious, degrading, offensive, or discriminatory, directed toward an individual or group of individuals. Unwanted, unsolicited, unwelcome attention or actions, which annoy another person. Harassment can include:

- Condescending, patronizing, threatening or pushing actions. Which undermine self-esteem;
- Practical jokes which cause awkwardness or embarrassment, or which may endanger a person's safety;
- Hazing, unwanted physical conduct;
- Retaliation for having raised a concern, filed a complaint, etc.

**NEGLECT:**

Chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance, and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

**OHF:**

ONTARIO HOCKEY FEDERATION. The Governing body for Member partners and their Member Associations in the province of Ontario.

**OWHA:**

ONTARIO WOMEN'S HOCKEY ASSOCIATION. The Governing body for Member partners and their Member Association in the province of Ontario.

**PARTICIPANTS:**

Coaches, Managers, Trainers, Players, On-Ice/Off-Ice Officials, Volunteers, Administrators, Parents associated with Kitchener Minor Hockey Association.

**PHYSICAL ABUSE:**

Is when a person of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing, or excessive exercise as a form of punishment.

**SEXUAL ABUSE:**

When an older child, adolescent or adult uses a young person for his or her own sexual stimulation or gratification. There are two categories:

CONTACT	NON-CONTACT
Touched or fondled in sexual areas	Obscene remarks on phone/computer or in person
Forced to touch another person’s sexual areas	Voyeurism
Kissed or held in a sexual manner	Exposure to pornography
Forced to perform oral sex	Forced to watch sexual acts
Vaginal or anal intercourse	Sexually intrusive questions or comments
Penetration with object or finger	Forced to pose for sexual photographs
Forced to self-masturbate or watch others	Forced to watch sexually oriented videos/movies
Sexually oriented hazing	

**SEXUAL ASSAULT:**

An assault committed in circumstances of a sexual nature such that the sexual integrity of the victim is violated.

**SEXUAL HARASSMENT:**

Acts of sexual harassment are unwanted, uninvited, remarks, gesture, sounds, or actions of a sexual nature that make someone feel unsafe, degraded or uncomfortable, creating an intimidating, hostile, or offensive sport/recreation environment. Examples include:

- Unwanted, unwelcome physical contact like touching, grabbing, or patting;
- Linking skills with gender, body shape or size, or sexual orientation;

- Rude jokes or suggestive remarks of sexual nature;
- Demeaning nicknames, catcalls, rating, or embarrassing whistles, writing names on washroom or change room walls;
- Insults about sexual orientation
- Sexually insulting remarks about race, gender, class or ability;
- Stalking;
- Unwanted physical contact, sexual flirtation or advances

**VERBAL ABUSE:**

Screaming, yelling, or name calling, when repeated or consistent.

## **Boys Rep Division Policies and Philosophies.**

### **Philosophy of the Program**

“To encourage players to uphold the three principles during their time of competition, and to become fine young adults, contributing to the community after their playing involvement is over”. K.M.H.A.'s Rep Program was developed to allow for the potential development of a hockey player at the highest level of competition and at the calibre most suited to the individual hockey player's needs, abilities and desires.

### **Playing Rights Versus Privileges**

It's tryout time and every parent's fancy turns to thoughts of ....hockey. The national obsession of looking out for one's own kid is once more upon us. Teaming throngs of ill-prepared and woefully misguided parents are pouring through the doors of hockey arenas throughout Canada. They have been programmed, at a moment's notice, to throw themselves towards the throats of another ill-prepared and woefully misguided group - coaches. It is at this time that I feel it my duty to address the age-old question of "**equal ice time**". Some have interpreted this phrase to mean that everyone gets an equal amount of time. on the ice At least until there is a power play, a penalty to be killed or it is the last minute of play, at which time their child has (like some medieval King), the divine right to play over everyone else on the team.

We quite often forget that in hockey, as in real life, there is a difference between "Rights and Privileges". The sooner this concept is recognized the more enjoyable the hockey season will be.

It is important to remember that every child who signs up to play hockey does have certain rights. They have the right to play the game and not to sit on the bench forever. No coach should sign a

child and not play them. Every player has the right to receive the best hockey instruction available and to receive the same amount of attention as that given to the best player on the team. Every player has the right to have fun when practising and playing the game and in those moments of social interaction occurring before and after such activities.

**However remember too, that hockey has certain privileges which players must earn.**

Privileges are granted to players who live up to certain required levels of performance and behaviour. In other words, if you don't work hard or if you can't yet comprehend the team's systems, then you haven't earned the privilege of playing in critical situations. If you don't work properly within the team environment, then you also haven't earned the privilege of play. If you misbehave and break rules, then you also forfeit your chance to play. Talent can't override selfishness or bad manners nor can merely showing up at practices and games be seen as an automatic indication you will play on those special units. The privilege of playing hockey at critical times goes to those who are willing to work within a team; there can be no room for either self-centred or lazy players.

Remember parents, before you ask why your child isn't playing the power play, first ask yourselves if your child has earned that privilege. Has your child worked hard, has your child the talent or comprehension of the team's systems needed to help the club on those occasions and has your child the dedication needed to rise above selfish interests?

Has your child not adhered to team rules and conduct expectations? Coaches, you too have to examine your own motives. Are you making the right decisions for the right reasons? Have you merely let talent be the sole criteria for play? Or have you used these opportunities to reward hard work, personal improvement and a healthy team-oriented attitude? Having a talent or a natural ability is not a life management skill. Hard work, learning to operate selflessly within a group towards a common goal and the ability to study, understand and properly execute new systems is all skills that will help a child develop into a healthy adult.

Coaches should reward players who develop these positive characteristics. Talent alone should not be the determining factor for play.

## **Principles of the Program**

- To provide an elite level of minor hockey that promotes the importance and understanding of work ethic, good sportsmanship, discipline, teamwork and the fair treatment of others during competition under all circumstances and all conditions.
- To teach respect for others, regardless of race, place of origin, family circumstance, gender or creed.
- To encourage community involvement, now and in the future, in order to help in the development of other young people by passing on the lessons and knowledge gained during the player's years of competition.

### **KMHA: Policy # JR1**

**Title:** AAA Waiver Policy

The K.M.H.A. Representative Teams play in the Minor Hockey Alliance of Ontario (here in after called the Alliance). The Alliance is a member of the Ontario Hockey Federation (O.H.F.) under the auspices of Hockey

**Policy Statement:** Non-residents of Kitchener will be allowed to be signed to a KMHA AAA roster as per conditions stated below:

1. All KMHA Junior Rangers Rep teams will carry a minimum of 17 players including 2 goaltenders.
2. Players from the New Hamburg zone playing AAA hockey as well as players with an Alliance and OHF approved right of choice will be treated as residents for the purpose of Hockey Registration
3. AAA Non-Residents must possess an approved waiver to attend tryouts and be considered.
4. AAA Waiver players must possess the skills consistent with their desired age group. This determination will be made by one or two Vice Presidents of KMHA along with a minimum of one independent evaluator as appointed by KMHA.

If a coaching staff is considering more than two (2) F1 waiver players, they require approval from the Director and Vice President. Approved Waiver players will automatically be released to their home centre at the end of each season.

Waiver players released from KMHA AAA teams must return to their home centre. They will not have the option of playing a lesser category of hockey in Kitchener.

### **KMHA: Policy # JR2**

**Title:** Team Selection

**Policy Statement:** KMHA head coaches are responsible to select their players in accordance with all KMHA policies regarding selection. Coaches shall select players based on the individual players ability, attitude, and will endeavour to teach all players individual and team skills, tactics, self discipline and good sportsmanship.

### **KMHA: Policy # JR3**

**Title:** KMHA development sessions

**Policy Statement:** Team staff shall attend all KMHA events as requested by the Director(s) of Rep Hockey. Attendance by at least one member of all staffs is required for every technical session. Failure to abide will result in disciplinary actions. An absence at one of these meetings requires approval from the board of directors.

### **KMHA: Policy # JR4**

**Title:** Game equipment

**Policy Statement:** All players shall wear a helmet and pants having the K.M.H.A. approved Junior Rangers colours. Game jerseys are the property of the K.M.H.A. and must be returned at the end of the season, unless otherwise specified. A refundable deposit will be left with the Equipment Convenor when the jerseys are picked up at the season start. The deposit will be refunded based on the condition of the jerseys when returned at the completion of the season. It is the responsibility of the head coach to work with staff and to sign the rental paperwork with our

### **KMHA: Policy # JR5**

**Title:** Affiliation of Players

#### **Policy Statement:**

Every KMHA Boys team must file an affiliation list to the Alliance with a minimum of 5 skaters and 1 goaltender. Teams may affiliate with up to 19 affiliated players, a minimum of 5, and a maximum of 14 where it does not affect another team's affiliation.

A team can only utilize an affiliated player when there is a **vacancy due to injury, sickness or suspension.** Responsibility of notification for usage of an affiliated player as described above rests with the higher division head coach but must be made after approval by the lower division Head Coach of the

respective division. Approval shall not be withheld without reasonable cause and disputes will be settled by the league convener.

**NOTE: If a player is released off an affiliated list they cannot be reassigned to another list in the same season.**

### **KMHA: Policy # JR6**

**Title:** Playing time (Ice Time)

**Policy Statement:** Representative hockey is not equal ice time. It is a fair share of ice-time, taking all circumstances into consideration. A player's ice-time can be limited or removed as a disciplinary measure at the discretion of the Head Coach.

#### JR6.1 Communications

If you as a parent(s) require a meeting to discuss a player or team issue, the following procedures are recommended:

- 1: Contact the Team Manager to request a meeting. If this presents conflict or cannot be resolved with this meeting, move to Step 2.
- 2: Contact the Group Convenor to request a meeting. If the issue cannot be resolved with the Convenor, move to Step 3.
- 3: Contact the Director in charge of respective Representative teams to request a meeting.

Contact information for Convenors and Directors is found on the KMHA website. Complaints are not to be directed to the K.M.H.A. Office Staff.

### **KMHA: Policy # JR7**

**Title:** Team E-mails

**Policy Statement:** Email should not be used as a method to communicate player discipline or address parent concerns with team operation. Email should be used only to inform players and parents of team functions or schedule changes. E-mails may be used as a secondary means of communication, such confirming discipline in written format. First communication should be in person.

### **KMHA: Policy # JR8**

**Title:** Rep Try Outs and Releases

**Policy Statement:** Public tryouts will be held for Rep (AAA, AA, A) and MD teams as advertised on the KMHA website. Additional team tryouts are communicated to the participants by the Coaching Staffs until their roster is complete. Players wishing to play representative hockey must attend the level of Hockey above where they wish to play unless they ask for and receive permission to not attend, from the coach of the team above where they wish to play. The AA/A coach is not obligated to provide a release. Any deviations to the tryout process are subject to approval by the Director of Rep Hockey or his/her designate.

### **KMHA: Policy # JR9**

**Title:** Procedure for Minor Atom to M/Midget “AAA”

**Policy Statement:** Triple "AAA" tryouts will commence after the completion of the OHF Provincials in April. All KMHA tryouts must adhere to the policies of Alliance Hockey, the OHF and Hockey Canada, as our governing bodies. It is the responsibility of the Directors of rep Hockey to ensure that each coach is trained or receives instructions on try out policies. All Rep/MD staff will work together during tryouts. The Head Coach or his/her designate from the “Next” team must be present at all player releases.

Player releases must not be conducted away from Kitchener. All players registered for the start of Tryouts and not joining after the beginning of tryouts are entitled to 2 ice times before they are released. An exception is made where a reduced number of tryouts are allocated by KMHA.

The first release for Boys Rep Hockey can be made by assigning players a private number and posting the numbers for players continuing on in the tryouts.

**Note: Midget Hockey tryouts will be scheduled to follow the Junior Hockey tryout schedule.**

### **KMHA: Policy # JR10**

**Title:** Body Checking Clinic

**Policy Statement:** All KMHA players will adhere to current Alliance, OHF and Hockey Canada policies regarding Body Checking and the completion of a body checking clinic. As per OHF rules at this time All M/Bantam players and above playing Seeded or Better Hockey and wishing to tryout and play said levels of Hockey must attend a KMHA/ Alliance approved body checking clinic

prior to attending Rep tryouts. Body checking clinics will be advertised periodically by KMHA or an equivalent body checking clinic. KMHA will make every effort to host a body checking clinic prior to each years first tryouts. Subsequent tryouts are at KMHA's discretion.

### **KMHA: Policy # JR11**

**Title:** Player Movement

**Policy Statement:** In the Minor Atom to Midget Rep Divisions, all players shall be frozen to their highest, initial signing level for a period of one (1) month except in the case of an extreme emergency. Any movement following this one (1) month period shall be on a one up - one down basis between divisions.

(Representative and Minor Development)

In the Representative Hockey division, movement is permitted until December 1<sup>st</sup> as approved by the Director of Rep Hockey or Designate.

Any player who voluntarily "quits" Representative hockey will be placed, at the discretion of the respective Director directly to local or house league level. A change can only take place prior to January 10<sup>th</sup>. There will be no refund attributed to a change in division when a player quits.

Any player who "quits" Representative or Minor Development hockey to play High School hockey shall be ruled ineligible for competition for any team within the Kitchener Minor Hockey Association for the current hockey season and forfeits any fees paid to date to the Kitchener Minor Hockey Association.

### **KMHA: Policy # JR12**

**Title:** Coaching Staff Honorariums

**Policy Statement:** Staff honorariums are for Minor Bantam AAA to Major Midget AAA only and will be paid out of the parent budget, in recognition for their time and efforts in supporting their players.

Minor Midget / Midget - \$6500 per season per staff

Minor Bantam / Bantam - \$4500 per season per staff

### **KMHA: Policy # JR13**

**Title:** Protests

**Policy Statement:** Rep teams shall follow the procedure as set out by the Alliance Hockey Handbook in the appeal of any game results or game infractions. Teams will adhere to the KMHA Appeals committee for any KMHA determined discipline.

### **KMHA: Policy # JR15**

**Title:** Team Travel

**Policy Statement:** A minimum of 2 Team Staff members must accompany the players when the team decides to travel to tournament or league games by bus.

### **KMHA: Policy # JR16**

**Title:** Coaching Selection

**Policy Statement:** KMHA Coaches are not to be selected to coach the same group of kids following them across years for more than 4 years. A coach may remain at the same age group while birth years move past them indefinitely at the discretion of the selection committee and as ratified by the board of Directors. An exception to this rule may only be made with the consent of the board of directors.

AAA Level

1. Coaching Staffs will be evaluated during the year by the Coach Mentor, the Technical Director and the League Directors and written reports will be filed in the office.
2. If there is an agreement that the staff is performing at the expected level set by both KMHA and the Technical Director, this staff may be offered the position for the following year first.

3. If an AAA team becomes vacant then other AAA staff not returning to their current position will be offered the team second.
4. If no existing AAA staff is available, then KMHA will recruit for the position as well as post the position for candidates.
5. KMHA's preference is to have non parent coaching staff at the AAA level.
6. KMHA will only interview candidates that they would consider for the position. KMHA will contact all applicants but only those being considered for a team will be interviewed.

#### Seeded and MD Level

1. Coaching Staffs will be evaluated during the year by the League Convener and the League Directors and written reports will be filed in the office.
2. If there is an agreement that the staff is performing at the expect level set by both KMHA and the League Convener, this staff will be offer the position for the following year first.
3. If a Seeded and MD Level team becomes vacant then other Seeded/MD staffs not returning to their current position will be offered the team second.
4. If no existing staff is available, then KMHA will recruit for the position as well as post the position for candidates.
5. KMHA's preference is to have nonparent coaching staff at the Seeded and MD levels
6. KMHA will only interview candidates that they would consider for the position. KMHA will contact all applicants but only those being considered for a team will be interviewed.

#### **KMHA: Policy # JR17**

##### **Title:** MD Drafting Procedures

**Policy Statement:** The MD draft format will be in the order of the snake draft. This means the coach who chooses 1st will then use picks 4 and 5 during his next turn. i.e. Blue 1, 4, 5, 8,9,12,13,16,17 Red 2, 3, 6, 7, 10,11,14,15

#### **KMHA: Policy # JR17.1**

##### **Title:** Protections:

**Policy Statement:** Each team will be allowed to protect 2 Skaters and 1 Goaltender. These players will be cooperatively ranked by both staffs and used as the team's first picks during that section of the draft.

i.e. Goaltenders will be Rated 1 through 4. Therefore if the protected Goaltender for Blue is ranked #1 then Red would choose the 2<sup>nd</sup> and 3<sup>rd</sup> picks for Goaltenders. Protected skaters will be selected before the coin toss and the actual draft proceedings begin.

## **KMHA: Policy # JR17.2**

**Title:** Proceedings

**Policy Statement:** Each draft proceedings will be governed by your league Convener or Director. The first pick will be determined by flip of the coin. During the draft the Convener or Directors discretion will be final in matters of player rating issues, illegal draft procedures, and overall proceedings.

Where Tiering will take place, Tier 1 will select their players first and Tier 2 will select from the remaining players.

# **Policies and Philosophies related to House and House Select**

## **Philosophy of the Program**

### **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. Coaches should ensure that all players receive the same attention. Players respond to corrective measures better than criticism.

### **HOUSE LEAGUE HEAD COACHES**

#### **Responsibilities:**

- Good coaches accomplish their goals by utilizing the entire team roster.
- Select a coaching staff to include a certified trainer, and assistant coach and where possible a team manager.
- Selecting players and planning the season.

- Establish team rules in concert with players, parents and the division convenor. Team rules are now required for every team to be approved by the Convenor in conjunction with their Director and a VP of House League.
- Ensure that team rosters with sweater numbers, a team budget (when applicable) is submitted, and the team coaching directory is submitted before the second game of the season. These can be changed if necessary. This information must be in early and the coach can assign this task to the team Manager.
- Coaching to the best of his/her ability but coaching all players on the team including the goaltenders.
- Plan practices.
- Teaching age appropriate hockey skills and sportsmanship to all players.
- Coaching in such a manner as to ensure fair play for all participants.
- Strive to learn new coaching methods and procedures, and where possible, upgrade their certification/education of the position.
- Be a mentor for all players.
- Attend league meetings, or have another member of the staff attend (assistant coach, trainer or Manager) in their place. There will be a mid season meeting and a meeting at the end of the season.
- Ensure gamesheets are filled out accurately. The coach must stroke off players that are absent. 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.
- Report any issues or concerns to their Convenor first. Do not take your concerns to the Hockey office, the Director or VP.
- Convenors Decisions are final.

***Note: The Convenor will only deal with Head Coach or one other assigned team staff member.***

### **KMHA: Policy # HL1**

**Title:** Coaching Ride Rules

**Policy Statement:** 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 son 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.

### **KMHA: Policy # HL2**

**Title:** Local League Team Selection

**Policy Statement:** For House League team selection, the respective Director(s) in addition to the League Convenors shall be empowered to develop an “equalisation system” to be used to place players on House League teams in their respective division(s). Players who are properly registered will be notified by e-mail or telephone of the first ice time location for their particular age group. House League rosters will be established by the respective Director(s) with not more than seventeen (17) players per team except in the Initiation Program where eighteen (18) players are standard. 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 three (3).

- Protections must be identified to the League before rating sessions begin.
- Convenors/Directors have the right to determine the make-up of the three protections.
- The Head Coach and Trainer’s children must be two of the three mandatory protections.
- Players can only be protected if a parent/guardian is a member of the coaching staff
- A team cannot protect two goaltenders.
- No team can protect three (3) “A” players.
- There are no longer players of interest discussions and requests.
- Any concerns regarding player placement must be brought forward to the Director by the first evaluation. This does not guarantee that these requests will be met. Initiation Program and Midget staff protections can vary due to the differences that occur in these age groups – Initiation Program teams require a higher number of coaches to teach basic skills and Midget league play is very different than other age groups. Each case is examined on an individual basis and must get Convenor, Director and VP approval. If after the ratings one of your protected players parent/guardian decides not to be a member of the team staff you will lose that protect. You will not be able to replace that staff until after the draft has taken place. The coaches rate all participants in their age group, including the protections at the rating sessions. The Convenor with the Director’s approval will decide where the protections will be placed in the draft order for each team. Coaches will use their notes to draft the players for the team they will coach for the season. Players that do not show up to the ratings will become “hat picks” and picked as by the rules set forth by the Convenor of the league. The Convenor’s decision is final. 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. • Only the three coaching staff with acclaimed protected players may attend the draft • No coaches under 18 years of age are allowed at the draft The Convenor will make the final decision based on trying to ensure a balanced league.

### **KMHA: Policy # HL2.1**

**Title:** WAITING LIST AND PLAYER PLACEMENT

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

- There are only 2 goalie spots remaining in the division
- There are only 8 player positions remaining in the division

Players will remain on the waiting list until they have been informed that they have been registered. This may mean missing one or more of the House 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 his/her age group, participation will be allowed provided the player is placed in a category which is one or more above his/her age classification.

Movement shall be recommended by the respective Director and reviewed by a committee made up of the House League Directors and House League VP's. In order for a player with abilities significantly below his/her age classification to be allowed to participate in a category one or more below his/her age classification, placement of the player shall be recommended and approved by the respective Director. All requests for movement must be made prior to House League tryouts occurring. Players cannot be moved up or down a year if it takes a spot away in the league from a player that belongs in that age group. Players removed from the waiting list will be placed in the appropriate age group based on skill. Siblings cannot be moved to the same division unless a committee made up of the Directors and 3rd VP approve the move. Player ability will control the decision of player movement for siblings. Siblings that are goalies cannot move to other divisions to play with each other.

### **KMHA: Policy # HL2.2**

**Title:** Payer Placement Requests

**Policy Statement:** This outlines the requirements and expectations of the various leagues regarding parent requests for placement. Placement requests must be completed by the first evaluation. All requests must be put in writing. All parents requesting a placement must sign the form and hand it into the Kitchener Minor Hockey Offices. Placement requests for two goaltenders will not be accepted. Initiation, Minor Novice and Novice In this age group the teams are formed by a committee made up of league officials. In this case they can take into consideration of all skill levels to ensure balanced teams. As such placement requests for these age groups are not defined. If the placement does not allow for balanced teams the request will be refused. Minor Atom to Midget In these age groups placement requests will not be accepted. The exception is for siblings and for players from out of town that meet the requirements allowing a placement request to be honoured. Ride requests for two goaltenders will not be accepted.

### **KMHA: Policy # HL3**

**Title:** PARTICIPATION OF PLAYERS IN OTHER AGE GROUPINGS

**Policy Statement:** In order for a player who desires to participate at the Non-Representative level, but has abilities significantly in advance of his/her age group, participation will be allowed provided the player is placed in a category which is one or more above his/her age classification.

Movement shall be recommended by the respective Director.

In order for a player with abilities significantly below his/her age classification to be allowed to participate in a category one or more below his/her age classification, placement of the player shall be recommended by the respective Director. All requests for movement must be made prior to House League evaluations occurring.

**KMHA: Policy # HL3.1**

**Title:** House League Evaluations

**Policy Statement:** The process for evaluations will differ depending on the divisions. The change to more evaluations will allow:

- Registration issues to be resolved before forming teams
- Coaches to have a longer time to evaluate players allowing for more balanced teams
- Select teams are to be formed before House League teams
- The Select coaches to use the first evaluation ice-time to select players for tryouts
- In Midget, if MD teams need longer to select players this will not impact the team selection process in House League. Players that are staying in MD can only miss the first two evaluations ice-times. Initiation, Minor Novice and Novice The evaluations will continue as set forth by the Director of the Initiation Program.

**KMHA: Policy # HL4**

**Title:** Ice Time

**Policy Statement:** AS NEAR AS POSSIBLE EQUAL ICE TIME - In House League, the rule for IP to Midget 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 determined by their director and could include the following.

Coaching staff (coach, Asst. Coach, Trainer and Manager) must follow the rules as explained above. Failure to follow the rules as explained will be dealt with as follows (unless other wise specified):

- ◆ the first offence will result in a verbal warning
  
- ◆ the second offence will result in a written warning
  
- ◆ the third offence will result in a one game suspension
  
- ◆ the 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 a House League 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 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 moved 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	

**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

#### PLAY OF GOALTENDERS

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. If a participant signed up and tried out as a goaltender, they must play that position all year. At no time can a goalie play as an out-skater. The exception is in Initiation and Minor Novice where all players have the opportunity to play goal. A team that does not follow this rule will have its Head Coach suspended until a meeting between the Coach, Convenor and Director occurs. Initiation, Minor Novice and Novice (with buzzer) The pulling of the goaltender for an extra “out” player may only take place during the last shift of the game, except in the case of a delayed penalty. Minor Atom to Midget Pulling the goalie for an extra player can only take place during the last two (2) minutes of the game except in the case of a delayed penalty. Novice to Bantam If a team does not have two goalies a player can take a turn trying the position of goalie. This can only be done during a practice. Midget A player playing the goalie position will be at the Convenor’s discretion. If a goalie is rattled due to poor performance, either by his or his teammates play, the Coach can remove him from the game for a shift or two in order to settle the goalie down. The Convenor’s decision is final and they will determine how a goalie plays.

**Power play and penalty kill lines are not allowed in House League League play.**

In House League the rule to be followed for substitution in Novice and below, is as follows: A pre-determined buzzer will indicate that players shall rotate according to the formula as per the

rotation samples listed in Appendix Three. 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 beginning of the game and coaches will stay on the bench.**

#### **KMHA: Policy # HL5**

**Title:** NUMERICAL STRENGTH:

**Policy Statement:** Being defined as the number of players allotted to each team and shall only be changed by the Director or his delegated authority because of unusual circumstances.

##### **Atom to Juvenile**

Teams which have less than six (6) players in uniform prior to the start of the game will forfeit the game to the opposing team unless there is an unusual circumstance which will be decided by the Director or his delegated authority.

##### **Novice and Below**

Teams having less than eleven (11) players in uniform prior to the start of the game may forfeit the game to the opposing team unless there is an unusual circumstance which will be decided by the Director or his delegated authority.

Note: Time permitting, and availability of ice time, the game(s) should be re-scheduled.

**AP players can not be used in Local league Play at anytime. If they are used the team doing so will forfeit the game by a score of 1 – 0. This applies to Cripps, Year end Championships and league play.**

If a team in a Major age group has one goalie they may AP a second goalie from the Minor age group to play in the Alliance championships.

#### **KMHA: Policy # HL6**

**Title:** GAME TIMES:

**Policy Statement:** Games are defined as:

Pre-Tyke to Novice: three 10-minute periods that do not go longer than the fifty minute time slot allotted and will use a buzzer system. Novice will eliminate the Buzzer as directed by the Convenor, part way through the season.

Atom to Minor Midget: three 10-minute periods that do not go longer than the fifty minute time slot allotted

Midget: one 10 minute period, one 12 minute period and one 15 minute period that do not go longer than the sixty five minute time slot allotted.

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 C for details regarding the Overtime format for both the Cripps and League Championship games.**

**If coaches do not follow Fair Play 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 will be suspended indefinitely until a disciplinary hearing.

**KMHA: Policy # HL7**

**Title:** Select Player Policy

**Policy Statement:** During the season all league games will continue to be played on the weekends the Select team is away at a Select Tournament. For further information on Select Player Policies please refer to the Alliance Handbook.

**KMHA: Policy # HL8**

**Title:** AFFILIATION PLAYERS (AP) FOR MINOR DEVELOPMENT

**Policy Statement:** In order for a Minor Development Coach to call up an AP player the following rules must be followed:

1. Notify the coach of the affected teams (House and House Select) that you would like to call up one (or more) of their players for a specific game.
2. If there is a conflict with the player's House League game the MD team cannot use him/her.

For further information on Affiliated Player Policy refer to the Alliance Handbook.

### **KMHA: Policy # HL9**

**Title:** Twin City Challenge Cup

**Policy Statement:** The Record Trophy is a Twin-City Championship for the Champions of both the Kitchener and Waterloo Minor Hockey Associations at the Local League Level for each age group. The Championship site, whenever possible, will alternate between Kitchener and Waterloo each year.

Teams represented for each Division including: Novice, Minor Atom, Atom, Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, and Midget will be declared City Champions from each City.

Only players who have been roster approved members of each team for the season are eligible to participate. Each player participating will receive a Tournament Championship memento supplied by the Sponsor.

The Sponsor, the K-W Record, will provide a trophy to be awarded to the City declared the winner of the championship. The trophy will be kept (on loan) by the winning centre for one year.

### **KMHA: Policy # HL10**

**Title:** Year End Championships

**Policy Statement:** Teams in all divisions will participate in A Yearend Championship. The format will be much the same as the Cripps tournament. The difference is the division seeding will be determined by the league standings and as such the schedules for this tournament will be finalized on the day after the last regular season game of the season.

Pre-Tyke to Bantam - all teams will be guaranteed 4 games and the four semi-finalists (top four teams) will play 5 games.

Minor Midget to Midget – all teams guaranteed 3 games. The top four teams will advance to the semi-finals and the winners will play for the league championship. There is no consolation championship in this age group.

### **KMHA: Policy # HL11**

**Title:** TOURNAMENT Information

**Policy Statement:** All House League teams must participate in the Jason Cripps Memorial Christmas Tournament as well as the year end Championships Tournament weekend.

All league games will continue to be played on the weekends that the Select team is away.

Local Leagues teams may enter tournaments at the discretion of the director and only on designated weekends that the director communicates to the office prior to the start of the season.

Tournament results and game sheets must be submitted to the Convenor by the Coach immediately after each tournament before the next league game. The Convenor will then take these to the KMHA Office

House Select teams will have tournaments picked before the House League season starts. These tournaments will be communicated to the House League teams at the start of the season and these weekends will be designated as Select tournament weekends. This means the House Select team will take priority over the House League team tournament activities and the players priorities will be to the Select team.

## **OTHER TOURNAMENT DETAILS**

### **JASON CRIPPS MEMORIAL CHRISTMAS TOURNAMENT:**

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

### **House LEAGUE CHAMPIONSHIPS:**

Upon completion of your division finals, the Championship team will have two opportunities to move on.

1. Traditionally there will be a Twin City Challenge Cup where teams representing each of the Kitchener Local League Divisions will playoff against the respective Championship teams from Waterloo.
2. Championship Teams in the "Major" age groups will also be invited to participate in the Alliance Championships. KMHA teams will play against champions from other Alliance centres. Teams attending this tournament must have at least one NCCP certified coach and one CHA carded trainer on staff.

## **KMHA: Policy # HL12**

**Title:** Team Rules

**Policy Statement:** It is required that all House League 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 his fault he's always late. Talk to the parent and explain the value to the player and his teammates 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 assistants are all on the same page at the start of the season. For further information regarding Team Rules, contact your Convenor. The Convenor\Director must get a copy of these rules to approve before submitting them to the parents.

#### HOUSE LEAGUE SAMPLE TEAM RULES

INSERT TEAM NAME

Coach Contact Info: Head Coach [insert Coach Name] Home: 519- Cell: 519- e-mail:

Trainer [insert Coach Name] Home: 519- Cell: 519- e-mail:

Manager [insert Coach Name] Home: 519- Cell: 519- e-mail:

#### Coaching Philosophy

- Kid-friendly style

- Instill a life-long love of the game
- Fun, fair, firm as necessary
- Demand each player's best effort
- Skill development
- Good, clean, competitive hockey
- Individual feedback to players
- Good organization
- Focus on players in dressing room and on ice
- Communication with parents outside of coaching time

#### Goals

- Improve individual skills
- Improve team play
- Produce better players, produce better kids
- Equal instruction time for players
- Have fun and make new friends

#### Medical information

- Complete confidential forms
- Inform coaches of special needs - Sight/hearing/ behavioural/allergies?

#### Tax Deductions

- Hold on to player registrations receipts!

## Team Rules

- Adhere to Fair Play Codes – Coaches/Players/Parents
- Arrive 30 minutes prior to game times
- One parent/guardian per player in change rooms, no siblings if possible
- Goalies wear player gloves when putting on pads
- Parents to clear dressing room 10 minutes before game times
- Players stay seated after dressing
- Parents remain outside dressing room for 5 minutes after games
- During post-game 'Chalk Talk', players remove helmets and gloves only
- Attention and good listening from players
- Only one person speaks at a time

## Equipment

- 1/2L long neck water bottle with straw nozzle
- Stick cut to nose without skates on, stick to chin with skates on
- Full equipment: Neck guard, jock, CSA approved helmet, etc.
- If available, keep a 2nd jersey in the hockey bag for intra-squad scrimmages

## **KMHA: Policy # HL13**

**Title:** Team Budgets

**Policy Statement:** All House League teams must have a team budget. Local League teams can have a budget not in excess of \$150 per player. Teams must follow the criteria outlined below.

Parental approval is required with respect to establishing a budget for team expenses. A proposed budget must be voted on by parents by a secret, written ballot. The budget is **approved by 2/3 majority.**

All teams that become involved in fund raising must follow KMHA fundraising guidelines.

## LOCAL LEAGUE SAMPLE BUDGET ITEMS

*The following outline is for reference purposes only when compiling a team budget. Teams will probably design their own. Team Budgets above \$150 in the 2010 – 2011 season must be approved by the 3<sup>rd</sup> VP of KMHA in discussion with the appropriate Director responsible for the age group.*

**League**

**Division (i.e. Peewee)**

**Team Name**

<b>Parent Contributions</b>	<b>17 players @ \$150</b>			<b>\$2550</b>
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<b>Item</b>	<b>Date</b>	<b>Proposed</b>	<b>Actual</b>	<b>Balance</b>
Parental Contributions	17 players @ \$150	2550		
Fundraising				
Other				
<b>Total Income</b>				
Water Bottles		\$50		
Pucks		\$40		
Practice Ice		\$205		
Practice Ice		\$205		

Practice Ice		\$205		
Practice ice		\$205		
Practice ice		\$205		
Tournament Fees		\$900		
Travel Permits		\$30		
Team Party		\$325		
Year End Awards		\$150		
Banking Charges		\$30		
<b>Total Expenses</b>		<b>\$2550</b>		

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

# 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, a coach may request of their 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						Home Team					
Shift	LW	C	RW	D	D	Shift	LW	C	RW	D	D
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					
9						9					
10						10					
11						11					
12						12					
13						13					
14						14					
15						15					
16						16					
17						17					
18						18					
19						19					
20						20					
21						21					

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

Arena: \_\_\_\_\_

Division: \_\_\_\_\_

Home: \_\_\_\_\_

Visitor: \_\_\_\_\_



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**KMHA: Policy # HL14**

**Title:** EAP Emergency Action Plan

**Policy Statement:** 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 certain that an ambulance is not required decide what action is required to remove the player 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.

## **House League Supporting Information**

Job Description of Assistant coaches, Trainers and Managers

### **LOCAL LEAGUE ASSISTANT COACHES**

#### **Responsibilities:**

- Assist the Head Coach in selecting players and planning the season.
- Coaching to the best of his/her ability but coaching all players on the team including the goaltenders.
- Assist in planning practices.
- Teaching age appropriate hockey skills and sportsmanship to all players.
- Coaching 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.

### **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.
- Open a team bank account, with a minimum of two signatures. At least one signatory must be from the parent group and must not be a member of the Coaching staff. Coach's spouses cannot have signing authority.
- Prepare financial statements for parents during the season as required by your local association.
- Keep a financial record of tryout monies collected (if applicable) and settle any accounts with your local association as required
- Liaise with parents and your Convenor.
- The home team should ensure game sheets are ready and properly prepared prior to game starts.
- Ensure parents/guardians have seen the team budget and rules and voted, by majority, in favour (and have signed the team Acknowledgement Form – if required by your local Association).
- Distribute schedules, newsletters, correspondence to all players/parents/guardians.
- Prepare and submit travel/tournament permits as required by your local association.
- **Forward statistics to the Kitchener Record for publication including sponsors names.**

## LOCAL LEAGUE TEAM TRAINERS

### Responsibilities:

- Ensure safety is the first priority at all times, both on and off the ice.
- Must 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 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.

- Seek highly trained medical personnel in the arena if the Person in Charge believes the injury is serious and can not wait for emergency assistance to arrive.

If you have HTCP Level 2 certification with Standard CPR and First Aid or above, you may;

- 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 in accordance with your HTCP guidelines.

## Championship Tournament format

The Championship tournament format will be as follows:

### **8 team league:**

If the division can be broken down into two four team divisions the playoff format will be:

Division A – Teams 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> from regular season standings

Division B – Teams 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> from regular season standings.

The playoff format will then be

A1 vs. B2 and B1 vs. A2 in semi-final games. The winners will play for the league championships and the teams that lose in the semi-final will play for the Consolation Championship.

A3 vs. B3 – this will be for 5<sup>th</sup> place.

A4 vs. B4 – this will be for 7<sup>th</sup> place

### **10 team league:**

If the division consists of 10 teams the tournament format for teams is 4 teams will be placed in one division (A) and 3 teams each will be placed in 2 other divisions (B and C). The 4 team division will play

games with in the division and the two 3 team divisions will play cross over games only (B teams will play the C teams

Division A – teams that finished 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> in the season

Division B – teams that finished 2<sup>nd</sup>, 5<sup>th</sup> and 8<sup>th</sup> in the season

Division C – teams that finished 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> in the season

The top four teams will advance to the semi-finals and this will be determined using the same rules as played in the Cripps.

The teams that are rated 5<sup>th</sup> and 6<sup>th</sup> from the round robin will play for 5<sup>th</sup> place

The teams that are rated 7<sup>th</sup> and 8<sup>th</sup> from the round robin will play for 7<sup>th</sup> place

The teams that are rated 9<sup>th</sup> and 10<sup>th</sup> from the round robin will play for 9<sup>th</sup> place

### **12 team league:**

If the division consists of 12 teams the tournament format for teams is 3 divisions of four teams. The 4 team division will play games with in the division and the two 3 team divisions will play cross over games only (B teams will play the C teams

Division A – teams that finished 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> in the season

Division B – teams that finished 2<sup>nd</sup>, 5<sup>th</sup> and 8<sup>th</sup> and 11<sup>th</sup> in the season

Division C – teams that finished 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> and 12<sup>th</sup> in the season

The 3 division winners as well as a wildcard determined by as per the rules will advance to the semi-finals.

The teams that are rated 5<sup>th</sup> and 6<sup>th</sup> from the round robin will play for 5<sup>th</sup> place

The teams that are rated 7<sup>th</sup> and 8<sup>th</sup> from the round robin will play for 7<sup>th</sup> place

The teams that are rated 9<sup>th</sup> and 10<sup>th</sup> from the round robin will play for 9<sup>th</sup> place

The teams that are rated 11<sup>th</sup> and 12<sup>th</sup> from the round robin will play for 11<sup>th</sup> place

# Year end Championship – 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 appendix E for the overtime format.

Standard Alliance and 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

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 – 10 minute stop time periods.

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

- a) 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.
- b) If two or more 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  $10 / (10 + 4) = 0.714$

- c) If the teams are still tied then the team with the most wins would qualify

d) 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).

e) 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.

f) 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.

## **Overtime Format**

Overtime Rules – method of play for League championships.

Overtime will be sudden victory with the first team to score winning. Overtime will be 10 minute periods with the teams switching ends after each period. Remember every player has the right to play and experience the excitement and pressure of an overtime game

The first overtime period will consist of 3 on 3 with goalies. The second overtime period will be 3 on 3 will require a switch of goalies.

### **Play of goalies:**

The goalies will be rotated by period.

### **Penalties:**

In all cases the penalized player will serve the penalty. At no time can a team play with less than 2 players. If the penalized team only has one player left on the ice to play both teams will add a player to the game. When the penalty ends the penalized player will return to the ice and the teams will both play with an extra player until the next stoppage in play when they will then reduce the on ice players to the required amount.

For example:

When playing 3 on 2, if a penalty is called, the penalized player will go to the box to serve the penalty. The penalized team will add a player to the ice as they can not have less than two players and the team that is not penalized will add a player to the ice to create 4 on 2 situation.

**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		

**Title:** Select Team Representation

**Policy Statement:** All age divisions of local league from Novice to Juvenile are eligible to form a "House League Select Team" to participate in Hockey Canada sanctioned exhibition games and tournaments. The 3<sup>rd</sup> VP House League will manage the House Select program and can appoint a Convenor(s) to represent him\her in all matters pertaining to the program.

### **KMHA: Policy # HL16**

**Title:** Select Team Selection

**Policy Statement:** House league players from the applicable age group and coaches would form the Select team. Ideally, 2 players from each team should be selected to form a roster of 15 skaters and 2 goaltenders. A list of not less than 6 (5 players and 1 goalie) and no more than 18(15 players and 3 goalies) alternate players should be included in team selection. Remember if you do not plan on ever playing them do not list them.

Players on the Select team are obligated to play for their House League teams. If they do not attend their House League team's scheduled activities the player will not be eligible for continued House Select activities.

### **KMHA: Policy # HL17**

**Title:** Select Coach Selection

**Policy Statement:** Process:

1. Coaching Staffs will be evaluated during the year by the League Convenor and the League Directors and written reports will be filed in the office.
2. If there is an agreement that the staff is performing at the expected level set forth by the KMHA and the League Convenor, the staff will be offered the position for the following year first.
3. If no existing staff is available, then the KMHA will recruit for the position as well as post the position for candidates.
4. KMHA put preference on non parent staffs. If there is a comparable non parent staff applying at the age group then preference should be given to that staff with the goal to staff all Select teams with non parent staff
5. KMHA would **only interview candidates** that they would consider for the position

Requirements:

Head Coach – requires NCCP Level Coach Certification and a minimum 2 years coaching experience with KMHA.

Asst. Coach – require a minimum 1 year coaching experience in KMHA.

Trainer – CHA Level 1 Trainer Certification and a minimum 1-year coaching experience with KMHA.

Manager – Capable of coordinating schedule and managing team finances.

If a coach is given the team without a full coaching staff in place **any additional staff added must be approved by the Convenor and Director which will then be ratified by the Board of Directors.**

### **KMHA: Policy # HL18**

**Title:** Player and Team Selection

**Policy Statement:** Players that are capable of playing at an advanced level of house league play and willing to travel and participate in organized games with other Hockey Canada sanctioned centers should be selected by the coaching staff for the tryouts. Players should be selected on the basis of good behavior and sportsmanship, as these players will be representing Kitchener in their travels. Players picked to the select team tryouts must be approved by the Convenor and Director of the division before they are invited out.

It is recommended that a minimum of 30 players and 6 goalies be selected by the coaching staff for the tryouts (40 players and 6 goalies for divisions with two teams). Two ice times, each one hour in length, will be supplied to the coaching staffs to allow for team selection. Each participant must pay \$6 dollars per ice time to attend the tryouts.

Select Drafting Process:

The Select draft format for leagues with two teams will be in the order of the snake draft. This means the coach who chooses first will then use picks 4 and 5 during his next turn.

i.e. Team 1: 1,4,5,8,9,12,13,16,17,20,21,24,25,28,29

Team 2: 2,3,6,7,10,11,14,15,18,19,22,23,26,27,30

Each team will be allowed to protect 2 skaters and 1 goaltender. These players will be cooperatively ranked by both staffs and used as the team's first picks during that section of the draft.

i.e. Goaltenders will be rated 1 through 4. Therefore if the protected goaltender for Team 1 is ranked #1 the Team 2 would choose the 2<sup>nd</sup> and 3<sup>rd</sup> picks for goaltenders. Protected skaters will be selected before the coin toss and the actual draft proceedings begin.

### **KMHA: Policy # HL19**

**Title:** Fairplay Rules:

**Policy Statement:** **House league equal ice time rules apply to all select exhibition and tournament play.** Coaches will be suspended and/or removed from the team should this equal ice time rule not be followed. An exception for Goalies is made where they can now play full games as long as they are alternating equally.

## **KMHA: Policy # HL20**

**Title:** Team Rules:

**Policy Statement:** Team Rules are required. They must be approved by the Convenor and 3<sup>rd</sup> VP of House League Boys and Girls before being submitted to the Parent group for approval. The parents must vote by secret ballot with 2\3 majority accepting the team rules.

## **KMHA: Policy # HL21**

**Title:** Schedule

**Policy Statement:** The KMHA will provide each team with 9 one hour practices and 4 exhibition games (Minor Midget to Juvenile games will be 10-15-15 in length).

Practices and home exhibition games will be scheduled so that they do not interfere with regular League play (and practices). Away exhibition games must be scheduled to avoid conflict with the League schedule, but this can be examined on case by case process.

**Tournaments must be selected by Sept 4<sup>th</sup>**, unless otherwise indicated. This will allow for scheduling to be completed ensuring those weekends are free for the Select teams. It will also ensure that the House League teams know the Select team's schedules and do not schedule tournaments during the same weekends. Please do not schedule tournaments, without asking for confirmation from your convenors for the following weekends:

**Jan 14-16 (Brantford House League)**

**Jan 21-23 (London House league)**

**Feb 18 – 20 (London House League)**

This is because these weekends traditionally have many house league teams entering tournaments.

Team schedules and changes must be emailed to both the Convenor and 3<sup>rd</sup> VP for tracking purposes

**The Select teams can not schedule exhibition games during the Cripps Christmas tournament.**

**Select teams cannot schedule exhibition games starting the first Sunday of March break until after league championships are over.** (This will be a two week period). Practices are okay.

## **KMHA: Policy # HL22**

**Title:** Tournament Limitation for Select

**Policy Statement:** All Select teams must meet Alliance Select policies regarding Game limits a coach is required to check the Alliance website annually to ensure they are aware of the game limits as they may change from year to year.

Teams in Novice to Bantam **can enter only 3 tournaments** (one of which is the Alliance House Select Championships if offered as the “minor’ divisions are not always in the Alliance championships) in any one season and play up to 16 exhibition games. Some tournaments could require six games so the number of exhibition games allowed has been reduced accordingly to ensure teams stay under the limit.

Minor Midget and Midget teams will be allowed to play in 4 tournaments (one of which is the Alliance House Select Championships) in any one season but the league will only reschedule for two of those tournaments. If they enter 4 tournaments then the number of exhibition games will be reduced to 14 or less depending on the number of games played in tournament play.

As written above the Convenor must track the games played to ensure your eligibility in the Alliance Select Championships. If a team shows up to the championships having played more than 29 games they will not be allowed to play in the Alliance championships. All games and tournaments must be approved by the appropriate league official.

Juvenile Select will be decided on a yearly basis dependent upon the Alliance Championships actually hosting the division.

**The Select teams can not schedule exhibition games during the Cripps Christmas tournament.**

**Select teams cannot schedule exhibition games starting the first Sunday of March break until after league championships are over.** (This will be a two week period). Practices are okay.

### **KMHA: Policy # HL23**

**Title:** Select Team Fees

**Policy Statement:** All costs required to participate in House League Select play shall be borne by the select team participants in addition to their prepaid KMHA basic Select fees and the basic KMHA House League fees.

The prepaid KMHA Select fees will cover the cost of 9 practices, 4 exhibition games, and the entry fee for the Alliance House Select Championship Tournament, Alliance fees and administration fees. When the teams are created and they meet to vote on the Budget all league fees must be paid before any ice time will be given to the teams.

All teams must produce a budget for team activities. **The Budget must be emailed to both the Select Convenor and 3<sup>rd</sup> VP for pre-approval 1 week before submitting to the parents.** The

budget must then be presented to the parents and approved by them by a majority vote of 2\3 of the players' parents/guardians.

Any Fundraising must be approved by the Board of Directors and requires 100% approval by the parents in order to do so.

Team budgets will be limited to a specific dollar value decided yearly by the 3<sup>rd</sup> VP - House League.

**KMHA: Policy # HL24**

**Title:** GAME Sheets

**Policy Statement:** A photocopy of Game sheets from all tournament and exhibition games must be submitted within one week of the date played to the KMHA offices to be placed on file so the Select Convenor can review them.

**KMHA: Policy # HL24**

**Title:** Body Contact

**Policy Statement:** Select teams may not participate in body contact games without team participation in KMHA approved Body Checking Clinic as well as approval by the applicable Director.

**KMHA: Policy # HL25**

**Title:** Select League Championships

**Policy Statement:** Eligible Select teams must participate in the annual Alliance Select League Championships. All fees and costs required to participate will be the included in the signing fee paid to the league. This ensures that the KMHA office enters the teams early with all fees paid for this tournament.

# Kitchener Girls Local League and DS Policies and Philosophies

## 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.
- Ensure a member from the team staff (or someone with their police check and respect in sport certificate) remains on site until all players have been picked up.
- 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.
- Must complete the Gender Identity and Gender Expression Training for Team Officials

**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.*

#### **KMHA: Policy # LL1**

**Title:** [LADY RANGERS LOCAL LEAGUE TEAM SELECTION:](#)

**Policy Statement:** 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.

## **KMHA: Policy # LL2**

**Title:** [COACHING SELECTIONS:](#)

### **Policy Statement:**

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: Policy # LL3**

**Title:** [LADY RANGERS LOCAL LEAGUE HOCKEY - AS NEAR AS POSSIBLE EQUAL ICE TIME:](#)

**Policy Statement:** 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 November 15. The buzzer will indicate that players shall change. 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.

## **KMHA: Policy # LL4**

**Title:** [CANCELLATION OF GAMES:](#)

**Policy Statement:** 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

## **KMHA: Policy # LL5**

**Title:** [GAME TIMES:](#)

**Policy Statement:**

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 November 15 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: Policy # LL6**

**Title:** [SUSPENSIONS REPORTING:](#)

**Policy Statement:** 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](mailto:stats@owha.on.ca)), to the League 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](mailto:stats@owha.on.ca), the League 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.

## **KMHA: Policy # LL7**

**Title:** [DS LEAGUE GAMES VERSUS LOCAL LEAGUE GAMES:](#)

**Policy Statement:** 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.

## **KMHA: Policy # LL8**

**Title:** [AFFILIATION PLAYERS \(AP\):](#)

**Policy Statement:**

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.
- 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.

### **KMHA: Policy # LL9**

**Title:** [CALL UP GOALIES](#)

**Policy Statement:** 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: Policy # LL10**

- **Title:** [KMHA REQUEST FORM & OTHER FORMS](#)

- **Policy Statement:** 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.

### **KMHA: Policy # LL11**

**Title:** [COMMUNICATON WITH PARENTS:](#)

**Policy Statement:**

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: Policy # LL12**

**Title:** [KMHA TEAM WEBSITES](#)

**Policy Statement:** 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.

### **KMHA: Policy # LL13**

**Title:** [EQUIPMENT DISTRIBUTION:](#)

**Policy Statement:** 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.

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 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.
- Names 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.

## **KMHA: Policy # LL14**

**Title:** [PRACTICES AND GAMES:](#)

### **Policy Statement:**

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 INFORMATION**

### **KMHA: Policy # LL15**

**Title:** [TEAM RULES:](#)

**Policy Statement:** 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.

**KMHA: Policy # LL16**

**Title:** [TEAM BUDGETS](#)

**Policy Statement:** 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 requires a **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-imburement. Only food and non-alcoholic beverages costs will be reimbursed.
- Team budgets shall not include outerwear, parents travel and accommodation expense, sweater name bars.

**KMHA: Policy # LL17**

**Title:** [TEAM BANK ACCOUNTS](#)

**Policy Statement:** The team bank account must be set up with a Libro Financial 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.

#### **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 30<sup>th</sup> 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)

#### **KMHA: Policy # LL18**

##### **Title: TOURNAMENT LIMITATIONS**

**Policy Statement:** All Lady Rangers Local League teams must participate in the Jason Cripps Memorial Christmas Tournament, Kitchener Girls Hockey Day and the Lady Rangers Local League Championships, 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 first half of the season. DS teams may participate in up to three DS tournaments but must include at least one of either the Guelph Invitational in January or the Brampton Canadettes tournament during Easter weekend. Submission date for tournament entries for the first half of the season is September 22; for the second half of the season is November 15; and for DS is December 15.
- Tournaments requiring rescheduling cannot be entered after November 15<sup>th</sup>, with the exception of DS.

- Players wanting to play with another Kitchener Local League team at a tournament must comply with all OWHA 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 (LRL) 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 OWHA 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.

### **KMHA: Policy # LL19**

**Title:** LADY RANGERS LOCAL LEAGUE RIDE REQUEST POLICY

**Policy Statement:** 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.

## **KMHA: Policy # LL20**

**Title:** WAITING LIST AND PLAYER PLACEMENT POLICY

**Policy Statement:** [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

## **KMHA: Policy # LL21**

**Title:** [EVALUATION AND DRAFT PROCESS:](#)

**Policy Statement:** 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.

## **KMHA: Policy # LL22**

### **Title: INITIAL PARENT MEETING:**

**Policy Statement:** 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.

## **KMHA: Policy # LL23**

**Title:** ONTARIO WOMEN'S HOCKEY ASSOCIATION (OWHA) DEVELOPMENT STREAM (DS) PROGRAM - 2017-2018

**Policy Statement:** 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.

Local League Support Documents and Notes

## Sample Budget

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>			\$ -	\$ -	\$ -
<b>Off Ice Training/Conditioning</b>			<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Dryland training					\$ -
<b>Total Off Ice Training</b>			\$ -	\$ -	\$ -
<b>Bus Expenses</b>			<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Bus Costs					\$ -
Bus Driver Hotel Room		\$140.00	\$ -		\$ -
<b>Total Off Ice Training</b>			\$ -	\$ -	\$ -
<b>Other Expenses (optional)</b>			<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
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.

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

### **JASON CRIPPS MEMORIAL TOURNAMENT RULES AND REGULATIONS**

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

There will be no overtime in any game except the final seeding, semi-final and championship games. See Overtime Rules on next page for details.

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).

Games will only be cancelled due to weather if the City of Kitchener chooses to close the arenas. In the event that a team chooses to not travel to play their game, the game will be forfeited and the score of the game will be 1 – 0 for the other team as games cannot be rescheduled. If both teams choose to not travel, the game is also forfeited and the score will be 0 – 0. If a team chooses or is unable to play their game, they must contact the KGLL Administrator, Sonya Martin by phone: (226) 606-9801 or by email: [kmhahlconvenor@gmail.com](mailto:kmhahlconvenor@gmail.com)

Scores exceeding a five goal differential are to be entered with only the five goal differential. A maximum of a five goal differential will be allowed for tie-breaking purposes..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.

Games can begin up to 15 minutes before their scheduled start time. Please ensure teams are ready.

#### **Game Lengths**

Girls – All Age Groups - All games will be 10:00 – 10:00 – 12:00 minute stop time periods.

#### **Playoff Round Tie-Breaking Procedure:**

1. If two or more 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.
2. If two or more 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  $10 / (10 + 4) = 0.714$

3. If the teams are still tied then the team with the most wins would qualify.
4. 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).
5. If the teams are still tied the team that gave up the least amount of goals would qualify.
6. 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.
7. 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.

**\*\*NOTE:** The tie-breaking rules for the Jason Cripps Memorial Christmas Tournament are **different** from the tie-breaking rules for the KGLL and LRLI Championships

### 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. **Every player must play a shift before the first player can play a second shift.**

Players can only change on the fly and not during a stoppage in play.

#### **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.

#### **Shootout Format:**

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.

#### **Time-Out**

Each team will be allowed one 30-second timeout during semi-final and final games. This can be used in regular play or overtime play, but can only be used once.

### 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)**

1. Head to head (Only if it is 2 or more teams; If 3 or more please use rule #2)
2. Number of overall wins from the second half of the season
3. Team with best Goal percentage: 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) RULES FOR THE SEMI-FINAL AND CHAMPIONSHIP DAY GAMES**

A tie game in a semi and final 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. Players in the penalty box at the end of the game are not eligible for the shootout.

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.

#### **KITCHENER LADY RANGERS LOCAL LEAGUE (LRL) PLAYOFF TIE BREAKERS**

1. Head to head
2. Team with best Goal percentage
  - a. 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
3. If still tied we go to the team with the least goals against
4. If still tied we go to the team with the most goals for
5. If still tied we go to a coin flip

#### **KITCHENER LADY RANGERS LOCAL LEAGUE (LRL) RULES FOR CHAMPIONSHIP DAY GAMES**

There will be a 5-minute OT period played should the teams be tied after regular play.

A tie game after the OT period will go 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. . Players in the penalty box at the end of the game are not eligible for the shootout.

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.

## **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.
- Must complete the Gender Identity and Gender Expression Training for Team Officials

## **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.
- Must complete the Gender Identity and Gender Expression Training for Team Officials

### **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.
- Must complete the Gender Identity and Gender Expression Training for Team Officials

### **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.
- Must complete the Gender Identity and Gender Expression Training for Team Officials

### **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.
- Must complete the Gender Identity and Gender Expression Training for Team Officials

### **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.
- Must complete the Gender Identity and Gender Expression Training for Team Officials

#### **Expectations:**

- To be there as players arrive and to be in the change room at all times with the players. This is to ensure appropriate behaviour of the girls and also promote their safety. They are to ensure that no males enter the dressing room, unless they are coaches and only once the coaches have been advised that it is safe for them to enter. At the end of the practice or game, we expect these representatives to again be one of the first in the dressing room again to ensure safety and appropriate behaviour. They should then remain in the dressing room until the last girl leaves the change room.

## **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.

## Lady Rangers Directors

The KMHA executive includes one director responsible for operations of Girls rep hockey. The Lady Rangers Director has the following Rep responsibilities:

- Interview (if necessary) 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 and ratify with the board of Directors
- Inform coaching staffs about coaching meetings.
- Ensure coaches know OWHA & LLFHL procedures.
- Work with the Lady Rangers League Liaison on LLFHL and OWHA business.
- Attend KMHA Operating Committee meetings (or send a designate).
- Attend rep team budget votes (or send a designate).
- Mentor coaches as needed. □ Address issues as needed.

The Lady Rangers Director is supported by the Vice President of Girls Hockey for KMHA. This 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 and Girls Local League.
- Represent the girls programs at the KMHA Board of Directors meetings.

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,

Contact information for the Lady Rangers Directors, League Liaison and the Vice President of Girls Hockey is on the KMHA website.

### **KMHA: Policy # LR1**

**Title:** Lady Ranger Team Coaching Staff

**Policy Statement:** 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.

The head coach is assigned by the appropriate Lady Rangers Director and the 2<sup>nd</sup> Vice President, 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.

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.

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.

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

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

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.

The coaching staff must be registered with KMHA by October 1<sup>st</sup> of each season. All head coaches require a Level 1 Coaching certificate. Head coaches for MAA and PAA must be HP1 certified. The trainer requires an up-to-date Level 1 trainer's certificate.

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.

## **KMHA: Policy # LR2**

**Title:** Rep Fees, Budgets and Fundraising

### **Policy Statement:**

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. These fees must be paid by a predetermined date or the player will not be allowed to participate in any team on-ice or off-

ice activities. Unless otherwise indicated this date will be December 31<sup>st</sup> of the current season.

- 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 will be payable to the team and the team will pay KMHA for all Rep fees. Players that have not paid their Rep fees to the team by a predetermined date will not be allowed to participate in any team on-ice or off-ice activities. Unless otherwise indicated this date will be December 31<sup>st</sup> of the current season.
- Import fees will be charged to non-resident players. The annual fee is determined by the KMHA executive (\$150 for the 2015-2016 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 31<sup>st</sup> will not be allowed to participate in games or practices until balance is paid. This fee will be invoiced by KMHA with the base fee.
- 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. Unless otherwise indicated this date will be December 31<sup>st</sup> of the current season.

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 (e)mailed or handed 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. Any expenditures subsequent to the original budget must be put to a vote by the parents. The same rules for passing a budget vote will apply.

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. Bank accounts cannot be linked to any personal accounts. The co-signers must be parents or guardians of different players on the team, co-signers cannot be the head coach or his/her spouse. Intermediate and Senior teams can use players as co-signers provided they are 18 years of age or older. Proof of the above must be provided to the 2<sup>nd</sup> Vice President.

For fundraising, see the Fundraising policy.

The team must submit a budget status report to the appropriate Lady Rangers Director in midseason and at the conclusion of the season. The year-end package/report should include all receipts and sign-offs.

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-imburement. Only food and non-alcoholic beverages costs will be reimbursed.

Team budgets shall not include outerwear, parents travel and accommodation expense, sweater name bars or fundraising.

KLR sweaters must be returned so that KMHA can issue deposit refunds prior to April 30<sup>th</sup>.

Any Provincial related expenses must be submitted to KMHA so reimbursements can be issued prior to April 30<sup>th</sup>.

Team budgets and bank accounts must be closed out, and a final financial report provided to KMHA by June 30<sup>th</sup>, after the season ends. Proof must be provided to the 2<sup>nd</sup> Vice President.

### **KMHA: Policy # LR3**

**Title:** Communication with Parents

#### **Policy Statement:**

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 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.

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.

## **KMHA: Policy # LR4**

**Title:** Player Eligibility

### **Policy Statement:**

The age limitations for each division are determined by the OWHA.

A player may not sign the OWHA team registration form until the rep fees are paid or the correct paperwork filed.

## **KMHA: Policy # LR5**

**Title:** Tryouts and Player Selections

**Policy Statement:** 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. If a player has outstanding fees owing to KMHA they will not be permitted on any tryout ice times.

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.

Each rep team will carry two (2) goaltenders and fifteen (15) non-goaltenders, unless special permission is given by the Lady Rangers executive.

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.

Each first rep team may register three (3) import players WITH permission from the Lady Rangers executive. The first teams (except Midget) can only have a maximum of six (6) non-residents on the team at any given time (excluding goalies). Each subsequent team may register two (2) import players WITH permission from the Lady Ranger executive. Subsequent teams can only have a maximum of four (4) non-residents on the team at any given time (goalies excluded). 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. A non-resident is defined as a player that does not have an address in Kitchener, Breslau, Manheim or Roseville. 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. Import rules can be overridden (higher or lower) by the 2<sup>nd</sup> Vice-President with consultation of the Rep executive.

Each coach's daughter may be evaluated by independent evaluators, as assigned by the appropriate Lady Rangers Director.

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 unless approved by the Kitchener Lady Ranger executive) 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.

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.

Players may be reassigned after any of the tryout sessions via a private interview or via letter, or by posting information on the website by referring to players that advance or make the team, 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.

A coach can 'sign' a player to have them commit to the team after the 1<sup>st</sup> 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 \$150 non-refundable deposit.

## **KMHA: Policy # LR6**

**Title:** Permissions to Skate and Releases

**Policy Statement:** 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.

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 Ranger executive is made otherwise.

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 Ranger executive.

Players wishing to move to a team in another association must request a Release from the appropriate Lady Rangers Director. This is done by completing the 'Request for Release' form. 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.**

Kitchener residents who leave the association will only be allowed to return if they are in good standing in KMHA, and with permission of the Kitchener Lady Rangers executive, and they will not be allowed to play on any 1<sup>st</sup> level team for their first year back. Non-Kitchener residents who leave the association will not be allowed to return to KMHA, unless approved by the Lady Ranger executive.

### **KMHA: Policy # LR7**

**Title:** Equipment

#### **Policy Statement:**

All rep players must wear a red helmet and red pants. Players are encouraged to purchase Kitchener Ranger-coloured gloves.

Players must wear their team socks, both of the same colour, in games.

Lady Ranger sweaters may only be worn in games and at team functions as directed by the head coach.

Lady Ranger sweaters should be carried in a sweater bag.

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.

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.

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.

### **KMHA: Policy # LR8**

**Title:** Scheduling Meeting

**Policy Statement:**

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.

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.

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.

**KMHA: Policy # LR9**

**Title:** Rep Coaches Meetings

**Policy Statement:**

Each rep team (Novice to Midget) 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.

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.

Each rep team must include the fee for the coaches meetings in its team budget.

**KMHA: Policy # LR10**

**Title:** Practices and Games

**Policy Statement:**

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.

All coaching staff and on-ice helpers must wear a helmet and gloves.

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 and second 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. Post season practice and game ice times will be determined on a team-per-team basis based on their regular season results and play-off and playdown requirements. This will be determined by the 2<sup>nd</sup> VP.

Some Lady Ranger team are provided power skating sessions, WLU practice sessions and goaltender instruction sessions. At least one member of the coaching staff and the trainer should attend these sessions.

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.

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 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.

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.

## **KMHA: Policy # LR11**

**Title:** Tournaments

**Policy Statement:**

Each Lady Ranger rep team must participate in the Kitchener FallFest tournament unless special permission is given by the Kitchener Lady Ranger 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.

Each Lady Ranger rep team may participate in up to four (4) OWHA sanctioned tournaments, in addition to the FallFest tournament. The cost of the tournaments must be included in the approved team budget.

Rep teams need permission from the appropriate Lady Rangers Director to participate in more than the above mentioned tournaments.

**KMHA: Policy # LR12**

**Title:** Provincials

**Policy Statement:**

Kitchener Lady Rangers are in Region M for qualification to Ontario Provincials.

Most Lady Ranger teams must qualify for Provincials by playing in Provincial play-down games against other teams in our region. Some teams may be selected by the OWHA Regional Director to participate in Provincials without having to qualify.

The coaching staff is compensated for some expenses while at Provincials. Guidelines for this compensation are available from the KMHA office.

**KMHA: Policy # LR13**

**Title:** Lady Ranger Apparel

**Policy Statement:**

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, this includes name bars on the Lady Ranger jerseys.

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.

If it is determined that a team has used an unauthorized vendor for apparel and logos, the head coach will be suspended for two (2) games, regardless of who made or organized the purchase.

**KMHA: Policy # LR14**

**Title:** Lady Ranger Team Accommodations

**Policy Statement:**

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

**KMHA: Policy # LR15**

**Title:** KMHA Team Websites

**Policy Statement:**

All parents on a team must sign a permission form before a team may have a website.

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

**KMHA: Policy # LR16**

**Title:** Girl's Request Form & Other Forms

**Policy Statement:**

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

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.

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.

All OWHA forms can be found at [http://www.owha.on.ca/forms\\_policies.asp](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.

**KMHA: Policy # LR17**

**Title:** Use of the Internet by Players, Parents and Coaches

**Policy Statement:**

Use of Facebook, Twitter, BBM, 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 2<sup>nd</sup> Vice President. A meeting will be arranged for all parties involved, and suspensions may result.