



Manual of Operations
Boy's Representative Division (



Kitchener Minor Hockey Association (K.M.H.A.)

Manual of Operations

Boy's Representative Division (AAA, AA/A, MD)

(Updated April 2014)



Manual of Operations Boy's Representative Division (AAA, AA/A, MD)

Introduction

This manual defines the accepted principles and expectations that have served our organization well during the past several decades.

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.

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.

Player Eligibility

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 Canada.

1.1. Registration

All players must be properly registered before participating in any K.M.H.A. tryout activity. The Head Coach of each team is responsible for the eligibility of their players. All players shall register as per regulations established by K.M.H.A.



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After November 1st of the current hockey season, no player will be granted a refund of basic registration fees without a medical certificate.
(Exception: player moving out of town.) An administration fee will be deducted from the pro-rated refund.

1.2. Proof of Age and Residency

Player's proof of age must be submitted upon registration. Additional information may be required by the Alliance for roster approval. Residential requirements are as outlined in the OHF Handbook Regulation E16 to E23. Zone and Centre boundaries are on record with the Alliance and shall be adhered to.

1.3. AAA Waiver Policy

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

1. Non-Residents will pay the non-residents fee in addition to the full registration and additional Rep player fees to KMHA upon "signing" with the team.
2. All KMHA Rep teams will carry a minimum of 17 players including 2 goaltenders.
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 this age group. This determination will be made by one or both Vice Presidents of KMHA along with a minimum of one independent evaluator as appointed by KMHA.

If 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.



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1.4. Non-Resident's Fee

An additional registration fee is levied for non residents of Kitchener. (Note: This fee may be adjusted annually).

Team Operations

K.M.H.A. has adopted their own "S.C.O.R.E.S. Program in addition to the O.H.F. Speak Out Abuse and Harassment Program. All Team Staff are subject to Reference Checks, Interviews, and Police Checks as required by K.M.H.A. All K.M.H.A. REP bench staff must have either a Coach or Trainers certification as per Alliance requirements. The Head Coach is responsible for the conduct of his/her players and team officials

1.5. Coaching Staff

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.

1.6. Technical Sessions

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.

1.7. Equipment

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.

1.8. Team Structure

All Rep/MD teams must roster a minimum of 17 players including 2 goaltenders. Additional players may be added with the approval of the Director of Rep Hockey.



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1.9. Player Obligations

When a Representative Player signs a First, Second or Third Team roster, he has signified a desire and willingness to play Representative level hockey for K.M.H.A. as per policies and procedures. Payment of additional fees to KMHA will be established at this time.

1.10. Affiliation of Players

Every KMHA 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.

In all age divisions, a player of a team in a lower age group or lower classification may play for a team of a higher age group or higher classification at any time., but If he plays more than five (5) games after January 10th with a team of a higher age category or higher classification as an affiliated player, he shall remain with the higher age group team or the higher classification team for the balance of the season. No player shall be frozen to a higher age group or classification without approval of the appropriate Director of Representative Hockey.

A list of affiliated players must be on file by December 15th with both the K.M.H.A. and the Alliance before a player is eligible for affiliation in a league game.

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



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1.11. Team Sponsorship

Teams are allowed to pursue sponsorship to offset the expenses of their team's budget however; sponsorship identification cannot be placed on jerseys or on any item bearing a Jr. Ranger or KMHA logo.

1.12. Parent Conduct

K.M.H.A. requires that all parents 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 the each facilities Code of Conduct policy. KMHA retains the right in conjunction with the City of Kitchener to remove parents from city arenas on both a temporary and permanent basis.

1.13. Ice Time

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.

1.14. 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.

1.14.1. Use of Email

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.



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1.15. Updates and Rule Changes

Each year, a number of changes to rules are issued by the Alliance, OHF 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.

1.16. Obscene Language

Swearing and obscene gestures are not tolerated at K.M.H.A. activities.

1.17. Alcoholic Beverages and Drugs

The consumption of alcoholic beverages or the taking of drugs by players and/or coaching staff is strictly forbidden prior to or during any team activity. (i.e. practices, games). Parents are also representatives of KMHA must also abide by the policy when attending any hockey game in which a KMHA team participates. Failure to abide will result in a ban from KMHA games and events for the balance of the season.

Selection of Players

1.18. Rep Tryouts and Releases

Public tryouts will be held for Rep (AAA, AA, A) and MD teams as advertised locally. Additional team tryouts are communicated to the participants by the Coaching Staffs until their roster is complete. Players wishing to play AAA, AA or A hockey must first attend the AAA public tryouts. Players must be released from the higher category (i.e. AAA) before attending the next level of tryouts. Players wishing to play MD Hockey shall attend the AA/A tryouts but can request a release from the coach during the first tryout. 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.

1.19. Procedure for Minor Atom to M/Midget "AAA"

Triple "AAA" tryouts will commence after the completion of the OHF Provincials in April. 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.

Releases cannot be done by posting a list. All releases must be done personally with the player.



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

1.20. Body Checking Clinic

All M/Bantam players must attend KMHA/ Alliance approved body checking clinic prior to attending Rep/MD tryouts. (Excluding Novice) Body checking clinics will be advertised periodically by KMHA or an equivalent body checking clinic.

Player Movement

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 1st 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 10th. There will be no refund attributed to a change in division when a player quits.

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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.

Team Budgets

Each team is responsible for their operating budget during the season. The costs to run a team can include such items as tournament entry fees, travel permits, lodgings and meals during tournaments for non-parent coaching staff, first aid



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supplies, postage, stationery, telephone, long distance telephone charges, practice equipment, non-parent staff travel allowance, bus travel etc. Travel and accommodation allowance is only available to non-parent coaching staffs* as outlined below. Receipts for accommodation must be attached to an expense form and submitted to the team treasurer for reimbursement.

A draft of the proposed budget must be forwarded to the Director of Rep prior to a budget meeting.

Budgets are presented after the parents are given a 3 day period of which to review it. The parents reconvene and the budgets are voted on by secret, written ballot, by one parent per player, in the presence of a K.M.H.A. Rep. A 2/3 majority of votes constitutes approval of the proposed budget.

Once the budget is approved, it is the responsibility of the Head Coach to uphold the financial requirements as set down in the budget. Team financial arrangements are an agreement between the staff, and the parent(s) of the team. This is completely separate from the K.M.H.A. funds, and therefore if you have any disagreement regarding the disposition of team funds, it would be a matter between the parent(s), the team treasurer and/or the Head Coach. If financial concerns are not addressed by the team staff or treasurer, the respective Convenor should be contacted for assistance. Any significant change to the budget throughout the season requires another formal budget presentation and parent vote in the presence of a KMHA Representative.

Bank accounts in the name of the team shall be established at the beginning of each season. These accounts must have a **minimum** of two (2) signing officers including at least one (1) parent officer.

The Head Coach shall ensure that monthly financial statements are distributed to team parents and a final reconciled financial statement is filed with the Director of Rep by April 15th.

1.21. Coaching Staff Expenses (Non-Parent*)

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. (i.e. 3 hotel rooms for 6 non-parent team staff members) (Submit receipts)



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Mileage shall be paid for two team staff vehicles (when 2 vehicles are warranted) 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 tournament day trips or overnight trips to sanctioned events at a per diem rate of \$35/day. Per diem payment to the coaching staff will happen before each sanctioned event.

Team budgets shall not include; outerwear, parents travel and accommodation expense, jersey name bars and fundraising. Preliminary budgets can only include expenses for 4 tournaments. Additional tournaments must be approved by the Director of Rep.

KMHA has the right to allow Parent Coaching staffs to collect Staff Expenses. These situations will be reviewed on a one off bases and will be discussed with the parent group at the Budget Review meeting.

1.22. Coaching Staff Honorariums

Staff honorariums will be paid out of the parent budget as a thank you to the coaches 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

10.2 Provincial Championship Expenses

A bus is supplied for O.H.F and O.W.H.A Champion if distance is sufficient to warrant special transportation. Cost to the team is subject to formulas as per the K.M.H.A Championship Policy.

Accommodations

Compensated in full for team staff. A maximum of 3 rooms for 6 coaching staff. Plus, a K.H.H.A Director of Representative and an additional League Convenor as appointed by the Director of Representatives (1 room).

Meals

\$35.00 per day – 6 team staff
\$0.40/km (maximum 2 cars)
\$35.00 per day K.M.H.A Representative



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League Banquet (if applicable)

K.M.H.A to cover the costs of banquet tickets for Board Members, League Convenors, Championship Teams and Staff.

Fund Raising Policy

Philosophy

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

Policy

Fundraising for teams is allowed but must be cleared through KMHA. All fundraisers are to be submitted on a fundraising form for approval. They must include the time, date and location of the fundraiser, as well as a brief description of the activity. If the fundraiser is to take place over a period of time please include the start and end date.

All forms must be signed by a team official as well as a parent on the team. They will be processed by the KMHA office within 5 days of submission. Preferred form of submission is e-mail. Manual submissions at the office will be accepted as well.

Forms of fundraising not allowed include but are not limited to Dances, Sale of controlled substances (Alcohol), Raffles, a thons (these are reserved for corporate fundraising) and any illegal activity.

All funds collected can be used to reduce or refund the fees paid by the parents of a team. The refund or reduction cannot exceed the total of the team budget and rep fees. If funds are raised beyond your Rep and team fee they will be split amongst the teams.

Changes to fundraising for the 2014/15 season

Fundraising can be used to offset Rep Fees.

Fundraising does not require a team majority vote to process anymore but does require that all team members are given an opportunity to be involved. Hockey



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is a team sport and a team works together. Like in the past fundraisers are brought forward to the fundraising chair and team manager who will work with the people wishing to participate to submit the paperwork and track the success.

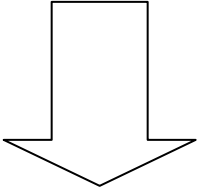
2 Types of fundraising

- 1- Team fundraiser: The parents participating will split the funds collected equally and work together to achieve the goal. Example Team BBQ, Bottle Drive,
- 2- Individual fundraising: Each parent working with the manager can track the funds raised by this fundraiser to be applied to their own portion of Team/Rep fees. Example: Elmira Poultry; Chocolate Bars.

Donations: Please note Donations to teams MUST be split evenly amongst team members to qualify for a charitable receipt. All Donations are to be made to "The City of Kitchener" and will be returned to KMHA and then in turn directed to the correct team. (These are CRA requirements and are not within our power to change.

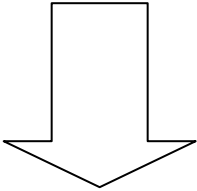


Fundraising

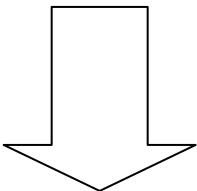


Ideas are brought to the team Manager and Fundraising chair to ensure fundraisers are inclusive in approach.

Fundraising Chair and Team Manager



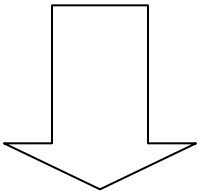
KMHA Fundraising Approval at rollandc@kitchenerminorhockey.com Subject: Fundraising



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



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Financial Assistance for Team/Players

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.

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 (guardian) to the Director of Donna Weber Program at KMHA.

Protest

Rep teams shall follow the procedure as set out by the Alliance Hockey Handbook.

Suspensions

Boys Rep Leagues abide by the current O.H.F. Minor Hockey Minimum Suspension List. A copy is available in the Alliance Hockey handbook or on the KMHA website. Additional suspensions can be applied at the discretion of the Director of Rep Hockey.

Travel Permit Regulations

Any KMHA team that wishes to participate in any event outside of their assigned schedule must complete a K.M.H.A. Travel Permit. Forms are available on the KMHA website or at the K.M.H.A. Office, where the forms are to be submitted. Travel permits for home exhibition games must be submitted to the K.M.H.A. Office five (5) days prior to the date of the exhibition game(s). The KMHA Scheduler will assign game officials based on this approved permit request.

1.23. Team Travel

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

Team Outerwear

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



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Rationale:

- 1: Team uniformity
- 2: Affordable cost to a parent
- 3: Only Vendors approved by KMHA for sale and distribution of outerwear bearing our logos can supply teams with outerwear. Junior Ranger and/or KMHA logos are not to be reproduced without permission from the KMHA 1st V.P. or Designate.

Team purchases of outerwear must be done “outside” of the approved team budget.

Team Pictures

K.M.H.A. appoints an “official” Photographer each season to take pictures of our teams. All teams must have their picture taken as we have an obligation to provide one copy to our Sponsor(s) and submit one for the KMHA Archive. Specific information will be forwarded to each team at the beginning of each season.

Teams are to refrain from using practice ice for picture-taking of individual players.

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



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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 particular 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.

Sources for Additional Information

The following additional information can be found on the KMHA and/or ALLIANCE websites

Coach Expense Reimbursement Guidelines
Fund Raising Request Form.
Minor Hockey Minimum Suspension List.



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FAIR PLAY CODE FOR PARENTS / SPECTATORS
Inter Branch (Alliance Teams) Travel Permits

Coaching Selection Policy.

1.24. 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 nonparent 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.

1.25. 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.

MD Drafting Procedures



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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

1.26. Protections:

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 2nd and 3rd picks for Goaltenders. Protected skaters will be selected before the coin toss and the actual draft proceedings begin.

1.27. Proceedings

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.