



KMH HANDBOOK

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This handbook is prepared for easy and convenient reference and should regulations be changed or errors occur, the contents of this book will be superseded by the official minutes of the KMH Board.

HOCKEY CANADA OBJECTIVES

To foster and encourage the sport of amateur hockey throughout Canada.

- a) To foster and encourage leadership programs in all areas related to the development of hockey in Canada.
- b) To promote and encourage the foundation of Provincial and Inter-Collegiate Amateur Hockey Associations as local governing bodies.
- c) To establish and maintain a uniform test of amateur standing and uniform playing rules for amateur hockey
- d) To affiliate and cooperate with other national and international amateur hockey organizations.
- e) To conduct inter-branch and international contests of amateur hockey.
- f) To provide representation for international open hockey competition.

HOCKEY CANADA PHILOSOPHY

Hockey Canada believes that every person in Canada who wants to play hockey should have the opportunity to do so....at his/her level of skill and level of interest. As the governing body of Amateur Hockey in Canada we endeavor to facilitate this opportunity and historically have served male hockey. But Hockey Canada stands ready to assist, and provide services for female hockey. Hockey Canada is committed to providing leadership which will ensure the best possible environment for a quality hockey experience for each player in all types and categories of amateur play.

Hockey Canada recognizes that hockey is a major influence on its participants and on Canadian Society, and believes that this influence should be a positive one both on society and the individual. Hockey Canada provides leadership to all amateur hockey in the country and represents Canadian amateur hockey with the national governing bodies of other hockey countries.

We believe that hockey exists for the players, individually and collectively, and that the volunteers whose efforts and dedication make hockey possible for the players are the foundation of Hockey Canada.

KINDERSLEY MINOR SPORTS MANDATE

Kindersley Minor Sports (KMS) shall foster, promote, and conduct sports activities in the best interest of the individual member organizations.

The purpose of the minor sports programs is to help and assist character growth and to aid the physical development of all participants by providing activities for children.

KINDERSLEY MINOR HOCKEY PURPOSE

Kindersley Minor Hockey is a community based non-profit minor hockey association, guided by our volunteer board and operated by volunteers from our membership. We are supported by our parent organization, Kindersley Minor Sports.

The primary purpose of Kindersley Minor Hockey is to contribute to the development of our youth through the game of hockey. Kindersley Minor Hockey is committed to providing our young people the opportunity to have fun on the ice while learning the basic skills of ice-skating and how to play the game of hockey. Our program is available to all interested youth regardless of socio/economic background.

Each age division has a Coordinator and every team is assigned a bench staff that is made up of a Head Coach, typically one or two Assistant coaches, and a Trainer. All bench staff are subject to a mandatory Police Records Check and are required to complete nationally recognized certification clinics.

The purpose of this handbook is to give players, parents and coaches a reference guide to the operation of the Kindersley Minor Hockey Association (KMH). This handbook does not cover all the procedures, policies, rules, or guidelines used by KMH, but it does outline the most common operational issues and frequently asked questions.

KINDERSLEY MINOR HOCKEY PHILOSOPHY

The philosophy of KMH is to provide a hockey program, which encompasses fun, development, competitiveness and challenge for all players. All children who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions and available volunteer coaches.

As a team sport, hockey affirms the importance of commitment, self-discipline and sportsmanship among participants. Our commitment is to assure that the young people who participate in Kindersley Minor Hockey will develop skills and values by being encouraged to play hockey at a level consistent with their aspirations while learning good sportsmanship.

Kindersley Minor Hockey seeks to promote healthy living by instructing the players to better themselves physically, morally and civically in an effort to develop young men and women who grow to be better citizens and a positive benefit to their community both on the ice and off.

KINDERSLEY MINOR HOCKEY GOALS

a) Kindersley Minor Hockey Association:

- i. To promote, foster and encourage good citizenship and sportsmanship among the members, officials and the players of KMH;
- ii. To develop and provide opportunities for learning, enjoying and participating in the games of minor hockey;

- iii. To establish, maintain and promote the level of public interest and awareness to increase participation in minor hockey for male and female players;
 - iv. To develop, conduct and supervise effective hockey activities;
 - v. To support initiatives to build or improve facilities dedicated to the game of hockey;
 - vi. To recognize, encourage and support individuals and organizations that contribute to the success of minor hockey programs.
- b) Player Development:
- i. Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development both on and off the ice.
- c) Coaching Development:
- i. Provide a program that fosters the coaches' talents in leadership, youth development, and hockey instruction while providing ongoing educational opportunities, and mentoring for coaches in a defined and structured way.
- d) Referee Development:
- i. Provide clinics, ongoing educational opportunities, and mentoring for referees for those who wish to become referees. Ensure that they, as children in a learning process, can develop these skills and desire to continue as referees without undo criticism from coaches, parents and players.
- e) Players/ Guardians:
- i. Offer an enjoyable program that includes the involvement of the parents in key positions of volunteerism. Involvement that provides the positive energy needed to help strengthen and direct our program to higher levels.

ATHLETE CODE OF CONDUCT

Athletes have the responsibility to:

- a) Treat everyone fairly regardless of gender, origin, color, sexual orientation, religion, political belief, or economic status.
- b) Direct comments at the performance rather than the individual.
- c) Consistently display high personal standards and project a favorable image of the sport.
- d) Refrain from public criticism of athletes, coaches, or officials.
- e) Abstain from the use of tobacco products.
- f) Abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs.
- g) Refrain from the use of profane, insulting, harassing or otherwise offensive language.

- h) Uphold the rules of the sport
- i) Treat opponents and officials with due respect both in victory and defeat.

Athletes must:

- a) At no time allow individuals who may request sexual favors or use threats of reprisal for rejection to go unreported.
- b) Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.
- c) Respect the dignity of others. Verbal or physical behaviors that constitute harassment or abuse are totally unacceptable.
- d) Never advocate the use of drugs, alcohol or other banned performance enhancing substances.

COACHING CODE OF CONDUCT

- a) Coaches are expected to teach sportsmanship and respectful conduct by their own example and instruction. They are now official ambassadors of KMS, KMH, The Town of Kindersley, team sponsors, and team parents. The actions of Coaching Staff have a far reaching impact on all of these, as well as on themselves.
- b) Coaches play a critical role in the personal as well as the athletic development of players. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.
- c) Although this code is directed toward coaching conduct it equally applies to other members of the "Team Leadership Staff" i.e. managers, trainers, etc.
- d) Coaches have a responsibility to:
 - i. Treat everyone fairly regardless of gender, origin, color, sexual orientation, religion, political belief or economic status.
 - ii. Direct comments at the performance rather than the athlete.
 - iii. Consistently display high personal standards and project a favorable image of the sport and coaching.
 - iv. Refrain from public criticism of fellow coaches, athletes, officials and volunteers.
 - v. Abstain from the use of tobacco products while in the presence of athletes.
 - vi. Abstain from drinking alcoholic beverages when in the presence of athletes or while participating in any KMH event including travel to and from those activities.
 - vii. Refrain from the use of profane, insulting, harassing and otherwise offensive language in the conduct of duties.
 - viii. Ensure the activity being undertaken is suitable for the age, experience and ability of the athletes.
 - ix. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly.
 - x. Communicate and cooperate with the athletes' parents or legal guardian involving them in decisions pertaining to their child's development.

- xi. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional aspects of their lives and conduct practices and games in a manner as to allow optimum success.
 - xii. Provide fair ice time for each player.
- e) Coaches must:
- i. Ensure the safety of the athletes with whom they interact.
 - ii. Respect athlete's dignity. Verbal or physical behaviors that constitute harassment are unacceptable.
 - iii. At no time become intimately and/or sexually involved with athletes.
 - iv. Agree to adhere to the KMS Code of Conduct.

SOCIAL MEDIA POLICY

SOCIAL NETWORKING:

Kindersley Minor Hockey refers to social media as social networking sites that are used to share information and opinions, host conversations and build relationships. Social media can take many forms, including text/words, pictures, video, audio and real-time or live discussions or chats. Social media can be blogs, social networks, chat-rooms or podcasts. Examples of social networking sites include, but are not limited to, Facebook, Twitter, YouTube, LinkedIn and Wikipedia.

CELL PHONES AND OTHER ELECTRONIC DEVICES:

Cell Phones and other electronic devices are not permitted to be in sight in the dressing room (home or away). This policy applies to parents, team officials and players. Coaches have the permission of the KMH Board to ban or collect cell phones or other electronic devices from the dressing room or from the bus that the team is travelling on. It is at the discretion of the coach to allowing music playing devices to be used as long as there is no camera or video capturing capability. KMH strongly suggests that these devices not be brought to the dressing room unless absolutely necessary.

CONSEQUENCES:

The recommended penalty for having an image capturing capable device in view in the dressing room or team bus is to be a one week suspension. Anyone actually caught taking, viewing or transmitting images of an offensive, abusive or illegal nature taken in in any relation to a Kindersley Minor Hockey activity including, but not limited to those activities taking place on the ice, in the dressing room, team hotel or bus will be suspended for one month minimum and subject to further disciplinary action resulting from a disciplinary hearing with the KMH Board. Any coach or manager found not to report any incident that they become aware of to the Division Coordinator will be subject to immediate suspension and subject to further discipline by the KMH Board.

KMH members, including players and their parents/ guardians are held to be responsible for all communications that occur during, or pertain to KMH activities. Any communications, messages or images arising from KMH activities that are of an offensive, abusive or illegal nature will result in a minimum one week suspension and will be reviewed by the KMH board to determine if any additional disciplinary action is

necessary. KMH suggests that no posts to any social media sites be posted for a period of at least 2 hours before or after a practice or game.

Any infractions of the above policies that violate the town of Kindersley Zero Tolerance policy will result in the KMH President notifying the Town of Kindersley and thereby implementing any further actions required by the Town policy.

CONCUSSION RETURN TO PLAY POLICY

- a) As per the SHA, the return to play guideline for sport is designed for the safety of the players. It must be remembered that **a sport concussion is a form of a mild traumatic brain injury**, which is a complex pathophysiological process affecting most brain functions. The SHA is the sport governing body for ice hockey in Saskatchewan and follows the guidelines proposed by the Concussion in Sport Group. These guidelines are based on the most recent consensus statement which is cited in the scientific literature (McCrory et al., 2009).
- b) The SHA proposes that all players that are suspected of having received a concussion should follow the following guidelines:
 - i. If a player is suspected of having a concussion by the coach, trainer, or parent, they should be immediately removed from further play, and should not go back to play that day and only return on subsequent days after an assessment indicates readiness.
 - ii. The coach or trainer should perform a side-line assessment using the Sport Concussion Assessment Tool (SCAT1 or SCAT2) to determine symptoms and the potential of a concussion. The player should be medically evaluated on-site if a licensed health care professional (physician, nurse, and paramedic) is available.
 - iii. If the player has experienced unconsciousness assume a neck injury call 911. If there is a significant loss of awareness and orientation take the player to the emergency room at the nearest hospital for required treatment and follow up by health care professionals. It is expected that a basic assessment would include assessment of vital signs (BP and heart rate), Glasgow coma scale assessment and basic cognitive (memory) function. Additional follow up may include neurological testing, and/or CT scan.
 - iv. All suspected concussions are referred to see a physician or nurse practitioner within 24 hours. A follow-up SCAT assessment should be repeated at that time to determine symptoms at rest.
 - v. During the next 24-72 hours complete mental and physical rest is needed. Most concussions resolve in 7-10 days, but every player will respond individually.
 - vi. Remove the player from school or work and rest if symptoms persist. In addition to reduce school or work activities, the player should avoid T.V., video games, cell phone usage, reading, and other activities that require mental activity. A gradual return to school or work is suggested, but an emphasis on taking naps throughout the day is recommended.
 - vii. **Coaches and parents should not pressure the player to return until medically cleared.**

- viii. Once the player is asymptomatic at rest, a gradual and progressive return to activity is encouraged, using the guidelines provided in table 1 (McCroly et al., 2009). This will include light aerobic exercise such as stationary cycling or treadmill walking, and progress to intense exercise to achieve maximal heart rate.
- ix. The player should then be medically cleared to participate in game play. Health professionals at a university such as an exercise (sport) physiologist or sport neuropsychologist that have conducted research in concussion can also be approached to have objective testing undertaken.

Note: If symptoms arise during exercise, then the player should discontinue immediately and return to the previous level of activity.

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum predicted heart rate	Increase heart rate
	No resistance training	
3. Sport-specific exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities	Add movement
4. Non-contact training drills	Progression to more complex training drills, eg passing drills in football and ice hockey	Exercise, coordination, and cognitive load
	May start progressive resistance training)	
5. Full contact practice	Following medical clearance participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal game play	

ZERO TOLERANCE POLICY

- a) KMH supports the Zero Tolerance Policy set forth by the Town of Kindersley and as such has zero tolerance as set out in the following:
 - i. Any person who commits an offense of verbal, physical or mental abuse shall be banned from all minor sports activities for a one month period.
 - ii. A second offense will have the person banned for the remainder of the season.
 - iii. These special cases will be looked at on an individual basis by the KMH Board and the Director of Leisure Services, Town of Kindersley and will be dealt with accordingly.

- b) There will be no reconsideration by the Hockey Board with respect to the length of a suspension or prohibition. Where new information is available a suspended individual may request reconsideration of the facts on which the suspension is based. Such facts must be forwarded to the KMH Board. All decisions of the Board are final.

ALCOHOL POLICY

- a) KMH supports the Laws of Saskatchewan as they pertain to the control, consumption and distribution of alcoholic beverages. The law is clear that it is contrary to the laws of the Province of Saskatchewan for anyone under 19 years of age to buy, drink or possess alcohol. A person under the legal drinking age can be fined up to \$750 if found buying, attempting to buy or possessing alcohol. A person found to be selling or giving alcohol to a minor is also guilty of an offence in Saskatchewan, offenders can face fines of up to \$10,000 and/or be imprisoned for up to two (2) months.
- b) Alcohol shall not be consumed by any individual under the legal drinking age at games or practices, in or about dressing rooms or team buses, or anywhere that is part of a KMH activity or during the travel to and from that activity. Underage drinking will not be tolerated.
- c) Alcohol shall not be consumed by any individual over the legal drinking age in or about dressing rooms or team buses.
- d) Alcohol shall not be abused by any individual over the legal drinking age at games or practices, in or about dressing rooms or team buses, or anywhere that is part of a KMH activity or during the travel to and from that activity.
- e) Teams need to be reminded of their exposure to liability and prosecution where issues of procurement of alcohol by minors, or the negligent supervision of alcohol product distribution are involved.
- f) All members of KMH must respect the laws regarding the consumption of alcohol in the jurisdiction they are attending in.
- g) Team officials, administrators, coaches, volunteers and parents are discouraged from consuming alcohol during any hockey event. If alcohol is legally and responsibly consumed during the event, the individual must ensure that this consumption does not interfere with their ability to perform their duties, or to be involved in the event as a volunteer or a spectator.
- h) No team member, team official or team parent shall be intoxicated at any time while participating in a hockey event.
- i) Alcohol is not appropriate:
 - i. In arena dressing rooms
 - ii. In team settings where minors are attending
 - iii. In hotel rooms when young players are left unsupervised while the team's adults attend hospitality type setting in guestrooms or meeting rooms
 - iv. In hospitality situations where minors are present and alcohol is not controlled by a server therefore becoming available to minors
 - v. Open in buses or cars when travelling to or from an event
 - vi. If being made available to minors in public facilities

- vii. In a team environment while travelling without parents to tournaments, championships, etc.
- viii. At team player parties hosted by other players, parents or team officials, regardless of the age of players.
- ix. If forced on another person
- x. If used for “chugging” contests or as a form of hazing or initiation for rookies
- j) Any formal complaints received by the KMH regarding these issues may be referred to the local police authority.
- k) Follow-up may include:
 - i. Police investigation and charges relative to the appropriate statutes being violated
 - ii. Upon findings of the police investigation, appropriate disciplinary action may be taken in accordance with the KMH Policy on Alcohol and/or KMH Policy on Drugs

DRUG POLICY

- a) KMH supports the Laws of Saskatchewan as they pertain to the use of illegal drugs by all participants registered in its program. The administration of prescription drugs must be completely authorized by a physician and done in accordance with instructions set out by the prescribing physician.
- b) Hockey Canada is unequivocally opposed to illegal drug use. KMH is similarly unequivocally opposed to the use by athletes of banned and restricted substances and the methods for the purpose of performance enhancement. This position applies to all member/participants of the game of hockey within the Hockey Canada Structure.
- c) Those persons who counsel or assist an athlete in the use of banned and restricted substances and the methods for the purpose of performance enhancement must be considered as much at fault as the athlete using the substance or method and may, in some cases be more so.
- d) In particular KMH cannot and will not tolerate any encouragement of the use of such substances or methods by those in positions of leadership or influence over athletes, such as administrators, coaches, trainers, managers, medical and paramedical practitioners, sport scientists, and indeed other athletes.
- e) Any formal complaints received by KMH regarding these issues may be referred to the local police authority.
- f) Follow-up action may include the following:
 - i. Police investigation and charges relative to the appropriate statutes being violated
 - ii. Upon findings of the police investigation, appropriate disciplinary action may be taken in accordance with the KMH Policy on Alcohol and/or KMH Policy on Drugs

TOBACCO POLICY

- a) All players and team officials must respect the laws surrounding tobacco in the jurisdiction of the event. KMH discourages the use of tobacco in any form in and around hockey events.

SECTION 1: REGULATIONS

- a) In these policies:
 - i. HC shall refer to Hockey Canada
 - ii. SHA shall refer to the Saskatchewan Hockey Association
 - iii. KMS shall refer to the Kindersley Minor Sports Association
 - iv. KMH shall refer to the Kindersley Minor Hockey Association
- b) In all instances where the KMH Rules and Regulations, Constitution and By-laws, Policies, and Procedures either omit or present a conflict with the SHA or HC regulations, the current SHA/HC Regulations will take precedence.

SECTION 2: REGISTRATION RULES

- a) The KMH official registration day(s) each year will take place as determined by the KMH Board in consultation with KMS.
- b) The time and place of registration and other necessary information will be advertised at least one (1) week prior to registration.
- c) Further registration will take place in the following months ending the day before evaluations. Late fees will be applied to those registering after the official registration day(s). Exceptions to the late registration fee will be those players who are new to town or new to the sport.
- d) Registration fees are to be paid in full (post-dated cheques will constitute payment in full) no later than the first day of the Regular Season. If a cheque for registration fees is returned NSF, the parents have five (5) days from notification to pay in full or the child may not be allowed on the ice until the fees are paid.
- e) If payments on an NSF cheque and/or outstanding balance are not made and the money is not received in full before the season end (March 31), the family will not be allowed to register for the next season until full payment is made. Registration for the following season will be CASH only, in full, at the time of registration.
- f) Children will not necessarily be denied the opportunity to play hockey because of an inability to pay. KMS shall supply Kidsport applications. KidSport shall consider all requests for fee assistance and guarantee confidentiality.
- g) Registration fees shall be determined by the KMH Board in consultation with KMS.
- h) Registration fees shall cover the following costs and increases and yearly registration fees shall reflect the following:
 - i. Ice costs
 - ii. SHA player registration and insurance costs
- i) Any player requesting a refund must do so in writing to KMH and all refunds will be pro-rated. Approved refunds will be returned less the following:
 - iii. SHA Registration Fee

- iv. KMS Administrative Fee
- j) Players who have been suspended are not eligible for refunds.
- k) Age per Division, as of December 31 of the current year, for KMH will be as follows:
 - i. Initiation - 5 years and over
 - ii. Novice - 8 years and under
 - iii. Atom - 10 years and under
 - iv. Pee Wee - 12 years and under
 - v. Bantam - 14 years and under
 - vi. Midget - 17 years and under
- l) All players will be registered into a Division by consideration of their age and gender. Any request to play in another Division must be made in writing to the KMH Board. Final approval will be made by the Board at the next regularly scheduled meeting or if entirely necessary, by an email generated vote of the KMH Board members.
- m) Team Evaluation Weekend will be scheduled by KMH. All evaluations and team assignments will be at the discretion of the KMH Board and involved coaching staff and will be determined by a process approved by the KMH Board. The President of the KMH Board shall retain a veto power if team selections come to a stalemate.
- n) Registration with SHA (players and teams) will be done by the KMS Administrator, upon receiving correct information from Division Coordinators.

SECTION 3: INSURANCE

For specific details regarding the HC Insurance Program, see the SHA Constitution, By-laws and Regulations.

- a) A compulsory participation fee entitles all players, coaches, managers and trainers listed on the team certification form to be covered by Hockey Canada Insurance (Liability, Accidental Death & Dismemberment, Medical, and Dental coverage). This fee is paid by KMS and is included in the registration fees.
- b) The certification of players, coaches, and team personnel for insurance purposes is the responsibility of KMH. Certification Forms will be forwarded to SHA.
- c) KMH will register a minimum of two (2) Coaches per team along with one (1) Trainer and one (1) Manager per team.

In the event of an incident in which a claim is to be made:

- a) Secure a Hockey Canada Accident Report Form from the KMS Administrator.
- b) Complete the form in its entirety. Have a team official (usually the Manager) complete the team section and a doctor or dentist (as required) complete the back of the form.
- c) Submit the fully completed form to the SHA Office along with any receipts or invoices within 90 days of the date of the incident.
- d) Only Accident Report Forms received in the SHA office within 90 days of the incident will be accepted. Forms must be completed in their entirety or they

will be returned. Only original receipts or invoices are acceptable. Hockey Canada is strictly a supplemental insurer. If parents have access to other insurance, they must pursue it through those insurers first. Hockey Canada shall cover only those costs not covered by primary insurance.

SECTION 4: DUTIES KINDERSLEY MINOR HOCKEY BOARD

KMH shall:

- a) Maintain a Board of at least the following representative members:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Initiation Coordinator
 - v. Novice Coordinator
 - vi. Atom Coordinator
 - vii. PeeWee Coordinator
 - viii. Bantam Coordinator
 - ix. Midget Coordinator(s)
 - x. Girls Coordinator
 - xi. Rec Hockey Coordinator
 - xii. Referee Liaison
 - xiii. Awards & Promotion Coordinator
 - xiv. Equipment Coordinator
- b) Each member position has a term of two (2) years
- c) Each member of the Board is to attend scheduled monthly meetings and shall receive one vote on motioned matters. A quorum of half of the total members plus one must be present to vote on a motion
- d) When entirely necessary to facilitate the business of the Board in an expeditious manner, email voting will be allowed
- e) Nomination of new members to the KMH Board shall take place at a public meeting

Duties of the KMH Board shall include but are not limited to the following:

- a) Ensure the completion of criminal record checks for all coaches and team personnel interested in involvement with KMH registrants
- b) Provide each team with ice time in consultation with the Town of Kindersley and as can be provided according to budget
- c) Register all teams with the KMS Administrator for registration with SHA
- d) Provide schedule of practices and games
- e) Provide a list of Referees
- f) Provide game sheets
- g) Provide training programs for Referees and Coaches
- h) Oversee the general conduct of players and officials working games under the auspices of the KMH
- i) Pay on-ice officials for working games
- j) Provide teams with sweaters - one set minimum

- k) Provide teams with pucks
- l) Not rent ice after end of season with the exception of playoff and provincial usage

PRESIDENT

Duties of the KMH President shall include but are not limited to the following:

- a) Knowledge of HC, SHA, KMS, and KMH regulations and operations
- b) Establish a schedule of KMH meetings for the season
- c) Preside at all KMH meetings
- d) Set the KMH budget every season in conjunction with KMS
- e) Responsible for the operation and organization of KMH Divisions and Teams
- f) Ensure KMH appoints Coordinators for each Division and Responsibility
- g) Authority to enforce the rules, regulations and guidelines established by KMH
- h) Attend and provide reports at all regular Local League Meetings as the KMH representative
- i) Attend required KMS meetings as required
- j) Attend required Rec Advisory meetings as the KMH representative as required
- k) Act as a signing officer for KMH
- l) Be advised and consulted in all disciplinary matters
- m) Act as the official representative of KMH
- n) Meet with any Coordinators as needed during the season and ensure the Coordinators have been given the necessary information pertaining to their respective divisions
- o) Ultimately responsible for the appointment of all KMH Board positions
- p) Master of Ceremonies at the KMH Awards Night
- q) Will only cast a vote in the event of a tie
- r) Retain a veto power during the player evaluation process if team selections come to a stalemate

VICE PRESIDENT

Duties of the KMH President shall include but are not limited to the following:

- a) Knowledge of all duties of the President
- b) Perform the duties of the President in his/her absence
- c) Take on the Role of President after the role of Vice President in order to assure continuity

SECRETARY

Duties of the KMH Secretary shall include but are not limited to the following:

- a) Knowledge of general meeting proceedings, including recording of minutes
- b) Basic computer knowledge (Internet, Microsoft Office)
- c) Keep complete and accurate records of the proceedings of KMH
- d) Act as custodian of all books, records and documents of KMH
- e) Make all necessary arrangements for meetings of the KMH Board, and notify the Board members and any other persons deemed necessary of the location, time, and date of the meeting

- f) Supply all Board members a copy of the minutes of the previous meeting prior to the next regular meeting
- g) Submit all correspondence and phone messages to the President, or applicable Executive
- h) Work in tandem with KMS to ensure that KMH shall be responsible for publication of information related to the operation of KMH and its activities
- i) Place advertisements in local newspapers to advertise the Annual and Special General Meetings, registration and tournaments and other activities with the assistance of the KMS Administrator
- j) Publicize items of interest to the membership as approved by the KMS Association

DIVISION COORDINATORS

Duties of the KMH Coordinators shall include but are not limited to the following:

- a) Know, understand and enforce KMH rules and regulations
- b) Have an understanding of the SHA Handbook and the HC Rulebook
- c) Work with the Coaches of the Division they are the Coordinator for, with the goal of improving quality in the KMH system
- d) Attend the parent/team meetings of all teams in their Division
- e) Be available for the coaches and managers questions and problems
- f) Report to the KMH Board on things that are happening in their division
- g) Facilitate the tournament of all teams in their Division
- h) Assist with team selection, team balancing and player evaluations as required with an objective to make sure the teams are evaluated and formed as fairly and equitably as possible
- i) Attend all KMH Board meetings
- j) Be a positive role model and assist with the season wherever possible
- k) Be responsible for requesting the National Coaches Certification Program Clinics for their Division
- l) Be responsible for the recruitment of Coaches
- m) Coordinate the evaluation of Coaches at least once per season
- n) Inform the Equipment Coordinator of any equipment requirements for their Division

REFEREE LIAISON

Duties of the KMH Referee Liaison shall include but are not limited to the following:

- a) Maintain an effective line of communication between on-ice officials and KMH
- b) Inform Coaches of new rules at the beginning of each season at the Coaches/Managers meeting
- c) Ensure KMH is abreast of any concerns or problems referees are incurring
- d) Coordinate the evaluation of referees and linesmen at least once a year
- e) Keep a detailed list by age, level and any other pertinent information of the referees
- f) Receive reports from referees regarding any issues with match penalties, game or gross misconducts
- g) Ensure that all referees are aware of match/gross penalty procedures

- h) Any further duties as agreed upon by the Referee Liaison and KMH

AWARDS AND PROMOTION COORDINATOR

Duties of the KMH Awards and Promotion Coordinator shall include but are not limited to the following:

- a) Seek sponsors and funding as required for the operations of the KMH program
- b) Seek for and provide awards at an event scheduled at the end of the season
- c) Implement all promotion of the KMH program as initiated and required by the Board

EQUIPMENT COORDINATOR

Duties of the KMH Equipment Coordinator shall include but are not limited to the following:

- a) Maintain inventory of KMH owned equipment, and condition thereof
- b) Provide goalie equipment for divisions PeeWee and lower as required
- c) Seek KMH approval for purchase of new equipment as required
- d) Procure cleaning and repair services of equipment as necessary to maintain it in good order
- e) Ensure all sponsor crests are ordered and placed on appropriate sweaters
- f) Maintain control of keys/codes for equipment room and/or lockers
- g) Ensure that all sweaters are properly cared for during the season
- h) Collect all equipment and sweaters at the end of the season and complete inventory on completeness and condition of same
- i) Source sweater supplier quotes as required by KMH

ON-ICE OFFICIALS (REFEREE AND LINESMEN)

Duties of KMH on-ice officials shall include but are not limited to the following:

- a) Wear proper attire at games including referee sweater, black pants, athletic supplier on-ice official pants, or sweat pants; no jeans allowed
- b) Ensure games commence at scheduled times
- c) Partake in available training as made available
- d) Enforce the rules and regulations of the game as set by the CHA, SHA and KMH
- e) Show proper respect toward players, coaches, volunteers and arena staff
- f) Work to the best of their ability perfecting the skills of officiating
- g) Assist players to understand the rules of hockey
- h) Report all misconduct penalties (ten minute, game, gross and match) to the Referee Liaison, particularly those at issue or contested
- i) Never at any time, touch a player unless there is an altercation and only then acting in a manner suitable to that of an on-ice official
- j) Report any problems or concerns to the Referee Liaison
- k) Receive payment for officiating through the proper channels as set out by KMH in conjunction with KMS
- l) Act as a worthy ambassador for KMS, KMH, and the Town of Kindersley
- m) Agree to adhere to the KMS Code of Conduct

PLAYERS

Duties of KMH players shall include but are not limited to the following:

- a) Punctuality is important as ice time is valuable and should not be wasted. All players should arrive at games and practices with sufficient time to allow for suiting up and the necessary pre-game/practice instruction. Unless you have been told differently by your Coach, it is recommended that you be ready to take the ice at least 15 minutes before the scheduled starting time.
- b) Reliable attendance is essential to personal skill development and the development of team continuity.
- c) Familiarize themselves with the Social Media Policy, Discipline Guide, Athlete Code of Conduct and the Zero Tolerance Policy so that they are aware of the consequences of any actions or behaviour that conflicts with the aims and objectives of KMH.
- d) Any player found to be in possession of alcohol and/or drugs or under the influence of alcohol or drugs while participating in any KMH event, including all travel, will be referred to KMH for review and discipline.
- e) Tobacco products including any type of cigarette or chewing tobacco are not allowed while participating in any KMH event including travel to and from those activities.
- f) Any player caught damaging or defacing property will be reported to KMH for discipline. The payment for any damages done will be made by KMH who will then, in turn, pursue the payment from the parents of the player(s) found responsible for the cost of the repair.
- g) Exhibit respectful behavior while involved in all KMH activities including travel to and from those activities. Abuse to any arena staff, any on-ice or off-ice official or to any volunteer by players will not be tolerated; the same will be reported to KMH for immediate discipline.
- h) Cell phones, video equipment, cameras, and any other image or sound capturing device will not be allowed during any KMH event including travel to and from those activities.
- i) Work to the best of their ability in attempting to perfect the skills of hockey.
- j) Display good sportsmanship on and off the ice.
- k) Act as a worthy ambassador for KMH, KMS and the Town of Kindersley
- l) Wear CSA approved equipment: helmet, face protector, shin pads, elbow pads, shoulder pads, athletic protector, pants, skates, gloves, stick, neck protector and mouth guard. Players will not be allowed on the ice without the above-mentioned equipment, at any time.

PARENTS

Duties of KMH parents shall include but are not limited to the following:

- a) Support KMH to the best of their ability including transportation, fundraising, volunteering for scorekeeping, penalty box supervision, tournament planning, etc.
- b) Not interfere with or harass coaches, managers or team officials
- c) Except where risk of imminent injury is apparent, allow a 24 hour cool-down period before lodging a complaint or grievance

- d) Be prepared to put into writing any complaint serious enough to warrant the intervention of the KMH Board
- e) Refer complaints in writing to the coordinator of the Division
- f) Act as a worthy ambassador of the KMH Association and the Town of Kindersley
- g) Agree to adhere to the KMS Code of Conduct

COACHING STAFF

Duties of the KMH Coaches shall include but are not limited to the following:

- a) Adhere to all Codes of Conduct, Policies and Regulations as set out in the KMH Handbook
- b) Strive to accomplish the aims and objectives of KMH
- c) Instruct players in the fundamentals of hockey
- d) Provide appropriate drills to develop self-confidence in players
- e) Ensure that courtesy is shown to all people the team interacts with
- f) Do not act under the influence of alcohol or drugs while participating in any KMH event, including all travel upon risk of being referred to KMH for review and discipline
- g) Agree that tobacco products including any type of cigarette or chewing tobacco are not allowed while participating in any KMH event including travel to and from those activities
- h) Exhibit respectful behavior while involved in all KMH activities including travel to and from those activities. Abuse to any arena staff, any on-ice or off-ice official or to any volunteer by players will not be tolerated; the same will be reported to KMH for immediate discipline
- i) Ensure that players are properly supervised until the last player leaves the dressing room
- j) Utilize the ice time allotted to their team as effectively as possible
- k) Control emotions and not swear or use vulgar language in the presence of fans, coaches, players, or officials during game times
- l) Refrain from yelling, name-calling and intimidation tactics
- m) Report any serious player behavior problems to the player's parents and the Coordinator
- n) Maintain control over players at all times and not allow unsafe activities
- o) Ensure that all doors to the ice surface are closed and secure at all times while the practice is in progress
- p) Report any areas of concern with the ice or dressing room to the arena attendant
- q) Ensure that no player goes on the ice until there is a member of the coaching staff present
- r) Ensure that all players do not enter the ice surface until the Zamboni has left and the doors are completely closed
- s) Shake the hands of the on-ice officials prior to the start of each game
- t) Ensure that all players go immediately to the players' bench if there is an on-ice injury

- u) Do not voice opinions to the on-ice officials when calls are contested, instead, after the game, submit a letter to the referee liaison outlining concerns and attach a copy of the game sheet
- v) Make allowances for female players regarding dressing rooms
- w) Act as a worthy ambassador of KMH and the Town of Kindersley
- x) Allow each player fair ice-time by not shortening the bench, except in the cases of disciplinary action
- y) Provide KMS with copies of coaching certificates and criminal record checks
- z) Wear a helmet at all practices and clinics as per SHA guidelines

TEAM MANAGER

Duties of the KMH Team Manager shall include but are not limited to the following:

- a) Attend the KMH Coaches/Managers meeting at the beginning of the season
- b) Publish and distribute team schedules and updates to parents
- c) Publish and distribute a team roster to parents
- d) Plan and organize a pre-season parent meeting
- e) Fill volunteer position list and forward the information to your Division's Coordinator:
 - i. Trainer
 - ii. Tournament Coordinator
 - iii. Home Game Volunteer Scheduler
 - iv. On-Ice Officials (Ref) Coordinator
 - v. Sweater Parent
 - vi. Team Statistician
 - vii. Treasurer
 - viii. Media Rep
- f) Advise team of the date for team photos as set by the KMS Administrator
- g) Cancel ice times 48 hours prior to scheduled time
- h) Arrange transportation and accommodations for team while traveling
- i) Coordinate the purchase of year-end gift for coaches and year-end party for players
- j) Assemble and maintain team documents including:
 - i. Current team roster listing names and phone numbers of all players including parent's names and pertinent contact information
 - ii. Copy of registration forms that include medical information
 - iii. List of volunteer positions and volunteers
 - iv. Current team ice schedule and calendar
 - v. Completed game sheets
 - vi. Copies of team correspondence, income and expense records in conjunction with the team treasurer

TRAINER

Duties of the KMH Trainer shall include but are not limited to the following:

- a) Maintain accurate medical information files on all players and bring to all team activities
- b) Maintain a player injury log

- c) Maintain a fully-stocked first aid kit and bring to all team activities
- d) Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs
- e) Recognize life-threatening and significant injuries, and be prepared to deal with serious injury
- f) Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary
- g) Recognize injuries that require a player to be removed from action
- h) Refer players to medical professionals and coordinate return to play
- i) Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials, and other volunteers regarding safety, injury prevention and player's health status

In a situation where a player is injured on the ice, the following are the responsibilities of the trainer or of the coach as assigned at the beginning of the season by the trainer:

- a) Initially take control and assess the situation when coming into contact with the injured player
- b) Instruct the player to lay still
- c) Instruct bystanders to leave the injured player alone
- d) Do not move the athlete and leave all equipment in place
- e) Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once the severity of the injury has been determined, decide whether or not an ambulance or medical care is required
- f) If the injury is serious and warrants immediate attention that those in immediate attendance are not qualified to provide, seek out someone with the highest possible level of first aid/medical expertise
- g) Be aware of those individuals on the team with first aid and medical qualifications and arrange a signal at the beginning of the season should you need their assistance
- h) If an ambulance is required, give a brief explanation of the injury and tell someone to call for an ambulance. Let the injured player know that an ambulance is being called and why. This could reduce fear and panic on the part of the player.
- i) Designate someone to go and meet the ambulance and lead them to the player
- j) 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
- k) **STAY CALM.** Keep an even tone in your voice
- l) Make a note of the time at which the injury occurred and after the player has left in the ambulance, keep track in writing of all pertinent facts regarding the accident, including time of occurrence, time of ambulance arrival, etc.

TOURNAMENT COORDINATOR(S)

Duties of the KMH Tournament Coordinator(s) shall include but are not limited to the following:

- a) Assist the Division Coordinator in the planning and provision of the home tournament as per the KMH Tournament Guide found in this handbook.
- b) Decides on:
 - i. Raffle table items
 - ii. Workers schedule for gate, raffle table and 50/50 sales
 - iii. Workers schedule for penalty box workers, timekeepers, scorekeepers, announcers, and music
 - iv. Officials schedule
 - v. Tournament Funding - each team is responsible to collect from parents to offset some of the tournament costs. This money is for raffle table items, trophies or tournament “goodies” i.e. mini-sticks for each player at tournament. Profits from the tournament will be divided evenly amongst the teams in that division.

HOME-GAME VOLUNTEER SCHEDULING

Duties of the KMH Home-Game Volunteer Scheduler shall include but are not limited to the following:

- a) Assure that each game played on home ice has the following parent volunteer positions filled:
 - i. Time clock
 - ii. Scorekeeper (game sheet)
 - iii. Penalty box (2)
 - iv. Music/Announcer
 - v. Security (Bantam/Midget)
 - vi. In Room Parent Supervisors (home teams only as determined by coaches)
 - vii. Gate and 50/50 sales
- b) The position of Gate and 50/50 Sales is very important as the revenue generated assists not only KMS but the team in their operations. The gate money is returned to KMS while the 50/50 money that is left after paying the winner is returned to the team.
- c) An admission gate is to be set up at all home games. The gate is to be set-up 45 minutes prior to game time. It is necessary to have an admission gate set-up at each home game or the team may be fined \$100.00 by KMS. The revenue collected at the gate is vital to the KMH program. A cash box is available at the booth, as well as an admission fee sign. After the first period the gate can be taken down and the cash box returned to the booth.
- d) Each team provides their own 50/50 tickets. 50/50 tickets prices are \$1.00 each or 3 for \$2.00 and 10 for \$5.00 (no float is provided by KMS). After ticket sales close (end of 2nd period) count the money with another parent. Half the proceeds are given to the winner and half should be given to the team manager for deposit to the team account. Take the winning ticket number and the winner’s share of money to the penalty box so the number can be announced and the lucky ticket holder can claim their winnings.

- e) Each game will require 1 timekeeper/scorekeeper, and 2 penalty box workers.
- f) Announcer/Music parent is responsible to unlock the announcing booth and play music during warm-up and the game. Responsible to announce goals, penalties, and other information provided from the penalty box. Children will not allowed in the announcer's booth.
- g) Each team in the Bantam & Midget divisions needs to have security personnel at their home games. It is the team's responsibility to be sure that spectators are behaving in an appropriate manner - and if not those persons should be removed.
- h) Dressing Room Parents are responsible for making a schedule to be sure that there is an adult in the dressing room (games & practices - prior to and after) and to be sure that the dressing room is left clean. There have been cases in the past where dressing rooms have been damaged by players. Players who consistently exhibit behaviour problems in the dressing room may have a parent volunteer assigned during the entire time they are in the dressing room.
- i) It should be stressed to parents at the beginning of the season that once the schedule has been prepared, it is up to them to find a replacement should they be unable to attend to their assigned duty for any game.
- j) All parents of players on the team are responsible to help out and fill their shifts. If they can't work their shift it is their responsibility to find a replacement. Please do not include coaches and assistant coaches on the schedule.

ON-ICE OFFICIAL (REF) COORDINATOR

Duties of the KMH Ref Coordinator shall include but are not limited to the following:

- a) Secure on-ice officials (refs) for games played during the regular season. A list of qualified referees/linemen will be provided. Try to use as many different people to referee/lines as possible.
- b) Assure that refs are offered a beverage (coffee, hot chocolate or a small fountain beverage which can be obtained free of charge from the concession) to be delivered to the ref room at the beginning of the second intermission.

SWEATER PARENT

Duties of the KMH Sweater Parent shall include but are not limited to the following:

- a) Act as a team liaison with the Equipment Coordinator to ensure that each player has a coordinating numbered sweater for both home and away games.
- b) Deliver both the home and away sweater sets for the team to each game and drop the required set off at the dressing room before games.
- c) Collect the sweaters after the games and bag them in the provided sweater bags to take home. Players are to have sweaters on the provided hangers and hanging on hooks in the dressing rooms for collection. If this becomes an issue for the sweater parent, the coach and manager will intervene to assure that the sweaters are hanging on hangers after every game.
- d) Launder and care for the sweaters to keep them in good condition.

TEAM STATISTICIAN

Duties of the KMH Team Statistician shall include but are not limited to the following:

- a) Enter home-game sheets

TREASURER

Duties of the KMH Treasurer shall include but are not limited to the following:

- b) Assist the manager to prepare the team budget for submission to KMS at the beginning of season in order to receive KMS seed money
- c) Keep accurate financial records for the team income and expenses
- d) Income examples include 50/50 money, tournament money, etc.
- e) Expense examples include tournament fees, gifts, year-end party, etc.
- f) Ensure that the team bank account is set up at the beginning of the season by the manager and treasurer
- g) Act as one of two signing authorities for financial transactions
- h) Deposit all monies in the bank account as needed for 50/50 deposits, etc.
- i) Responsible to oversee the disbursement of all cheques as needed for tournament, buses, etc.
- j) Assist the manager to prepare the final accounting for submission to KMS at the end of season along with a cheque for any remaining funds to be returned to KMS
- k) close the team bank account at the end of the season

TEAM MEDIA REP

Duties of the KMH Team Media Rep shall include but are not limited to the following:

- a) Invite local media representatives to particular home games on occasion to do a short interview to have the team featured by:
 - i. Clarion sports reporter (306-463-4611) for the local paper
 - ii. MIX 104 (306-463-2692) for the local radio station
- b) At the beginning of the season, arrange with the Clarion sports reporter to fax game sheets in order to have game stats featured in the sports section of the Clarion

SECTION 5: GENERAL CONDUCT AND DISCIPLINE

KMH DISCIPLINARY RESPONSIBILITIES

- a) It should be noted that the best discipline can be achieved through positive reinforcement.
- b) KMH will be charged with the responsibility of receiving and investigating written reports brought to them and shall forthwith deliver its findings and appropriate disciplinary action to those persons directly affected.
- c) Any Zero Tolerance issues must be brought immediately to the attention of the Director of Leisure Services, Town of Kindersley.
- d) KMH shall call a meeting within five (5) days of the notification of a discipline problem so that the KMH Board can deliberate and reach a consensus regarding appropriate action to be taken.
- e) KMH shall deliver its findings, to the appropriate parties, within two (2) days after the meeting.

DISCIPLINARY PROCEDURE

- a) SHA suspensions are to be considered minimum suspensions and may be added to by KMH as per the Discipline Guide.
- b) All infractions during a game or when the players are under the direct control of a Referee will be dealt with as per SHA rules.
- c) Infractions that require disciplinary intervention can be applied through the coach; however any suspension of more than one ice time must be applied by KMH.
- d) Any incident to be handled by KMH must be in the form of a written submission or of official time sheet handed to KMH within seven (7) days of the alleged incident.
- e) KMH will review the incident and interview people if necessary.
- f) The KMH President will communicate all actions taken by KMH to those involved, by telephone within forty-eight (48) hours and will follow up in writing within seven (7) days.
- g) Minutes will be recorded at each meeting.
- h) All written records other than the final decision shall be held in confidence on file, in order to protect the people involved. Under no circumstances will such documentation be copied or communicated in any way.

DISCIPLINARY GUIDE FOR PARENTS AND SPECTATORS

- a) Parents and spectators at KMH games and functions are responsible for their own conduct. They must endeavor to NOT exhibit any disorderly conduct before, during, or after any hockey games involving KMH teams.
- b) Parents or spectators may be ejected from any game by any On-Ice or Off-Ice Official if they display the following conduct:
 - i. Use of obscene or profane language or abusive gestures to ANY person on or off the ice surface
 - ii. Intoxication or alcohol abuse
 - iii. Throwing anything onto or at the ice surface
 - iv. Persists in disrupting or showing repeated disrespect for any ruling of any Official
- c) *ANY PARENT OR SPECTATOR WHO, AFTER ONE (1) WARNING BY AN OFF-ICE OR ON-ICE OFFICIAL, PERSISTS IN ABUSIVE CONDUCT, THAT PERSON SHALL BE ORDERED TO LEAVE THE ARENA PREMISES. THE GAME SHALL BE HALTED UNTIL SUCH TIME AS THE PARENT OR SPECTATOR HAS COMPLETELY REMOVED THEMSELVES FROM THE BUILDING.*
- d) The rules and regulations do not preclude any rules or regulations as laid out by provincial law, SHA, CH, or the Town of Kindersley, but are meant to enhance responsibility of all parents and spectators attending Minor Hockey Activities.
- e) KMH follows the Hockey Canada protocol for harassment situations. Upon receipt of harassment allegations, in writing, KMH will review the situation and make recommendations for follow-up. The committee reserves the right to

forward allegations to the proper authority (Police Service or Child Protection Agency).

- f) KMS has adopted a Code of Conduct for players, coaches, officials, volunteers/ facility staff and parents. This pamphlet is to be distributed at Registration night and team meetings.

DISCIPLINARY GUIDE FOR TEAM OFFICIALS

- a) Team Officials (Coaches, Assistant Coaches, Trainers, and Managers) shall be responsible for supervising and controlling the conduct of their players before, during and after each game.
- b) Failure by Team Officials to control the conduct of their players may result in suspension and/or other disciplinary action to the players and Team Officials responsible. In addition, the cost of any damages shall be paid by those involved.

SECTION 6: OFFICIATING

ON-ICE OFFICIALS

- a) KMH referees will officiate games at least one (1) division lower than the division they would normally play in.
- b) In cases where the referee is not a registered player, he will officiate at least one (1) division lower than he would play if he were a registered player.
- c) Only carded officials will be used as per SHA/Hockey Canada Rules and Regulations.

SECTION 7: ICE RENTAL

ICE ALLOCATION

- a) Each of the teams in a division is to receive an equal opportunity for equal ice time that includes practice time and game times.
- b) Practice times may be cancelled or traded in the event of tournaments, league playoffs and provincial playoffs.
- c) One tournament for each division will be hosted yearly.
- d) Dates and entry fees for the various annual KMH tournaments will be identified as early as possible in the season by the KMH Board.

RENTING OF OUT-OF-TOWN ICE FOR PRACTICES OR GAMES

- a) Any team renting ice at any venue other than the West Central Events Centre must rent it under the name of KMH. This should be done in coordination with the Division Coordinator - who will request permission from KMH.
- a) The ice must be rented under the name of KMH in order for the Insurance and Hockey Canada Liability to be in effect.
- b) In the event that the Town of Kindersley cannot supply home ice for scheduled activities, the team may request to rent ice at an out of town venue. Upon the request being granted, KMH would then be responsible for the following:
 - a. Payment for ice time
 - b. Payment of referees if required

SECTION 8: TEAM DIVISION STRUCTURE

TEAM DIVISIONS

- a) Division designation shall be in accordance with designations used by Hockey Canada as follows: Female, Midget, Bantam, Pee Wee, Atom, Novice and Initiation Program.
- b) Age per division, as of December 31, for KMH will be as per the Section, Registration Rules
- c) The selection of players for each division will be determined at meetings scheduled by KMH, in conjunction with annual player evaluations and with the coach and either an assistant coach or the team manager in attendance.
- d) Players will be assigned based on a system to be determined by the KMH Board and based on age as well as skill level evaluations.
- e) Players will be assigned to teams by the KMH Board during evaluation weekend.
- f) Teams can have a minimum of 9 players and a maximum of 18 players in the lower divisions (Initiation, Novice, and Atom).
- g) Teams can have a minimum of 9 players and a maximum of 18 players in the higher divisions (PeeWee, Bantam, Midget)
- h) There shall be a minimum of one (1) Coach and one (1) Assistant Coach on each team.

AFFILIATION OF PLAYERS

- a) Any player's first obligation is to his or her originally registered team
- b) The Affiliation process to be followed is:
 - i. Affiliation will be determined by team numbers between divisions (eg. Novice Team 1 affiliates with Atom Team 1). Any player to be affiliated must be registered with KMH. If there are not corresponding numbers of teams the affiliations will be divided evenly by the Coordinators of those divisions. All affiliations will take place on evaluation weekend and be submitted to the KMS Administrator by the Coordinators for final submission and approval to the SHA.
 - ii. Affiliation to other associations to be considered after KMH affiliations are registered.

SECTION 9: TOURNAMENTS

KMH TOURNAMENT GUIDE

The purpose of the guide is to help KMH Divisions organize and host quality minor hockey tournaments. The information and material provided should give you everything you need to achieve this objective.

- a) The key to a successful tournament is to start preparing early. A parent volunteer from each team in the division is needed to act as a Tournament Coordinator and thus form a committee with the Division Coordinator. This position should be filled right at the beginning of the season. The Tournament Coordinator will work closely with the Division Coordinator and will pull in other parent volunteers as needed. By the tournament date all parents will need to be involved to run a successful weekend.

- b) All tournaments that have been sanctioned by SHA are listed on their website. The KMH tournament poster will also be listed on the KMS website. Calls from potential visiting teams will be forwarded to the Division Coordinators by the KMS Administrator. The Division Coordinator will be responsible for setting the first tournament meeting to set the wheels of organization in motion.
- c) A well run tournament speaks volumes to other communities of a commitment to minor hockey, the hockey program for the players in our community, and to our recreation facility. Be proud of the event that is about to be organized.

Tournament Format:

- a) Strive to organize the tournament around the standard eight (8) team format (A & B series). Please see (Tournament Rules & Regulations Eight Team Format). If you cannot obtain commitments for an eight team tournament arrangements can be made for a smaller tournament.

Registering Teams:

- a) Ideally, the tournament roster should be full four weeks prior to the tournament. Prospective teams may need to be phoned in order to invite them to the tournament. Any team that is committing to a KMH tournament should send a non-refundable deposit cheque of 50% of the tournament fee along with their team roster/information prior to the tournament. A Tournament Application form will be provided to interested teams. The balance of the tournament fee should be forwarded to KMS and deposited before the tournament weekend.
- b) When the tournament is full and all teams have registered the following information should be provided:
 - i. Hotel information
 - ii. WCEC location
 - iii. Number of teams in the tournament and their first game time (or weekend schedule)
 - iv. Tournament rules
 - v. Request that each team brings two sets of sweaters (home and away)
 - vi. Advise if public skating is offered during the weekend
 - vii. Remind them of the concession booth in the WCEC and of area restaurants

Ice Rental:

- a) The ice surface has been reserved and will be billed to Kindersley Minor Sports. If you recognize the need for less ice that must be immediately communicated to the Town of Kindersley Recreation Department (306-463-1820). During the tournament, endeavor to stay as close as possible to the original schedule by ensuring prompt games.

Financial Items:

- a) The tournament fees that are collected by KMS from each visiting team are expected to cover fixed costs such as ice and officials.

- b) A tournament provides opportunity to generate revenue for each team in each of the divisions. The 50/50 sales, program sales, and raffle table draws can provide income to cover such items as tournament awards, raffle prizes and miscellaneous supplies.
- c) Start-up funds for the tournament should be provided by each parent in an amount set by the Division and Tournament Coordinators. The final profits from the tournament can be divided in any manner agreeable by all teams in the division. The Division Coordinator should fill out a Tournament Financial Report and submit it at the following KMH meeting.
- d) Tournament fees have been designed to cover door admission for all visiting spectators so there is no need to set up an admission gate table.
- e) Decorations, prizes and awards are to be purchased at the discretion of each Division Tournament Committee.
- f) Decorations must be removed at the end of the tournament.
- g) Do not solicit tournament sponsorship from businesses that have bought advertising in the KMS program.
- h) The Kindersley Minor Sports programs can be signed out of the KMS office. Each program is to be sold for \$2, the proceeds going toward the teams. Tournament organizers are responsible to make up a program insert with team rosters, game schedule, and tournament rules
- i) Please be clear at your raffle table when the 50/50 draws will be made or if it is a progressive 50/50
- j) Draw all raffle items prior to the first team being eliminated during the weekend event.
- k) Raffle tickets may be available at Jamac Publishing (The Clarion). Draw drums must be supplied by the Coordinators.
- l) KMS shall pay all home tournament sanction fees and ensure all tournaments are sanctioned with SHA. KMS shall also be financially responsible for ice and officials costs.
- m) The Host Division of any tournament shall be responsible for tournament awards i.e. trophies, medals, etc.
- n) Hosting Divisions shall refer to the "KMH Tournament Guide" for decisions on all other tournament matters.
- o) All rosters and tournament fees to be sent to KMH ten (10) days prior the start date of the tournament. Deposit cheques (50% of tournament fee) from visiting teams should be received within 2 weeks of that team committing to the tournament.

Awards and Take Home Trophies

- a) These items are to be purchased at the discretion of each Division Tournament Committee and are the financial responsibility of the hosting teams. If every participating player is to receive a participation award, the Tournament Coordinator should give them out at the end of each game as teams are eliminated. Time permitting, each player's name should be announced.
- b) At the discretion of the Division Tournament Committee, the following may be purchased and awarded:

- i. MVP Certificates
- ii. Hustler Awards
- iii. Trophies for tournament champions
- iv. Banners for tournament champions

SHA Games Sheets and Pucks:

- a) Game sheets are available from the KMS office. It is advantageous to make up roster labels to stick on the game sheets ahead of time. All game sheets must be forwarded to SHA within 72 hours of completion of the tournament. Any game sheet that notes a gross misconduct penalty that may result in a suspension must be faxed to SHA and to the League Coordinator immediately after the game.
- b) Please advise the Equipment Coordinator ahead of time regarding the number of pucks that need to be available for the tournament.

Volunteers:

- a) All parents will need to be involved during the weekend. A schedule needs to be made up a week in advance and distributed to all parents. They are responsible to fill their shifts and switch if they need to. There should be a master list that reflects all changes.
- b) Scheduling should include:
 - viii. Time clock
 - ix. Scorekeeper (game sheet)
 - x. Penalty box (2)
 - xi. Music/Announcer
 - xii. Security (Bantam/Midget)
 - xiii. In Room Parent Supervisors (home teams only as determined by coaches)
 - xiv. Set up
 - xv. Clean up
 - xvi. Registration Table Workers
 - xvii. Raffle Table Workers
 - xviii. 50/50 sales

On-Ice Officials:

- a) One person on the tournament committee can be designated to schedule on-ice officials for the tournament. These officials should be offered hot chocolate, coffee, or a fountain drink between periods. It is best to check during the 1st period to see what they would prefer.
- b) It is very important that pay sheets be made up for each game so on-ice officials are assured of correct pay. Out of town officials must be paid by the tournament committee, KMH home-town officials will be paid from the KMS Office as per the usual protocol.

Disputes:

- a) The Division Coordinator, along with the Team Tournament Coordinators are in charge of the tournament as a whole and must be prepared to settle any

disputes according to previously circulated and posted tournament rules and regulations and in accordance with SHA rules and regulations.

Host Team Attendance:

- b) As the host team(s), the coach and players should plan to remain at the tournament until the end even if their team has been eliminated early. It is their tournament; they should support it and be there to help clean up at the end.

Media Coverage:

- c) Tournament Coordinators are encouraged to invite local media representatives such as:
 - iii. Clarion sports reporter (306-463-4611) to a particular game of your tournament and do a short interview to have your event featured in the local paper
 - iv. MIX 104 (306-463-2692) to ask for a reporter or free local events advertising

Tournament Rules & Regulations for an Eight Team Format:

- a) The tournament will be based on the standard eight-team format.
- b) There will be an (A), (B), and (C) series with each team playing a minimum of 3 games.
- c) No team shall play more than 3 games per day.
- d) One hour before each game the coach or manager must fill out or check the prepared game sheet.
- e) Only players whose names appear on the registration form may participate in the tournament.
- f) Any deviation from this must be brought to the attention of the Tournament Coordinator.
- g) A player must play in at least one of a team's first two games to be eligible to play in a final game.
- h) All KMH and SHA tournament guidelines are to be followed during the duration of the tournament.
- i) Each team must be ready to go on the ice at least 10 minutes before the scheduled game.
- j) No team will play two consecutive games without a minimum of 30 minute rest period between games.
- k) The Tournament Coordinator or designate shall settle all disputes.
- l) All games will be officiated by SHA registered and crested on-ice officials.
- m) Each player must be fully equipped and wear a C.S.A. approved helmet with facemask and an approved neck guard.
- n) KMS will not be responsible for any injury occurring during tournament play.
- o) Visiting teams will be responsible for the storage and care of their equipment. If a locked dressing room is required please specify before the tournament weekend. The West Central Events Centre has a key for key policy. All dressing rooms are to be adult supervised while players are in the rooms.

- p) Each coach or manager is solely responsible for the supervision of his or her team while on the ice or in the arena. Teams will be charged for any damages to dressing rooms, etc.
- q) Other than previously specified, all rules governing each game will be subject to SHA's official rulebook.

Game Format:

- a) 5 minute warm-up
- b) Three 20 minute periods of stop time with a break (10-15 minutes) after each period for ice maintenance.
- c) MERCY RULE - if a team is up five (5) or more goals with ten (10) minutes remaining in the 3rd period the clock will go to straight time. If at any time during this last 10 minutes the goal difference goes back to five (5) goals or less, the clock will return to STOP time.
- d) Penalties during running time will consist of 2, 3, 4, and 10 minutes for minor, major and misconduct penalties. Any member of a team who receives a match penalty will be ejected from the tournament.
- e) If the game is tied at the end of regulation time in pool play the game will stand as a tie.
- f) In playoffs, if the teams are tied after regulation time the teams will play a 5 minute straight time sudden death overtime period. The team scoring the first goal wins.
- g) If the score is still tied after 5 minutes of overtime, the teams will play successive 2 minute straight time sudden death overtime periods with progressively fewer players:
 - i. The first 2 minutes will consist of 4 players plus the goalie
 - ii. The second 2 minutes - 3 players plus the goalie.
 - iii. If at this time the score is still tied, an additional 5 minute straight time sudden death period will be played with 3 players and no goalie until the game is decided. A goal will be considered a shot from within the attack zone (the blue line).
 - iv. At no time will any team be required to play with fewer than 3 skaters. If a team is assessed a penalty during overtime, while playing with 3 players, the non-penalized team will add 1 skater. The penalized player will serve the penalty, but his team will continue to play with 3 skaters. When the penalty is over, the penalized player will come out of the box and join the play until the next stoppage. At this time 3 on 3 play will resume. Penalties will carry over to the next period if necessary.

OUT OF TOWN TOURNAMENTS

- a) All teams shall enter tournaments appropriate to their caliber and division.
- b) All teams shall be responsible for the entry fees to any tournament they attend.

- c) It is up to the individual team regarding the number of out-of-town tournaments they wish to enter.

SECTION 10: SWEATER SPONSORSHIP

- a) All sponsors are to be contacted by KMH Awards and Promotion Coordinator before the start of the season to renew their sponsorship if it has expired.
- b) Sponsorship fees will be set by the current KMH.
- c) New sponsors should be solicited each year.

SECTION 11: FUNDRAISING

- a) Due to the Program Project teams no longer need to solicit team sponsors as proceeds from that project are allocated to each team. Team fundraising for the Bantam and Midget Divisions must be approved by the KMH Board in conjunction with KMS.

SECTION 12: TEAM FINANCES

- a) KMH, a non-profit organization, is staffed by volunteers. Referees are paid per their services provided but aside from that, no member or participant may receive a personal use benefit, cash or otherwise.
- b) It is most important that the team finances be kept up to date. The coach and parents have a right to know how and when their money is being spent. It is required that a separate chequing account be set up for the team finances. Cheques from parents should be made payable to the name put on the chequing account.
- c) Bank accounts should be used for team funds; these accounts should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as receipts and invoices should be kept by the team treasurer until the end of the season.
- d) Accounts should be opened in the name of the Team with cheques signed by two (2) adults, one of whom must be the team treasurer and the other the team manager.
- e) Any excess funds remaining at the end of the season must be accounted for and returned to KMS to be put in a fund for reallocation the next season.

SECTION 13: CLINICS

- a) Each year KMH holds clinics for parents, coaches and referees. These clinics are coordinated through SHA.
- b) In most cases, SHA covers the registration costs for the approved coaching clinics through their MAP Grants. KMH encourages all those who wish to attend these clinics to make every effort to participate in those that KMH is hosting.
- c) A full listing of the clinics can be found on the SHA website.
- d) KMH shall:
 - i. Submit clinic request form to SHA
 - ii. Provide facility for the lecture
 - iii. Provide the necessary audio-visual equipment needed
 - iv. Arrange for the necessary ice time for on-ice sessions

- v. Arrange publicity for the clinic

SECTION 14: FORMATION OF PROVINCIAL AND TOURNAMENT TEAMS

Tournament Teams

- a) KMH does not affiliate in any way with tournament teams. Financially or administratively, KMS does not bear any responsibility. The first responsibility of players registered with KMH is to their regular season team.

Provincial Teams

- a) Coaches wishing to coach a provincial team must have the required qualifications prior to application.
- b) Anyone wishing to coach a provincial team must apply in writing to the KMH Board by leaving or mailing a letter of interest to the KMS Office.
- c) Provincial team play may not interfere with league play.
- d) Provincial teams must hold a minimum of two tryouts before making any cuts.
- e) In the event players from another community are necessary to field a provincial team, they must pay any appropriate fees to KMS, provide proof of age to the KMS Office, and the President of KMH must be notified of the intent to recruit out of town players.
- f) KMH players must not be discouraged from trying out or be cut in favor of out of town players.
- g) Players from other communities may only be contacted after the first two tryouts for the provincial team are complete and not enough players have shown interest.
- h) The coach of the provincial team shall be responsible to advertise tryouts on the local radio, on the community bill board, in the local media, on each team's calendar and by phoning if necessary in an effort to have as many players out to tryouts as possible.
- i) There are no provincial playoffs for the Initiation, Novice and Atom age classifications as per SHA.
- j) Those wishing to coach Provincial teams must apply to the KMH Board.
- k) Try-outs must be advertised at least one week in advance and be open to all KMH registrants in the PeeWee, Bantam, and Midget Divisions.
- l) Only those players registered with KMH may attend try-outs for PeeWee, Bantam, or Midget Provincial Teams.
- m) Finalization of the roster is at the discretion of the Provincial Team coaches and Division Coordinator.
- n) A player's first responsibility is to play with their regular season league team if the regular season (playoffs) and provincial season overlap.
- o) Each provincial team can apply to KMS for financial assistance with their provincial team effort. Other funding must come from the parents involved.