

KMHA

Rules of Operation

The Rules of Operation are intended to enable Kincardine Minor Hockey Association to operate a successful hockey program in a manner consistent with the bylaws and the regulations of the associated governing bodies.

These rules will be reviewed on an annual basis and approved by the KMHA executive as required.

Authority

These “Rules of Operation” are the Rules, Regulations and Policies of Kincardine Minor Hockey Association as defined in the Bylaw and having been considered and approved by the Executive

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Rev. 2, September 10th, 2014

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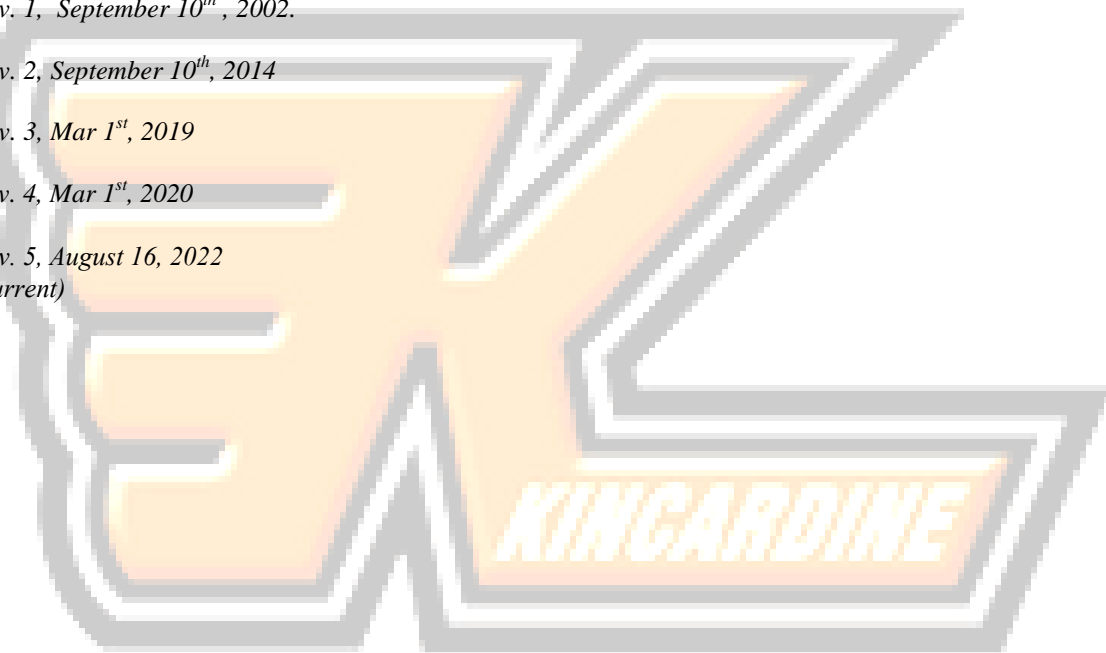


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Section 1 - Conduct and Discipline

KMHA supports the values and ideals of Outstanding Sportsmanship, and is committed to implementing it. The expectation of the association is that all members/participants, including players, parents, coaches, trainers, referees, volunteers and administrators, will abide by and conform to their respective Codes of Conduct. The association itself will abide by the principles of the Codes in all its actions

1.1 KMHA Code of Conduct

This **Code of Conduct** identifies the standard of behavior which is expected of all KMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in KMHA activities and events. KMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of KMHA shall conduct themselves at all times in a manner consistent with the values of KMHA, which include fairness, integrity and mutual respect. During the course of all KMHA activities and events, members shall avoid behavior which brings KMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. KMHA members and participants shall at all times adhere to KMHA's operational policies and procedures, to rules and regulations governing KMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of KMHA. Members and participants of KMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others. Members of KMHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under OMHA's Harassment policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of KMHA. Such action may result in the member losing the privileges which

come with membership in KMHA, including the opportunity to participate in KMHA activities and events, both present and future.

1.2 Coaches & Team Officials Code

I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
I will teach my players to play fairly and to respect the rules, officials and opponents.
I will ensure that all players get equal instruction, support and playing time.
I will not ridicule or yell at my players for making mistakes or performing poorly.
I will remember that players play to have fun and must be encouraged to have confidence in themselves.
I will make sure that equipment and facilities are safe and match the players' ages and abilities.
I will remember that players need a coach they can respect. I will be generous with praise and set a good example.
I will obtain proper training and continue to upgrade my coaching skills.
I will work in cooperation with officials for the benefit of the game.

1.3 Parents Code

I will not force my child to participate in hockey.
I will remember that child plays hockey for his or her enjoyment, not for mine.
I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
I will never ridicule or yell at my child for making a mistake or losing a game.
I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
I will never question the officials' judgment or honesty in public.
I will support all efforts to remove verbal and physical abuse from children's hockey games.
I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

1.4 Players Code

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

1.5 Spectator's Code

I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.

I will respect the officials' decisions and I will encourage participants to do the same.
I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
I will show respect for my team's opponents, because without them there would be no game.
I will not use bad language, nor will I harass players, coaches, officials or other spectators.

1.6 Complaints

1.6.1 Parents with complaints of a minor nature should follow the 24-hour rule. Wait 24 hours after the incident before phoning the individual you have the complaint with and try to work it out.

1.6.2 If a suitable solution cannot be agreed upon or the complaint is of a more serious nature the complaint should be put in writing and forwarded to the President of KMHA.

1.6.3 Complaints of abuse must be reported immediately to the President of KMHA and will be dealt with as per the OMHA Harassment and Abuse Complaint Procedure.

1.6.4 Team complaints and concerns must be voiced through the respective Vice President. The Vice President will then contact the appropriate KMHA Director to resolve the issue.

1.7 Abuse Prevention

1.7.1 All KMHA Executive members & volunteers will be screened as per OMHA/OWHA guidelines.

1.8 Sanctions and Suspensions

1.8.1 Executive powers regarding sanctions

The President or a Vice President, in consultation with at least two (2) members of the Executive committee, shall have the authority to suspend, expel, discipline or reprimand any affiliated team, coach, player and team official, parent, or volunteer which is a member of the association.

1.8.2 Sanctions

After being notified of a particular incident of unsportsmanlike or inappropriate behavior that contravenes one or more of the Codes of Conduct, the Executive Committee will decide on the level and kind of sanction that will be applied, depending on the severity of the infraction, the kind and level of harm or injury done, whether it is the first time the individual or team has behaved this way, etc.

1.8.3 Sanction Action Levels

1.8.3.1 Level One: A warning (verbal or written) will be sent or communicated to the individual(s) involved by the respective Vice President, possibly to team(s); clearly stating that the behavior displayed is unacceptable, warning of consequences if it is repeated.

1.8.3.2 Level Two: Warning letter prepared by the respective Vice President, specific sanction relevant to individual(s) involved
- e.g., suspension from one (or more) game(s) if player(s), coach(s), trainer(s) involved;
parent(s) barred from attending one (or more) game(s); specific level of sanction to be

determined by Executive Committee based on how serious incident was, whether it is the first time it has occurred, etc.

1.8.3.3 **Level Three:** Formal disciplinary process invoked; association to follow league disciplinary processes as appropriate if player, coach, trainer, official involved; if parent involved, follow disciplinary process established by association. Sanctions could include banning from arena, barring registration or participation for part of season, all of season.

1.8.3.4 **Level Four:** Police called (possibly child protection authorities as well). Association would suspend the individual(s) involved in such an incident, pending decisions made by police/child protection authorities. If charges were laid, individual(s) would be suspended pending the disposition of the charges. If no charges were laid, move to level three sanctions.

1.8.4 Suspensions

1.8.4.1 The president's limit of suspension shall not exceed fifteen (15) games.

1.8.4.2 The Vice Presidents limit of suspension shall not exceed seven (7) games.

1.8.4.3 Any suspension imposed by a governing authority, excepting those classed as automatic or pre-determined, shall be recorded by the Executive Committee, clearly showing tenure and reason. The Executive shall subsequently scrutinize all suspensions.

1.8.4.4 Should the suspension be imposed, it shall apply to that specific team. If the offence were of discreditable misconduct or contradictory to stated codes of conduct, the suspension shall apply to all KMHA activities.

1.8.4.5 The following limitations shall apply:

- i) A suspension of five (5) games or less cannot be appealed
- ii) Suspensions are typically assessed on individual infractions, but may be accumulative due to nature of similar offences
- iii) Any member having incurred a suspension, fails to adhere in full to that assessment, the suspension then shall be doubled.

1.8.5 Reprimands

1.8.5.1 The President, First Vice president, Second Vice President or Third Vice President may issue a "Letter of Reprimand". It shall be confidential and related to improper behavior. When a Vice president issues this type of letter the President shall be informed.

1.8.6 Probation

1.8.6.1 The individual when participating in any KMHA activity shall display behaviors that are consistent and in accordance with the established Code of Conduct, Rules, Regulations, Procedures and Policies.

1.8.6.2 During the stated period, the responsible Vice President shall be responsible and supervising authority and may recall the individual for verbal counseling. At that time, they shall inform that person of the apparent improvements or inadequacies observed.

1.8.7 Protests

1.8.7.1 Unless stated otherwise, the following procedure shall apply: A protest shall be acceptable only if deemed to be complete in providing details and include material facts

1.8.7.2 The President or responsible Vice President must receive in writing, within forty-eight (48) hours of effective suspension start date, a letter requesting an appeal.

1.8.7.3 The President or Vice President will then have forty-eight (48) hours to schedule a meeting for the appeal hearing.

1.8.7.4 The protest shall be adjudicated by a committee of at least three (3) members of the Executive Committee appointed by the President. A decision shall be rendered as final.

1.8.7.5 Under no circumstance will KMHA be held liable or responsible for any claim arising from any cause whatsoever.

1.8.8 Formal Discipline

1.8.8.1 Disciplinary Process for Players, Coaches, Trainers, Referees/Officials

i) If a representative of the association (Executive member or coach, etc.) is present when an incident of unsportsmanlike behavior takes place, that person should immediately step in and deal with it if it is reasonable and safe to do so. If the situation is not safe and/or if individuals are being hurt or if the representative is concerned that someone may be hurt (EG. assaulted) he or she should call for assistance. This may involve calling the police or other authorities.

ii) The association representative may complete an Incident Report (see appendix A) if one is there, or later when the incident is reported to the association.

iii) The Executive Committee (or its designated members see section 1.8.1 above) should make a decision about what level of sanction is appropriate (see 1.8.3 above) and ensure that it is applied. Remember that it is critical that the individuals implicated are given adequate notice and information about what is being considered and, depending on how serious the sanctions are that are being considered, a fair opportunity to be heard before decisions are made. Where police or other public authorities are involved, the association must ensure that its disciplinary processes do not interfere with the investigations of those authorities. (EG., it should not be carrying on an investigation if police are doing so, until the police investigation is over, and police have confirmed that it is over.)

1.8.8.2 Disciplinary Process for Parents, Volunteers, and Administrators

i) If a parent, volunteer, or administrator breaches the Code of Conduct that governs his/her behavior, a representative of the association will speak to the individual during/after the incident, explain the problem behavior, refer him or her to the Code, offer another copy of it. If the breach is relatively minor, a warning letter may not be necessary. If it is more serious, a warning letter may be appropriate.

ii) If the individual persists in his or her behavior, the Executive Committee should decide what level of sanctions to apply. If it decides to take action such as banning an individual from arenas or barring the person from participating in the association, the Executive Committee should notify the individual in writing of its intention and provide him or her or them with an opportunity to meet with delegates of the Executive Committee to discuss the matter. The Executive Committee should make a final decision after this meeting; should keep written records of what has transpired and should communicate its decision to the individual(s) in writing.

iii) If the individual ignores the decision (EG. a ban) the Executive Committee must act to enforce it. If the individual has been banned from an arena, for example, but shows up anyway at an association event, association representatives should ask the person to leave. If he or she refuses, the association representative should call the police.

iv) The Association must ensure that its actions are consistent with its “Rules of Operation”, policies, procedures and Bylaw, and that those “Rules of Operation”, policies, procedures and Bylaw are communicated to all members (i.e., that all members have been given adequate opportunities to learn about them)

1.9 Outstanding Sportsmanship Recognition

1.9.1 In order to encourage support of the ideals of Outstanding Sportsmanship, and to communicate clearly that it is serious about enforcing the Codes, the association will undertake to act, quickly and decisively, to recognize individuals or teams that display Outstanding Sportsmanship, and to sanction individuals or teams that do not comply with the Codes. After the incident, the association is committed to providing adequate notice and full information to an individual or team if sanctions are being considered, and to provide a fair opportunity for those concerned to be heard before decisions are made.

1.9.2 The association undertakes to provide the necessary support for the successful implementation of Outstanding Sportsmanship, including but not limited to: awareness and education activities, incentives and rewards, resources needed by the individuals/groups assigned to deal with infractions of the Codes, support for the judgement of those individuals/groups, where those judgements are consistent with the principles and policy of the Outstanding Sportsmanship. This includes supporting a representative’s decision to call the police or other authorities if he or she reasonably believes it is warranted.

1.9.3 The association is committed to an ongoing review of the Outstanding Sportsmanship implementation and development and will take specific steps to ensure that ongoing monitoring, and periodic evaluation and revision of the Outstanding Sportsmanship activities are done.

Section 2 – Registrations

2.1 Dates

2.1.1 Registration will normally be held at some time between the beginning of April and end of June each year.

2.1.2 Any player that does not register during the designated early registration period will be required to pay full registration costs (to be determined by the Executive each year, prior to registration) and may be placed on a waiting list, depending on numbers.

2.2 Eligibility

2.2.1 Residents of the Municipality of Kincardine and those residing in the Right of Choice as deemed by OMHA rules are eligible to register with the KMHA.

2.2.2 All registration documents that are not held electronically by OMHA or Hockey Canada will remain in possession of the Director of Registration at all times.

2.2.3 Team officials shall not allow a non-registered person to be on the ice. Players will register in their age groupings as per OMHA Manual of Operations. Players will not be allowed to register in a higher age category with prior approval of the Technical Director, applicable Vice President and one other member of the Executive Committee.

2.2.4 Players wishing to play in a higher or lower category must submit a written request to the Executive, before October 31. Approval of this request will be based on the player's ability and size of teams.

2.3 Registration Fees

2.3.1 Registration fees and other registration requirements will be set annually by the Executive prior to the designated registration period.

2.3.2 Cheques post-dated up to August 30th will be accepted. Exceptions and special circumstance will be dealt with on a case-by-case basis by the Director of Registration who may also involve the Treasurer and President as necessary. Under normal circumstances all registration payments shall be received by August 30th each year.

2.3.3 A reduced registration fee may be considered if lateness is justified. i.e. a new player moves to area, player has been injured or ill, or is returning from a Jr. team.

2.3.4 KMHA eligible players must register with KMHA and pay registration fees before participating in any try-outs, practices or games unless alternative options have been approved by the executive.

2.3.5 Registration may be rescinded if fees are not paid in full by August 30th each year.

2.3.6 NSF cheques returned by a financial institution will be subject to a fee only if KMHA incurs any costs associated with the returned payment. KMHA will pass on any NSF charges to the member. If this occurs the member must replace the NSF cheque amount and any additional charges by cash or cash equivalent (money order, certified cheque) within two weeks. If there is more than one occurrence of a NSF cheque being returned to KMHA, then all overdue fees for the season must be paid by cash or cash equivalent only.

2.4 Refunds

2.4.1 All registration refund requests must be submitted in writing on or before December 31st to the Director of Registration, registration@kincardineminorhockey.ca or by mail to P.O. Box 174, Kincardine, ON, N2Z 2Y7. The refund request shall not be considered received if the Director of Registration has not acknowledged receipt by email, phone call or in person and given a date of receipt. Further, a refund request shall not be considered to be received until the following information is submitted in writing: Name of player, birth year of player/players division and/or team, current mailing address and reason the refund is being requested.

Where a refund is requested, KMHA may require that satisfactory evidence be provided substantiating the basis for the refund i.e. medical note/documentation, proof that a player is in a AAA team etc.

2.4.2 Refund requests received after December 31st shall not be considered.

2.4.3 KMHA reserves the right to withhold a portion of any refund as payment of any additional amounts owing (i.e. NSF fee, late penalty portion of fee, pro-rated volunteers hours \$, lost or damaged equipment costs, rep fees owing to a rep team etc).

2.4.4 Refund cheques shall not be processed and issued until after December 31st, regardless of when the request was received. Requests for an exception must be included in the written refund request sent to the Director of Registration. An early refund may be granted at the discretion of the KMHA Executive and in particular by the Treasurer.

2.4.5 A player that is selected to play for an out of town higher caliber hockey team shall be entitled to a refund of their registration fee less any costs incurred by KMHA as a result of the player's registration.

2.4.6 A player that receives a long-term suspension due to their conduct on or off the ice shall not be entitled to a refund of their registration fee for any reason.

2.4.7 A player that decides to withdraw from hockey on or before August 1st shall be entitled to a refund of their registration fee less \$100.

2.4.8 A player that decides to withdraw from hockey after August 1st and before skating (the start of the season, including any try outs or evaluation skates) shall be deemed to have exceptional circumstances and shall request a refund in writing accordingly. Any refund granted shall be at the discretion of the KMHA Executive.

2.4.9 A player that withdraws from hockey before skating (the start of the season, including any try outs or evaluation skates) for medical reasons or due to relocation away from Kincardine shall be entitled to a refund of their registration fee less any costs (e.g. insurance) incurred by KMHA as a result of the player's registration. KMHA may require a Doctor's medical note indicating that the player cannot play for the current season or satisfactory proof of the relocation.

2.4.10 After skating has started upon written application, a refund may be granted up to December 31st only under any of the following circumstances:

A first-time player who is not enjoying the experience.

A player who is forced to quit because of serious injury or illness

A player who relocates and moves to a new hockey centre.

The amount of any refund shall be based on the formula below:

| |
|--|
| The refund shall be based on a 26 weeks season (1 st October to end March). |
| Registration fee divided by 26 = \$ cost per week. |
| Cost per week multiplied by the number of weeks played = \$ amount to be deducted from the Registration fee. |
| In addition, deduct the annual Insurance fee. |

For refunds requested after skating has started (including try outs and evaluation skates) the annual insurance fee is non-refundable under any circumstances.

A player that has registered after June shall also deduct the "late fee" from the refund already calculated using the formula above. The late penalty portion of the registration fee is non-refundable.

If a player has skated in rep try outs and/or evaluation skates (before October 1st) and subsequently does not continue to play hockey, a per hour ice-time charge will also be deducted from any refund already calculated.

KMHA reserves the right to make an assessment as to the number of volunteer hours owed at the time the refund request is made and the prorated amount may be deducted from any refund.

2.4.11 Refunds shall not be given for games missed during the season due to short term injury.

2.4.12 A player that withdraws from hockey after skating has started; whose circumstances do not fall into any of the above categories shall be deemed to have exceptional circumstances and shall submit a refund request in writing accordingly. A refund request for any other reason whatsoever (i.e. may not involve the player withdrawing from hockey) shall also be deemed to be exceptional circumstances. Refund requests for exceptional circumstances shall be dealt with on a case by case basis. Any refund granted shall be at the discretion of the KMHA Executive.

2.4.13 Any items on loan from KMHA must be returned to receive any refund.

2.4.14 The KMHA Executive (a quorum of members) must approve the refund application. Any refund shall be paid by cheque together with an explanation of the amount of the refund. Any determination by KMHA regarding a player's eligibility for or the calculation of a refund is final.

2.5 Financial Assistance

2.5.1 Requests for Jump Start assistance must be made at the Davidson Centre Office or online prior to the KMHA registration nights. Requests for other financial assistance must be made in writing at the time of registration and addressed to the Director of Registration (This letter will be kept in confidence).

2.5.2 Individuals requiring financial assistance for any team fees can contact the Privacy officer in confidence to request addition assistance (added to reference team costs)

3.1 Mandatory Equipment

3.1.1 All players must wear hockey equipment approved per the "CHA" rule book, while participating in all practices and games and until they leave the playing area. All players are required to wear a mouth guard and neck guard while participating in on-ice activities

3.1.2 Coaches and on ice assistants must wear CSA approved helmets for all on ice practices.

3.2 Jerseys

3.2.1 KMHA will supply 2 sets of team jerseys for Representative teams (Boys & Girls). The colours will be determined by the organization. All representative teams using these jerseys will be referred to as the "Kincardine Kinucks".

3.2.2 KMHA will supply, at a minimum, 1 set of team jerseys for each local league team. The colours will be determined by the organization.

3.2.3 KMHA team jerseys are to be worn in games only unless prior permission is granted by the executive.

3.2.4 KMHA team jerseys should be collected after each game and returned to the team locker. Teams and players that decide to distribute the jerseys for the season should know that jerseys that are not returned or returned in unacceptable condition will incur a replacement jersey fee.

3.2.5 Player names are not to be attached to jerseys. Additionally, jerseys are not to be shortened or otherwise modified in any way. Any person who modifies a KMHA team jersey shall incur a jersey replacement fee.

3.2.6 Teams are required to return all jerseys to their lockers; washed, dried and hung in numeric order within one week following their final ice time of the year.

3.3 Equipment Supplied by KMHA

3.3.1 KMHA will supply game pucks in the referee's room freezer. The referees are asked to bring the pucks out and return them after games. In the event games pucks are left out by the time keeper box please return to the freezer in the referee's room.

3.3.2 KMHA will supply each team with a first aid kit at the beginning of the season and replenish each kit throughout the season as required. These kits will be stocked and provided by the Head Trainer. Trainers are asked to check their first aid kit and request supplies from the Head Trainer. Each team trainer is required to bring the supplied trainers box to each game and practices. Supplied trainer kits must be returned to KMHA within one week following the teams final ice time of the year.

3.3.3 KMHA will supply House League teams up to and including Under-11 with goal pads, gloves, upper body gear, throat protector & a goal stick. This set will be shared by the team members.

3.3.4 KMHA will assist in the supplying of all rep and local league team goalies with goal pads, gloves & upper body gear up to and including Under-13. This will be extended to a Under-15 or Under-18 goalie if it is their first time playing goal and extended up to two consecutive years.

3.3.5 All KMHA hockey equipment that is no longer being used by the player should be returned as soon as possible to allow it to be used by other players. Failure to return equipment will result in the borrower incurring a replacement fee commensurate with the market cost for each equipment replacement.

3.3.6 Any player or Team official failing to return equipment to KMHA upon request shall be suspended until it is returned to KMHA and deemed by the Director of purchasing and equipment to be in satisfactory condition considering use and experience.

3.3.7 Players may use equipment from KMHA for summer hockey schools as long as prior approval is granted from the Director or Equipment.

3.3.8 Deliberate misuse of KMHA equipment causing damage or loss of issued KMHA equipment, will result in a fine to the guilty person equal to the replacement of the damaged article.

Section 4 - Player Movement

4.1 Affiliation

4.1.1 Affiliation is the process whereby teams "call up" players from another team's approved list to play in games or practices to support the operation of that particular team. The affiliation process is necessary in order to run an efficient hockey program. With this in mind, all persons involved must remain flexible and try to look at the big picture rather than their particular situation only. Affiliation can occur to a team of a higher Category (eg. Under-13 HL/LL players to a Under-13 Rep team), or a higher Division (eg. Under-13 HL/LL players to a Under-15 HL/LL team).

KMHA is bound by the affiliation rules of its member associations; CHA, OHF, OMHA, WOAA, and OWHA. Additional rules (sub-sections below) have been put in place in order to protect KMHA's best interests. Where a concern is raised as to the interpretation of a particular statement, the responsibility for resolution rests with the applicable VPs, President and Technical Director. The President shall resolve any conflict. All teams shall have a fair opportunity to affiliate players. To help facilitate this, the number of affiliates per team shall be initially limited to one goalie, two defensemen and three forwards. Further players can be added with the associated VPs consent.

The constant reliance on affiliates to ice a team (player numbers) must be approved by the applicable VPs, President and Technical Director. Affiliated players must not attend games and practices with their affiliated team without the consent of the coach or manager of the team they are carded for. Consent must be obtained each and every time. (OMHA rule). Affiliated players must fulfill their obligations (games & practices) to their base-rostered team. It is the responsibility of the affiliated team's coach to check for potential conflicts and receive appropriate approvals for affiliated player participation. Examples for clarity are:

(i) If the affiliated team's game or practice is scheduled after the affiliate's base-rostered team's game, the base-rostered team coach will not withhold permission except for unusual circumstances.

(ii) If the base-rostered team practices after the affiliated team's game or practice, the base-rostered team coach will not withhold permission except for unusual circumstances.

(iii) An affiliate player may miss a practice with his base-rostered team if the affiliated team has less than the OMHA approved roster number of players available for the requested game.

(iv) A conflict exists when there is less than 3 hours between the end of the affiliated team's game and the start of the base-rostered team's game, or if game locations/travel are such that the affiliated player may not arrive on time for the base-rostered team's game. The base-rostered team's coach may waive this conflict.

KMHA encourages coaches not to use the same affiliated player on every occasion. However, the use of affiliated players needs to be commensurate with their ability to play at the higher level. As such, affiliated players will not necessarily receive equal playing time at the higher level. Coaches need to provide equal opportunity for capable players in balance with the risks of injury of higher level play. By discussing the situation with the affiliated players coach they will be able to determine which players deserve the opportunity of playing at the higher level of competition.

Under no circumstance are affiliated players to be used at the expense of regular players on the team. Affiliate players may play regular shifts but must not take ice time from regular team members. Rep Teams are expected to affiliate from within their Division. Affiliation from a lower category (eg. Under-13 Rep player affiliated with Under-15 Rep team) requires approval from the applicable VPs, President and Technical Director. Affiliated players are under no obligation to play for their affiliated team at any time.

Prior to participating in any games or practices affiliated players must first be approved and appear on the affiliated teams roster. It is the responsibility of the coach of the team offering affiliation to ensure that the Offer of Affiliation Form is filled out in its entirety and forwarded on to the applicable VP for required approval and processing.

Section 5 – Fundraising

5.1 Events

5.1.1 KMHA will operate the following events as fundraisers:

- i) Hockey Schools
- ii) Hockey Tournaments
- iii) Any event the KMHA Executive feels appropriate

5.2 Approvals

5.2.1 The Director of Sponsorship and Fundraising will be responsible for all fundraising events for KMHA.

5.2.2 All KMHA teams and groups must have the approval from the Executive before proceeding with a fundraising event.

5.2.3 Fundraising requests must be submitted in writing to the Director of Sponsorship and Fundraising, stating details of the event, with an outline of expected income and expenses who will present the letter to the executive for consideration and approval.

5.2.4 A financial statement of all fundraising events must be made to the Treasurer not later than 15 days after completion of the fund raising activity.

5.2.5 Under no circumstance will a fund-raising event be approved if it conflicts with KMHA run events. KMHA carries out many fund raising events and teams are cautioned not to make commitments until their request has been duly authorized.

Section 6 - Ice Scheduling

6.1 Practices

6.1.1 Team management must inform the respective Vice President and Ice Scheduler of all games (exhibition & scheduled) and team tournaments.

6.1.2 Practice times will be scheduled around each team's game and tournament schedule.

6.1.3 To ensure all teams receive ample practice time, some ice times will be split with other teams.

6.2 Games

6.2.1 All game lengths mandated per OMHA/OMHA and WOAA requirements.

6.3 Curfews

6.3.1 Curfew times may be in effect for regular season games only.

6.3.2 Curfew time will be at the end of game time.

Example: Ice time: 75 min.,

Game time: 65 minutes + 10 flood

Curfew will be 65 minutes from scheduled game start time.

Section 7 – Sponsorship

The Director of Sponsorship and Fundraising will solicit team sponsors

7.1 Team Fees

7.1.1 The Executive will set and ratify team sponsorship amounts annually.

7.1.2 Fee Schedule

(i) 1 Year Sponsorship Teams (boys & girls) \$500.00

(ii) 3 Year Sponsorship Teams (boys & girls) \$1500.00

7.1.3 To avoid duplication, all requests for sponsorship should be directed to the Director of Sponsorship and Fundraising. This includes tournaments and fundraising events.

Section 8 – Meetings and Standing Committees

8.1 Monthly Executive Committee Meeting

8.1.1 KMHA executive will hold monthly meetings on the first Monday of each month, or when it is otherwise necessary or convenient

8.1.2 KMHA Executive meeting will be governed per the ratified KMHA Bylaw.

8.1.2 All Directors will submit a written report at the monthly executive meeting. If a Director is unable to attend the monthly executive meeting, a written report should be forwarded to the Secretary to be read at the meeting and entered into the minutes of the meeting.

8.2 Team Meetings

8.2.1 Vice Presidents or KMHA delegate will hold a meeting at the beginning of the hockey season with each team they represent. The meeting will be with team management, parents / guardians and players to discuss KMHA policies and expectations.

8.3 Coaches Meeting

8.3.1 The Technical Director will hold a meeting at the beginning of the hockey season with all coaches and team management to discuss KMHA policies and expectations. It is the responsibility of the head coach to ensure a member of his or her coaching team is present at the coaches meeting or player cards will not be issued pending review by the Executive committee.

8.4 Standing Committee Procedures

8.4.1 House League Hockey Operations Committee

8.4.1.1 The House League Hockey Operations Committee, when required, shall consist of the Second Vice President, as Chair, and house league team managers.

8.4.1.2 The House League Hockey Operations Committee shall:

- i) operate the House League Hockey Programs pursuant to the Policies of the Association;
- ii) Establish and monitor Policies relating to House League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Executive;
- iii) recruit and train volunteers to perform the functions required to operate the House League Hockey Operations;

- iv) submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Hockey Operations Committee for the next fiscal year of the Association;
- v) present a report regarding House League Hockey Operations to the Executive;
- vi) select Ad-Hoc committees as required;
- vii) recommend policy to the Board regarding House League Operations.

8.4.2 Representative Hockey Operations Committee

8.4.2.1 The Representative Hockey Operations Committee , when required, shall consist of the First Vice President, as Chair, and shall consist of the Representative Hockey Team Managers.

8.4.2.2 The Representative Hockey Operations Committee shall:

- i) Operate the Representative Hockey Program pursuant to the Policies of the Association;
- ii) Establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Executive;
- iii) Recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
- iv) Represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- v) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative Hockey Operations Committee for the next fiscal year of the Association;
- vi) present a report regarding Representative Hockey Operations to the Board;
- vii) select Ad-Hoc committees as required;
- viii) recommend policy to the Executive regarding Representative Hockey Operations.

8.4.3 Budget Committee

8.4.3.1 The Budget Committee , when required, shall be chaired by the Treasurer and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.

8.4.3.2 The Budget Committee shall:

- i) prepare a budget for the Association for the next fiscal year for submission to the Executive for approval;

ii) liaise with all Committees of the Executive to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;

iii) finalize schedule of budget submissions from all committees on an annual basis;

iv) recommend policy to the Executive regarding financial budgeting and planning.

8.4.4 Nominations and Elections Committee

8.4.4.1 The Nominations and Elections Committee , when required, shall be chaired by the Past President and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of the Representative Hockey Operations Committee.

8.4.4.2 The Nominations and Elections Committee shall:

i) solicit nominations for each Executive position, which is to become vacant including nominations for each Annual General Meeting;

ii) be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law;

iii) submit to the Budget Committee each year an estimate of revenues and expenditures of the Nominations and Elections Committee for the next fiscal year of the Association;

iv) present a report regarding Nominations and Elections to the Board;

v) recommend policy to the Board regarding Nominations and Elections.

8.4.5 Ice Scheduling Committee

8.4.5.1 The Ice Scheduling Committee, when required, shall be chaired by the Director of Ice Scheduling and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.

8.4.5.1 The Ice Scheduling Committee shall:

i) assess the ice requirements for the Association and shall enter negotiation with the city to meet these needs;

ii) Apportion the ice and times in a fair and equitable manner;

iii) Work with the Director of House League Hockey Operations and the Director of Representative Hockey Operations in determining the ice budget;

iv) Present a report regarding Ice Scheduling to the Executive;

v) Recommend policy to the Executive regarding Ice Scheduling.

8.4.6 Purchasing and Equipment Committee

8.4.6.1 The Purchasing and Equipment Committee, when required, shall be chaired by the Director of Purchasing and Equipment and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.

8.4.6.2 The Purchasing and Equipment Committee shall:

- i) recruit and train volunteers to perform the functions required for purchasing and equipment;
- ii) Maintain an inventory of all equipment owned by the Association;
- iii) Collect rental fees and security deposits for all goalie equipment leased;
- iv) Solicit bids and purchase hockey equipment, as required;
- v) maintain and repair all equipment owned by the Association;
- vi) solicit bids and arrange the purchase of awards;
- vii) Act as the Purchasing Agent for the Association with respect to all Association purchases;
- viii) Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Purchasing and Equipment Committee for the next fiscal year of the Association;
- ix) Present a report regarding purchasing and equipment to the Executive;
- x) Recommend policy to the Executive regarding purchasing and equipment.

8.4.7 Registration Committee

8.4.7.1 The Registration Committee, when required shall be chaired by the Director of Registration and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.

8.4.7.2 The Registration Committee shall:

- i) recruit and train volunteers to perform the functions required for registration;
- ii) Establish registration forms and procedures;
- iii) Conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;
- iv) Maintain a register of receipts regarding all registration fees received by the Association and forward all monies promptly to the Treasurer for deposit to the credit of the Association;
- v) Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);

- vi) Supply to the Directors of Representative Hockey Operations and House League Hockey Operations current registration information in a timely fashion;
- vii) Ensure that all players are registered with the OMHA;
- viii) Communicate any changes in registration immediately to Directors or other individuals who are affected by such change;
- ix) Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Registration Committee for the next fiscal year of the Association;
- x) Present a report regarding Registration Operations to the Executive;
- xi) Recommend policy to the Executive regarding registration;

8.4.8 Sponsorship Committee

8.4.8.1 The Sponsorship Committee, when required, shall be chaired by the Director of Sponsorship and Fundraising and shall consist of one (1) member of the House League Hockey Operations Committee and one (1) member of Representative Hockey Operations Committee.

8.4.8.2 The Sponsorship Committee shall:

- i) Recruit and train volunteers to perform the functions required for sponsorship for the Association;
- ii) Set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
- iii) Actively pursue new sponsorship projects;
- iv) Manage and supervise current sponsorship endeavors;
- v) Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association;
- vi) Present a report regarding sponsorship to the Executive;
- vii) Recommend policy to the Executive regarding sponsorship.

8.4.9 Silver Stick Committee

8.4.9.1 The Silver Stick Committee, when required, shall be chaired by the Director of Tournaments (or delegate) and shall consist of, at minimum, one (1) member of the Executive Committee as well as additional members as approved by the Executive Committee. These committee members may be selected from outside the organization if deemed in the best interest of the KMHA Regional Silver Stick

8.4.9.2 The Silver Stick Committee shall:

- i) Set up, maintain and execute the KMHA Regional Silver Stick including registration, scheduling and all other associated duties

- ii) Ensure accurate tracking of all expenditures associated with KMHA Regional Silver Stick
- iii) report all issues, via the Director of Tournaments, associated with the KMHA Regional Silver Stick to the Executive Committee
- iv) Work with members of the executive committee to further pursue any and all interests for the betterment of the KMHA Regional Silver Stick
- v) Submit to the Budget Committee in each year an estimate of revenues and expenditures of the Silver Stick Committee for the next fiscal year of the Association;
- vi) Present a report regarding KMHA Regional Silver Stick to the Executive;
- vii) Recommend policy to the Executive regarding KMHA Regional Silver Stick.

8.4.10 Standing Committee Procedure

8.4.9.1 All Standing Committees, when required, shall comply with all bylaws, guidelines, Policies and procedures of the Association as determined by the Executive or the Membership of the Association, from time to time, and also shall comply with all requirements of the WOAA, OMHA, OWHA, OHF, CHA, and, if applicable, any other hockey organizations with which Association teams are participating.

8.4.9.2 Each Standing Committee shall meet at the call of the Chair but shall meet not less than two times per year.

8.4.9.3 Notice of all Meetings of Standing Committees shall be communicated to all Members of the standing committee at least seven (7) days prior to the Meeting, except that such notice may be waived by consent of all Members of the Standing Committee.

8.4.9.4 A quorum for a Standing Committee shall be a majority of the Members of the Standing Committee.

8.4.9.5 Each Member of a standing committee present at a Meeting shall be entitled to one vote; In the case of an equality of votes, the Chair shall have a second or casting vote.

8.4.9.6 Standing Committees shall maintain and keep minutes of their Meetings and shall report to the Executive at regular intervals and at any other time upon request by the Executive.

8.4.9.7 Each Standing Committee shall prepare an Annual Report of the matters for which it is responsible to be presented to the Membership at the Annual General Meeting of the Association.

Section 9 - Expenses

9.1 Expense Reports

9.1.1 Expense reports must be submitted to the treasurer with receipts attached.

9.2 Approved Expenses

9.2.1 KMHA executives will be reimbursed for pre-approved expenses incurred while conducting KMHA business. This includes long distance telephone calls, stationary, and travel expenses while traveling outside the WOAA area.

9.3 Clinic and certification reimbursements

9.3.1 KMHA will cover up to 100% of the total CLINIC cost of all required training/certification for rostered staff (coaches /trainers) and up to 100% of all associated training which is above and beyond.

9.3.2 All receipts must be forwarded to KMHA treasurer.

9.3.3 Reimbursement for above and beyond will be decided by the Hockey Committee in conjunction with the Treasurer no sooner than one month prior to end of fiscal year of current season.

Section 10 - Injured Players / Team Officials

10.1 Medical Attention

10.1.1 Team trainers shall be responsible to see that injured players / team officials, receive prompt medical attention and injury reports are filled out and forwarded to the Secretary immediately.

10.2 Returning to Play

10.2.1 Trainers will ensure that players who are injured and have received doctors care, have a doctor's written approval before being allowed to return to play or practice.

10.2.2 A copy of the doctor's written approval must be forwarded to the KMHA secretary for record keeping.

Section 11 - Admission Fees and Gates

11.1 Passes

11.1.1 KMHA will issue passes to all KMHA members and immediate family, which will be good for all KMHA games, regular season and playoffs.

11.1.2 All other spectators will be charged an admission fee set by the board.

11.2 Lower lakes Female Hockey League games

11.2.1 Admission Fees will not be charged for Lower lakes Female Hockey League games.

11.3 Gates

11.3.1 Admission/Gate fees must be charged for all games (exhibition, regular season and playoffs) where permitted unless otherwise approved by KMHA Executive.

11.3.2 It is the home team's responsibility to staff the gates as well as time clock and score keeper

Section 12 - Team Photos

12.1 KMHA may provide team photos for each player, team official and sponsor in an acceptable format.

Section 13 - Coaches

13.1 Selection process

13.1.1 The Hockey Committee will select coaches

13.1.2 Coaches will be select per the OMHA/OWHA recommended screening process.

13.1.3 Advertisements for the position of Coach will be made in June as required

13.1.4 Coaches will select their own assistant coaches and team management.

13.1.5 The KMHA executive must approve all assistant coaches and team management before they can participate in KMHA activities.

13.1.6 Assistant coaches, trainers and team management will be subjected OMHA/OWHA recommended screening process. This check must be completed by December 15th. It is the responsibility of the head coach to make sure the police check is completed. If the police check is not completed by this date the head coach and the member of the coaching staff that did not comply with this procedure will not be allowed to coach, manage or train until the police check is submitted.

13.1.7 The police check will be conducted every three years.

13.1.8 The police check shall be in a sealed envelope submitted to the applicable Vice President or an Executive member. It will then be forwarded to the KMHA screening person.

13.1.9 The screening person will have the right to approve or disapprove the coaching staff based on parameters given in appendix B. The screening person may ask questions necessary to make proper selection. Only those coaches who have questionable police checks need an interview with the designated screening person.

13.1.10 The coach has the right to appeal this decision following an appeal to the volunteer selection committee within ten days.

Section 14 - Team Philosophy

14.1 House League

14.1.1 Local / House League teams will be established by a Selection Committee consisting of the 1st Vice President, 2nd Vice President and Head Coach.

14.1.2 The Selection Committee will balance teams as required.

14.1.3 Coaches must give each player an equal amount of ice time.

14.2 Rep Teams

14.2.1 Rep teams shall be selected by the respective team officials based on tryouts and exhibition games.

14.2.2 Rep teams will be selected by Oct. 15.

14.2.3 The 1st & 2nd Vice Presidents and will determine the size of each Rep team.

14.2.4 Coaches will make a concerted effort to give each player an equal amount of ice time.

14.3 Additional Entry

14.3.1 KMHA will enter Additional Entry Teams when there is sufficient numbers and skill levels in that category.

14.4 Girls Hockey

14.4.1 Girls teams shall be selected by the respective team officials based on tryouts and exhibition games.

14.4.2 Girls teams will be selected by Oct. 15.

14.4.3 The Girls selection committee consisting of the 3rd Vice President, Technical Director and President will determine the size of each Girls team.

14.4.4 Coaches will make a concerted effort to give each player an equal amount of ice time.

14.4.5 All teams will be permitted to participate in a maximum of 5 tournaments per season, unless otherwise approved by the board.

14.4.6 The Girls Selection Committee will balance teams as required

Section 15 - Awards

15.1 Championships

KMHA will provide a team picture, Championship Banner or some other form of recognition which will be hung in the Davidson Center Arena, for all teams winning an OMHA / OWHA Championship.

15.2 Under-7 Program

15.3.1 KMHA will provide participants in the Under-7 program with awards each year.

Section 16 - Use of Logo

16.1 The KMHA logo shall not be altered or changed in any way without prior executive approval. This includes clothing or any other equipment or apparel with the KMHA logo

Section 17 -Tournament Policy

17.1 KMHA does not generally pay for teams to participate in tournaments. However, at the discretion of the Executive for KMHA hosted tournaments, KMHA teams who volunteer to assist in the operation (admission gates, clocks and game sheets) of the tournament can receive fiscal compensation towards a team's tournament. For volunteering teams who are also participants in the KMHA tournament, the fiscal compensation is a reduction in tournament registration fees.

KMHA will strive to ensure fiscal equality among the teams through consideration of the various playoff arrangements.

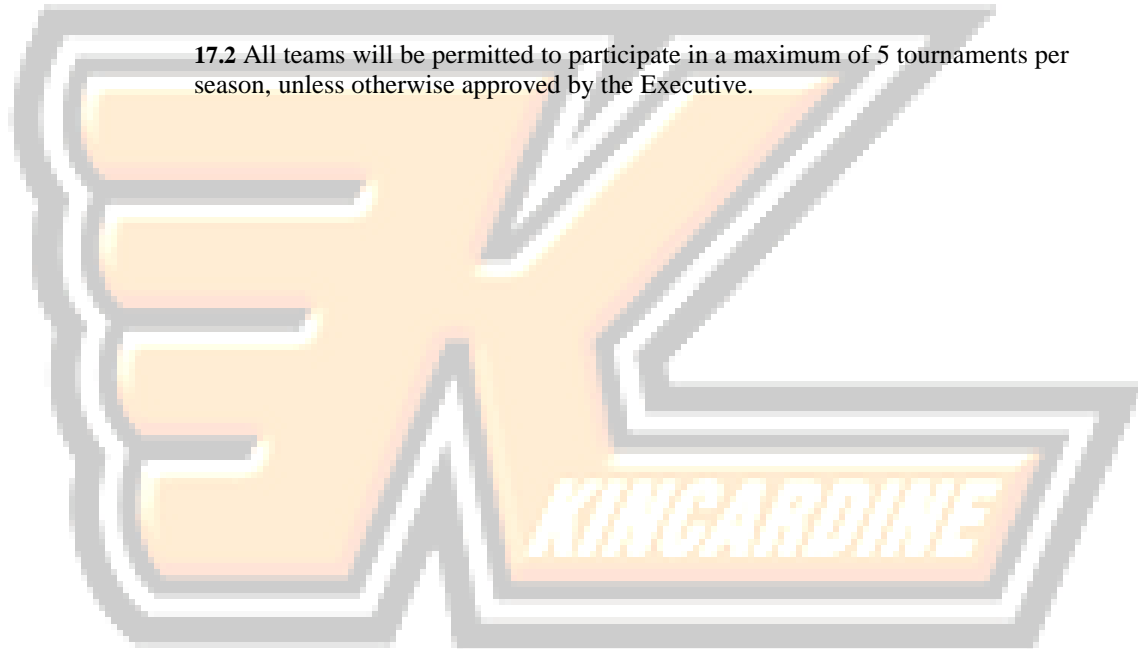
For example:

- i) OMHA HL teams are provided a playoff weekend.
- ii) OMHA LL teams are provided playoff series as part of the WOAA.
- iii) OMHA Rep teams are provided playoffs as part of the WOAA/OMHA
- iv) OWHA/WOAA HL teams are provided with a KMHA funded tournament weekend in lieu of playoffs.
- v) OWHA/LLFHL teams are provided with LLFHL playoff series as part of LLFHL.

Notes that in an effort to ensure fiscal equality:

- i) No additional funding will be provided to OWHA teams qualifying for Provincials.
- ii) For OMHA teams progressing beyond WOAA, KMHA will continue to fund ice/referee costs due to revenue associated with gate admissions. No additional funding to any team will be provided (eg for bus transportation, recognition dinners)

17.2 All teams will be permitted to participate in a maximum of 5 tournaments per season, unless otherwise approved by the Executive.



Appendix A

Incident Report

Date of Incident: _____

1. Describe the Incident:

2. Name(s) of Individual(s) Involved in Incident, Subject of Praise/Concern/Complaint:

3. Name(s) of Individual(s) Reporting Outstanding Sportsman Like Behavior or Complaining of Unsportsmanlike Behavior:

4. If the incident was a display of “Outstanding Sportsman Like Behavior”, was it recognized, pointed out at the time? How? By whom?

5. If the incident was one of unsportsmanlike behavior, how was it dealt with at the time? Who was involved? How was it resolved?

Were police or other authorities involved?

Name of Person Completing this Form:

Signature:

For office use only:

1) Date received in association office:

2) Need for Further Action?

3) Notification of Convener?

i) Head Coach?

ii) Head Referee?

iii) Executive Committee?

4) If appropriate and necessary, matter referred to whom?

i) When?

ii) By whom?

5) Reviewed By:

6) Action Taken:

Appendix B

Coach selection Criteria

Individuals with outstanding criminal code convictions or charges pending, will not be accepted based on, but not limited to the following offences

- 1) Sexual assault (no time limit) or Physical assault (5 years)
- 2) Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14 (no time limit)
- 3) Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons (7 years)
- 4) Outstanding convictions or charges pending for any criminal driving offences including but not limited to impaired driving (5 years)
- 5) Individuals with outstanding convictions for provincial offences related to a bona fide occupational requirement of qualifications may be excluded from a position of trust depending on the circumstances.
- 6) Applicants rejected as a result of other information gained during the police check process or through the screening process as a whole, or as a consequence of other factors
- 7) The applicant has the right to know why he or she is being refused and may appeal to the Executive in writing within ten days.
- 8) Any individual participating in KMHA business activities or events who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault shall face automatic suspension from participation in any activities of KMHA for a period of time corresponding to the length of the criminal offence imposed by the court and may face further disciplinary action by KMHA and the OMHA in accordance with their policies.
- 9) In the instance of a police check procedures listed in the above convictions, it would be at the discretion of KMHA Executive as to whether the suspension would be more than 7 years or indefinite.
- 10) It should be noted that every KMHA official or volunteer once accepted, is obliged to inform the appropriate KMHA Executive member if he or she is charged, tried or convicted of any offence under the criminal code or under the Provincial or Federal statutes, if that offence is relative to a position of trust held by that individual.