



## ***KMHA Coaches Manual***

### ***Police Checks***

This is required for anyone (coach, assistant coach, trainer, assistant trainer, manager, on-ice practice helpers) or others that interact with the players (such as on-ice helpers at practices). This check is required as per OHF requirements ([www.ohf.on.ca](http://www.ohf.on.ca)) There is no cost for this.

- The OPP form **MUST** be obtained from the OPP website. Details are on the KMHA website. Other versions will be rejected by the OPP.
- VSC and yearly declaration submitted on OHF website at [www.ohf.on.ca](http://www.ohf.on.ca) under risk management tab.
- Team rosters **CANNOT BE APPROVED** unless VSC and Declaration are completed in HCR.
- Direct questions or concerns to the KMHA Privacy Officer

### ***Rosters***

Rep Rosters are to be submitted prior to **October 07** and Local League by **November 30**. Therefore, all coaching staff must have police checks and certifications completed by this time. Rosters will not be provided to teams unless this is done. Once your team is established you must send an email containing players' names and coaching staff to the KMHA Town Contact and respective VP. Please do this prior to Oct 1st for Rep and Oct 15th for LL.

### ***Affiliated players - OMHA***

All players that coaches intend to affiliate must be done by January 15. Please utilize the following guidelines from when using affiliated layers

- Managers will add players to affiliated lists only after consulting with all coaches involved and the appropriate Vice President.
- Affiliated players are to be used only when a team is short of players due to suspensions, illness and injuries or as authorized by the KMHA. (eg situations where team numbers are such that the use of APs is required on a regular basis).
- 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 (OMHA rule).
- Affiliated players must fulfill their obligations (games & practices) to the team they are carded to unless given permission to do otherwise by their coach or KMHA executive (OMHA rule). It is the responsibility of the representative team coach to check for potential conflicts and receive appropriate approvals for affiliated player participation. The expectation is that if a representative team

game is scheduled after a house league game the house league coach will not withhold permission except for unusual circumstances.

- Affiliated players are under no obligation to play for their affiliated team at any time.
- Any dispute among coaches regarding the application of affiliated rules will be referred to the president and technical director for a joint decision.

#### ***Affiliated players 'AP's – OWHA***

- **For teams playing within the WOAA league**, teams may affiliate players within their own centre to bring their team roster number up to a maximum of fifteen (15) players. A player's first commitment will be to their signed team. AP's are not permitted to replace suspended players. Prior to an AP playing for another team, the requesting team must request the AP player through RAMP and it must be approved by the team staff of that players base team prior to playing
- **For teams playing within the OWHL league**, teams may affiliate players for league games only, to bring the team back up to the approved roster size. Meaning, an AP can only replace a player, you cannot exceed your OWHA approved roster size with an AP player. AP's are not permitted to play during play-offs, play-downs or tournaments. AP's are not permitted to replace suspended players. Prior to an AP playing for another team, the requesting team must request the AP player through RAMP and it must be approved by the team staff of that players base team prior to playing

#### ***Postponement of a league/exhibition game:***

Other than the unforeseen cancellation of a game due to severe weather or emergency issue, a minimum of forty-eight (48) hours' notice shall be given in the postponement of a hockey game. Notification of postponements shall require the requesting team to:

- (a) Notify the opposing Manager or Coach and obtain agreement
- (b) Contact the home team (if they are not the home team) to have them set the re-scheduled date of the game
- (c) Notify the Convenor
- (d) Notify the Ice Scheduler
- (e) Notify the Referee Scheduler

### **Entering Game Scores:**

It is the responsibility of the home team to post the score of the game within seventy-two (72) hours of the game. Failure to do so will result in a fine of \$25.00 per game.

### ***At-Large Rosters***

If you have parents who hold qualifications such as coach or trainer but are not rostered on a KMHA team and you want the flexibility to use them they need to be on KMHA's "AT LARGE" roster. Submit their names to the respective VP for rostering

### ***Clinics***

Clinics are posted on the OMHA and OWHA web pages. KMHA will reimburse team staff attending clinics with prior approvals. Contact the Technical director for clinic information.

### ***Tournaments***

KMHA teams may book up to 4 tournaments per year. KMHA requires all rep teams to submit their tournament schedule to the Ice Scheduler by September 15th. KMHA can (if required) provide the up-front cost to register in the tournament and the team will reimburse KMHA upon the team being formed and the parents meeting being held. Local and House league teams are asked to book tournaments by the end of October and notify the ice scheduler as soon as possible. ***Travel permits are required for all OMHA tournaments and can be obtained via the KMHA website under the coaches /Team staff tab with the travel permit application link. OWHA doesn't require the use of travel permits, all games must be recorded in and completed in RAMP.***

### ***Exhibition Games***

Teams must notify the Director of Ice scheduling of their exhibition game as soon as possible to allow it to be added to their respective schedule. Ice slots must be available and assigned prior to booking. ***Travel permits are required for all OMHA exhibition games and can be obtained via the KMHA website under the coaches /Team staff tab with the travel permit application link. OWHA doesn't require the use of travel permits, all games must be recorded in and completed in RAMP.***

### ***Ice Schedule***

Each team will receive their practice and ice schedule until the end of January prior to attending their scheduling meeting. It is asked that you do not book any away games on a day you have home ice. If you do so, that ice time will be lost and may not be replaced with another. If you need to cancel ice please do so as soon as possible by emailing the ice scheduler so that the ice can be made available to another team or rented out.

### ***Equipment***

For any equipment you may need please contact the KMHA Equipment Manager. If any players have jerseys or goalie equipment, please contact the KMHA Equipment Manager.

### ***Wearing of Equipment***

Player's safety and insurance coverage is based upon the wearing of prescribed equipment. Team staff can be found negligent if they knowingly permit players to participate without proper equipment. For some reason the older a player gets the more forgetful the neck and mouth guards become during practices. Mouth guards are required for all KMHA players, noting that clear mouthguards are no longer allowed. Correct this behavior!

### ***On Ice helpers***

On ice helpers must be a minimum age of 9 years old and at least 2 years older than the group's age. If under the age of 13 years, full equipment should be worn. If they are not on a KMHA roster, you **MUST** forward these names to the respective VP so KMHA can add them to our insurance list. (Additional cost so use your judgement)

### ***Penalties with Suspensions***

Within 24 hours of a player or bench staff receiving a suspension the team must notify the following people and follow-up with a copy of the game sheet. If the infraction is a MATCH PENALTY, it must be IMMEDIATELY reported after the game.

*Consult with the referee as they often make the notification to the WOAA for MATCH PENALTIES.*

- KMHA President @ [president@kincardineminorhockey.ca](mailto:president@kincardineminorhockey.ca)
- KMHA Town Contact [towncontact@kincardineminorhockey.ca](mailto:towncontact@kincardineminorhockey.ca)
- Appropriate KMHA VP
  - OMHA Rep @ [firstvicepresident@kincardineminorhockey.ca](mailto:firstvicepresident@kincardineminorhockey.ca)

- OMHA LL/HL @ [secondvicepresident@kincardineminorhockey.ca](mailto:secondvicepresident@kincardineminorhockey.ca)
- OWHA Girls @ [thirdvicepresident@kincardineminorhockey.ca](mailto:thirdvicepresident@kincardineminorhockey.ca)

MATCH PENALTIES for teams playing in the WOAA (if notification is not by the referee):

- WOAA office 519-357-3512

### ***Preseason Chat on Gender Identity and Expression***

We are required to have pre-season chats to promote the inclusiveness and respect of all individuals regardless of their race, religion, sex, gender (Ontario Human Rights Code grounds). Also, we are required to explain the Dressing Room Policy as it relates to Gender Identity. There is NOT an expectation for people to be perfect in their application and terminology surrounding gender identity. Please consult with the KMHA privacy Officer for additional information

### ***Rowans Law***

The Ontario Hockey Federation has been working with Hockey Canada on the implementation of Rowan's Law since the adoption of the Rowan's Law Concussion Safety on March 7, 2018. The Ontario Hockey Federation and KMHA are in full support of the intent of Rowan's Law to create awareness of concussion, change the culture on concussion and provide safe sport participation.

The Ontario Hockey Federation was informed by the Ministry of Tourism Culture and Sport on June 18, 2019 that the Rowan's Law Act and Regulations must be implemented by July 1, 2019. Therefore, after July 1, 2019 every Player, Team Official and On-Ice Official (parent as well if individual under 18) in order to register/participate must review the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources. Additional Information can be found on the KMHA webpage under the registration tab

Players, team staff and parents are all representatives of who we are as an association. Poor or abusive behavior will not be tolerated. Please ensure your team is aware of this and conducts themselves accordingly either at the rink, at team functions in restaurants and lodging well on the road.

KMHA requires at least two team staff in the dressing room at all times to ensure a safe environment for all players. This is in accordance with the OMHAs 'Two deep' policy. As for OWHA, you must have a minimum of 2 female dressing room monitors.

Ensure the dressing room is in the same condition as when you arrived. Teams can be held financially liable for any damage done to the dressing rooms either at home or on the road.

## **Injury Reporting/Return to Play**

[Return to Play Form](#)

[OMHA – Injury Report Form](#)

[OWHA – Injury Report Form](#)

For Hockey Trainers Resources & Forms Click [Here](#)

1. All Trainers within the Kincardine Minor Hockey Association will be responsible for reporting the following information to the Director of Risk Management within 48 hours of the injury or immediately upon the team Trainer learning of this injury:

- a) Any head, neck or spinal injury sustained during any game, practice or team function on ice or dry land where a player is required to leave the ice or the activity.
- b) Any injury sustained during a KMHA sanctioned event that requires medical attention.

2. This information will be submitted to the Director of Risk Management in the following manner:

- a) For OMHA teams by email at [riskmgmt@kincardineminorhockey.ca](mailto:riskmgmt@kincardineminorhockey.ca) & including an initial draft copy of the Hockey Canada Injury Report Form or confirmation that an electronic copy of the Hockey Canada Injury Report Form for OMHA teams was submitted electronically through the online form [here](#).
- b) For OWHHA teams by email at [riskmgmt@kincardineminorhockey.ca](mailto:riskmgmt@kincardineminorhockey.ca) & including an initial draft copy of the Hockey Canada Injury Report Form or confirmation that an electronic copy of the Hockey Canada Injury Report Form for OMHA teams was submitted electronically through the online form [here](#).

3. The Trainer will ensure that the following information is included in this notification:

- a) Date of injury
- b) Where injury occurred
- c) Player's name
- d) Player's team
- e) Trainer's name
- f) Trainer's contact number & email
- g) Nature of the injury

4. The team's Head Trainer will ensure a completed Hockey Canada Injury Report is submitted to the Director of Risk Management within 90 days as required to ensure access to insurance benefits are available to the player if required.

5. The Trainer will ensure that any injured player wishing to return after sustaining one of the following injuries during an KMHA event submits a Return to Play Form.

- a) Any head, neck or spinal injury.
- b) Any injury where the player received medical attention/treatment.

c) Any fracture or dislocation

6. When a player sustains a head, neck or spinal injury during a non KMHA event, and the injury causes the noted player to miss any scheduled KMHA practice or game; the Trainer will ensure that a Return to Play Form is submitted (found [here](#)). Sections 7 – 12 below will also apply in these circumstances.

7. The Trainer will ensure that any submitted Return to Play Form is signed by a qualified medical practitioner.

8. The Trainer will ensure a copy of the noted Return to Play Form is submitted to the Director of Risk Management no less than 24 hours prior to the noted player returning to the ice.

9. The Trainer whenever possible will ensure that the returning player participates in at least one practice as required by Hockey Canada and every effort should be made to ensure that practice is with his/her own team. When this is not possible the Trainer will ensure that the returning player is monitored by that team's Trainer who is to be made aware of the injury details.

10. No player is to be allowed to continue their practice or play if the Trainer does not feel that player is safe to do so. In cases when the Trainer's decision is in conflict with other bench staff or the parent/guardian the Trainer will immediately notify the Director of Risk Management, or the President, or the Vice President of KMHA who will determine the resolution of the matter.

11. The Trainer will ensure all information relating to their players injury is noted in their Team Injury Log.

12. Any Trainer who does not report player injuries as required will be subject to potential discipline including suspension or removal.

13. The Director of Risk Management will maintain electronic records of all reported injuries and documentation. This information will remain confidential and will not be released outside of the executive without the written permission of the President of Kincardine Minor Hockey Association.

14. The Trainer will ensure that a copy of the Medical Information Sheet ([here](#)) is completed and obtained for all rostered players and bench staff for their team within the first seven days of the official ice time. A copy of these forms are to be available for all KMHA sanctioned ice-times and be kept confidential. These forms should accompany a player or bench staff should emergency medical care be required. These forms are to be shredded within two weeks following the final ice time of the season for the team.

15. The Trainer will review the Emergency Action Plan as outlined by Hockey Canada with their bench staff at the beginning of the season ([here](#)).