

# Kerrobot Minor Hockey

Updated March 2013

1. KMH Policy Manual
2. KMH Constitution

## MISSION STATEMENT

Kerrobot Minor Hockey Association is to provide a secure and enjoyable environment, which promotes skill development, respect, friendship, fair play and a love for the game in all participants, members and volunteers.

# Kerrobot Minor Hockey Policy Manual

## I. PURPOSE

The primary purpose of the Kerrobot Minor Hockey Association (KMHA) is to provide any child regardless of status or ability, an equal opportunity to play hockey as a wholesome and healthful recreation under conditions which teach and promote the principals of good team play, citizenship, sportsmanship, pure competitiveness and fair play, in an effort to assist the individual child to obtain a healthier and happier life. This Policy and Procedure Manual is to provide assistance and direction to those who are responsible for the operating needs of the Kerrobot Minor Hockey Association. (Further *KMHA*).

KMHA exists with the support of volunteers and it is essential that all volunteers be familiar with the rules and policy of our Association, especially the **Codes of Conduct**. Efforts will continuously be made in order to assess, obtain and retain the best coaching and referee volunteers available. If at any time the information in this document is not clear, please contact a member of the Executive of KMHA. This Policy and Procedure manual is designed as the reference source for all volunteers in our Association and it is imperative that by virtue all volunteers conduct themselves in an honorable manner and give of themselves to the point that the individual child is of prime importance.

## II. KMHA VISION

*"The Association will provide a wholesome experience not only to players participating; but also for coaches, managers and officials. The main interest of the Association will be the players and not only their hockey abilities but those with special hockey abilities also have the opportunity to develop these skills. Decisions by the Association shall be reasonable and shall take into consideration the feelings of the individual as well as the team. Positive parent participation is also encouraged. "*

### Values:

- Respect, honesty and integrity
- Trust in each other, other organizations and collaboration
- Responsiveness - proactive and reactive
- Democratic - Everyone has the opportunity to participate with ideas and discussion

## III. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

The Executive of the KMHA insists on a high standard of conduct from its coaches in dealing with other coaches, referees, and other officials, and in the image projected to participants and parents of the KMHA. The coaches are an integral part of the KMHA, and are expected to support the decisions of the Executive and abide by the KMHA Policies and Code of Conduct.

It is strongly recommended that coaches follow the Hockey Canada Development Program so that at each step the players have progressed and have been taught to the proper level.

The following is a list of items this Association expects from coaches. All Coaches, both Head and

Assistance's must read these duties and responsibilities.

**All coaches and officials will be representatives of the KMHA and will be approved by the executive.**

### **Job Descriptions**

#### **Head Coach**

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Plan on and off-ice activities in consultation with the assistant coach
- Organize parents meeting to inform them on the team's hockey season plan
- Coordinate player evaluation and selection in conjunction with the VP for players elected to play with the next level
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coach
- Coach the team in all games and practices
- Establish rules and discipline policy for the team and oversee the supervision of the players
- Submit a year-end report, which contains the following information - evaluation of players' performance, evaluation of team's performance, outline of practice plans and game strategy and recommendations on how the program can be improved.

#### **Assistant Coach**

- Assist with player evaluation
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the games
- Assist with scouting and evaluation of opponents
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Submit a year-end report to the head coach containing player observations
- Report to the head coach

The following qualifications can be applied to both the Head Coach and the Assistant.

- **Coaches must meet SHA certification requirements for that age category (see SHA's Certification Requirements)**
- Strong hockey background in playing, coaching, evaluating
- Strong interest and commitment to child/athlete development
- Ability to work with fellow coaching personnel, manager and other volunteers
- Ability to communicate on and off-ice requirements to players and parents
- Available to meet time requirements

## **Communicating With Players**

These are some questions that a coach or assistant coach should consider when dealing with players:

- How are your team rules communicated to the players?
- How do you instill a sense of motivation into one or more players?
- Do you see yourself as a role model for the athlete?
- How do you handle the player who does not get along with teammates?
- What approach will you take to individual and team discipline?
- What is your approach when dealing with players who have suggestions?
- How would you handle a situation where there is jealousy between two players or where two players dislike one another?
- How do you handle behavior changes of your players at the specific age group?
- What makes players of this age-group different from adults?

## **Communicating With Parents**

These are some questions that a coach or assistant coach should consider when dealing with parents:

- How would you handle a parent who has a different philosophy or game plan than yours?
- What is your approach when dealing with parents who have criticisms and/or complaints?
- What is your approach when you hear that a parent is criticizing you "behind your back" and hasn't approached you on their own to discuss the concern?
- How would you approach the parent who is excessively vocal and negative in the stands knowing that it is affecting either their own child or the team?
- How would you handle a complaint from a parent that his/her child does not play enough?
- How would you handle complaints/accusations from a parent that the team's budget isn't in order and that there may be money missing?
- What are the most important steps in a dispute resolution?

## **Self Assessment - How am I Doing?**

A self-evaluation is a useful tool for personal development. At a minimum, it creates an introspective look into an individual's personal coaching style and motivations. It can target strengths and weaknesses, and may lead to realizations about barriers to effective coaching style.

The following sets of questions can help you articulate your philosophy of coaching as well as the atmosphere of your team and practices.

- How do I want players to interact on the ice?
- What resources should be available to my players?
- What was the most important thing I tried to teach the players this week, month?
- What is the most important thing my players will learn from me this season?
- What did I learn from my players this week?
- Did I reach my coaching goals?
- Are the players having fun? Am I having fun?

You can determine what level of certification you have by contacting the SHA office at 306-789-5101.

## **V. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS**

The team manager is selected by the team and approved by the KMHA. The manager is the first line of communication with the parents for the team coach and others in the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

The manager's duties include.

- To oversee, in conjunction with the head coach, all team functions and activities to ensure compliance of rules from Kerrobert Minor Hockey, the League, SHA and Hockey Canada and direct complaints or deviations to the proper authority.
- To attend or arrange for a representative to attend the league scheduling meeting.
- To arrange scheduling of exhibition, league and provincial games, in conjunction with coaches and rink managers, advising players, parents, rink managers, referees, linesmen and workers for the games.
- To arrange (through the Referee in Chief) to have qualified referees and linesmen for each home game.
- To arrange for game sheets to be completed and directed to the proper league commissioner or authority within 48 hours of the game, retaining copy for records.
- To communicate any changes to practice or game times and schedules to players, parents and rink managers as required.
- To ensure medical records of all players are completed and kept on hand with the team at all times, preferably with team first aid kit and copies of such kept on file.
- To ensure all registration of team players are complete, fees paid and communicate such to proper Minor Hockey executive.
- To ensure proper qualifications of all coaches and officials are on record with Kerrobert Minor Hockey Association.
- To delegate or request volunteers to help or directly administer any of the above duties but is incumbent on the Manager to ensure compliance and completion.
- To arrange for provincial registration before penalty deadline of each year, submitting information of each player in the lineup and to have affiliated players registered. Information available at [www.sha.ca](http://www.sha.ca)
- Set up a basic team First Aid kit and make sure that it is available for all team activities. Be aware of emergency procedures at the home and away rinks, keeping handy, the phone numbers of the player's parents or guardians.

- Ensure that all the rules and policies of the KMHA are carried out, and that any deviation from these is reported to the appropriate member of the Executive.
- Ensure that the collection and remittance of all money due to the KMHA Treasurer is paid.
- Managers and Equipment Managers are to ensure through direct confirmation with the team coaching staff that all KMHA property (such as goaltending equipment, pucks, pylons and sweaters and keys) is returned to the KMHA Equipment Manager at the end of the playing season. It is preferred that all be asked to deal directly with the Equipment Manager as to avoid misunderstanding of the responsibility for equipment return.
- Ensure all out of town Refs/Officials are paid.

### **Ref Mentor**

- This person will check in the Refs before, during and after each game.
- Is the person to help with conflict if and when needed.

### **Team Rep**

- This person attends all KMHA Board Meetings
- Brings forth issues to address to/with the board for the team.
- Reports back information from meetings to Coaches.

### **OFFICIALS COORDINATOR - or "Referee in Chief**

1. Will be responsible for coordinating with the Recreation Dept. a local official's clinic.
2. Make potential officials aware of established clinics in the area.
3. Coordinate travel when necessary.
4. Make the Association aware of persons involved in clinics and potential payment of expenses.
5. Provide a list of local registered officials to all teams and the association.
6. Obtain an officials registration book or list from S.H.A.
7. Report to the Association periodically.

### **PUBLICITY COORDINATOR**

1. Will act on behalf of the K.M.H.A. to provide a positive image as it relates to the Association.
2. Will ensure that open meetings are advertised.
3. Will be the KMHA. Representative in reporting to the news media.
4. Will report periodically to the Association.

### **THE EQUIPMENT MANAGER**

1. Will be responsible to the Association.
2. Will be responsible for the identity, general maintenance, fair distribution and collection of all sport specific equipment owned and controlled by the Association.
3. Must approve any equipment expenditure to be funded by the Association.
4. Will sign all bills of purchase where the Association is responsible for payment.
5. Any equipment expenditure in excess of \$100.00 must be approved by the association.
6. Will report periodically to the Association.

## **VI. CODE OF DISCIPLINE**

### ***SUSPENSIONS***

1. A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the President and/or the Disciplinary Committee of the Executive of the KMHA.
  - The president shall be advised of all such suspensions immediately, which will in turn provide the information to the Disciplinary Committee of the KMHA.
  - Written Notification of the suspension will be provided to the suspended individual by two executive members of Kerrobert Minor Hockey including:
2. The Executive or Disciplinary Committee may suspend or expel any Player, Team Official or Executive by a vote of three fourths (3/4) for breaking any of KMH Policies, Rules and or Constitution.
  - Length and Severity of Suspensions will be determined by the Executive or Disciplinary Committee.
  - Appeals regarding, being Expelled or Suspensions are to be sent to the President for furtherance to the Discipline Committee or Executive.

### **COMPLAINTS RE: COACHES AND TEAM OFFICIALS**

1. If conflicts cannot be resolved, complaints about any Minor Hockey official including Coach, Manager etc. should first be addressed to the team's Minor Hockey Representative. The representative's responsibility is to deal with the parties fairly and efficiently.
  - A written communication to the Executive of KMHA is required if the Minor Hockey Rep cannot resolve the issue.
  - Fair Play concerns should be directed to the Minor Hockey Rep. the MHR may also direct Fair Play related concerns to the Executive of the KMHA.

## **VII. DISCIPLINARY COMMITTEE**

The Disciplinary Committee shall consist of the President or Vice President of the KMHA, or his/her delegate, who will chair the meetings, and may cast the deciding vote if a stalemate exists.

The Disciplinary Committee shall be composed of three additional members of the Association. These members shall be the Vice-President, the Referee in Chief and one other member appointed by the Executive. If there is no referee in Chief, then 1 member as appointed by the Executive to replace the referee in chief.

- If a member of this Association has been found on inquiry by the Committee to be guilty of conduct unbecoming to him in his capacity, upon resolution passed by a majority, the Executive may suspend or cancel membership in the Association for a specified period of time or indefinitely.
- Notice of a resolution of this disciplinary committee shall be served on the member by means of a hearing with one or more of the members of the Disciplinary Committee.
- Any violation of regulations of the K.M.H.A. by a member will be referred to the Disciplinary Committee for inquiry and action.
- Any rule, infraction or misconduct which could warrant suspension by the Disciplinary Committee shall be dealt with within a period of seven (7) days.
- It will be within the power of the President to suspend any member, with due cause, until a hearing is held to deal with such suspension. Such hearing must be held within seven (7) days.

## **VIII. KMHA CODE OF CONDUCT**

This code of conduct identifies the standard behavior that is expected of all KMHA members and participants. This policy includes all players, guardians, parents, coaches, officials, volunteers, executive members, officers, committee members, team managers and trainers 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.
- KMHA members and participants shall at all times adhere to KMHA policy 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 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.
- Members, Coaches, and Parents will respect the Fair Play Policy of the KMHA.

The Executive shall have the power, by a vote of three fourths (3/4) of the Executive members present at a duly called Executive Meeting, may expel or suspend any member of the Executive from the position in Question on the basis that his/her conduct has been determined by the Board to be improper, unbecoming or likely to endanger the interests or reputation of the Association.

### ***Fair Play Policy***

**General Principles:** In all of its activities, KMH emphasizes sporting and respectful behavior on the part of all participants, including players, coaches, officials and parents. The Association believes that the involvement of all these groups will make the experience of playing hockey an enjoyable and entertaining one for the players. The Association also recognizes that all participants contribute to the efficient functioning of the entire operation.

**Coaching:** The coach's role is to be a resource person, willing and able to assist each player to develop to the fullest extent of his/her ability. Coaches set an example for the players, by practicing co-operation, self-discipline and respect for officials and opponents.

**Parents:** Parents are encouraged to participate as supporters and assistants. Parents enhance the enjoyment of the players, and help further the aims of the organization by attending games and encouraging the players. Positive support of the players (and of coaches) is welcome and appreciated. Open criticism of players, coaches or officials should be avoided; it has the effect of lowering morale, and fostering negative attitudes and behavior on the part of players. If a parent has a concern about any aspect of the Association, or the operation of the league, he/she should preferably speak in the first instance to the coach, who will respond to the concern or direct the parent to the appropriate person in the organization. If the concern relates to the behavior of a coach, the parent may feel more comfortable contacting the appropriate team Minor Hockey Representative or KMHA representative.

**Players:** Fair play and co-operation is to be encouraged at all times. Players should recognize that they are part of a team; they share in its successes and failures. The emphasis for players should be consistent with the philosophy of the organization as a whole; players are encouraged to develop hockey skills in an environment that is sporting and respectful of others.

**Games:** Part of the game is recognizing everyone on the team plays a role and all of the players or roles are required at different times depending on the requirements of the game situation. All players will be required during the game, it is important that players and coaches are aware of this and opportunities are utilized to equalize playing times when required over the course of a game or the season. It is understood that part of hockey is using players required to fill various roles at specific times, but overall ice time will balance out.

It is the philosophy of the KMHA that an effort is made to provide all participants with fair ice time. This applies to all levels of play. We adhere to the philosophy that all participants are important.

The only time that ice time may be withheld will be for disciplinary reasons (ie. being disrespectful, etc). A player may be suspended for up to and including one game by the coach.

No win is more important than the self-image and the feeling of being an important and contributing member of a team. No one player is bigger or more important than the team and therefore not entitled to a greater amount of ice time. **YOU WIN AS A TEAM AND YOU LOSE AS A TEAM**

We continue to struggle with this concept year after year. As coaches know, some parents are very concerned with winning and losing. This desire to win sometimes outweighs the issue of fair play and trying to develop players and goalies for our future teams.

**WINNING AT ALL COST AND THE END JUSTIFIES THE MEANS, IS NOT WHAT WE ARE ABOUT.**

## **IX. FAIR PLAY - CODES**

### ***Fair Play Code.... for PLAYERS***

The following player's code was adopted to encourage fair play, and to remind the players that they too, have a responsibility to their team.

- > I will play hockey because I want to, not just because my parents 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 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 decision and show them respect.

### ***Fair Play Code ..... for COACHES***

- > 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 for 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 participant's need a coach they can respect. I will be generous with praise and set a good example.
- > I will obtain proper training to continue to upgrade my coaching skills.
- >I will work in cooperation with officials for the benefit of the game.

***Fair Play Code .....for OFFICIALS***

- > I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability within the limits of the rules.
- > I will avoid or put an end to any situation that threatens the safety of the players.
- > I will maintain a healthy atmosphere and environment for competition.
- > I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct towards officials, players, spectators, or myself.
- > I will not be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- > I will handle all conflicts firmly but with dignity.
- > I accept my role as a teacher and role model for fair play, especially with young participants.
- > I will be open to discussion and contact with the players before and after the game.
- > I will remain open to constructive criticism and show respect and consideration for different points of view.
- > I will obtain proper training and continue to upgrade my officiating skills.
- > I will work in cooperation with coaches for the benefit of the game.

## **Fair Play Code .....for PARENTS**

- > I will not force my child to participate in hockey.
- > I will remember that my 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 the 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.

## **Fair Play Code.....for SPECTATORS**

- > 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.

### *Fair Play - It's your call*

## **X. PLAYERS REGISTRATION**

No player may participate in any of the KMHA activities unless he/she is properly registered. A player is registered when:

1. A completed registration form has been filed with the KMHA Registrar and registration fees have been paid, or arrangements made for payment in accordance with the KMHA policy.
2. **Registration could be rescinded if fees are not paid in full by October 1st of the current hockey season. \*\*Registration will be withheld until fees from previous year are paid - Certified cheques or money order will accepted as payment for fees in arrears.**
3. Completed team lists on the appropriate required forms must be filed with registrar of KMHA responsible for Registration, no later than **October 1st**
4. **Late Registrations** - will only be accepted by the Registrar of Kerrobert Minor Hockey and full (100%) payment will be required plus an extra \$100.00.
5. **If communities are splitting games and practices then you register with your own association.**
6. **If the team is based solely out of Kerrobert then you pay your fees to Kerrobert Minor Hockey.**
7. **Managers are responsible for all fees being paid before a child can go on the ice.**

\*The executive will set the annual registration date

\*The executive will decide the final decision as to which league, division or team any child will play on.

## **PLAYER MOVEMENT BETWEEN TEAMS**

- If a child wants to be moved to the next level, the coaches from both teams are to evaluate the player and decide if the child is ready to be moved permanently or will play with more than one team. The coaches and Managers of both teams will work together to accommodate scheduling. If a conflict occurs between the two coaches, the vice-president is to evaluate the child and return to the executive board for a final decision.

All player movement during the season must be in accordance with KMH guidelines.

Any player movements for practices or games, from any team, must follow these procedures:

- First communication must be between the coaches of the affected teams.
- All team head coaches must be in agreement to any player movement.
- If no agreement can be reached amongst the coaches, the KMH Vice-president and/or other Executive members will arbitrate the situation.
- The coach of the team of the affected player(s) must then contact and communicate the possible

player(s) move with and have the approval of the parent(s).

- No coach shall contact either directly, or indirectly, any parent or player involved in a possible move prior to a resolution.
- No player shall play with a team other than the team to which he/she was assigned, without the approval of the KMH Vice-President or his designate. This includes league play and tournaments.

The priority for the player is his first assigned team.

## **XI. TOURNAMENTS**

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your Executive encourages all teams to participate in and support tournaments at home, other areas of the province outside the province.

Guidelines are as follows and should be strictly adhered to, with any exceptions referred to your president KMH:

1. All tournament arrangements must be in accordance with all SHA, Hockey Canada and the KMHA rules and regulations. Sponsored tournaments must be sanctioned by SHA.
2. Teams should enter only officially sanctioned and reputable tournaments in which KMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
3. At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
4. Well in advance of departure, the following must be arranged:
  - Through the team manager and rink manager, rescheduling of any games or cancellation of ice time during the away period.
  - Through SHA, a permit must be obtained when traveling to out of province games.

When KMHA hosts a tournament, the hosting team pays referees, ice rental and for prizes given to teams to \$100.00. The proceeds from the 50/50 and the entry fee go to the team sponsoring the tournament to cover these costs. Teams should budget accordingly so that all costs are covered by tournament and not from Kerrobert Minor Hockey. Profits from raffle table would go to team.

### **Tournament To Do List**

#### **2 months prior to tournament...**

- Set up a tournament committee to make all decisions
- Call Rink Manager & Rec Director to discuss date of tournament
- Tournament date is set by KMH Executive. Decide how many teams are coming.
- Contact all teams for invitation to tournament
- Contact Referee Coordinator to ensure they know of date of tournament
- Set a budget for the tournament, so that you know what you will need to charge in fees to

- cover all costs.
- Call Sask. Hockey Association in Regina (789-5101) to inform them of the date of event and have them send out a sanction sheet.
- Decide what/if you will order for the following;
  - o Trophies/medals/gifts for winning teams
  - o Room Prizes
  - o Participant take home gifts
  - o Team snacks (homemade cookies, oranges?)

### **1 month prior to tournament...**

- Ensure that sanction sheet has been filled out and returned to SHA
- Confirm all teams attending
- Have teams fax a team roster for programs
- If you are ordering trophies/medals, place order now (Lyle Honecker from Luseland is great 372-4591)
- Contact Olympic Sports if you choose to do the Hustler Program, someone must pick up Hustler awards from Olympic Sports
- Decide what will be on the draw table

### **1-2 weeks prior to tournament...**

- Print up programs and prepare all prizes/hand-outs for the tournament
  
- Have a team meeting to discuss what jobs need to be filled and hand out sheet of all workers for the weekend/day
  - o 50/50
  - o Clock/score sheet
  - o Draw Table

### **Tournament Weekend**

- Have someone at the rink from the committee, the entire time the tournament is going on in case of problems.
- Prepare float and tickets for 50/50 and draw table (cans are in Minor Hockey Rm)
- Ensure that all prizes arrive for the Draw Table
- Ensure workers are where they need to be
- Ensure trophies/room treats/participant prizes/ are handed out
- Ensure Hustler Award sheet is being filled out correctly
- Ensure 1 or 2 people take care of the money.
- Each Team is responsible for all Revenue and Expenses

## **XII. CONTROL OF CASH REVENUES**

***THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL-DOCUMENTED MANNER.***

Uniform procedures for all organizers should follow the control of all cash revenues and collections associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:

- Bank accounts should be used for association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and canceled cheques as well as receipts, invoices and other financial records are to be held in Trust for the KMHA Executive by the Treasurer. These documents should be kept safe.
- Accounts should be opened in the name of the Kerrobert Minor Hockey and District Association, with cheques signed by the Treasurer and one member of the association
- A receipt in writing should evidence all cash transactions.

**XIII. FUND RAISING GUIDELINES**

**NO TEAM is to SOLICIT donations for their Tournament or Team unless a parent volunteers as a representative from that business or company.**

All teams and participants have a responsibility to project a positive image of the team, and our Minor Hockey Association.

***AT ALL TIMES, THE PUBLIC IMAGE OF THE KMHA MEMBERSHIP CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.***



# Constitution

## ARTICLE I

### GOAL:

The Association will provide a wholesome experience not only for the players participating, but also for coaches, managers, and officials. The main interest of the Association will be the players and not only their hockey abilities but those with special hockey abilities also have to have the opportunity to develop these skills. Decision by the Associations shall be reasonable and shall take into consideration the feelings of the individuals as well as the team. Positive parent participation is also encouraged.

## ARTICLE II

### OBJECTIVES:

1. It is the prerogative of players to have an equal opportunity to play, however, every individual playing must show an interest and the initiative to participate in scheduled events for hockey such as local hockey schools, practices, etc.
  2. To promote and develop not only hockey skills but to encourage the development of physical, social, moral and mental conditions and attitudes in order that the individuals participating become well respected citizens in society.
  3. To promote, encourage and govern the organization and operation of Minor Hockey in Kerrobert.
  4. To cooperate with other district associations as well as the West Central District Minor Hockey Association, the Saskatchewan Hockey Association or any other association in which teams become involved. (Highway 14)
  5. To promote cooperation, friendship, sportsmanship and leadership.

## ARTICLE III

### NAME:

- a) The name of the organization will be the Kerrobert Minor Hockey Association.
- b) For brevity the letters K.M.H. A. will designate the Association.

- c) The Association adopts the definition of an amateur as set forth in the S.A.H.A. handbook.

#### ARTICLE IV

##### MEMBERSHIP:

- a) Shall be composed of organized teams and other groups of individuals in Kerrobert and surrounding districts.

#### ARTICLE V

##### OFFICERS:

- a) Eight executive officers shall be elected annually at the Annual Meeting . Official positions will be filled at the Fall meeting.
- b) Members of the executive:
  - 1 . President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. Registrar
  - 6. Equipment Manager
  - 7. Referee in Chief
  - 8. Head Coach

#### ARTICLE VI

##### MEETINGS:

###### Annual Meetings

- 1 . Shall be held each year at a place designated by the Executive
- 2. Each member at the meeting shall be entitled to one vote
- 3 . Order of Business :
  - a. Reading of the minutes of last Annual meeting and any past special or general meeting
  - b. Business arising out of the minutes
  - c. Reports - Treasurer
    - i. Treasurer
    - ii. Equipment Manager
    - iii. Referee in Chief
    - iv. Head Coach
  - d. Correspondence
  - e. New Business
  - f. Adjournment
- 4. Amendments:
  - a. Amendments to this Constitution may be made by two thirds majority vote of the members at the Annual Meeting

- b. Request to amendments to the Constitution must be made in writing 30 days prior to the Annual meeting and submitted to the Secretary of K.M.H.A.

## ARTICLE VII

### SIGNING AUTHORITY:

1. Signing authority shall be the Treasurer, President and Vice-President

## ARTICLE VIII

### DUTIES OF OFFICERS:

#### 1. Past President

- a. Shall acquaint President with their duties and assist with activities.
- b. Shall serve on the Committee pertaining to Rules and the Constitution

#### 2. President

- a. Shall take office at the Annual meeting in which he/she was elected.
- b. Shall preside at all meetings of the Association
- c. Shall be *ex officio* to all committees
- d. Shall prepare an agenda for all meetings
- e. In case of tie vote shall cast the deciding vote
- f. Shall not make any unilateral decisions and shall pass on issues, concerns, etc. to the appropriate committees

#### 3. Vice President

- a. To assume the duties of President whenever necessary (move up to President the following year)

#### 4. Secretary

- a. Keep minutes of all meetings.
- b. Notify members of date, time and place of meeting
- c. Shall receive any correspondence on behalf of Executive and be responsible for filing same
- d. Shall be responsible for circulation of information to members of the Association

#### 5. Treasurer

- a. Maintain accurate financial records
- b. Shall prepare a financial statement for the Annual Meeting

#### 6. Registrar

- a. Shall ensure that all minor hockey players have been registered with their correct team in relation to players age
- b. Responsible for collection of dues on registration day

#### 7. Equipment Manager

- a. Maintain an equipment inventory
- b. Allot equipment where necessary

- c. Inspect equipment and make recommendations to the Executive for necessary repair or purchase of uniforms or goaltender equipment
  - d. Approach community service groups for equipment replacement when required
8. Referee in Chief
- a. Shall promote and encourage recruiting of Junior referees
  - b. Periodically supervise referees and linesmen in game situations
  - c. Make a report to Annual Meeting
  - d. Be a member of the Rules Committee
  - e. Shall ensure that Rules of the S.A.H. A. are adhered to at all times
9. Head Coach
- a. Shall act as advisor to coaches of member teams when requested
  - b. Shall promote good will and sportsmanship among fellow coaches
  - c. Shall be a member of the Rules Committee

ARTICLE IX

COMMITTEES:

1. Executive Committee (Duties and Powers)
- a. to control business of the K.M.H. A. between Annual meetings, authorize expenditures and have complete control of all players registered with the Association according to Rules and Regulations of the K.M.H. A. process
  - b. To appoint coaches and managers for each team
  - c. To suspend or expel any player, coach, manager or referee refusing to accept or obey the Rules of the K.M.H.A. or S.A.H.A
  - d. To re-admit by majority vote of the Executive any player, coach, manager or referee under suspension
  - e. To arrange and post schedules
  - f. To register all players under its control
  - g. To settle disputes and misunderstandings. Complaints will only be dealt with if a complaint is submitted in writing to the Secretary of the Association
  - h. To purchase uniforms and goalie equipment and maintain the same
  - i. To arrange ice time, in coordination with coaches and managers for the teams j. Power to establish a written contract between K.M.H. A. and the parents of any hockey player registered
2. Rules Committee
- a. Shall consist of the following members:
    - i. President - ex officio
    - ii. Vice President - Chairman
    - iii. Secretary
    - iv. Referee in Chief
    - v. Head Coach
    - vi. One parent of a child registered in each division (alternate)
    - vii. Past President

If any Committee member is a parent of the player, they must withdraw from the review. The alternate will then become a member of the committee.

- b. Shall meet as required
- c. Shall follow rules of the S.A.H.A. and K.M.H.A.
- d. Shall accept any review all written reports of breaking or abusing the rules. These reports must be submitted within seven (7) days of the infraction except for "Special Rules - (d)"
- e. Has the authority to suspend players, coaches, manager or referees
- f. Must give the person in question the opportunity to speak for themselves or to appeal the Committee's decision
- g. The committee must make decisions based on the Goals and Objectives, Rule and Regulations in the best interest of the player and/or the team

## KERROBERT MINOR HOCKEY ASSOCIATION

### RULES AND REGULATIONS

1. C.A.H.A., S.A.H.A., and K.M.H.A. rules shall be explicitly followed
2. Coaches and managers will be responsible for uniforms once received and ensure that they are in good repair and clean. Replacement of uniforms to be brought to the attention of the Equipment Manager.
3. Coaches and managers will be responsible for the collection of fees and dues that have not been paid.
4. All referees and linesmen must be at least of the age of two divisions higher than are being played. Bantams and Midgets should have senior referees.
5. Coaches and managers will arrange for other than scheduled ice time in cooperation with others
6. All attempts must be made by coaches and managers to provide a reasonable number of games for each team
7. All coaches must have at least a Level 1 coaching certificate. The K.M.H.A. in cooperation with the Recreation Director will attempt to provide these clinics locally.
8. All coaches must give each player fair ice time in league and exhibition games, if the player is showing the interest and initiative to attend practices. In tournaments, playoffs, league and S. A.H. A., the coaches discretion will be used for the situation. However, attempts are to be made to treat all players equally. Any variance of this ruling will require approval of the Executive.
9. Concerns that periodically may arise should be attempted to be solved in discussion with the person concerned and the coach and manager. If there is no solution as a result of the discussion with the coach and manager then the concern is to be put in writing and submitted to the Secretary of the K.M.H.A. to be reviewed by the Rules Committee (see Rules Committee - d)

10. All players must be given the opportunity to attend all games if they are unable to dress.
11. Coaches and managers may also issue complaints in writing to the Secretary of the K.M.H.A. for review by the Rules Committee of Executive, if they find a particular player is disruptive to the team's well-being.
12. Coaches and managers are to ensure strict control of their players' actions and behaviour.
13. The use of alcohol and/or drugs by the players and/or their parents or guardians, coaches, managers or other officials of the team while involved in hockey games or practices will result in automatic suspension of the guilty party until the matter has been reviewed by the Rules Committee.
14. Players or parents are expected to notify their coach or manager if they are unable to be at a practice or a game
15. Players are to provide their own hockey equipment. The equipment must meet the C.A.H.A. standards. Helmets are mandatory for Coaches and Players at practices.
16. Coaches and players are to be on time for games and practices.
17. Parents should not be in the dressing rooms ten (10) minutes prior to a game or during the game unless absolutely necessary.
18. All parents are expected to participate and provide their share of travel for the team.
19. Use of cell phones within dressing rooms are banned.
20. SPECIAL RULES:
  - a. Major, match and misconduct penalties will be monitored and if continued abuse of these infractions occur they will be reviewed by the Rules Committee and possible action may be taken to correct the problem.  
(\*These situations may be appealed by the player, coach or manager. The Rules Committee may ask for a report from the player, coach or observer.)
  - b. Game officials (referees, scorekeepers, goal judges, timers, etc) using profanity - such action will be reported to the Executive of the K.M.H. A. and dealt with appropriately.
  - c. Referees are responsible to see that game sheets are filled out properly signed by both team coaches.
  - d. Referees are responsible to report any major, match or misconduct penalty in writing to the Secretary of K.M.H. A. with forty eight (48) hours of the game.
  - e. Participants guilty of unsportsmanlike conduct (swearing, fighting, obscene gestures, property damage, etc) while participating, traveling or observing a hockey game or practice may result in a suspension from the K.M.H. A.
  - f. Coaches and managers must follow the decisions of the Rules Committee.
  - g. Failure by any participant to follow the Rules, Regulations or directions of the Rules Committee will be subject to discipline and will also be subject to the appeal process.
21. SPECIAL RULES
  - a. We accept boys and girls from surrounding Towns and that they pay the same fees as Local Boys and Girls

## **Kerrobert Minor Hockey Rules, Policies**

### **Releases of Players**

Kerrobert Minor Hockey Association will **GRANT** releases to any player wanting to play a higher level of hockey, AA etc., regardless of age/level of that player.

Kerrobert Minor Hockey Association **DENY all lateral releases** to any player unless approved by the majority of the Kerrobert Minor Hockey Executive.

### **Coaches**

Certificates to be handed in and photocopied or Registrar to get from online list.

Fines- KMH will pay the full amount and the coaches that were ineligible will be suspended until Kerrobert Minor Hockey is reimbursed.

All coaches and Assistant Coaches are to have their courses, by Dec. 15 or they will have to be replaced. All coaches will present prescribed certification to Kerrobert Minor Hockey Association.

Coaches need their certificates. If missing any certificates then the coaches will give a cheque to Kerrobert Minor Hockey until the course is taken then they will be reimbursed.

### **Referee**

Use 3 man system for Atom/Novice/Initiation

Use 3 man system for Bantam/ Midget

Used 2 man referee system for initiation/novice

### **Shinny**

Helmets to be worn due to insurance reasons

Helmets mandatory even for adults

### **24 Hour Rule**

That parents be encouraged to wait 24 hours [as a cooling off period] before approaching the coach with any issues/concerns following games.

### **Jersey's**

That #8 will continue to be retired out in remembrance of Grant Meyer and applied to only new Midget Jerseys.

### **Older Children playing down**

Girls playing on boys teams can always play down one group.

## **Kerrobot Minor Hockey - Fee Structure**

### **Gate: Regular Season**

Adult - 3.00

Student over 12 - 2.00

Child 12 and under-1.00

Season pass: Family 50.00 Single 30.00

### **Play offs - Season pass not valid**

Adult - 5.00

Student - 3.00

Child - 2.00

### **Officials**

Initiation - Ref \$20

Novice - Ref \$25, Linesman \$20

Atom - Ref \$25, linesman \$20

Pee Wee - Ref \$50, Linesman \$25

Bantam Ref - \$50, Linesman \$35

Midget - ref \$50, Linesman \$35

### **Registration**

\$360.00 per child / \$260.00 Initiation



## **SUGGESTION FORM**

A member of the Association may submit any suggestions or revisions to the KMHA Policy and Procedure Manual to be reviewed by the policy committee for furtherance to the executive for resolution. Please submit changes to –[kerrobertminorhockey@hotmail.com](mailto:kerrobertminorhockey@hotmail.com) the following form. The Executive of Kerrobert Minor Hockey appreciates your input.

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

Name: \_\_\_\_\_

Suggestion: Section No. \_\_\_\_\_

Suggestion: