



# **Kingston Area Minor Hockey Association**

## **Guidelines & Team Official Handbook**

*Doing it for the Kids!*

# Introduction

Kingston Area Minor Hockey Association (KAMHA) would like to thank all who have participated in the organization, past and present. From players, to parents to volunteers, your help and efforts are greatly appreciated.

*This handbook is provided to both Representative and House League team officials with answers to some common questions and to guide officials through the season and to establish some preliminary guidelines and protocols for teams of KAMHA. It is not intended to be complete, nor is it intended to be a rulebook.*

On behalf of the Board of Directors, the players, parents, fans and all persons associated with the Kingston Area Minor Hockey Association, thank you for volunteering to coach, manage, train or help with a team.

We recognize the tremendous amount of time and effort involved in fulfilling this position. We appreciate your dedication and we (the KAMHA Board of Directors) are here to help you and your teams have a rewarding season.

The players, who have registered with the KAMHA, have joined our organization because they have expectations for a great hockey experience and we all have a responsibility to ensure that these expectations are met or exceeded.

This is no easy task.

As the most visible representative of the KAMHA to the players (and their parents) on your team, it is crucial that you familiarize yourself with the philosophy and procedures associated with our organization.

The enclosed manual is presented to assist you in creating a positive experience for everyone involved and with proper planning and execution of procedures, reduce or eliminate the many problems that can occur. Please read the manual carefully and thoroughly, the information presented has been extensively reviewed and is based on years of experience.

*Make it part of your team strategy!*

Not only do you represent your team, you represent your division and the entire Kingston Area Minor Hockey Association. Together, we can make this a rewarding season for each and every player.

## **KAMHA Teams**

KAMHA Representative (Rep) and House League (HL) Divisions are composed of the following classifications, designated by age as of December 31.

- U18 (midget)                    16 & 17 years old
- U16 (Minor Midget)        15 years old
- U14 and U15 (Bantam) 13 & 14 years old
- U12 and U13 (Peewee) 11 & 12 years old
- U10 and U11 (Atom)        9 & 10 years old
- U9 (Novice)                    7 & 8 years old
- U8 (Minor Novice)        7 years old
- U7 (Initiation (IP))        6 and under

## **Registration**

All registration fees are payable to Kingston Area Minor Hockey Association. Fees can be paid in full before the start of the regular season or as per a predetermined payment schedule as outlined during registration.

### **League Fees**

All players, whether on a Representative team or House League team must pay the base registration fee for their division. Current base registration fees can be found on the KAMHA website ([kamha.ca](http://kamha.ca)).

Players who are successful in obtaining a position on a Representative Team must pay an additional rep fee to cover additional expenses specific to representative hockey.

The registrar will notify the appropriate team officials of any outstanding fees. Unpaid fees will result in loss of playing privileges.

# Roles and Responsibilities

## Coach

The coach oversees and is responsible for all aspects of the day-to-day operation of the assigned hockey team. This means far more than opening the door during a hockey game. A hockey coach has to be a Leader, Teacher, Organizer, Communicator, Risk Manager and more.

Coach's duties and responsibilities include but are not necessarily restricted to the following:

- Ensures all ice and dressing room activities have proper adult supervision – follow OMHA 2 deep rule in dressing room.
- Ensures only KAMHA authorized adults and players are on the ice or behind the bench. ***Hockey Canada will not cover unauthorized adults or players under its insurance program.***
- Ensures all practice drills can be performed with safety in mind.
- Maintains communications with Executive to ensure that the KAMHA can assist in the resolution of difficulties at an early stage.
- The Coach will encourage and demonstrate clean play and good sportsmanship on and off the ice.
- The Coach shall ensure that all events that the team participants in (on and off- ice) are approved by KAMHA and the OMHA.
- The Coach shall ensure that all team apparel worn by the teams is approved by KAMHA.
- The Executive **MUST** approve all Assistant Coaches, Trainers, Managers, before they can act in any capacity.
- The Head Coach of all representative teams must ensure that an itemized statement of monies received from all sources and all disbursements be submitted to the KAMHA by the 15<sup>th</sup> day of each month during the hockey season. A closing statement with proof of account closure must be filed with KAMHA at the end of the playing season.
- The head coach or an official with the team may not charge the team for expenses incurred while performing their position. (ex. Hotel rooms, mileage etc.)
- All Coaches and trainers or approved volunteers who are on the ice during an approved KAMHA or OMHA event must wear a CSA approved helmet

## **BE PREPARED FOR A GAME**

A coach needs to be prepared with his line up and strategies for the game. While KAMHA promotes equal play and opportunity for player development within both HL and Rep, it is understood at the Rep level there will be occasions within a game where the Coach determines that it is necessary for the overall success of the team, to afford some players more ice than other players.

## **WHAT TO BRING FOR A GAME**

- Pucks for warm up
- Water bottles (We suggest individual water bottles)
- Game Sheet - filled out fully and correctly – electronic forms (IPAD)
- OMHA approved roster
- Extra set of sweaters (in case of conflict)
- White Board and markers, chalk

## **BE PREPARED FOR A PRACTICE**

A coach needs to be prepared for the practice before they arrive at the rink. This should include a detailed outline of the drills that will be used during practice. All drills should be chosen to work on the topics and skills you want to work on and develop. When planning your practice you need to remember to involve all players and use all assistant coaches and trainers that are on the ice. Don't forget your goalies. Goalies need goalie drills and not just shots on net for the whole practice. You should have a team official work with your goalie for the practice.

Possible questions to review in developing a practice include:

- What are the objectives and why
- Are they achievable?
- Are the specific drills chosen effective?
- Do they have good flow/do they utilize the full ice?
- How do the drills improve
  - Individual skills
  - Team skills

- Defensemen skills
  - Forward skills
  - Goalie skills
  - Offensive play skills
  - Defensive play skills
  - Specialty teams
- Do the drills simulate game situations?
  - Are they too complex/too simple/are they appropriate for the level?
  - Do they engage the players?
  - Are the instructors on the same page/are they utilized to the maximum?
  - Are the kids getting enough time with pucks.
  - Add your own questions.

### **Why do we do this drill (this way)?**

The better answer may not be found in the past, it may come from your imagination; borrowing what was good, ignoring what was bad, rearranging in a new way with some added excitement. There was a time when goalies did not leave the net, defensemen did not cross the red line, and forwards did not make forward passes. Take the challenge! See [how far forward you can move the game of hockey.](#)

Developing a practice is like writing a play. It needs to be easy to direct, easy to follow and still be a winner. No simple task.

### **WHO CAN BE ON THE ICE FOR PRACTICE**

**ONLY** carded team officials and KAMHA approved volunteers may be on the ice during practice and therefore they must have a current coach level certificate or trainers' certificate. Older players from KAMHA who are going to attend your practice to help must be in full equipment.

**No injured player** can be on the ice without previous medical clearance.

### **WHAT TO BRING TO PRACTICE**

- Pucks (make sure you have enough for the drills you are running)
- Water bottles (make sure that players have a fresh supply of water at all times)

- Pylons and other equipment needed for your drills
- White board and markers or outline of drill big enough for players to see.

KAMHA believes that to develop players to their full potential, we must first develop our coaches. Therefore KAMHA has implemented the OMHA Coach Mentor Program. This program is a support program for coaches to help guide them in all areas involved in coaching.

For more information or to volunteer for the Coach Mentor Program please contact Director of Coaching Development for KAMHA, Brian Begbie.

### **Trainer**

All KAMHA Trainers must have at least Level 1 of the HCCP Trainer's Certification (including Speak Out) to be designated as part of any KAMHA team. Some of the responsibilities include:

- Maintain medical information for all players
- Maintain a first aid kit and bring to all practices and games
- Administer to injuries on and off the ice
- Complete all medical forms
- Ensures a safety action plan is in place (Emergency Action Plan) for each game or practice. Reports any arena deficiencies to the rink personal/Association Executive
- Reviews player equipment on a regular basis for defects and advises parents accordingly.
- Monitors rehabilitation of injured athletes and ensures medical clearance to return to play.

### **Emergency Action Plan**

Accidents can happen anytime, anywhere to anyone. Therefore, to be prepared in the event of serious injuries, every team must establish an Emergency Action Plan (EAP). The EAP requires the appointment of three (3) individuals to specific roles, which they would assume in the event of a medical emergency. The EAP should be rehearsed at various times throughout the season:

### **Person in Charge**

- The most qualified person available with training in emergency control, first aid or the Hockey Canada Safety Program
- Familiarize yourself with arena emergency equipment
- Takes control of an emergency situation until a medical authority arrives
- Assesses severity of an injury.

### **Call Person**

- Makes call for emergency assistance
- Knows location of emergency telephones in every facility
- Knows list of emergency telephone numbers
- Knows best directions to arena
- Knows best route in and out of arena for ambulance crew

### **Control Person**

- Controls crowd and other players and keeps them away from Person in Charge and injured player
- Ensures proper room to work for Person In Charge and ambulance crew
- Discusses Emergency Action Plan with Arena Staff, Officials, Opponents
- Ensures that the route for the ambulance crew is clear and available
- Seeks highly trained medical personnel (i.e. MD, Nurse) if requested by Person In Charge

## Manager

The manager works closely with the coach and is the liaison with the parents.

- Roster sheets. Every player in the KAMHA (whether HL or rep) must be on an OMHA approved roster. The roster must be completed by the KAMHA Registrar before the first league or tournament game(s). This ensures that each player and team official is insured by Hockey Canada insurance.
- Tournaments: The number of tournaments and locations are left up to each team, it is the responsibility of the manager to book tournaments and submit the proper paper work. **It is important to be sure to take copies your approved Roster and Travel Permit** with you when attending a tournament. Please ensure everyone associated with your team is clear about the dates, times, locations, (directions) and hotel arrangements (if required).
- Travel Permits: All teams require a travel permit when attending any exhibition games or Tournaments. The fee for the Travel Permit is paid by the KAMHA. Travel permits can be obtained by completing the travel permit request form from the kamha website.
- Communications: The manager shall ensure that the parents or guardians are informed of all matters regarding the teams season and finances. All expenditures must be approved by the team parents or guardians.
- KAMHA's current policy is that team buses must be used **after Nov. 1<sup>st</sup>** when traveling to any out of town games with the exception of games in Belleville and Quinte or tournament games. The team may elect to travel on a bus prior to Nov. 1<sup>st</sup>, this must be determined by a vote at the team level, one vote per player, majority rule. The head coach has the right to schedule a bus for any game before Nov. 1<sup>st</sup> in the event of unfavorable weather conditions.

## **AFFILIATING PLAYERS:**

Every team is expected to begin the season with a full roster. With fortune on your side, every player will be at every game and practice throughout the entire year. The nature of this sport indicates there will be times when a player(s) cannot make a game(s) and thus the benefit of calling up an affiliated player(s).

The added incentive is that if players know they could be rewarded for their performance by being called up, they will continue to make the effort to play well and improve within their own division.

A player can only be affiliated by one (1) team. Ensure the player and his/her parents are aware of this one (1) team rule and please ensure that you actually play the affiliated player(s). An affiliated player is meant to augment your team, not replace an existing player.

An affiliated player cannot play in a game which conflicts with his/her home team's schedule without the permission of his home coach (nor can he play under suspension). It is in your best interest to affiliate more than one (1) player.

An Affiliate Player:

- Must be from the KAMHA
- Must be from a lower level
- Must be approved by OMHA
- Must be approved by the coach of his/her home team
- Must be approved by his/her parent(s)/guardian(s).
- Must appear on the team roster as (AP) and be recorded on the game sheet with an (AP) by his/her name

You must have the permission of the home team coach and the parent(s)/guardian(s) for each game the affiliated player plays.

## **SPEAK OUT**

The mission of the KAMHA is to ensure that its participants are provided meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment. The KAMHA considers any form of abuse, neglect or harassment to be unacceptable and will do all it can to prevent this intolerable social problem. The KAMHA expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

Please refer to the Risk Management page on the KAMHA website for more information on the prevention of abuse.

## **The Insurance Program Coverage**

Hockey Canada and each of the Branches of which Hockey Canada is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a Committee **while acting within the scope of his or her duties**. It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams provided all are registered with or affiliated with Hockey Canada. It includes any sponsor of any team or Hockey Canada, but only with respect to his, her or their liability as such; and it includes any owner of any insured team. **Note:** A volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid.

### **When are you covered?**

- Hockey Canada/Branch sanctioned events (league games, Tournaments, practices, training camps, sanctioned fundraisers) when Playing member teams only!
- Transportation directly to and from the arena or venue.
- Accommodations while billeted or at a hotel during a Hockey Canada/Branch sanctioned hockey activity.

Hockey Canada's insurance program provides broad and extensive coverage both on and off the ice. It is therefore, important that whenever any accident or injury occurs that a Hockey Canada Accident Report Form is completed and given to the Kingston Area Minor Hockey Association Head Trainer. Please retain a copy of the injury report for your records and submit place the original completed form in the KAMHA mailbox located on the main level of the Invista Centre. Please mark to the attention of KAMHA Head Trainer.

### **How to Make a Claim**

1. **SECURE** a Hockey Canada Accident Report Form from your team or the Head Trainer for Kingston Area Minor Hockey Association.
2. **COMPLETE** the form in its entirety. Have your team official complete the team section and your Doctor/Dentist completes the back of the form.
3. **SUBMIT** the fully completed form to the Head Trainer for Kingston Area Minor Hockey Association along with any receipts or invoices within 90 days of the date of accident.

### **NOTE:**

- Only Accident Report Forms received in the Branch office within 90 days of the date of accident will be accepted.
- Forms must be completed in their entirety or the forms will be returned.
- Only original receipts and/or invoices are acceptable.
- Hockey Canada is strictly a supplemental insurer. If you have access to any other insurance, you must pursue it through them first.
- Hockey Canada shall cover those costs not covered by your primary insurance to our policy limits.

## **Harassment and Abuse**

It is the policy of Hockey Canada, OMHA, and Kingston Area Minor Hockey Association that there shall be no harassment or abuse and neglect, whether physical, emotional, or sexual of any participant in any of its programs. KAMHA expects every parent, volunteer, and staff member to take all responsible steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

**Harassment Defined** – is behavior by one person toward another, which is insulting, intimidating, humiliating, malicious, degrading, or offensive. It may be physical, verbal, emotional, or sexual and the victim may feel discomfort, embarrassment or fear for their safety.

**Abuse Defined** – is any form of physical, emotional, sexual mistreatment or lack of care, which causes physical or emotional damage to a child by a person in authority, and position of trust.

Types of behavior which constitute harassment and/or abuse include, but are not limited to:

- Unwelcome jokes, innuendo, or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors this is defined as abuse under Child Protection Legislation).
- Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).

- Any form of hazing.
- Any form of physical assault (if minor involved, covered under Child Protection Legislation).
- Any sexual offence including sexual assault (if minor involved, covered under Child Protection Legislation).
- Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.
- Action upon suspecting or witnessing harassment or abuse
- The use of information or communication technologies such as email, cell phones, text messaging, camera phones, iPod cameras, social networking sites such as Facebook and Twitter, to support deliberate and hostile behaviour by an individual or group that is intended to harm others, threaten, harass, embarrass, socially exclude or damage reputations and friendships.

### **Your Responsibility if You Suspect or Witness Harassment or Abuse**

**Team Level (Minor Incidents)** - Any person who experiences, witnesses or has reason to believe that harassment has occurred is encouraged to make it known that the behavior is unwelcome, offensive and contrary to the values of this policy. Although the complainant may disclose/report to any official of KAMHA, it is recommended for suspected minor cases of harassment, i.e., inappropriate jokes or unwelcome remarks that the initial level of intervention be at the complainant's local team.

**KAMHA Level (Minor Incidents)** - If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, or if the informal resolution was not successful, the matter should then be reported to an official of KAMHA.

**Serious Incidents** - Any person having reasonable grounds, through the course of Association business, activities or events, to believe that a

child/youth/participant is being abused or neglected or who has reason to believe a major incident has occurred, such as inappropriate touching, fondling, kissing, hiring of escort services, solicitations of a physical nature, physical mistreatment, sexual mistreatment, inadequate moral guidance or emotional mistreatment, or repeated taunting, must document and report this belief/incident to their local Child Protection Agency and/or the Police as well as the KAMHA Board of Directors.

### **Coaches Code of Conduct**

- 1. Be a positive role model for your players.**
- 2. Winning is a consideration, but not the most important one. Care more about the player than winning the game. Remember that players are involved in hockey for fun.**
- 3. Display emotional maturity.**
- 4. Be alert to the physical safety of players.**
- 5. Direct comments or criticism at the performance rather than at the player**
- 6. Teach good sportsmanship, respect parents, officials, and opponents.**
- 7. Familiarize yourself with the rules of KAMHA and OMHA**
- 8. Recognize your influence on your players**
- 9. Emphasize the development of the fundamentals skills of hockey.**
- 10. Regularly seek ways to increasing your development and self-awareness. (CEP)**
- 11. Maintain open lines of communication with your players, parents, K.A.M.H.A.**
- 12. Never verbally or physically abuse a player or official.**
- 13. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem**
- 14. Be prepared for all practices and games.**
- 15. Abstain from tobacco or alcoholic beverages when working with your players.**

## **The Coaching Code of Ethics**

### **Integrity**

The coach must act with integrity in performing all duties owed to athletes, hockey, other coaches and the public.

### **Competence**

The coach must strive to be well prepared and current in order that all duties in the respective discipline are fulfilled with competence.

### **Athlete's Interest**

The coach must act in the best interest of the athlete's development as a whole person.

### **Respect for Officials**

The coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

### **Respect for the Rules**

The coach must accept both the letter and the spirit of the rules that define and govern hockey.

### **Responsibility to other Coaches**

The coach's conduct towards other coaches must be characterized by courtesy, good faith, and respect.

### **Personal Conduct**

The coach must maintain the highest standards of personal conduct and support the principles of fair play.

## **KAMHA Contacts**

### President

Name Steve Walker  
Email [swalker@kamha.ca](mailto:swalker@kamha.ca)

### Vice-president Representative Hockey Operations:

Name Enrico Caruso  
Email [vprep@kamha.ca](mailto:vprep@kamha.ca)

### Convenor Representative Hockey Operations:

Name TBD  
Email repconvenor@kamha.ca

### Vice-president House League Hockey Operations:

Name Kris Kehoe  
Email [vphl@kamha.ca](mailto:vphl@kamha.ca)

### Treasurer:

Name Chris Fountain  
Email [treasurer@kamha.ca](mailto:treasurer@kamha.ca)

### Director of Coaching Development:

Name Dave Kerr  
Email [coaching@kamha.ca](mailto:coaching@kamha.ca)

### Head Trainer:

Name Mark Vandepol  
Email [mvandepol@kamha.ca](mailto:mvandepol@kamha.ca)

### Administrator:

Name Susie Quinton  
Email [administrator@kamha.ca](mailto:administrator@kamha.ca)

### Registrar:

Name Bonnie Denna  
Email [bdenna@kamha.ca](mailto:bdenna@kamha.ca)

We the undersigned have read and agree to follow the guidelines outlined in this handbook

Coach

Manager

Trainer