



Kitimat Minor Hockey Association

Policy & Procedure Manual
2024-2025 Season

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PLEASE READ THIS HANDBOOK!

IT IS YOUR RESPONSIBILITY TO BE AN INFORMED MEMBER OF KMHA

This manual is intended to represent an outline of what the Association feels is best for our children and the programs we have built to serve these children. Try to understand the intent of these policies and rules and use common sense when interpreting this document. The Executive board can answer most questions you may have. Please seek out the appropriate director for your question. If you don't know which director to contact, please reach out to the general email:

kitimatminorhockey@gmail.com

The final interpretation however, rests in the hands of the Executive. If you have any suggestions for improvements or additions to this book, please make them in writing to the general email before March 1st of the current season so Executive can follow up and make suggestions to bring to the AGM.

USE OF OUR LOGO AND TRADEMARK

Kitimat Minor Hockey Association Logo may NOT be used without the written consent of the Kitimat Minor Hockey Executive. This includes items for tournaments, gift bags, clothing, ect. Requests can be made to our general email.

1.1 THE PHILOSOPHY OF THE KITIMAT MINOR HOCKEY ASSOCIATION

The Kitimat Minor Hockey Association believes that every person who wants to participate should have the opportunity to do so, at his or her level of skill and level of interest. The Kitimat Minor Hockey Association is committed to providing leadership, which will ensure the best possible environment for a quality hockey experience for each person in the types and categories of minor play as designated by the British Columbia Amateur Hockey Association. Kitimat Minor Hockey will also assist and provide services for female hockey.

The Kitimat Minor Hockey Association recognizes that hockey is a major influence on its participants and on our community and believes that this influence should be a positive one both on the community and on the individual. The Kitimat Minor Hockey Association provides leadership to all of minor hockey in Kitimat and Represents Kitimat Minor Hockey with the provincial governing body, the British Columbia Amateur Hockey Association.

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

-Resolution passed by Membership Jan/90.

1.2 How is Hockey Funded at KMHA?

- 1) Each player's hockey at KMHA is funded in four ways:
 - a) Sponsorship.
 - b) Registration Fees.
 - c) Grants.
 - d) Home Tournament net revenue.

- 2) Where do my Registration Fees go?
 - a) Hockey Canada player and volunteer insurance and membership fee.
 - b) Player and Coach Development Programs.
 - c) Membership fee with BC Hockey and NorthWest District Hockey.
 - e) Coach's clinics, volunteer courses, Referee Clinics.
 - f) Website and Programs.
 - g) Administrative costs associated with Registration.
 - h) Accounting Fees.
 - i) Equipment: Jerseys, Goalie Equipment, Pucks, and First Aid Kits.
 - j) Referee Payments.
 - k) Ice Costs (Damages and Rental).
 - l) One 8x10 memory mate photo
 - m) Misc. expenses

- 3) How are fees established?
 - a) Each year the Board of Directors considers all of the above noted expenses and ice allotted per Division and establishes KMHA fees for the upcoming season.

2 ASSOCIATION INFORMATION

2.2 REGULATIONS

In all instances where the KMHA Regulations, Constitution, By-Laws and Policies and Procedures present a conflict with the BCAHA or Hockey Canada Regulations, the current BCAHA or HC Regulations will take precedence.

KMHA may subscribe to, become a member of and co-operate with any other society or association whether incorporated or not, whose objectives are in whole or in part similar.

2.3 POLICY AND PROCEDURE MANUAL

- a) Policy and Procedure Manual are general guidelines that support Constitution and By-Laws. They are meant to reflect the direction given by the members of KMHA and are meant to be followed by all members of the KMHA.
- b) Where there are compelling reasons to waive policy and/or procedure the Executive will call a General Meeting to seek direction from the membership on the matter.
- c) All changes and/or additions to K.M.H.A. P&P will be formally submitted to the KMHA secretary 30 days in advance of the AGM.
- d) Any changes or amendments to the P&P made at an AGM or extraordinary meeting shall take effect immediately.
- e) Changes or amendments made at an extraordinary meeting shall only be in effect until the end of the current season unless submitted and accepted at the AGM.

2.4 INSPECTION OF BOOKS AND RECORDS OF THE SOCIETY BY MEMBERS

Inspection of the books and records of the Association may be done by members in good standing at a place to be arranged by the Executive Officer responsible. Members wishing to inspect the books and records of the Association must give 7 days' notice in writing to the President. The books and records of KMHA must be available for inspection within 14 days of such notice being received by the President.

2.5 RULES OF ORDER

The official rules of order for all KMHA meetings shall be Roberts Rules of Order. In those instances where Roberts Rules of Order conflict with the KMHA Constitution and By-Laws, the KMHA Constitution and By-Laws shall take precedence.

2.6 SOCIETY ACT REGULATIONS

KMHA shall abide by the Society's Act of British Columbia, a copy of which is available from Riverlodge.

2.7 EXECUTIVE POSITIONS NOT FILLED

- a) All elected positions must be filled by vote or acclamation by the end of the AGM or there will be no registration.
- b) All appointed Executive positions must be filled by August 1 of the current year or the start of the KMHA season will be put on hold until the position is filled.
- c) A person can only hold one position on the Executive Board.
- d) Should a seat become vacant the position may temporarily be taken on by another director(s) but must be filled within three weeks by another person. Should a person not be found then a meeting shall be called amongst the parents (if it is a divisional Manager) or the GM if it is another position, and a suitable person be appointed or rule b) is invoked.

3. REGISTRATION RULES

3.1 REGISTRATION

- a) The official registration day each year will take place as determined by the Registrar and Executive Board of KMHA. The time and place of registration, along with the fee and other necessary information will be published in the local newspaper and aired over the local radio station at least one week prior to registration.
- b) KMHA will make reasonable efforts to ensure that all those wishing to register and play hockey in Kitimat are permitted to do so. All players, coaches and team officials must be registered to KMHA and insured before participating in any activities sanctioned by KMHA. Only those players in good standing, including players returning to, or players new to KMHA will be permitted to register.
- c) All KMHA registration, including players and volunteers, will be completed via Teamsnap. Access to this platform will be necessary for all members, as this is the preferred platform for team communications.

3.2 FEES

- a) Early bird registration will take place through the months of June and July where you will receive \$50 off the defined registration fee. Any returning player registration received after July 31st will be subject to pay the full price of registration. New players to KMHA would receive the early bird pricing.
- b) KMHA will use the following Tiered Fee Structure:
 - 1) Initiation will pay a fee of 60% of regular registration fee.
 - 2) House – Registration Fees to cover operating costs.
 - 3) Those registering as full-time goalies in divisions U13 and up shall receive 50% reduction in their registration fee.
- c) Registration fees are calculated by division and are payable based on the age, and in certain instances, the position played, of the player. Registration fees shall be determined each year by the KMHA Executive Board and must be paid by an approved method, including Credit Card and Interac e-Transfer, in the amounts and dates set out by the KMHA Executive Board.
- d) Registration fees become due and payable upon registration, unless the family cannot afford the full amount. In this case, time payments will be accepted as defined by the Executive Board. The minimum payment to be made on the date of registration is \$100.00 per player. No partial cash payments accepted. EMT must be sent in before the July 31st deadline otherwise you will be subject to FULL registration fee. Parents to make arrangements for full payment or the child will not be allowed on the ice. There will be no changing of the dates indicated on the post-dated cheques.
- e) Full payment is due by **December 31st**. If full payment is not received by December 31st, the \$50.00 late fee will be assessed. After January 1 the registration cost is 50%.
- f) If payments on an NSF cheque and/or outstanding balance are not made and the money is not received in full before season end (April 30), the player will not be in good standing and the family will not be allowed to register for the next season until full payment is made. Registration for the next season will be cash only in full.
- g) No child will be denied the opportunity to play hockey because of an inability to pay. The President and Registrar together shall consider all requests for fee exemption and guarantee confidentiality. If a player's registration fee is being paid for by a third party, those fees need to have been received, or a payment plan communicated to the KMHA Treasurer, prior to the player going on the ice with KMHA. It is recommended that if a player is requiring financial assistance, the player(s) should be registered well in advance of the season start date in order to provide enough time for the paperwork to be

processed. If complications or delays should arise, then there will be enough time to sort it out before the player would be scheduled for ice time. Players will be required to submit proof that they have applied for financial assistance to the treasurer.

- h) Registration refunds will be based on a charge of weekly ice, all mutual aid, insurance fees and a \$25.00 administration fee.
- i) Families registering three (3) or more players with KMHA will receive a 50% discount on the third, and subsequent, registrations when all players are registered at the same time. If one of those players chooses not to play hockey and would like a refund, you will be entitled to a portion of that third discounted registration fee. Families will pay full rate for first two highest fees.
- j) No player shall be permitted on the ice until they are registered with the Kitimat Minor Hockey Association, one parent per family has Respect in Sport (parent) showing up on their HCR profile, registration fees are paid in full, or an installment plan (of three (3) payments) has been preselected, and the player is in good standing. All players are required to wear full equipment including a CSA approved helmet.
- k) It is understood that the payment of a registration fee does not constitute the entire obligation of a parent or guardian. This shall be made clear to all parents or guardians at the time of registration.

3.3 **REP TRYOUT FEES**

Representative team tryout fees are a nonrefundable \$100 and must be paid prior to the player's respective Representative team evaluation start date.

3.4 **REFUNDS**

- a) Any player suspended for discipline reasons will not be given a refund of their registration fees.
- b) Requests for refunds must be made in writing and submitted by email to registerwithKMHA@gmail.com, prior to January 1st of the current season unless prior approval by the KMHA Executive Board has been obtained.
- c) Representative team evaluation fees may be refunded if the Registrar is notified by email of the player's intention to not participate in the evaluations, seven (7) days prior to the evaluation scheduled start time, or if the Representative team of that division does not proceed. Representative fees are non-refundable, and will be applied to the remaining team member's account.

3.5 **OVERAGE PLAYERS**

- a) Any player movement from Division to Division must be initiated and communicated from the Divisional Managers only. The Divisional Manager will report all movement to the Registrar. Any fees applicable for movement will be due and payable at movement.
- b) Age per Division, as at December 31, for KMHA will be as follows:

U7-	5 & 6
U9 -	7 & 8
U11 -	9 & 10
U13 -	11 & 12
U15 -	13 & 14
U18-	15, 16 & 17
U21 -	18 -20
Female -	13 – 20

- c) KMHA may apply to have a player moved from his/her normal division to the next lower division, on non-carded (Recreational) teams only for the following reasons:
1. Health Reasons
 2. Lack of hockey and skating experience
 3. Other extenuating circumstances
 4. A member association may apply to have an 18 year old player registered in the U18 division
 5. No team at proper category
- KMHA shall complete the OA form and submit it to the Executive Director of NWD for consideration prior to December 1st of the current season, with exemption of mass movement of players.
 - The approval of an overage player shall require the approval from the Executive Director of NWD.
 - The OA request shall be ruled on within 10 days of receiving the request, and written notification of the decision forwarded to KMHA president.
 - Each OA request must be completed on the NWD OA Request form.
 - The decision is appealable to the NWD Directors.
 - The Executive Director shall assess each application for an overage player, considering the circumstances of the players, and the impact he/she may have on other players, if approved as an overage player.
 - An approved overage player may be subject to further review by the Executive Director at any time during the season.
 - A list of approved overage players shall be circulated to all the members and entered into Hisports.
 - OA players can only be one year out of category.
 - Not more than 25% of a team roster or players in uniform shall be overage players.
 - The team officials of their team shall be responsible for the representations made with respect to the eligibility of the players on the team.
 - Teams shall pay a fee of \$25.00 per unauthorized/illegal player for each game played and shall be subject to further discipline.
 - All approved overage players must be marked "OA" on all game sheets, or a \$25.00 fine is levied for each infraction, and may be subject to further discipline.
 - A MHA which does not register sufficient players in a division to form a team may apply for the mass movement of the registered players in that division, to the next higher or lower or both in order to form one or more teams in those divisions
 - The directors may approve the movement of players identified in application;
 1. If the approval of the application results in a team roster comprised of more than 25% overage players, the 25% limit may be waived by the directors for this instance.
 2. An application for mass movement of players must be submitted prior to October 31st of

each season.

- If an approved OA player receives a major penalty, match penalty or gross misconduct, that player's OA approval may be rescinded, and the player will have to move to his/her proper age division. The decision is not subject to appeal.
- d) All players will be registered into a division by their age. Any request for change will take place after registration by following player movement guidelines.
- e) If the child is registered in Initiation and moves up by the player movement deadline, the parent must pay the difference in registration costs if any.
- f) Registration of players with previous hockey experience, transferring from another association, will be permitted to register up to January 10th. Transfers and/or Residential waivers must be approved by BC Hockey prior to the player going on the ice with KMHA.
- g) Registrations are to be accepted only by the Registrar or the person designated by the registrar (in the event that the Registrar is not available). No other person(s) is to accept fees or registration information.

4 DUTIES OF OFFICERS, DIRECTORS & STANDING COMMITTEES

4.1 THE PRESIDENT SHALL:

- a) Manage and supervise the affairs and operations of KMHA;
- b) Sign all minutes of meetings along with the Secretary or any other Officer appointed by the Executive Board.
- c) Have the power to suspend any player, spectator, member, parent or official of KMHA for conduct deemed to be detrimental to the aims and objectives of KMHA. Such suspension to be effective until dealt with by the Discipline Committee.
- d) Sit on all committees as an ex-officio voting member;
- e) Be one of six Directors of the North West District League;
- f) Actively recruit new volunteers.

4.2 FIRST VICE-PRESIDENT SHALL:

- a) In the absence of the President, or in the event of their inability to act, will have and exercise all the powers of the President;
- b) Be one of six Directors of the North West District League ;
- c) Chair the Discipline Committee
- d) Act as or appoint a Rep and/or B Team Co-ordinator.
- e) Act as a liaison in conjunction with Rep and B Team Managers with other communities regarding Rep teams including exhibition games;
- f) Call two meetings of Rep and B Team Managers (before and after mid-season);
- g) Review the duties and responsibilities of a Manager with each new Rep and B Team Manager-prior to the commencement of the season.
- h) Work with Head Coach (re: selection process of Rep and B Coaches, team officials

and Team Development).

- i) Inform Equipment Manager of equipment requirements:
- j) Co-ordinate the allocation, switching, dismissal and inter-team movement of players with the Rep and B Teams.
- k) Exercise control over discipline in arena, particularly in events involving the Rep and B Teams.
- l) Receive and deal with problems in the Rep and B teams and clarify with those directly involved. Shall advise the appropriate Divisional Manager of any intended invitations from a Rep and B team to a house player to participate with a Rep or B team in any fashion (prior to that invitation being extended).
- m) Shall be involved with the "Affiliate Rep Player" policy as set out in the Policy and Procedures.

4.3 SECOND VICE-PRESIDENT SHALL:

- a) Be responsible for Annual Awards (i.e. distribution of voting sheets Prior to March 1, ordering trophies and presentation of trophies);
- b) Be House Team Co-ordinator and act as liaison for Divisional Managers;
- c) Convene two meetings of the Divisional Managers (before and after mid-season).
- d) Review with each new Divisional Manager their duties and responsibilities prior to the commencement of the season.
- e) Shall co-ordinate the Annual banquet /Award presentations;
- f) Co-ordinate the addition and removal of trophies.
- g) Work with the committees so as to be kept well informed of all activities in order to ensure the success of the above items;

4.4 TREASURER SHALL:

- a) Deposit all monies on a bi-weekly basis in the name of the Association in banks or credit unions designated by the Executive Board.
- b) Disperse funds at the direction of the Executive Board (i.e. payment of referees);
- c) Be responsible for seeing that referees receive payment for games refereed as designated under the Section of "Referees & Linesmen" in this manual;
- d) Render an account of transactions, (i.e. running tab of budget items) at Board of Director, General membership meetings or whenever required;
- e) Have present at each Annual General Meeting, a Report of the year's operation
- f) Oversee the financial duties of the Equipment Manager;
- g) Be responsible for all invoicing of all incoming funds;
- h) Shall be present at first meeting of the various tournament committees to indicate what procedures should be followed regarding tournament budgets, etc.;
- i) Must deposit all post-dated checks no later than 2 weeks after check date;
- j) Be responsible for dealing with NSF cheques;
- k) Ensure that proper procedure for receipt and disbursement of funds are followed;

- l) Ensure all supporting receipts and paperwork is returned in a timely fashion;

4.5 SECRETARY SHALL:

- a) Keep an accurate record of the proceedings of the Association as required by the Society Act;
- b) Be the custodian of the Seal of the Association and of all books, papers, records, correspondence, contracts and other documents belonging to the Association, except financial records which shall be delivered to the Treasurer.
- c) Receive and communicate all KMHA Correspondence;
- d) Be one of two designated Signing Officers for BCAHA for release of players, etc.;
- e) Publish the notice of the Annual General Meeting at least 14 days before the meeting;
- f) Provide a copy of the BCAHA Administration Guide to each new Board member;
- g) Co-ordinate the printing of game sheets and distribution to the Divisional Managers;
- h) Process all Tournament Sanction forms through BCAHA at the start of the season;
- i) Due to the access to sensitive issues the secretary's position should be one of utmost confidentiality. If this confidentiality is breached it would be grounds for dismissal.
- j) Publish the notice of registration with fees at least one week before registration;
- k) Shall be responsible for all registration ads in the local media and recreation brochures.
- l) Review, submit all event sanction forms

4.6 FIRST DIRECTOR-AT-LARGE SHALL:

- a) Shall be an advisor to the Executive Board on matters of the operation of the Association from the standing of the participants;
- b) Shall be the Sponsorship Co-ordinator;
- c) Coordinate and promote board advertising in the arenas.
- d) Monitor Tournament Fundraising Committees and provide a copy of the current "Do not approach" list to the tournament coordinators.
- e) Provide the Sponsors with a team picture each year;
- f) Invite Sponsors to attend the year-end awards;
- g) See that the Sponsors receive recognition through publication of league standings, tournament programs, etc.
- h) Coordinate the allocation of Sponsors to the appropriate teams or tournaments.
- i) Work with the Equipment Manager to determine the sponsor's jerseys to be distributed for the season.

4.7 SECOND DIRECTOR-AT-LARGE SHALL:

- a) Coordinate Minor Hockey Week and other special events assigned by the Executive Board;
- b) Be responsible for producing/publishing the Parent/Player Handbook each year;
- c) Be responsible for team photos (i.e. contract, setting up schedules with photographer,

distribution, etc.);

- d) Ensure accurate records are kept of all projects completed, in progress, or contemplated aside from those records that are within the jurisdiction of the Treasurer;
- e) Research fundraising projects or approve research of fundraising projects before they are submitted to the Executive Board for approval;
- f) Ensure no major projects are begun, aside from research, until Executive Board approval has been awarded;
- g) Ensure projects do not conflict with other service groups and shall make such conflicts known to the President when submitted;
- h) Monitor the fundraising activities of tournament fund-raiser committees;
- i) Be responsible for the Lottery Licensing for the Association;
- j) Ensure that all communications with Gaming Commission regarding lottery licenses are through the KMHA Secretary Only.

4.8 HEAD COACH SHALL:

- a) Be responsible for requesting, organizing and promoting National Coaches Certification Program Clinics;
- b) Shall form a committee of "Coaching Representative(s)" consisting of Representation for each division and the Divisional Managers. The Head Coach with the assistance and suggestions of the "Committee" shall organize and promote Coaching programs addressing Coaching and divisional developmental requirements. Instruction, assistance and individuals may be sought from resources outside the minor hockey structure.
- c) Act as a liaison between KMHA Executive Board and the Coaches and in doing so ensure that the Coaches are aware of and adhere to the KMHA Philosophy, BCAHA, HC, KMHA Constitution, Policy & Procedures and any new decisions brought forth by the Executive Board. Likewise to ensure the KMHA Executive Board is kept abreast of any concerns or problems Coaches are incurring with the Associations' policies;
- d) Be responsible for the recruitment of Coaches and shall provide a list of Coaches names, addresses and phone numbers to the Registrar and Secretary;
- e) Develop with the "Coaching Representative(s)" committee an evaluation program that evaluates the Developmental Progress between Divisions;
- f) Assist Coaches with team selection, team balancing and player evaluations and facilitate meetings for support/feedback in an advisory capacity;
- g) If required, assist with player evaluations for the purpose of the Pre-Season Draft. Shall co-ordinate and oversee a Draft System to be used by all divisions;
- h) Conduct review with Coaches and divisional Managers to evaluate the Teams' balance of Competitiveness, until such time as movement on Teams and between divisions is no longer acceptable, "See Movement of Players"
- i) Maximize the use of resources & programs available to the Association and distribute any development materials received from the BCAHA, HC or any other sources;
- j) Oversee the creation of a program of sequential player development in conjunction with BCAHA, HC & surrounding associations using materials available from these sources. In instances where a

developed program exists, the Head Coach should monitor the progress of the program with recommendation & implementation of revisions to the program;

- k) Be the second level of involvement when dealing with Coaches. (Divisional Managers shall be first level);
- l) Facilitate a minimum of 2 Coaches meetings per seasons (before and after mid-season);
- m) Submit clinic request forms to BCAHA;
- n) Provide facilities for the clinic lecture and provide the necessary audio-visual equipment needed for clinics;
- o) Arrange for the necessary ice time for on-ice clinic sessions;
- p) Arrange publicity for the clinics (both before and after);
- q) Evaluations of Coaches shall occur at least once a year and be used as a tool and guideline by the Head Coach and Representative(s) Committee as to new or additional directions required for successful development;
- r) Shall co-ordinate any additional “extraordinary” evaluation on a Coach only if a problem or concern is received in writing”;
- s) Co-ordinate a meeting of Coaches, assistant Coaches and referees early in the season and two months later to go over concerns with game management;
- t) Co-ordinate and assist with Rep & B Team Coach selection process as defined in “Rep / B Team Coach selection committee”;

4.9 RISK MANAGER SHALL

- a. Must be a qualified CHSP; Canada Hockey Safety Person
- b. Ensure that all Association teams have at least one CHSP qualified person assigned to their team roster;
- c. Maintain KMHA records of CHSP qualified persons;
- d. Complete regular arena safety checks on all facilities used by the Association;
- e. Conduct two meetings (one before Nov. 1 and one after Christmas with the team safety people);
- f. Ensure that all teams have adequate supply of and access to injury Report forms;
- g. Receive and Report all injury statistics & logs to the N.W. District Safety and Risk Management Co-ordinator;
- h. Receive all BCAHA risk management bulletins and keep safety people current with this information;
- i. Produce and distribute to all volunteers who deal with players, a volunteer letter that is taken to the RCMP to have a Criminal Record Check (CRC) completed as per BCHA guidelines;
- j. Review and record all CRC's returned from the RCMP. For CRC's with a “May or May Not Exist” box (es) checked, the Risk Manager will call the RCMP and request the information pertaining to these boxes and the time frame around this information. If the information received is within the last five (5) years and is related to Drugs, Alcohol or anything to do with children, the Risk Manager will meet with the President to discuss and

determine if the volunteer will be allowed to work with the players. For all negative and approved CRC's, the check will be valid for one (3) years, beginning in the 2023-2024 season. Any volunteer requiring fingerprinting, the check will be valid for three (3) years.

- k. All volunteers need to have all required courses completed by October 1. Courses are: Criminal record check, Concussion awareness and respect in sport.
- l. Responsible for safety kits, including re-stocking of inventory.

4.10 REFEREE-IN-CHIEF SHALL

- a) Shall have or have had at least a Level 1 certification;
- b) Through the aid of clinics, train and supply sufficient referees to satisfy the demands of the KMHA;
- c) Inform Coaches of new rules at the beginning of each season;
- d) Oversee the conduct of ~~his~~ the officials;
- e) Ensure the KMHA Executive Board is notified of any concerns or problems referees are incurring with the Association's Policies & Procedures;
- f) Facilitate a minimum of 2 referee meetings per season (before and after mid-season);
- g) Co-ordinate the evaluation of referees and linesmen at least once a year;
- h) Place laminated sheets in both arenas to aid time and scorekeepers with the protocol, calls and signals as necessary;
- i) Organize the Referee's Clinic.

4.11 REFEREE COORDINATOR SHALL:

- a) Meet with the Divisional Managers and Ice Scheduler to obtain schedules;
- b) Do up scheduling sheet to include all games scheduled until Divisional Managers have their referee assignors in place for the season.
- c) Schedule referees on at least a weekly basis for all scheduled games and ensure all referees are used as equally as possible.
- d) It is up to the Division Managers to inform of any game changes;
- e) Keep a detailed list by age, level and any other pertinent information of the referees.
- f) Prepare pay stubs and envelopes for the Treasurer 3 times a season or as needed for referee payment (dates to be determined by Treasurer);
- g) Receive Reports from the referees in regards to problems, match penalties, game or gross misconducts and refer information to appropriate Executive Board Members;
- h) Replace referees when the designated cannot show up (provided they have given enough notice);
- i) Appoint goal judges for play-off or tournament games upon request;
- j) Appoint a referee (other than one on the list) only when they cannot secure the services of one on the list for special reasons considered in the interests of KMHA;
- k) When a referee does not put in an appearance, it shall be Reported immediately to the referee co-

ordinator by the Manager or Coach of the home team or the Divisional Manager;

- l) Be responsible for any further duties as agreed upon by the Referee co-ordinator and Referee-In-Chief and/or Executive Board.

4.12 EQUIPMENT MANAGER SHALL:

- a) Receive and compile a list of equipment based on recommendations from the Manager of each Division.
- b) Be responsible for handling, storage, Repair, cleaning and inventory of all equipment owned by KMHA as well as marking all KMHA property with the appropriate label;
- c) Assess the amount and kinds of equipment that will be required for each forthcoming playing season;
- d) Prepare and submit to the Financial Committee an equipment budget for the following season; Prepare the budget for equipment purchases for the AGM to be voted on by the membership for the upcoming season.
- e) Become knowledgeable of all types of hockey equipment.
- f) Adhere to all procedures as indicated by the Finance Committee,
- g) Co-ordinate Registration Day Swap Meet;
- h) Record equipment handed out on the appropriate form;
- i) Record equipment handed out on the appropriate form;
- j) Provide 1 goalie stick for each team in Initiation I and II, and Atom;
- k) For those goalies attending goalie camps and clinics, they will pay a \$50.00 deposit fee. It will be returned when equipment is returned in satisfactory condition;
- l) Prepare a complete inventory / asset list for the Treasurer by April 1 or for each season to be included in the balance sheet at the AGM.

4.13 REGISTRAR SHALL:

- a) Receive and certify all certificates submitted on behalf of the players and teams applying for registration in the KMHA and forward same to the BCAHA;
- b) Look after the insurance or mutual aid requirements in relation to hockey players registered with the KMHA and forward same to the BCAHA;
- c) Handle all claims for mutual aid, seeing they are processed properly and settled;
- d) Present at each General Meeting a Report of the year's operation;
- e) Coordinate all phases of player registration;
- f) Inform Coaches and Managers of any medical problems listed on the registration forms;
- g) Send all players registration cards to BCAHA by the dates specified in the League agreement(s) or as soon as signed;
- h) Provide Divisional Managers, Rep Team Co-ordinator, First Vice President and Second Vice President with lists of all players, guardian names, addresses and phone numbers after the final

registration date;

- i) Provide a copy of the KMHA Discipline Guide to each registrant on registration day.

4.14 DIVISIONAL MANAGERS SHALL:

- a) Oversee the general conduct of individuals and the standard of play within the division;
- b) Work with Head Coach to select house Coaches in their division;
- c) Inform the Equipment Manager of equipment requirements;
- d) Appoint a tournament Coordinator to co-ordinate the annual tournament in his division as per "Tournament Structure";
- e) Ensure fair and equal treatment of all players in the division;
- f) Report all written complaints made by parents regarding Coaches etc. to the various Executive members;
- g) Assist Head Coach with development of good Coaching techniques and development appropriate to Division;
- h) Supervise with Head Coach the organization and draft of team players as per designated draft formula;
- i) Be present and active in the evaluation with the Coaches, Head Coach to evaluate the balance of Teams competitiveness for developmental purposes;
- j) assist in drawing up and distributing league schedules to house Coaches, team persons and Rep team Managers (where applicable);
- k) Assign scorekeepers and timekeepers for all games;
- l) Ensure the return of uniforms and equipment to the Equipment Manager after each season;
- m) In matters of player discipline as per the Recommended Discipline Guide, shall deal with and have the authority over all First Level Offenses through such means as mandatory parental attendance, player conduct contracts, and dismissal from ice time.
- n) Receive and deal with problems in their divisions and clarify with those directly involved;
- o) Ensure all Coaches have Mutual Aid forms and communicate all injuries to Registrar for Mutual Aid purposes;
- p) Supply score sheets;
- q) Work with the Coaches to appoint a "Team Representative" for each team in their division;

4.15 FEMALE HOCKEY CO-ORDINATOR

- a. Shall promote cooperation, coordination and sharing of information and best practices amongst district female hockey committees.
- b. Shall provide input related to the development of female hockey programs.

- c. Shall encourage participation in female hockey.
- d. Shall promote female hockey events within KMHA.
- e. Shall assist District Female Hockey Committees/personnel with the promotion and delivery of female hockey programs.
- f. Shall promote the BC Hockey Female Model.
- g. Shall act as a liaison between female players, coaches and KMHA executive board.
- h. Shall communicate female development opportunities to players and/or coaches.

4.16 Tournament Director

- a) Shall be the point of contact for all divisional tournament co-ordinators and oversee the progress of their tournament planning.
- b) Shall act as a liaison between tournament co-ordinators and KMHA executive board and step in on the executive's behalf with divisions if rules and regulations are not being adhered to.
- c) Shall be present at the first meeting of the various tournament committees to indicate the various procedures that need to be followed regarding fundraising, sponsorship, trophies, ect.
- d) Shall be responsible to update and publish The Tournament Handbook every year.
- e) Shall be responsible to update the "No Approach" list for tournaments and sponsorship.

4.17 EXECUTIVE BOARD MEMBERS

- a) Any expenses above and beyond approved amount must go through the Executive Board for approval;
- b) All Members of the Executive Board must be responsible for all monies advanced to them. All paperwork must be filled out and all monies &/or receipts must be returned in a timely manner. No member is to establish slush funds for purchases over a period time with KMHA money;
- c) No member of KMHA shall receive funds without returning a receipt for said funds. KMHA is to provide receipt books upon request.
- d) Any Non-Operational expenditures must be approved by a vote (in quorum) at an official Executive meeting.
- e) All correspondence with members of the Executive Board pertaining to hockey questions and complaints will be through emailing the proper executive member, please read over job descriptions above. If you are unsure of who to email, then email the general email (kitimatminorhockey@gmail.com). Members of the Executive Board are not to be contacted via

phone, social media or have visits made to their home to discuss KMHA matters.

- f) All members of the Executive Board members shall address emails within 7 days of submission.

4.18 ICE SCHEDULER SHALL:

- a) Ensure that an effective line of communication is developed and maintained with the Executive Board, District of Kitimat and Ice Users.
- b) Disperse ice time to the Divisional Managers and First Vice President for their respective leagues.
- c) Communicate with the Divisional Managers to use available ice time in the best possible way.
- d) Will invoice to the treasurer once a month all B-team ice & tournament ice.
- e) Will pick up from the Treasurer a copy of the ice bill for the month, prior to the 20th to check for billing errors or omissions.
- f) Prepare a budget for the Finance Committee for the upcoming season by the 1st of August.
- g) Be the KMHA Representative at all District of Kitimat Ice Guidelines meetings.
- h) Schedule ice for Referee training and for goaltender's clinics as requested.
- i) Keep track of extra ice purchased by the division and inform the Treasurer of the monies owed.
- j) Provide Divisional Managers and the President with the Northwest District Schedule.
- k) Administer Northwest District Ice according to the Northwest District schedule. Any ice not used by the Rep teams will be redistributed to House by the Ice Scheduler.

5 DUTIES OF COMMITTEES

5.1 FINANCE COMMITTEE SHALL:

- a) Consist of the Treasurer who shall be Chairperson, the First and Second Director at Large, Ice Scheduler, and any other members appointed by the Executive.
- b) Examine and prepare all budgets for final approval by the Executive Board.
- c) Examine and establish procedures for sound fiscal management and get final approval of the Executive Board.
- d) Limited fundraising will be used to balance the operating budget.
- e) Examine all fundraising proposals as presented before submitting to the Membership for approval.

5.2 NOMINATING COMMITTEE SHALL:

- a) Be appointed by the President.
- b) Whenever possible, provide a list of candidates for appointed positions for the Annual General Meeting.

4.17 DISCIPLINE COMMITTEE SHALL:

- a) Consist of the First Vice-President who shall be Chairperson and four other persons (who are Minor

Hockey Association Members) appointed by the 1st Vice President and approved by the Executive Board;

- b) Conduct their affairs as per the "Discipline Procedure."
- c) Chairperson of the Discipline Committee will call a meeting of the committee preferably within a week of receiving written notification.

5.5 REP COACH & B TEAM SELECTION COMMITTEE SHALL:

- ❖ Be appointed by the executive board (which includes the head Coach).
- ❖ Will consist of 5, they are the head Coach, 1st vice president and 3 appointed. They will meet to review the list of candidates who have submitted their names for consideration; Should any of the above wish to coach the rep team, then that person must step aside from the selection committee while the decision is made. Selection committee will be defined by July 31st of the current year.
- ❖ Meet with each candidate to ensure their suitability for the position.
- ❖ Where there is more than one candidate competing for the same position, the committee will meet with the candidates and apply the BCAHA Coach selection process to determine the successful candidate; The process will include an interview and review of credentials. Preference will be given to those applicants already with their Dev 1 certification.
- ❖ Applicants for Head Coach position of a Rep Team is preferred to have two (2) years of experience of being a hockey coach.
- ❖ An application form must be completed by any person wishing to be the coach or assistant coach.
- ❖ Deadline for potential head coaches will be July 31st of the current season.
- ❖ The successful candidate will be determined by majority vote of the committee members.
- ❖ The head Coach or First Vice President will personally contact all the applicants and explains the final decision of the committee.
- ❖ Every applicant will be entitled to fair process.

6 DUTIES OF NORTHWEST DISTRICT, KMHA, PLAYERS AND OTHER VOLUNTEERS.

6.1 NORTHWEST DISTRICT LEAGUE SHALL:

- a) Provide Rep teams with a schedule of league games.
- b) Provide Rep teams with play-offs at the end of league play.
- c) Oversee the general conduct of the Coaches, players & referees in Rep games under their jurisdiction.
- d) Have an Atom all-star tournament every year rotating between Kitimat, Terrace and Prince Rupert.

6.2 KMHA SHALL:

- a) Provide each team with ice time as can be provided through the allocation of ice by the District

of Kitimat.

- b) Oversee the general conduct of players and officials working games under the auspices of KMHA.
- c) Pay all registration fees for current members only that attend any clinics required by KMHA. Non- members will be required to pay; Members must pass clinics and/or courses to be reimbursed by KMHA.
- d) Cover the costs of carding officials.
- e) Pay officials for working games.
- f) Provide an area for the storage of equipment.
- g) Provide house league teams with jerseys.
- h) Provide Rep Teams with two sets of jerseys-and socks.
- i) Allocate funds to provide team and individual photos. Should the bids be higher than anticipated the parents will be required to pay the difference.
- j) Reimburse referee clinics upon completion of the required number of games.
- k) Not rent ice after end of season unless approved by Executive Board.
- l) Provide an awards ceremony or banquet.
- m) Provide trophies, medals, etc. at the end of the season.
- n) Purchase a Banner and have it hung in Tamitik Arenas for the following:
 - ❖ U13 and/or Female 'B' team qualifying for and becoming Northern Winter Games Champion
 - ❖ U15 and/or U18 "B Cup" Champions
 - ❖ U13, U15, U18 and/or Female Rep Zone Champions (Representing our zone in Provincials)
 - ❖ U13, U15, U18 and/or Female Rep Provincial Champions
- o) Support U21 Hockey as per BCAHA and H.C. age categories and all applicable rules provided there is sufficient (11) registration.
- p) Ensure that every Coach has "Speak Out" before they are mutually aided except in extenuating circumstances whereas the Coach will then take the next available clinic.
- q) Ensure that each team has been assigned a qualified HCSP person.
- r) Shall host a mandatory parent meeting. BC Hockey requires that all Minor Hockey Associations host a parent meeting prior to October 15th annually. Such a meeting will cover a minimum of the following:
 - Review of key Minor Hockey Association Policies and Procedures i.e., Locker Room Policy, Team Selection, Ice Times
 - Review of the Association complaint process / policy
 - Code of Conduct expectations
 - One parent per family to take "Sportsmanship in the stands."

6.3 EQUIPMENT

- a. KMHA will supply:
 - ❖ chest protectors through U11 Division;
 - ❖ blockers, catchers and pads will be provided for goaltenders up to and including U13.
 - ❖ 1 stick per team for goalies up to and including U11
- b. Each Division shall be assigned a date and time where the players and their parents will come to the arena to pick up their Jersey, at which time the jersey shall be recorded and then signed for by the parent;
- c. In the case of the Rep teams the Rep team Manager must sign for all jerseys and the Rep team be responsible for the damaged or lost jerseys.

6.4 CLINICS

Each year the KMHA holds clinics for parents, Coaches and referees. These clinics are co-ordinated through the BCAHA office. KMHA will cover registration costs for those members wishing to attend approved clinics such as the NCCP and the NRCP Programs provided that person is a paid member of the Association Coaching clinic reimbursements will be forthcoming only after assignment work is submitted to BC Hockey and Coach receives certificate of completion.

AVAILABLE CLINICS

- a) Parent Orientation Night - a presentation for parents on the care and fitting of equipment, development programs, the role of the parents in minor hockey and the objectives of the local Association.
- b) KMHA shall share information to all interested parties on the availability of coaching clinics hosted in the Northwest District.

Any Co-ordinator of a Local Clinic shall:

1. Submit clinic request form.
2. Provide facilities for the lecture and provide the necessary audio-visual equipment needed.
3. Arrange for the necessary ice time for on-ice sessions.
4. Arrange publicity for the clinic both before and after.

6.5 COACHES SHALL:

- 6.5.1 Strive to meet the aims and objectives of the KMHA.
- ~~6.5.2~~ Instruct the players in the fundamentals of hockey.
- 6.5.3 Ensure dressing rooms are supervised until the last player leaves the room.
- 6.5.4 Have a Coach Level to Coach Minor Hockey and Female Hockey or ensure that the first available Coach Level Clinic is attended (as per BCAHA, REGULATION 7,2602)
- 6.5.5 Advise players and parents of required protective equipment and ensure that the required equipment is worn at all times.
- ~~6.5.6~~ Conduct themselves as per KMHA & BCAHA Policies.
- 6.5.7 Familiarize themselves with the HC, BCAHA Rules

6.6 TEAM REPRESENTATIVE SHALL:

- 6.6.1 Phone team members with any changes or questions for division.
- 6.6.2 Collect any monies, tickets, etc., from team for Divisional Managers.
- 6.6.3 Hand out any schedules, tickets, newsletters, etc. for the Divisional Manager or Coach.
- 6.6.4 Help with organizing photo day and monies.

6.7 SAFETY PERSON SHALL:

- 6.7.1 Conducts regular checks of players' equipment.
- 6.7.2 Is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention.
- 6.7.3 Coordinates plans for road trips, tournaments, etc. and assists in the overall supervision of the team.
- 6.7.4 Establishes medical history files on every player and carries these files and the team first aid kit on every outing.
- 6.7.5 Implements an emergency action plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
- 6.7.6 Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.
- 6.7.7 Assumes a leadership role in promoting the values of safety, fair play and integrity.
- 6.7.8 Must be a minimum of 19 years of age.
- 6.7.9 Must wear a hi-vis vest, must tell their coaches and must remain in the arena at all times during the game/practice.
- 6.7.10 Cannot be on the bench at any time.

6.8 OFFICIALS SHALL:

- a) Report any problems, concerns to Head Referee;
- b) Receive honorarium as follows:

	Referee	Linesman	Shadow
Initiation (U7)	15	13	10
Novice (U9)	20	18	10
Atom (U11)	22	18	10
Atom Development (U11)	24	23	22
Peewee (U13)	26	25	

Bantam (U15)	30	27	
Midget (U18)	30	27	
Peewee Rep (U13)	38	29	
Bantam Rep (U15)	45	31	
Midget Rep (U18)	45	35	

- i. Officials will officiate games at least one division lower than the division they would normally play in. In cases where the official is not a registered player, they will officiate at least one division lower than they would play in if he were a registered player;
- ii. Officials will be given equal opportunity to officiate games in U13 Division and lower;
- iii. In U15 Division and higher, the most qualified officials available at the time will be used;
- iv. Only carded officials will be used as per BCAHA Rules.
- v. New referees must officiate a minimum of 2 games prior to being reimbursed for courses.

7 ICE GUIDELINES

7.1 ALLOCATION

- a) Each of the teams in a division is to receive an equal opportunity for:
 - 1) Extra ice time, if available, will be provided but not at the expense of the other teams. Practice times or host game times are not to be cancelled to provide this extra ice except for tournaments. Winter Games and N.B.C. Winter Games Playoffs as well as Provincial Playoffs are not deemed as "Extra Ice";
 - 2) If possible, one tournament for each division shall be provided yearly. All of the players playing in the KMHA in the appropriate division are to participate.
 - 3) A block of ice will be scheduled for Northwest District games.
 - 4) The youngest teams are to get preference for early p.m. ice on weekdays.
 - 5) All additional ice time must be sanctioned through the BC Hockey website and approval submitted to the KMHA Secretary. For example ice during Christmas break, and all dry land training.

7.2 ICE SCHEDULING GUIDELINES:

- a) A KMHA's ice scheduler meeting to be held by the second week of September to finalize ice times for each division. The meeting should be chaired by the Ice Scheduler, with the purpose of establishing a weekly ice schedule and the following individuals should be in attendance:
 - President,
 - 1st Vice President,
 - 2nd Vice President,
 - Treasurer,
 - Referee in Chief and/or the Referee Co-ordinator and
 - All Divisional Managers.

- b) Based upon the weekly schedule, a full season schedule is Prepared for both arenas showing:
 - Season start date, last day before Christmas break, first day after Christmas break, spring break if required, last day of the season, all statutory holidays, all KMHA tournaments and known events to D.O.K. scheduled Northwest District events.
- c) Any ice booked outside of the regular season, i.e. Holidays, Christmas break, etc., must be booked directly with the D.O.K. and paid for directly to the D.O.K. as per their policy. Should the teams wish to have this ice sanctioned they must contact the Risk Manager with the ice times a minimum of (one) 1 month in advance.
- d) Divisional Manager's responsibility to the Ice Scheduler is:
 - Notify the Ice Scheduler as soon as they are aware of any changes within their division, if the notice of change is more than 10 days the ice scheduler will notify the division that has the least ice used to date and that division will be recorded as using the ice. If the notice is less than 10 days the ice scheduler will fill the ice slot with whoever they can and the scheduled division will be recorded as using the ice. No ice times will be traded or swapped without the Ice Scheduler's approval.
- e) Along with one other executive member, the Ice Scheduler will attend the D.O.K. ice users meeting, usually held in April. Prior to this meeting, the Ice Scheduler will submit to the D.O.K. the KMHA proposed ice requirements for the following year.

7.3 COLD WEATHER POLICY

- a. If the temperature is forecast to be -15 or under without the wind chill factor, at the discretion of the coach and divisional managers, may proceed with ice time.
- b. If ice time is to be cancelled due to cold weather, Executive will check the Environment Canada website <http://www.weatheroffice.gc.ca> and use that reading to make the decision. When possible, parents/divisional managers will be notified by email prior to scheduled ice time.
- c. No refunds will be provided to players for cold weather ice cancellation.

7.4 NON-SANCTIONED HOCKEY POLICY

- a) Players rostered to a BC hockey team are NOT permitted to play for a non-sanctioned team at the same time. Players and volunteers will be suspended from their MHA and BC Hockey for the remainder of the season. If the player chooses to come back to sanctioned hockey, they will be allowed to register for the following season.
- b) If players are asked to play a mini game during a non-sanctioned game at intermission, KMHA jerseys and socks with KMHA logo are not to be worn.
- c) For more information on the BC Hockey non-sanctioned hockey policy, please refer to section 9.18 in the BC Hockey manual which is available online.

7.5 SOCIAL MEDIA POLICY

BC Hockey social media Policy identifies the standard of behaviour which is expected of all BC Hockey members and participants including but not limited to; players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in BC Hockey activities and events. BC Hockey is committed to providing an environment in which all individuals are treated with respect. It is understood that many minor hockey associations, teams and players may have an official web page and / or social media account. Social media accounts

can include but are not limited to; Twitter, Facebook, Snapchat, Instagram, blogs, YouTube, etc. Social media is a public domain which may be used to enhance opportunities in life and hockey. The positive use of social media is acceptable and encouraged by BC Hockey. The following items outline the BC Hockey Social Media Guidelines.

1. IMAGE

- a) Content on social media should portray a positive image of the participant, team, association, League, or BC Hockey.
- b) All participants who have or moderate a social media account must conduct themselves in a positive and professional manner that reflects as a healthy influence within their community.

2. COMMUNICATION

- a) Social media may be used to promote hockey events (e.g. practices, games, tournaments etc.)
- b) Complimentary posts may highlight team play, good sportsmanship, achievements in hockey, school, or the community.
- c) Inappropriate comments, pictures, racial slurs, threats against teammates, officials or opposing teams are prohibited. Social media may not be used to bully, harass, promote negative influences or criminal behaviour.
- d) It is recommended that all confidential information or personal contact information not be posted.
- e) Do not disclose personal information of others.

3. BEST PRACTICES

- a) Include images and videos when possible
- b) Provide shareable, relevant, value-driven content
- c) Support causes and people of admiration.
- d) Celebrate team successes.
- e) Remember, it is almost impossible to ever delete a post permanently. Should a violation(s) of the outlined guidelines occur they should be reported to BC Hockey and will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws.
- f) KMHA will abide by BC Hockey policy

7.6 BULLYING AND HARASSMENT POLICY

The KMHA Executive recognizes that harassment, while at its extreme is easy to discern, has a subjective element resulting from individual interpretations of what may constitute harassment. Harassment is behavior, by one individual or group towards another, which is insulting, intimidating, humiliating, malicious, degrading, or offensive. Harassment creates negative and uncomfortable

feelings for the individual or group to which it is directed and can instill feelings from discomfort and embarrassment to fear for one's safety. Harassment can take many forms whether physical, verbal, sexual or emotional and most often involves a combination of these elements. A defining characteristic of harassment is that it usually takes place where one person is in a position of power over another or has the trust of the other and subsequently abuses that power. Intentions are not of consequence; it is the perception of the behavior that is most critical.

Types of behavior that constitute harassment include but are not limited to: (for expanded list see BC Hockey description)

- 1) Unwelcome jokes, innuendo or teasing with respect to a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- 2) Condescending, patronizing, threatening, or punishing actions, which undermine self-esteem and diminish performance.
- 3) Practical jokes which cause awkwardness or embarrassment, endanger individual safety, or negatively affect performance.
- 4) Unwanted or unnecessary physical contact including touching, patting or pinching or unwelcome flirtation, sexual advances, requests or invitations, where, in the case of minor children is defined as abuse under Child Protection Legislation
- 5) Any form of hazing or physical assault where, in the case of minor children is defined as abuse under Child Protection Legislation
- 6) Continuous phone calls, emails, following outside of the arena and/or visiting volunteer's homes.
- 7) All the above include verbal or written remarks and/or threats and extend to any social networking environment.
 - It is the responsibility of all KMHA members to report any form of abuse or harassment as per the KMHA Chain of Command (Divisional Manager -Division Head Coach - Executive).
 - Complaints will be submitted following the KMHA Complaints Procedure which you can find a copy of the complaint form on the KMHA website. KMHA will ensure matters are treated confidentiality and shall seek counsel of Child Protective Services if deemed necessary.
 - KMHA has a zero tolerance for bullying and harassment, including that of social media. It is treated very seriously as we are obligated to provide a safe environment for everyone. This includes an environment free from inappropriate behavior such as shouting, verbal abuse, intimidation, swearing, threats and physical violence. Further to this, the standards of conduct outlined in the Fair Play Parent/Spectator code of conduct clearly outlines the expected behavior. If it is determined that a member is bullying and/or harassing another member of KMHA, the matter will be handled following KMHA's Complaints and Disciplinary Procedures.
 - It is important for everyone to document such an encounter right away to ensure that the details are captured. If you find that you are in a position when you think that the behavior is inappropriate and requires further action, please follow the KMHA Chain of Command as appropriate (Divisional Manager – Divisional Head Coach – Executive)
 - Examples of inappropriate use of social media:

Refer to Social Media Policy for full details. Section 2.C clearly states: “Inappropriate comments, pictures, racial slurs, threats against teammates, officials or opposing teams are prohibited. Social media may not be used to bully, harass, promote negative influences or criminal behaviour.”

8 COMPLAINT PROCESS:

In the event a member of the association or the public wish to report a complaint, the KMHA executive will be respectful, open and comprehensive to understand the complaint, its origin, history and varying relevant perspectives. As well, respond in a reasonable frame of within one week to give a report of explanation, further investigation planning, or outline of options to pursue from this point forward. If the complainant is not satisfied, they may be advised to communicate with other entities or forward the appeal to the district level. In the event the member is interested in giving recommendation for change, please contact the executive. Refer to the Complaints, Protests and Appeals Section in the Policies and Procedures for more information.

8.1 COMPLAINTS IN WRITING

All complaints shall be reported in writing to the general KMHA email: Kitimatminorhockey@gmail.com and is encouraged to be made as quickly as possible. Complaint form can be found on KMHA website.

8.2 DEALING WITH ALL OTHER COMPLAINTS

Complaints regarding the conduct of a player, parent, or spectator (but not including a coach) shall be made to the applicable KMHA Division Manager and/or KMHA Head Coach, who shall have primary responsibility for investigating the matter and gathering relevant facts. The Division Manager and Head Coach may:

- a) deal with the matter in such manner as they consider reasonable.
- b) seek the recommendation from the KMHA 1st or 2nd Vice President depending on whether the matter concerns Rep or House.
- c) the 1st or 2nd Vice President may determine that a referral of the matter to a Disciplinary Committee is warranted.

8.3 COACH COMPLAINTS

Complaints regarding coaches and other team officials must be made first to the applicable Divisional Manager. If the complaint is not resolved or cannot be resolved, or it requires a decision, it must be escalated to the KMHA Head Coach. If the complaint is still not able to be resolved, it must be presented in writing to the KMHA Executive Board for resolution.

8.4 APPEALS PROCESS

Appeals of any KMHA policy, procedure or decision must be made in writing to the executive or appropriate committee. Until a decision is made on the appeal, the original directive will be followed. The decision may be appealed to the Appeals Committee.

8.6 APPEALS COMMITTEE

The Association shall have the option to form an Appeals Committee.

- a) The committee will consist of the First Vice-President who shall be Chairperson and four other persons (who are Minor Hockey Association Members) appointed by the 1st Vice President and approved by the Executive Board;
- b) Conduct their affairs as per the appeals procedure outlined in the BC Hockey policies and procedures.
- c) Chairperson of the Appeal Committee will call a meeting of the committee preferably within a week of receiving written notification.
- d) The Appeal Committee may consist of the same members that formed the Discipline Committee if such a step was taken.

The Appeals Committee shall be charged with the responsibility of receiving and investigating written and signed appeals brought to it by any member of the Association and shall forthwith deliver its findings and recommendations in writing to the Board of Directors with respect to same.

- In the event the letter of appeal is based on the decision of the Appeal Committee; the aggrieved party will be forwarded to the Northwest District President to follow the next level of appeal as outlined under BC Hockey.
- Any member may appeal a decision of the Board of Directors, or a Director or Committee pertaining to an appealable circumstance to the Appeals Committee by notice in writing within seven (7) days of being notified of the decision by the Board of Directors.
- An appeal by an aggrieved party shall be in writing to the chairperson of the Appeals Committee and shall:
 - a) Outline the nature of the grievance.
 - b) Present particulars pertinent to the grievance.
 - c) Identify the desired corrective action for the consideration of the committee.
- For each matter, the Appeals Committee shall establish a hearing committee of its members, and the 1st Vice President shall be its chairperson. The designated chairperson shall conduct all meetings and hearings with reasonable fairness, allowing all parties the opportunity to present all the relevant information.
- If through misadventure, sickness or other reason, a member of the Appeals Committee is not able to attend an appeal hearing, the hearing shall proceed with the members present. If less than three members are present, the appellant shall be given the option of rescheduling the hearing to a convenient future date and time. The Appeals Committee shall hear the Appeal in a timely fashion and render its decision in writing to the applicable parties by telephone, or electronic mail within 48 hours, to be followed by written notification sent by electronic mail within seven (7) days (including Sundays and public holidays) of the appeal hearing. The decision of the Appeals Committee shall be final except if a further appeal is made to BC Hockey.

8.5 NOTICE OF APPEAL

A matter may be appealed to the Appeals Committee by giving written notice to the KMHA Executive providing a description of the matter(s) in question and stating the reasons for the appeal. An appeal shall either be delivered by hand or electronic mail, within seven (7) days (including Sundays and public holidays) following notification of the decision referred to in the section above.

8.9 GENERAL MEETING

- a) Upon the hearing of any complaint against a member of the Association, the Executive Board may by Resolution determine that the complaint be referred to a General Meeting of the members of the Association for action under the provisions of the KMHA Constitution and Bylaws.

9 DRESSING ROOM POLICY

- 7.5.1 All coaching staff that will be in the presence of children in the dressing room shall have the following minimum certifications: CRC, RIS.
- 7.5.2 Doors to dressing rooms must remain unlocked at all times when occupied.
- 7.5.3 Rooms may be locked when individuals are not in the room as a measure of security.
- 7.5.4 Cell phones must be turned off in change rooms, unless used to play music. In that instance, the phone would set a play list and then be put away.
- 7.5.5 Cell phones should be prohibited from use in dressing rooms to avoid inappropriate use of cameras.
- 7.5.6 Vaping or smoking is not allowed in the dressing room.
- 7.5.7 Drugs and alcohol are not allowed in the dressing room.
- 7.5.8 When coaches have a pre-game, post-game or practice discussion, there must be at least two adults in the room.
 - a) U7, U9 and U11 Parents are permitted in the dressing room to assist their child in getting their hockey gear on and off. Once the child is dressed in their hockey gear, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back in the dressing room to assist their child in removing their hockey gear, only after the coaching staff has had the opportunity to address any issues from the game or practice. U11 age players should be encouraged to start tightening their own skates and dressing themselves. Coaches may assist if need be.
 - b) At the U13, U15 and U18 levels, parents and other individuals may not enter the dressing rooms. The following instances are exceptions: A medical emergency where the parents' presence may be essential to the wellbeing of their child; An invitation is extended by the coaching staff.
 - c) The Rule of Two (previously Two Deep) requires two trained and screened adults (CRC; RIS) to be present in the dressing room, or immediately outside the dressing room, with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment.

- d) The team will agree on a reasonable time frame prior to and after a game or practice for the players to change, this will dictate when the two screened team representatives will be present to supervise. For example, if the team rule is that all players are expected to be in the dressing room 45 minutes prior to the start of a game or practice, then two authorized team representatives are expected to be there at that time also. This also applies after the game/practice.
- e) Coaching staff are the primary point of supervision within the dressing room.
- f) One authorized team representative (CRC & RIS) outside of the dressing room is sufficient, so long as they are attending to their duties and there is another team representative inside the arena.
- g) Outside of the time periods set within the team rules, players are the responsibility of their parents.
- h) In the female dressing room, men are not to be inside the dressing room at any time. If the player needs help with their gear, they must come out into the hallway to receive help.
- i) Each team is expected to clean up after themselves.
- j) Failure to use the facilities properly, will result in divisions not being permitted to use them.

9.1 CO-ED DRESSING ROOM POLICY

a) In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

- i. Male players will not undress to less than a minimum of shorts while females are present.
- ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

b) When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above. NOTE: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room.

c) When separate facilities do not exist for both male and female participants:

- i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- iii. It is the responsibility of the team to ensure that these guidelines are followed.

10 COMPOSITION OF TEAMS AND DIVISION

10.1 TEAM DIVISIONS

- a) Division designation shall be in accordance with designations used by the HC as follows: Female, Juvenile, U18, U15, U13, U11, U9 & U7
- b) The divisions may be further be designated and subdivided as follows:
 - ❖ U7 formerly Initiation
 - ❖ U9 formerly Novice

- ❖ U11 formerly Atom – House
 - ❖ U13 formerly Pee Wee -House & Carded Rep;
 - ❖ U15 formerly Bantam - House & Carded Rep;
 - ❖ U18 formerly Midget - House & Carded Rep;

 - ❖ U21 formerly Juvenile – House or Carded Rep,
 - ❖ Female - House &/or Carded Rep.
- c) The selection of players for U7 will be determined by the U7 coordinator in consultation with the U7 Managers based on age (U7 - 5 years) (U7I - 6 years, U7II - 7 & 8 years) as well as skill level.

10.2 COMPOSITION OF HOUSE TEAMS

- a) The number of players on each team is to be a minimum of 12 and a maximum of 15, except for the U15 and U18 Division, where each team shall have a minimum of 11 players and 1 goalie and a maximum of 18 and 2 goalies (This paragraph will not be applicable when only one team forms a division and does not allow the turning away or cutting of any player from minor hockey to accommodate the intent of this clause)
- b) Players shall be assigned to teams by the Divisional Manager and Coaches using the draft system per the BCAHA Administration Guide. Final approval shall be made by the Divisional Manager unless overruled by the President in exceptional circumstances.
- c) The Divisional Manager may adjust the rosters at any time to prevent an imbalance of skill to any one team.
- d) UNDER NO CIRCUMSTANCES SHALL HOUSE COACHES REFUSE PLAYERS. There shall be a minimum of one Coach and one assistant Coach on each team.
- e) No player shall permanently play for more than one team.
- f) When a division consists of a team of 12 or less players, Rep players from the same division and female players of same age may be asked by the Divisional Manager to play. These player's skill level shall be as compatible with the house players as possible, and this must be coordinated with the Rep Team Coach &/or Manager beforehand.
- g) Any player not registered with the KMHA will not participate in any fashion with any KMHA team.
- h) No player shall be present on the ice for any other division other than the one they are rostered to. A player may be rostered to one team and be a rostered affiliate player on another.
- i) KMHA supports the use of a mentorship program, where older players may assist with the coaching of younger players and the administration of practices. A mentor player must be at least one division older than the team they are mentoring and aiding with. The mentor must have the approval of the KMHA head coach and be invited by the divisional head coach. The mentor must have taken the proper coaching courses to participate during that ice time. (See table for requirements).

On-Ice Helper - Required Certifications and Equipment			
Age of Helper	Registration	Equipment	Certification
14 years and below	<ul style="list-style-type: none"> Must be a registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> Full equipment Bantam aged goalies may wear full player equipment instead of goalie equipment on the ice. 	<ul style="list-style-type: none"> N/A
15 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> N/A
16 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport
17 years old	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport All volunteers that are 17 years old turning 18 years old in the calendar year require a Criminal Record Check and Vulnerable Person Check
Adult (18 and older)	<ul style="list-style-type: none"> Must be registered member of BC Hockey or Hockey Canada If not registered they must be added as a "volunteer" on the roster 	<ul style="list-style-type: none"> CSA certified helmet, chin strap fastened, gloves Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> Respect in Sport Criminal Record Check and Vulnerable Person Check
Non-members (offering coaching or on ice help for a fee)	<ul style="list-style-type: none"> Must become an Associate Member Not to be rostered with a Minor Hockey Association 	<ul style="list-style-type: none"> Must follow above outlines for ages for required equipment on ice 	<ul style="list-style-type: none"> Requirements on Associate Member application

- j) KMHA supports the development of players through informal scrimmage games/multi-age ice times (Example – U11 competitive vs U13 house). All such ice times are to be approved by the Registrar or the President.
- k) Any KMHA official in any capacity shall ensure a player is registered before placing such a player in any game. If this rule is contravened, the official shall be suspended pending a hearing by the Discipline Committee. A penalty of thirty (30) calendar days or more shall be rendered for the first offence. Additional offences may result in a penalty of no less than one calendar year from the date of the second infraction.
- l) All KMHA players in U15 REP division and higher must have participated in a checking clinic. If they have not participated in the clinic, they will not be allowed to play. Training starts in the U15 division. Clinics are run at least once every season. Players not wanting to play REP, but still want to attend a checking clinic are permitted to do so. Checking clinic is mandatory for all players choosing to play U15 and U18 REP hockey.

10.3 MOVEMENT OF PLAYERS

10.3.1 MOVEMENT OF INITIATION PLAYERS

- a) All player movement initiated by parents/guardians must be a written request sent to the KMHA Secretary or President.
- b) A U7 player, who is older and starting in the U7 program to improve skills, can request an evaluation by the Head Coach, at any time, to move to the appropriate division. The request must go through the U7 Manager.
- c) Players moving out of Initiation may also move through the lower divisions to gain the skill before entering their age division.
- d) If an Initiation player moves up into a new division, the difference in the registration fees is due once the player starts in the new division.

10.4 MOVEMENT OF PLAYERS OUTSIDE THEIR DIVISION

10.4.1 HOUSE AND REP

- a)** All player movement initiated by parents/guardians must be a written request sent to the KMHA post office box or hand delivered to the Secretary or President of the Association.
- b)** All players will be registered into a division according to their age prior to going on the ice. Players may be registered into a different division based on the following criteria:
 - a)** It is decided that space is available in the higher division or Rep Team after consultation with the 1st or 2nd Vice President.
 - b)** Divisional Managers or Rep Managers will be informed of this request.
 - c)** Skill, physical and maturity level will be evaluated by the Head Coach and a minimum of 3 independent certified Coaches. The player must be determined to be in the top 5 of the higher division.
 - d)** Conditional tryouts in the higher division will be scheduled by the Head Coach. These tryouts will not exceed 3 ice times.
 - e)** Once the evaluations are completed, the head Coach will meet with the parents and the 1st or 2nd Vice President to explain the results of the evaluation. The 1st or 2nd President will let the Division Managers/Rep Managers know of the results.
 - f)** If the player is promoted to the new division/Rep team, that player will be treated as any other player in that division/team.
 - g)** If the player is not promoted, they will return to their age group division.
 - h)** If a player is promoted to the Rep team in the higher division and decides to step down, the player will remain in the new division for the remainder of the season. The player will not be permitted to return to their regular age category.
 - i)** Movement Forms will only be available from the Head Coach.
 - j)** The Registrar cannot make a divisional change without the written authorization of the age group Division Manager confirming the above policy has been followed.
 - k)** All movement of players outside their division must be completed by November 15th.

10.4.2 B TEAMS

- a)** KMHA will support B teams.
- b)** All players registered in a division will be allowed to try out for the B team in that division provided they are not over-aged.
- c)** B Teams can start tryouts after Rep Teams are formed.
- d)** B Team Coaches must follow all KMHA rules. Coaches will be chosen by the Rep & B Team Coach Selection Committee.
- e)** No house team in that division is to suffer ice loss due to a B Team being created.
- f)** KMHA will arrange for ice time for zone play-offs should KMHA choose to host.
- g)** Once the team is established, players on B-teams will pay for any ice used. Ice will be made available from the Ice Scheduler only and will not be taken away from any Division house

teams. KMHA will pay for all try-out sessions to a maximum of 3 – 1-hour sessions per division to establish their team.

- h) Should the team continue past NBCWG, all practices will be booked outside of KMHA regular ice, Reported in writing to the 1st Vice President for sanctioning.
- i) B-teams first commitment will be to their house teams.
- j) B-teams may travel to tournaments out-of-town a maximum of three times.
- k) ALL B teams are entitled to share one weekend a season to host a B tournament to be held preferably during the Christmas break. No other KMHA team is to suffer ice loss due to a B-Team Tournament.
- l) B-teams may fundraise one event in addition to funds raised from their 'B' tournament, to help off-set team travel costs and tournament fees incurred throughout the year. All fundraising to be approved by the 2nd Director at Large and the 1st Vice President.
- m) B-Teams wishing to card must follow all applicable carding rules and affiliations as per BCAHA and Hockey Canada. Coaches must hold a meeting with the parents, 1st Vice President and House Divisional Managers in attendance before carding is done.
- n) Once a B-Team is carded they are no longer classified as a B-Team and fall under the Rep Team Guidelines.
- o) KMHA will not use the Development Team guidelines for the U11 Division. KMHA will use the U11 Select Program guidelines as follows; or as per Hockey Canada & BC Hockey U11 Player Pathway.
- p) Head coach will select his or her staff including Divisional Manager and Assistant Coaches.

10.4.3 U11 COMPETITIVE

- a. BCHA no longer allows minor hockey associations to run an U11 Development Program.
- b. KMHA has implemented an U11 Competitive Program for U11 age players that will challenge and stimulate players that have a higher calibre of skills and desire to eventually play a more competitive level of hockey. This program will not begin until all U11 House players have been placed on a House team and the regular season has begun. During the evaluation and team selection process, this ice time will be considered skills development ice and will be open to any and all players in the U11 Division.
- c. A maximum of 17 players will be chosen for the U11 Competitive Team. The final number of players selected for the team will be at the discretion of the Atom Select team Head Coach.
- d. The U11 Select Team will fall under the responsibility of the 2nd Vice President.
- e. U11 Competitive team is NOT permitted to arrange exhibition games as per NWD rules.
- f. The team will be chosen as follows:
 - 1) The U11 Competitive Coach will hold a minimum of 3 skills development practices during the regularly scheduled U11 competitive practice ice times for any U11 child to participate in. During these practices, players will be evaluated on basic skills, drills and scrimmages, as well as attitude, coach-ability and willingness to take instruction and direction.
 - 2) During these practices the divisional Head Coach and Coaching staff will evaluate and rank

the players using the CHA evaluation system.

- 3) The U11 Select Team may be comprised of any amount of 1st and/or 2nd year players.
- 4) Throughout the season, the Coach of the U11 Competitive team may purchase additional ice time for the team to practice and/or register in out-of-town tournaments with any additional ice for games or practices, travel costs, etc. is solely the responsibility of the team.
- 5) There are to be a maximum of 3 tournaments.
- 6) The link to Hockey Canada's U11 Competitive Pathway:
<http://cnd.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u11-program/downloads/2020/u11-hockey-player-pathway-e.pdf>

11 LEAGUE STANDINGS

- a) The Divisional Manager shall compile statistics for each division;
- b) To determine league standings at the end of the season for play-off positions, the following will apply in the case of a tie in the point standings:
 1. Wins, minus losses, if tied;
 2. Total goals for divided by goals against, if tied;
 3. Win/loss record between the teams involved, if tied;
 4. Goals for, divided by goals against between the teams involved, if tie;
 5. Flip of a coin.
- c) Rep teams will not be included in Seasonal League standings. League standings will only include the House Teams in their particular Division. House League awards only go to House Teams.

11.1 PLAY-OFFS

Playoff format will be decided by Divisional Manager and Coaches by October 15th and approved by 2nd Vice President.

11.2 INTER-CITY TIE GAME RULE

If a game is tied at the end of regulation time, and that game will determine a 1st, 2nd or 3rd place winner, (any medal standing game), then the following rule will be in effect:

- ❖ If the game ends in a tie, then the teams will play one (1) ten (10) minute sudden death overtime period.
- ❖ If the game is still tied at the end of the sudden death period, then there will be a shootout. The five (5) players on the ice at the time of the final buzzer will be the five players in the shootout.
- ❖ If, at the end of the shootout, the game is still tied, then another five (5) players from the bench will be in the next shootout. This will continue until the tie is broken.
- ❖ All inter-city games scheduled, must be attended. Forfeit of a game result in a loss and will affect your team standings. Costs such as ice time, referee fees and fines through NWD will be the responsibility of the team that has forfeit.

12 TOURNAMENTS

12.1 HOME TOURNAMENTS

- a) All divisions must follow tournament guidelines set out by KMHA. A Tournament Director is an appointed role within the KMHA executive and must be contacted before any tournament planning for your division can take place.
- b) When available, tournaments will be provided to each division. Dates will be made available by the ice scheduler.
- c) There are 3 sources of revenue that factor into a home tournament:
 - 1. Tournament fees paid for by visiting teams.
 - 2. Raffle basket items. (Items)
 - 3. Sponsorship money. (Money given by a business to support the tournament)
- d) Tournament sponsorship money is capped at \$5000 per tournament. Special request can be made by email to the Treasurer AND the Tournament Director to make that number higher and will be decided upon in a case to case basis.

12.2 HOUSE TOURNAMENTS

- e) Money brought in by sponsors and registration costs from other associations will be used to ONLY support the tournament and every player involved.
- f) All funds raised on behalf of KMHA, are the sole property of KMHA. All surplus funds must be provided to the Treasurer for deposit to the Association. Tournament surplus funds can be designated at the end of the year to equipment if there is a proven need for it. This request can be made in writing to the executive via the treasurer when the tournament statement of income is submitted.

12.3 RECREATIONAL LEAGUE & U11 COMPETITIVE TEAM TOURNAMENTS

- a) U11 competitive, all recreational and representative league divisions must follow all the aforementioned rules when hosting a tournament.
- b) REC league teams are allowed 1 fundraiser, and you may use your tournament as your fundraiser, if you choose to. Money can be made by raffle baskets, 50/50, airplane toss, puck toss, ect. If you chose to not use your tournament as a fundraiser, then you will be allowed 1 fundraiser at the approval of the 2nd director. All tournament profits then become property of KMHA.
- c) If REC teams choose not to use their home tournament as a fundraiser, and instead choose another, all rules must be followed as outlined in section 18 of this P&P.
- d) the entirety of the tournament budget must be covered before receiving any funds by this fundraiser.
- e) All sponsorship money and tournament fees must stay within the tournament budget and cannot be used as fundraising money. If money is left over from either, those funds become property of KMHA.
- f) All "fundraising money" must be clearly document and presented to the KMHA treasurer and the KMHA tournament director.

- g) All fundraising money will be stored within the KMHA general account and helped to augment costs associated with travel. Receipts will be required to the KMHA treasurer who will reimburse players on the team. Receipts must be submitted within 30 calendar days to receive funds. Any money left over in the account as of the last day of the season will become property of KMHA.

12.4 REPRESENTATION LEAGUE TOURNAMENTS

- a) Representation league will follow tournament rules outlined above. However, REP leagues are allowed more than one fundraiser.
- b) Fundraising money will be stored in REP accounts rather than the KMHA General account.

12.5 AWAY TOURNAMENTS

- a) All players in the appropriate division shall have the opportunity to play in away tournaments each season.
- b) Once the out of tournament fee has been paid no refunds will be issued if no replacement player available.
- c) If a child has been picked as an alternate, they should go to the bottom of the list. They should not be picked again until all other children have gone or been asked to go. The Divisional Manager should ensure that this rule is adhered to.
- d) At the first Coaches meeting each Coach will draw to determine the order of teams for out-of-town tournaments.
- e) The Divisional Manager will write the list down and the Coaches will receive a copy.
- f) The Divisional Manager will be informed of a request for team(s) to attend a tournament. The first team on the list will be asked if they would like to attend the tournament.
- g) If a Coach declines the invitation, his team's name will go to the bottom of the list and the next team's Coach will be asked.
- h) If more requests for tournaments are received than number of teams and each team has had the opportunity to attend a tournament, the Divisional Manager will re-draw the team names and make up a new list;
- i) This list will be handled the same, with any team refusing a tournament, dropping to the bottom of the list.
- j) Parents, players and volunteers that attend out of town tournaments must uphold the KMHA Code of Ethics and understand that they represent Kitimat Minor Hockey. Disciplinary action may be taken to those that do not uphold the Code of Ethics.

13 REP TEAMS:

13.1 COMPOSITION OF REP TEAMS

- a) It is mandatory for the 1st Vice President to hold a parent meeting prior to rep try outs. This will give parents an idea of what is expected during tryouts and during the rest of the season.
- b) Team roster numbers will be determined by divisional registration. The number of carded rep players shall not exceed the ability of KMHA to offer a house team which is at least 11 players and a goalie. If the Rep team is unable to card a full Rep team, they will card a certain number of

players and make use of the affiliate player (AP) policy. Maximum team numbers are 18 players and 2 goalies.

- c) If a division only has two goalies, one goalie will be carded for Rep and the other will be released to the house team. If the REP coach chooses to, they can AP the house goalie, but all affiliate player rules must apply.
- d) Affiliate players must make their house team their first priority. The Rep coach will be in contact with the Head coach of the house division when asking the AP to practice or play in a game/tournament.
- e) All players registered with the KMHA are eligible to try out for the Rep team in their division.
- f) The tryouts shall be organized in such a manner that all players will be given the opportunity to demonstrate skill level through a combination of practice drills and scrimmages.
- g) A minimum of three impartial evaluators will be in place for the entirety of the evaluation process. KMHA Head coach or First Vice President to select evaluators. The coach of the team will not choose the evaluators. Evaluators must be qualified and knowledgeable in Hockey Canada Rep Team Guidelines.
- h) Evaluation process is present to provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of player's skills, attitude and coachability.
- i) Players will be given a designated jersey and number for the entirety of the evaluation. Evaluations will be done based on number, not by being given the players name.
- j) Players will not be cut throughout tryouts.
- k) At the end of the evaluation process, the Rep team coaches will name their team with the information provide by the evaluators. This information will be used as a tool to assist in the selection process. Coaching staff of the Rep team will be involved in the selection of the team.
- l) Following the last ice time, the REP Head Coach will name the Rep team and may ask players to become an affiliate player (AP), this decision is to be agreed upon by both the coaching staff and the player. Affiliate players may be asked to attend Rep practices throughout the season at the discretion of the coaching staff.
- m) Team selection is to be completed no later than October 1st.
- n) KMHA shall have a Rep Team in U13, U15 & U18
- o) Rep head coach will choose their staff, this includes Asst. Coaches, Team Manager, and other helpers such as Safety Persons.
- p) Rep evaluators shall use the App Team Genius to conduct evaluations. If Team Genius isn't working, then evaluation sheets will be used, properly and fully filled out and signed by the evaluator and submitted to KMHA.
- q) Rep Tryouts shall include the following ice times:

U11 competitive: Minimum of 3 sessions
U13: Minimum of 3 sessions
U15: Minimum of 5 sessions
U18: Minimum of 5 sessions

These number of sessions are outlined within BC Minor Hockey. However, if the Head Coach of the division decides to add additional sessions, that is to be done at the discretion of the coach.

13.2 MOVEMENT ON REP TEAMS

- a) Movement of players on carded Rep teams shall be governed by the current HC and BCAHA Rules.
- b) A rep player may be moved to a house team if attitude and coachability is deemed inappropriate following efforts from the coaching staff and Rep Manager to correct the behaviour. That Rep player will only receive an amount no more than equal to one month's Rep fee. All other money shall stay within the team's fundraising budget. This rule also applies if a Rep player chooses to move down to the house division.
- c) An approved player may tryout after October 1 for Rep teams as determined by the Rep Coach, house Coach and Rep Manager.
- d) House Divisional Manager and First Vice President will be notified by the Rep Team Manager prior to a house player participating with the Rep Team in any way.

13.3 REP TEAM GUIDELINES

- a) Rep fees will be paid monthly without exception if a player is suspended. Exceptions will be reviewed on a case-by-case basis, such as for serious injury extending beyond one month. Exceptions will be decided by KMHA Executive.
- b) Fundraising is used to augment these team expenses; Receipts must be submitted for reimbursement of travel. Receipts must be submitted to the KMHA treasurer no later than 30 calendar days after the date on the receipt.
- c) A maximum dollar amount may be returned to parents if the team does not travel to the last tournament. The amount returned may not be no greater that the last month's scheduled Rep fees; Excess of that fund will be allocated to the KMHA General Account.

13.4 REP TEAM MANAGERS SHALL:

- a) The Rep Team Manager will ensure each fundraiser will follow BC Lottery Corp. guidelines and shall seek guidance from the Second Director if required for Lottery licence information.
- b) Distribute and collect jerseys and equipment for the team.
- c) Act as the communications link between KMHA and the team.
- d) Arrange transportation and accommodation for the team while travelling.
- e) Assist the Coach during practices and games as requested by the Coach.
- f) See that the necessary pucks, cones, etc. are available at practices.
- g) Oversee the general conduct of the Coach and their players.

- h) Keep financial records for team's travel. Meet with the Treasurer monthly to make deposits of fundraising monies, parents monthly dues and to obtain cheques for team travel and various other expenses.
- i) Advise the appropriate Division Manager before inviting a house league player to participate with the Rep team in any way.
- j) Present a statement of their individual account as well as a team account breakdown at the beginning of every month to the team parents and 1st Vice President.
- k) Provide written Reports to the 1st Vice President &/or President if requested.
- l) Meet with Team Administration, the Parents and 1st Vice at the beginning of every season to clarify how deductions and team finances, budget, purchases, and fundraising additions are to be administered.
- m) Apply for sanctions for dryland and fundraising online with BC Hockey, send copy of approved sanction to KMHA Secretary
- n) The Rep Team Manager will ensure each fundraiser will follow BC Lottery Corp. guidelines; seek guidance from the Second Director if required for Lottery licence information .

13.5 **NON-PARENT COACH**

- a. For all out-of-town games, non-parent coaches may be reimbursed for travel expenses through fundraising monies, accordingly:
 - i) Meals - \$10.00 Breakfast, \$15.00 Lunch, \$25.00 Dinner
 - ii) Accommodation – 100% Covered
 - iii) Vehicles – (as per BC Hockey rates per kilometer traveled, mileage accordingly).
- b. The coach must submit a detailed statement of expenditures with receipts. These expenditures will be paid through the REP team budget.

13.6 **B TEAM MANAGERS SHALL:**

- a) Distribute and collect sweaters and equipment for his team.
- b) Act as the communications link between KMHA and the team.
- c) Arrange transportation and accommodation for the team while travelling.
- d) Assist the Coach during practices and games as requested by the Coach.
- e) See that the necessary pucks, cones, etc. are available at practices.
- f) Oversee the general conduct of the Coach and their players.
- g) Provide timekeepers and score sheets for each Rep home game.
- h) Keep financial records for team's travel. Meet with the Treasurer monthly to make deposits of parent's monthly dues and to obtain cheques for team travel and various other expenses.
- i) Present a statement of their individual account as well as a team account breakdown at the

beginning of every month to the team parents and 1st Vice President.

- j) Provide written Reports to the 1st Vice President &/or President if requested.
- k) Meet with Team Administration, the Parents and 1st Vice at the beginning of every season to clarify how deductions and team finances, budget, purchases, and fundraising additions are to be administered.
- l) Apply for sanctions for dryland and fundraising online with BC Hockey, send copy of approved sanction to KMHA Secretary.

13.7 CARDING

The signing of players to HC cards is the responsibility of the Registrar. Upon completion the cards will be submitted to the BCAHA.

14 FINANCIAL AID POLICY

- a) Application will be made to Kid Sports Fund first.
- b) After application to Kid Sports Fund KMHA will consider all applications.
- c) Limit of \$2,000 of financial aid to be divided equally amongst the children that apply.

14.1 MUTUAL AID

- a) The Mutual Aid fund provides assistance to injured players. The assistance provided is for expenses not provided by a Medical or Dental Plan of the player or his parents.
- b) The signing of players to Mutual Aid is the responsibility of the Registrar.
- c) Registration takes place at the same time as the player's minor hockey registration and the registration fee is inclusive.
- d) KMHA will register with Mutual Aid a minimum of two Coaches per team. If injured it is the responsibility of the Coach to contact the Registrar.

15 INJURY REPORTING

- a) All Coaches are to receive injury Report forms from the Risk Manager.
- b) Players claiming assistance through the Mutual Aid fund must do so on the appropriate form available through the Coach.
- c) The claim form is to be filled out by the Coach or Manager and sent with the player to the hospital or dentist.
- d) The player's attending physician or dentist will fill in the appropriate spaces and sign the form. It will then be given to the Registrar.
- e) It is the Coach or Manager's responsibility to provide the Registrar with completed Report forms.
- f) Any claims must be reported and filed with the BCAHA no later than 90 days from the date of injury.
- g) Full details on the Injury Report procedure are available from BCAHA and/or Hockey Canada.
- h) Any medical bills or ambulance bills that the player receives after the claim form has been sent in should also be forwarded to the Registrar for payment. Usually this is done by the parents with

proof of submission and non-payment from 1st insured.

16 SPONSORSHIPS

- a) All sponsors will have contact through the 1st Director-at-Large. Any request for support (monetary or material) will be made through the 1st Director-at-Large only.
- b) All sponsors will be contacted at the beginning of each season to determine their willingness to continue their sponsorship for another season.
- c) Sponsorship fees will be set by the KMHA Executive Board at the beginning of each season.
- d) All equipment purchased by or on behalf of a sponsor shall become the property of KMHA.
- e) If sponsorship fee is not received by Jan. 31st They may no longer be considered a sponsor. Crests may be removed at the discretion of the KMHA Executive Board.

17 FUNDRAISING:

THERE WILL BE NO OUTSIDE ACCOUNTS OF ANY KIND FOR ANY TEAM WITHIN KMHA

- a) All methods of raising funds by teams in the KMHA must be approved by 2nd Director @ Large of the Association at least ~~2~~ 3 weeks prior to the event.
- b) Teams must submit a financial statement on each activity to the Treasurer and 2nd director at large. This includes request forms and wrap up forms. You can get these by contacting the 2nd director at large.
- c) All lottery licensing must be co-ordinated through the KMHA -2nd @ large.

REPRESENTATIONAL LEAGUE TEAMS

- a) Rep teams can fundraise to offset the cost of team travel when representing our community to a max of \$3000 a player, per season. All fundraising will be co-ordinated through the 2nd Director @ Large in co-ordination with the First Vice President. Rep team tournaments are considered to be for fundraising to cover team travel;
- b) There is only to be fundraising after Zones IF a team has won their Zones and is heading to Provincials. If the team does not win their Zones, then they are no longer allowed to fundraise of any kind. However, there is an exception for a team if they receive a "Wild Card" placement at Provincials. They would be allowed to fundraise during this time.
- c) At the end of the season, an individual player's account will be refunded to an amount not greater than one month's Rep fees. Excess of that fund will be allocated to the KMHA General Account.
- d) Once REP teams have been chosen for the season, fundraising heads will meet with the 2nd director at large to discuss the year in fundraising.
- e) Banners are to be done together as all REP groups rather than individual teams.

HOUSE AND RECREATIONAL LEAGUES

- f) U7 and U9 cannot fundraise to cover the cost of team travel. Fundraising can be done for the home tournament only to help cover the costs of that tournament and must be co-ordinated through the 2nd Director @ Large; Please see Tournament section for further explanation on tournament expectations.

- g) U11 competitive, U13 House, U15 house and U18 house are permitted one fundraiser during the year provided that they have joined the NWD Recreational league. This money will be used to help cover the costs of team travel. Fundraiser must be co-ordinated through the 2nd director @ large. If a house division does not sign up for the recreational league, then they are not permitted to fundraise outside of their home tournament if they host one.

18 DISCIPLINE GUIDE

18.1 RECOMMENDED DISCIPLINE GUIDE FOR PARENTS AND SPECTATORS

- a) All parents signed the KMHA code of conduct form during registration of their player(s). Failure to abide by this code will result in disciplinary actions.
- b) There will be a mandatory parent meeting for each division at the beginning of each year to discuss the expectations of parents and spectators.
- c) Parents and spectators at Kitimat Minor Hockey Association games and functions are responsible for their conduct. They must NOT exhibit any disorderly conduct before, during or after any hockey game involving KMHA-games or functions.
Parents or spectators may be ejected from any game by any on ice official if they display the following conduct:
 - 1) Use of obscene or profane language or abusive gesture to ANY person on or off the ice surface.
 - 2) Persist in disrupting or showing repeated disrespect for any ruling of any official.
- d) Any parent or spectator who, after one warning by an on or off ice official, persists in abusive conduct, that person shall be ordered to leave the rink premises. The game shall be halted until such time as the parent or spectator has been completely removed from the building.
- e) Where a parent has been ejected from a game for abusive conduct, the on or off ice official shall report the incident to KMHA Discipline Committee, who may then assess further penalties to the parent or spectator.
- f) If a referee is unable to determine or identify the person or persons responsible for the use of abusive, profane, or obscene language, a bench minor penalty shall be assessed against the home team. Offences covering the abuse of on or off ice officials, Coaches, Managers or KMHA Executive by any parent or spectator during a KMHA event may result in the following recommended penalties to that person or persons by the Discipline Committee:
 - 1) FIRST OFFENCE – Game ejection and removal from the arena with a Report sent to the Discipline Committee. Discipline Committee shall rule on the incident. Minimum 1 game, maximum ½ season of all games and/or KMHA events.
 - 2) SECOND OFFENCE – Game ejection and prohibited to attend any game or KMHA event for a minimum of half (½) a season, maximum 2 years.
- g) First offences will be erased from parent or spectator records after 2 calendar years at the request of the individual.
- h) The above rules and regulations do not preclude any rules or regulations as laid out by law or the District of Kitimat but are meant to enhance the responsibility of all parents and spectator for their own conduct during KMHA events.

18.2 RECOMMENDED DISCIPLINE GUIDE FOR TEAM OFFICIALS

Team Officials shall be responsible for supervising and controlling the conduct of their players before, during and after each game. Failure by Team Officials to control the conduct of their players may result in suspension and/or other disciplinary action to the player(s) and team official(s) responsible. In addition, the cost of any damages shall be paid by KMHA and subsequently recovered from those involved.

18.3 RECOMMENDED DISCIPLINE GUIDE

It should be noted that the best discipline can be achieved through positive reinforcement. This guide should be used only when positive avenues have been exhausted.

18.3.1 First Level Offence:

- a) horse play
- b) refusing to participate
- c) lateness
- d) messing up dressing room
- e) swearing
- f) other minor transgressions

For First Level Offences, it is expected that the team officials will deal with their players using the theory of progressive discipline as a guiding principle. In the case where the team officials have exhausted their options, they will then Report the individual player to the Discipline Committee for further action.

18.3.2 Second Level Offence:

- a) fighting
- b) smoking
- c) insubordination to Coaching staff
- d) harassment of arena staff
- e) hindering others from participating
- f) harassment of others
- g) other major transgressions

1st offence:	dismissal from ice and next game
2nd offence:	dismissal from ice and 2 week suspension from games
3rd offence:	dismissal from ice and a 1 month suspension from games
4th offence:	dismissal from ice and a 4 month suspension from games

18.3.3 Third Level Offence:

- a) stealing
- b) alcohol involvement or possession
- c) drug involvement or possession
- d) vandalism
- e) other illegal transgressions

1st offence:	dismissal from ice and a 4 game suspension
2nd offence:	dismissal from ice and a suspension for the remainder of the season.

18.3 DISCIPLINE PROCEDURE

- a) Discipline can be applied by any team official, however any suspension after one ice time must be

applied by the Discipline Committee;

- b) Any incident to be handled by the Discipline Committee must be in the form of a written submission or official time sheet handed into the First Vice President or President within 15 days of the alleged incident;
- c) All infractions during a game or when the players are under the direct control of a referee will be dealt with as per BCAHA rules or in the event that a player is injured, and the referee did not call a penalty, the coaches can decide on an appropriate disciplinary action for the child that was responsible in injuring another player OR make it a learning experience. For example: The coaching staff can decide to bench the child for the remainder of the period or the rest of the game and or have a discussion with the child about the injury that was caused. It is highly recommended that the Referee in Chief be involved after the fact, to use this as a learning opportunity for the referee and the child that was responsible in injuring another player.
- d) If suspension after one ice time is requested the next step would be to bring it to the executive to have a disciplinary committee review.

****if disciplinary action is taken by the coaches, ensure that a written report is submitted to the executive****

- e) Any member of the Discipline Committee with conflict of interest (ie. relatives or parents with players on the team or in the Division in question) will be removed by the First Vice President and an alternate Board of Director member will be appointed;
- f) Committee will review the incident and interview people if necessary;
- g) The chairperson will communicate all actions taken by the Discipline Committee, to those involved, by telephone within 48 hours and will follow up in writing within 1 week;
- h) Minutes will be recorded at each meeting and given to the Secretary of KMHA for filing;
- i) In the event of an appeal all written records, (other than the final decision of the discipline committee) will be reviewed by the Executive Board, Discipline Committee and/or the person the discipline applies to;
- j) The files of the discipline committee are to be held in the strictest of confidence, and under no circumstances will these files be copied, communicated or viewed in anyway other than to appeal. For purpose of review all names will be blacked out;
- k) The Discipline Committee will communicate with the appropriate Divisional Manager regarding any discipline action pending in that division, and the final action that was taken by the Committee;
- l) Should a player be suspended who also is an official, the Referee in Chief shall also be notified immediately.
- m) The Discipline Committee will provide a summary of any matters that have been dealt with, or are pending at the monthly Executive Meeting.

18.4 DISCIPLINE PROCEDURES FOR OUT OF TOWN DISCIPLINE AND RETURN OF PLAYER

- a) When an incident occurs discuss the matter with the player(s) involved;

- b) Document all discussions.
- c) Exhaust all positive measures and measures appropriate to incident before discussing sending player home.
- d) If all Coaching/management staff are in agreement that the child is to be sent home, call the parents and discuss manner of transportation and time frames involved.
- e) Talk to player involved and always give them the chance to speak with parents before transport.
- f) Stay with player until boarding can be confirmed and the mode of transport has left.
- g) Arrange with parents for a call to ensure that the player has returned home safely.
- h) Notify the Rep Team Co-ordinator or 1st Vice President as soon as possible with the details.
- i) Submit a written report to the 1st Vice President upon returning home (within 2 days).

20 KMHA AWARDS

- a) All KMHA awards are awarded based on the intent of the individual or group donating a particular award. It is the policy of KMHA that the intent not be changed unless directed to do so by the Donor. All players playing in a particular division are eligible for awards in the Division they are actually playing in.
- b) Annual trophies; the sponsors should pay an annual fee to cover the cost of the keeper trophy and engraving.

20.1 TOURNAMENT AWARDS

Name of Trophy	Division	Awarded To:
Elks Club Trophy	U11	To the U11 Tournament Champions
KMHA Award	U13	To the most Sportsmanlike team in the U13 Tournament
Kentron Construction	U17	To the U18 Tournament Champions

20.2 ANNUAL AWARDS

Kelsey Robert's Female Player of the Year	U11-U18	Criteria: Always shows good sportsmanship – being a good teammate and bringing a good/positive attitude to the rink. A player who represents female hockey and pushes the game forward. A player who has good work ethic, is coachable and works to improve their game.
B.A. Quinlan Award	U11	To the most promising first year U11 – any age
Kinsmen Club Trophy	U13	To the U13 Division Seasonal Champions
Colin Cameron Memorial	U15	To the U15 Division Seasonal Champions
Darryl Trach Memorial	U15	To the best player in U15 HOUSE
Shawn Michael Phillip Redmond Memorial	U15	To the best team player in the U15 REP division
Tom Connors Memorial	U15	To the most sportsmanlike player in U15 Division (Both house and rep)
Andre Baldo Memorial	U15	To the most dedicated player in U15 division (both house and rep)
Wilf Owen Sportsmanlike	U18	To the most sportsmanlike player in U18 Division (Both house and rep)
Brenda Lonsdale Trophy	U18	To the most improved player in the U18 Division (Both house and rep)
Royal Canadian Legion	U18	To the U18 Division Season Champs
Bill Mosher Memorial	Coaches	To the House & Rep coaches voted best 2 coaches in KMHA that year
Brian Kilgore Memorial -	Players	Criteria: Attitude, spirit, benefit to team, sensitivity, leadership, enjoyment of game, discipline, team support, non-confrontational, extra effort, punctuality and inspiration. Nominations sent in by coaches and the executive will vote on a recipient.

HONOURARY LIFETIME MEMBERS

Lois Godfrey

Don Griffin

Robert Taylor

Doug Rumley

Bert Medeiros

Darrell Lowes

Gail Finn

Augie Penner

Andre Baldo

Randy Tait

Ethel Robinson

Margaret Moore

Sherry Wallace

Cheryl Rumley

Cindy Medeiros

Kevin Finn

Bob Morden

Laura Westcott

Brad Loran

Donald Pacheco

