



KMHA Female Rec Coach/Manager Manual

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Introduction

Welcome to another season at Kelowna Minor Hockey. As a coach or manager of a KMHA Female Rec team, you are all volunteers and we appreciate all the time you put in for the benefit of our players.

This manual will provide a guide to all important information you will need for the coming season. KMHA has undergone a policy review, and those policies are posted on the KMHA website www.kelownaminorhockey.com under 'KMHA Info'.

Rostering

Roster Size – Rosters for Rec are entirely dependant on registration. KMHA strives for an ideal size of a rec roster of 15 skaters and 2 goalies. KMHA never wants to turn players away, and there is an option to have an oversized roster in Female hockey

Affiliate players – KMHA will be compiling a list of players who are willing to AP in Rec each season. Teams with one goalie will be required to AP at least one goalie, dependant on there being a goalie willing. Teams with one goalie will get priority in AP'ing. AP's for Rec can only come from the Recreation level below them. AP players should only be used if a team would have less than 10 skaters or no goalie, or if going to a tournament having less than 12 skaters.

Teams must NOT contact AP players or their parents directly. The procedure is for the coach of the higher team to contact the coach of the AP and ask for permission to use the player. Upon being given permission by the AP's coach, the coach of the higher team may then contact the player. Bypassing this rule by having players talk to the AP themselves is also not permitted. Failure to follow the correct procedure may lead to AP's being denied.

Coaches of AP's are expected to encourage their players to take advantage of AP opportunities. Players should always strive to play the at the highest level they are capable of and playing up only helps development. The only exceptions to this should be if there is a tournament or playoff game.

If you are a coach that has a team above who is not following the proper AP procedures, and approaching your players directly without talking to you, please let your division director know immediately.

Please note Rec teams must begin the AP process prior to December 15st (meaning you must AP at least 1 player prior to that date) and no additions can be made after Jan 10.

Once your roster is complete and your team finalized, you must send your roster complete with player number to Marilyn at registration@kelmha.com. This must be done prior to the first game the team plays. **Please note, you may not use an AP player until Marilyn has added them to your roster and you receive an updated roster!**

TeamSnap

All KMHA teams are provided a TeamSnap account. The designated team rep will be given control of the team account by KMHA. The app can be used to update team members on schedules, arrange for rides or any team events planned. When the person in charge of the account updates the scores, within an hour the website is automatically updated. KMHA asks that team reps keep their account, and thus their webpage, up to date.

Many rec teams decide to have their own team nicknames. That is fine, but it must be added to the END of the TeamSnap team name. IE Kelowna Peewee Female Rec 1 Hurricanes

Tournaments

KMHA Female Rec teams are permitted to go to 2 out of town tournaments and will have 1 home tournament. Tournament schedules are required to be emailed to the Executive Director by Thursday September 27th at 8 pm as Female league scheduling takes place September 29th

We realize that not all tournaments have confirmed entry by September 27th. Teams have the option of blocking off a weekend in case they get into a tournament they have applied for. Any game rescheduling after Oct 14th will result in a \$50 reschedule fee paid by the teams to OMAHA.

Tournament Forms – Teams attending tournaments outside of the OMAHA district are required to download the form [InterDistrict & USA Hockey Tournament Travel/Exhibition Game Form](#) from our website. The direct link is http://www.kelownaminorhockey.com/wp-content/uploads/sites/720/2017/07/Tournament_Travel_Form_-1.pdf. This form needs to be filled out and sent to admin@kelmha.com no less than 10 days prior to the event. KMHA admin will have the executive director sign and then will forward to OMAHA. When permission is approved by OMAHA, KMHA admin will send approval to the team.

How to find tournaments – Go to the following link:

<http://www.bchockey.net/Tournaments/Tournaments.aspx> and enter the search parameters at the bottom of the page. KMHA recreation teams are not allowed to attend contact tournaments in the US.

Home tournament – Each team will be required to have 2 team reps for the home tournament. The Female Director will appoint a tournament chair and the reps will be responsible for the organization and execution of the event. The KMHA Tournament Coordinator will meet with the committee to begin with and provide direction. Kelowna's Alley's Angels Female Rec tournament is rapidly becoming one of the highest regarded events in the province.

Scheduling

Scheduling meetings for Female leagues is typically the last weekend of September. League play for those divisions begins the weekend after Thanksgiving. Teams should notify the Executive Director of tournaments or scheduling conflicts by email no later than Thursday night 8 pm prior to scheduling. OMAHA determines the league and schedule configuration based on the size of the league. In some cases there is not enough teams at a certain level to form a league. Should that be the case, KMHA will consult with the coach of the team there is no league for, and place the team in the best possible league that is fitting.

Teams will receive their schedules Sunday evening after scheduling concludes. There is a 2 week grace period to request to reschedule games. Please note, a valid reason for a rescheduled game must be given along with the game reschedule request. Game change requests must be emailed to the Division Director who will pass it on. When rescheduling games, anything that is not blacked out on your schedule card (tournaments, conflicts) your team is considered available. Examples of legitimate black out reasons are team fundraisers, or team Rockets night. **Game change requests, comments, or complaints are not to be sent to the OMAHA administrator at any time.**

Playoffs

As of the 2017/18 season, OMAHA has gone away from best of 3 elimination series in playoffs in favor of year end playoff tournaments for Bantam and Midget. At the 2018 AGM some changes were made to formats. For all 2018/19 Rec playoff tournaments, hosts will be decided in October. Playoff tournaments will only feature an even number of teams, to a maximum of 8. The tournament weekend is Mar 8 – 10.

Team Fees

KMHA understands that hockey can be an expensive sport. That said, it is expected that all parents understand what registration covers, and that there will be additional costs with tournaments and team activities. If parents have not paid team fees before a tournament occurs, coaches are within their rights to not allow the players to play. Every year there are parents who don't pay their fees and other parents end up subsidizing. No one wants any kids to be left out, but neither should parents pay for other children. Teams are certainly welcome to do team fundraisers such as bottle drives in an attempt to minimize costs, or parents can volunteer more for the home tournament in exchange.

Medical

KMHA has partnered with Epact. This means all medical information is kept online. The managers or team HCSP is given access to this information should there ever be an injury situation. All medical information is confidential and is only for the team official in charge of this. The access to the team will be provided by the KMHA office.

Important Dates

September 24: Regular Practices Begin

September 28 – 30: Scheduling Meetings

October 12: Regular season begins

December 15: All teams must have a qualified/certified Coach, certified Safety Person and a Manager and all shall be Respect in Sport qualified.

December 15: Final date to register team Affiliation. Your team Affiliation list must be started by this date.

December 16: last day of games before Christmas break

December 21: last day of practice before Christmas break

January 4: Games resume after Christmas break

January 7: Practices resume after Christmas break

January 15: Final date to file additions to the Affiliated Player list.

February 10: Final date for a player to register on a Hockey Canada Players Certificate.

March 3: Last day of regular season games

March 8 - 10: Playoff tournaments

Qualifications

Rep Head Coach/Asst. Coach: Dev 1, Checking Component is required for Head Coaches of Atom, Peewee and Bantam, Respect in Sport for Activity Leaders, Concussion Awareness Training Tool (CATT), current Criminal Record Check.

Atom Dev. Head Coach/Asst. Coach: Coach 2, Checking Component is required for Head Coaches of Atom, Peewee and Bantam, Respect in Sport for Activity Leaders, Concussion Awareness Training Tool (CATT), current Criminal Record Check.

Safety Person: Respect in Sport for Activity Leaders, Hockey Canada Safety Program (HCSP), Concussion Awareness Training Tool (CATT), current Criminal Record Check

Manager: Respect in Sport for Activity Leaders, Concussion Awareness Training Tool (CATT), current Criminal Record Check.

All coaches can be dual rostered as Head Coach/Safety Person; Asst. Coach/Safety Person etc. To check on qualifications email Marilyn at registration@kelmha.com