



Welcome to  
*Kelowna Minor Hockey*

# INITIATION & NOVICE DIVISIONS

## *Parent Information Handbook*



<http://www.kelownaminorhockey.com/>

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## ***Welcome to Kelowna Minor Hockey***

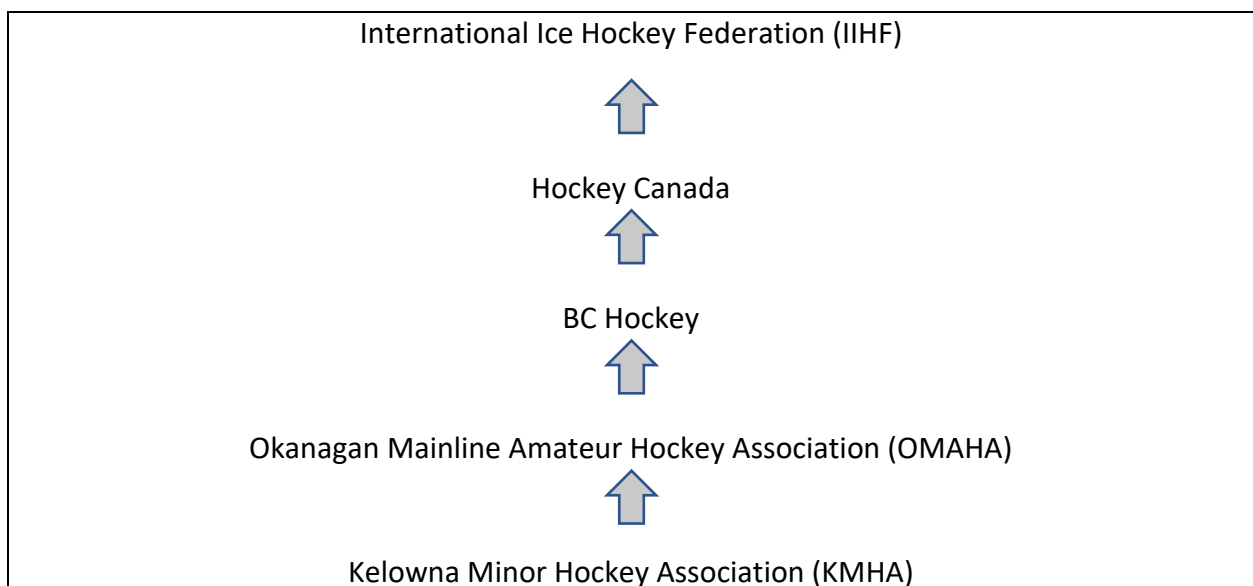
We are hoping that everyone is ready for a fun time learning to play hockey and for making new friends.

The purpose of this information booklet is to provide you with some basic information about what your family can expect over the season (September to March), and what the Association and your Division will expect of you.

Your team Coach/Manager will schedule a parent meeting at the beginning of the season and at that time you will be provided with further information on the program and you will be given an opportunity to ask questions.

As you review this booklet, remember that you are a member of the Association and every member is a volunteer. Hockey is a team sport and the Association, the Division and the individual groups/teams function best with everyone working together. We encourage and require the contribution/participation of all our members. If you are not sure how to help out, please do not hesitate to ask.

### **Amateur Hockey Structure**



## **Registration & Additional Costs**

Your registration fee covers the cost to the Association for your child's ice time, insurance, and referee costs for Initiation/Novice division. Once the hockey team formation is complete, you can expect an additional cost of about \$30 - \$100 per child depending upon the expenses your team chooses to incur. This may include tournament fees (approx. \$500 - \$800 per team), player/coaches gifts and a season-end wind-up party. Be sure to attend the parent meeting as this will be when the Coach and/or Manager will discuss.

## **Team First**

The principles of Team First are to promote fair play and respect for all participants within the Association. The expectation is for team officials, parents and players to sign a pledge before their child participates in hockey. This is the Code of Conduct Form that must be signed at the start of the season. This pledge confirms every player and the parent/guardian's commitment to observe the principles of Fair Play as set by the Canadian Hockey Association and supported by the Kelowna Minor Hockey Association.

## **Proper Treatment of Referees (Novice)**

Abuse of referees is not tolerated and may result in disciplinary action. This includes intimidation such as yelling at the refs while they are on the ice or following the refs into the referee room after a game.

## **Conflict Resolution**

There are, on occasion, incidents of conflict amongst various individuals in minor hockey. Please let 'cooler heads' prevail. Allow a minimum of 24 hours to pass prior to any attempt to address an issue. Thus, this cooling off period to validate the facts and collect your thoughts.

Should a conflict arise within the team, the chain of command for dealing with the conflict will be: Parent → Coach → Division Director → Head Coach/Executive Director

Should a conflict arise regarding the Coach, the chain of command for dealing with the conflict will be: Parent → Division Director → Head Coach/Executive Director

Should a conflict arise regarding the Division Director, the chain of command for dealing with the conflict will be: Parent → Executive Director

## Player Equipment Requirement



- Athletic support (jock/jill)
- Shin pads
- Shoulder pads
- Jersey (provided once teams are formed)
- Neck guard
- Tape (for stick)
- Garter belt (sometimes it is built into athletic support)
- Hockey socks (provided once teams are formed)
- Elbow pads
- Gloves
- Knee length hockey pants
- Helmet (full face-mask/visor)
- Skates
- Stick
- Hockey bag

Jersey's and hockey socks will be provided by the Association once teams are formed, please bring a practice jersey and socks to evaluations and/or skill development sessions.

Resource link for proper equipment fitting: <https://www.youtube.com/watch?v=VtzUxPebp2k>  
(video from Hockey Canada)

## **Player Accessories – Highly Recommended**

- Long-sleeved undershirt and full length underwear
- Mouth Guard
- Water bottle with your child's name on it

It is important for all players to obtain appropriate and well-fitting equipment. Coaches and experienced parent volunteers can assist you if you are unsure about your child's equipment requirements. Please check equipment regularly during the season and ensure your child's skates are sharpened on a regular basis.

Resource link for proper fitting equipment:

<https://www.youtube.com/watch?v=VtzUxPebp2k>

## **Name Bars**

Name bars can be purchased by the team or by individuals. They must be displayed either above or below the "stop sign" patch, **DO NOT** remove the "stop sign" patch.

## **Team Equipment Provided by the Association**

We are very fortunate in that our Association covers the cost of the following equipment for each team:

- set of team jerseys with stop sign patch/socks (provided by Tim Hortons)
- team pucks & cones
- goalie equipment

Team pucks/cones and goalie equipment are to be returned to the Association at the end of the season.

## **Initiation Division**

The focus of the Initiation Division is on skill development for 5 and 6 year old's. During the first number of weeks of the season, players will be put into groups to facilitate a series of practices. By the beginning of November, each player will be evaluated and assigned a team. The purpose of this evaluation process is to balance the teams within the division and ultimately to ensure our teams have fun when they play against teams within KMHA. The Association's goal is to create teams with a variety of skill levels along with players from the same school which can assist with car pooling amongst families. Families can make reasonable requests to the Division Director via email **prior to** team selection, the Division Director will try to accommodate the requests to the best of their ability.

Generally, two ice times per week are allotted to each team. One ice time is used for practice (weekday) and the second ice time (weekend) is used for cross-ice games with smaller nets.

Initiation practices are usually held Monday – Thursday from 3:15 to 4:15 pm at Memorial Arena. Typically, games for the Initiation Division are scheduled earlier in the day on Saturday or Sunday, the common times are 6:15 – 7:20 am and 7:25 – 8:30 am. There are occasional games on Friday afternoons at 3:30 pm. Times may vary in season depending on tournament schedules, and from season to season depending on number of teams as well as the number of players registered.

Games for the Initiation Division are played at Memorial Arena but may also be at Capital News Centre depending on KMHA tournament schedules as both arena's have rink boards.

Cross-ice games allow young players the opportunity for more puck-touches which promotes greater opportunity for skill development (puck-handling, shooting, skating, coordination) and decision-making. Cross-ice games also allows for two games to occur at the same time with a skills section in the middle (between the two blue lines). Please visit the Kelowna Minor Hockey website Initiation page here <http://www.kelownaminorhockey.com/initiation/> for videos on the benefits of cross ice games.

The Association provides a paid on-ice skill instructor for each practice. The intent on hiring these professional skill instructors is to provide mentorship for the volunteer coaches, to help ensure that proper technique is being taught for the skill development and to provide consistent instruction for all players.

Each team will require volunteers such as Manager, Coach, Assistant Coaches, Safety Person and On-Ice Helpers. (see Roles and Responsibilities)

The Initiation Director will assign all games throughout the season. During games, all players are entitled to equal ice time. The Initiation Director can be reached at any time via email at [initiationdir@kelmha.com](mailto:initiationdir@kelmha.com).

A team meeting will be held by the Coach and/or Team Manager at the beginning of the regular season to define roles and responsibilities, team goals, and to discuss the team budget.

Each team within the Initiation Division is permitted to participate in one out of town jamboree/tournament over the course of the season and the KMHA Jamboree.

### **Novice Evans Division**

The focus of the Novice Evans Division is on skill development for 7-year old's along with an introduction to team play in a non-competitive, recreational structure. During the first two weeks of the season, players will be put into groups to facilitate a series of practices. By the middle of October, each player will be evaluated and assigned a team. The purpose of this evaluation process is to balance the teams within the division and ultimately to ensure our teams have fun when they play against teams within KMHA. The Association's goal is to create teams with a variety of skill levels along with players from the same school which can assist with car pooling amongst families. Families can make reasonable requests to the Division Director via email **prior to** team selection, the Division Director will try to accommodate the requests to the best of their ability.

Generally, two ice times per week are allotted to each team. One ice time is used for practice (weekday) and the second ice time (weekend) is used for half-ice games.

Novice Evans practices are usually held Monday – Thursday from 4:15 to 5:15 pm at Memorial Arena. Typically, games for the Novice Evans Division are scheduled earlier in the day on Saturday or Sunday, the common times are 6:30 – 7:35 am and 7:40 – 8:45 am. There are occasional games on Friday after school. Times may vary from season to season depending on number of teams as well as the number of players registered.

Games for the Novice Evans Division are played at Capital News Centre but may also be at Memorial Arena depending on KMHA tournament schedules as both arena's have rink boards.

The Association provides a paid on-ice skill instructor for each practice. The intent on hiring these professional skill instructors is to provide mentorship for the volunteer coaches and to help ensure that proper technique is being taught for the skill development.



Half-ice games utilize rink boards which are placed on the Centre Red Line, with a game played in each half and smaller nets. Half-ice games allow players the opportunity for more puck-touches which promotes greater opportunity for skill development (puck-handling, shooting, skating, coordination) and decision-making. All Novice games within BC will be played with the half-ice games and there are significant penalties for associations who do not follow the mandated ice sizes for the Novice Division. Please visit the Kelowna Minor Hockey website Novice Evans page here <http://www.kelownaminorhockey.com/novice-evans/> for videos on the benefits to kids playing half ice.

Each team will require volunteers such as Manager, Coach, Assistant Coaches, Safety Person and On-Ice Helpers. (see Roles and Responsibilities)

The Novice Evans Director will assign all games throughout the season. During games, all players are entitled to equal ice time. The Novice Evans Director can be reached at any time via email at [noviceevansdir@kelmha.com](mailto:noviceevansdir@kelmha.com).

A team meeting will be held by the Coach and/or Team Manager at the beginning of the regular season to define roles and responsibilities, team goals, and to discuss the team budget.

Each team within the Novice Evans Division is permitted to participate in one out of town jamboree/tournament over the course of the season and the KMHA Jamboree.

### **Novice Lutz Division**

The focus of the Novice Lutz Division is on skill development for 8-year old's along with team play in a non-competitive, recreational structure and assisting with the transition into the Atom Division. During the first two weeks of the season, players will be evaluated and assigned a team. The purpose of this evaluation process is to balance the teams within the division and ultimately to ensure our teams have fun when they play against teams within KMHA. The Associations goal is to create teams with a variety of skill levels along with players from the same school which can assist with car pooling amongst families. Families can make reasonable requests to the Division Director via email **prior to** team selection, the Division Director will try to accommodate the requests to the best of their ability.

Generally, two ice times per week are allotted to each team. One ice time is used for practice (weekday) and the second ice time (weekend) is used for games.

Novice Lutz practices are usually held Tuesday - Friday from 3:30 – 4:30 pm or 3:45 – 4:45 pm depending on the day. Typically, games for the Novice Lutz Division are scheduled through out the day on Saturday and Sunday. All games are 55-minute slots at UHC (Ultimate Hockey

Centre) which is located in West Kelowna. Games may be at 12:00, 1:00 and 2:00 pm on Saturdays and/or 8:30, 9:30 and 10:30 am on Sundays. Times may vary from season to season depending on number of teams as well as the number of players registered.

All the games for the Novice Lutz Division are to be played on a modified ice surface. KMHA has an arrangement with UHC (Ultimate Hockey Centre) located in West Kelowna which allows this Division to play their regular season games on a smaller ice surface as mandated by BC Hockey & Hockey Canada.

The smaller size ice surface allows the players to be introduced to the game of hockey by utilizing the faceoff circles and the blue/red lines transitioning the players into Atom the following season. Referees will be on the ice during the last month of the season to further assist with learning the rules of the game, as well as give our young referees some valuable experience.

The Association provides a paid on-ice skill instructor for each practice. The intent on hiring these professional skill instructors is to provide mentorship for the volunteer coaches and to help ensure that proper technique is being taught for the skill development.

All Novice games within BC will be played on modified ice surfaces as mandated by BC Hockey & Hockey Canada as there are significant penalties for associations who do not follow the mandated ice sizes for the Novice Division.

Each team will require volunteers such as Manager, Coach, Assistant Coaches, Safety Person and On-Ice Helpers. (see Roles and Responsibilities)

The Novice Lutz Director will assign all games throughout the season. During games, all players are entitled to equal ice time. The Novice Lutz Director can be reached at any time via email at [novicelutzdir@kelmha.com](mailto:novicelutzdir@kelmha.com).

A team meeting will be held by the Coach and/or Team Manager at the beginning of the regular season to define roles and responsibilities, team goals, and to discuss the team budget.

Each team within the Novice Lutz Division is permitted to participate in one out of town jamboree/tournament over the course of the season and the KMHA Novice Tournament.

### **Goalie Rotation**

Each season, all players should rotate through the goalie position. The benefits of this rotation schedule are that every player has an opportunity to play in goal and, as an Association, we are

training future goalies. It is up to the coach to ensure that all players rotate through this position. There should not be a designated goalie in the Initiation or Novice Evans Division. Two goalies will be required for cross-ice and half ice games.

## **Fair Play Code**

The Association adheres to ‘Fair Play’ in the recreation league at all levels from Initiation up through Midget. The emphasis in minor hockey is on skill development and to provide the best hockey experience for all players. If there are concerns with this policy and how it is/is not playing out on your team, please discuss with your Coach or Team Manager. They will bring it to the attention of the Division Director if need be. Please visit our website for a copy of our Fair Play Codes <http://www.kelownaminorhockey.com/fair-play/>.

## **Team Roles and Responsibilities**

The Team First concept is based on teamwork, respect and active participation. Volunteers will be required for the following positions:

- Coach
- Assistant Coach
- On-Ice Helpers
- Team Manager
- Safety Person

### ***Coach & Assistant Coach***

To promote player development using the structured model of play that has been established by Hockey Canada, it is the expectation that all coaches with the Association will teach/instruct players using the guidelines and teaching materials conceived by Hockey Canada. The coach role is to encourage and foster sportsmanship and teamwork amongst the players. The coach is the “team leader” and is responsible for teaching players both hockey and lift skills. The Coach and Assistant Coach will be on the ice during all practices and games.

### ***On-Ice Helpers***

Volunteers will be required to assist the Coach & Assistant Coach(es) during practice times and to assist with setting up rink boards for games. On-Ice Helpers are not to be on the bench or ice during games as they do not require the same certification.

### ***Team Manager***

The Team Manager’s most important role is to be the “team communicator” and to help ensure the season goes smoothly.

## **Safety Person**

The Safety Person examines the arena and players for equipment and safety, brings the First Aid kit to all games and practices and provides on-ice assistance if needed.

## **Certifications for Team Officials**

All certifications must be completed by **December 15**. You can volunteer on the ice while taking the certifications, provided you have your hockey ID. **You will not be allowed on the ice after December 15 if you have not completed your certifications.** *The exception being those coaches required to take the hybrid coaching course – in this case, the seminar must be taken before December 15 but the homework can be submitted up until March 31. It is very important that the homework be submitted and received on time or you will not complete the course. The Association will only reimburse you once for taking the hybrid course.*

**All volunteer team officials (Coaches/Assistant Coaches, On-Ice Helpers, Managers, and Safety Person) are required to take:**

- Respect in Sport Online Module (Team Officials) <http://www.kelownaminorhockey.com/coach-clinics/>
- Criminal Record Check <http://www.kelownaminorhockey.com/coach-clinics/>
- C.A.T.T. - Concussion Awareness Training <http://www.kelownaminorhockey.com/coach-clinics/>

## **Head Coach and Assistant Coach**

- Coach 1 – Intro to Coach. There are two portions of this certification (on-line and classroom). HU – Online Coach 1/2 which is the online portion and you can sign up for this at <https://ehockey.hockeycanada.ca/ehockey/ClinicList.aspx?oid=3>

## **Safety Person**

- Hockey Canada Safety Program (HCSP) <https://ehockey.hockeycanada.ca/ehockey/ClinicList.aspx?oid>

## **Obtaining a Hockey ID**

To register for the modules and the coaching course you will need a Hockey ID. This is provided by the registrar once you provide your date of birth. Please contact your Division Director or Team Manager to start the process. Your Hockey ID is tied to your Association insurance, so this must be obtained before you are allowed on the ice.

## **Reimbursement of Module and Course Fees**

Participants will have the Module and Seminar cost reimbursed by the Association. Please submit receipts to Division Director or the Executor Director.

***If you are interested in volunteering, please contact the Executive Director via email at [execdir@kelmha.com](mailto:execdir@kelmha.com). Help is always appreciated!***

## **Dressing Room Etiquette**

- Please ensure to arrive at the rink for practice and games at least 20 minutes prior to the scheduled time to have your child dressed and ready to go on the ice 5-10 minutes prior to ice start time.
- Please ensure that you dress your child in the dressing room and not in the general lobby.
- There are no cameras or other picture-taking devices allowed in the dressing rooms.
- The dressing room is the place where valuable information is communicated, and team bonding is formed. Coaches may request that parents leave the dressing room 5 minutes prior to the start of the game to speak privately with the players.
- Always notify the Coach or Manager in a timely manner when your child will not be able to attend a game or practice.

## **Team Pictures**

Team pictures are usually scheduled in late October (exact date/time TBA). Please have your son/daughter fully dressed (without helmet) for picture day. Arrive at the arena 15 minutes prior to your scheduled picture time with the completed order form (to be provided by the Coach/Team Manager). A team photo and a single picture of your son/daughter is provided free of charge. Additional photos may be purchased. In either case, please complete and submit the Order Form on picture day.

## **Initiation/Novice Evans Jamboree**

Each year the Divisions organize a year end Jamboree which is played over a weekend. This fun filled weekend includes 4 hockey games, raffle table, 50/50 raffle, food truck and special goodie bags for each player. Your team Coach/Manager will advise you of the exact date once it has been scheduled.

## **Novice Lutz Tournament**

The Association hosts an annual Novice Tournament which is comprised of 16 teams played on a modified ice surface to meet the BC Hockey and Hockey Canada mandates for smaller ice. There are two sets of rink boards placed on each Ringette line allowing for the use of both benches while still maintaining the ice surface at 8,500 square feet. Games are 1 hour 5 minutes in length and scores are not kept. Games will be played at Rutland Arena, tournament is scheduled for February 22- 24, 2019.

## **Resources**

### ***Equipment Stores (Certainly not exclusive, just some suggestions)***

**Chevy's Source for Sports** – Orchard Plaza Shopping Centre (250) 712-0777

**Mission Sports** – #4, 2121 Springfield Road (250) 763-7499

**Play It Again Sports** – 1778 Baron Road (778) 484-0048

**Sports Excellence** – #2, 310 Banks Road (250) 861-7140

**Sport Chek** – Orchard Park Shopping Centre (250) 860-7669

**Ultimate Hockey & Skate** – 1322 Stevens Road, West Kelowna (778) 754-5525

### ***Arenas***

**Memorial Arena** – 1424 Ellis Street

**Capital News Centre (CNC)** – 4105 Gordon Drive

**Rutland Arena** – 645 Dodd Road

**UHC (Ultimate Hockey Centre)** – 1322 Stevens Road, West Kelowna

**Prospera Place** – 1233 Water Street

### ***On-Line***

**Kelowna Minor Hockey Association** <http://www.kelownaminorhockey.com/>

**BC Hockey** <http://www.bchockey.net/>

**Hockey Canada** <https://www.hockeycanada.ca/en-ca/home>