



KMHA 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 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, to a maximum of 17 skaters and 2 goalies.

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 15th.

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 Rec 4 Hurricanes

Tournaments

KMHA Rec teams are permitted to go to 2 out of town tournaments and will have 1 home tournament. Bantam and Midget teams tournament schedule needs to be sent to their division director prior to league scheduling. For 2018/19 tournament schedules are needed by Thursday October 11th at 8 pm.

We realize that not all tournaments have confirmed entry by October 11th. 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 27th will result in a \$50 reschedule fee that the team must pay to OMAHA. There are no reschedule fees for Atom and Peewee.

Should any Kelowna team be accepted into 3 tournaments, do not back out of the tournament, but let your Division Director know in case another team has not found a 2nd event to go to.

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 Division 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.

Initiation and Novice Evans will be having a joint jamboree weekend at Memorial Feb 15 – 17 and will be led by the directors.

Scheduling

Scheduling meetings for the Bantam and Midget divisions is typically the weekend after Thanksgiving. League play for those divisions begins the following weekend. 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.

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.**

Atom and Peewee will send any tournament info to their Division Director. The Directors will be given their ice allotments in 3 phases. The first is the evaluation period, which covers all evaluation games to the weekend after Thanksgiving. The second phase covers games to the end of October, then from November to the beginning of playoffs.

Initiation and Novice directors will have their season ice by the end of October.

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. Only the top 8 teams will play in the playoff tournament. The tournament weekend

is Mar 8 – 10. The winner of the tournament will represent the South in OMAHA districts Mar 15 – 17.

In Atom and Pee wee, KMHA will continue with our internal league and Showcase of Champions. The Showcase semi finals are Mar 8/9 and the Showcase final is Mar 10. Atom and Pee wee will be divided into 2 pools and play a round robin. Pools will be based on regular season standings, and go in a 1,4,5,8,10, 2,3,6,7,9 format. Should there only be 9 teams at either level, KMHA will decide with the Division Director whether to move to a 3 pool format. The winner of the Pee wee showcase will represent Kelowna at Districts Mar 15 – 17. There are no more districts for Atom Rec.

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 Epect. 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

October 12: Regular Season Begins Atom and Pee wee

October 13/14: Bantam/Midget Scheduling

October 19: Bantam and Midget 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.

February 15: Atom and Pee wee playoffs begin

March 3: Last day of Bantam/Midget regular season games

March 8 - 10: Bantam/Midget Rec playoff tournaments

March 10: Atom and Pee wee Showcase Finals

March 15: District Championships (Pee wee, Bantam and Midget)

Qualifications

Rep Head Coach/Asst. Coach: Dev 1, Checking Component is required for Head Coaches of Atom, Pee wee 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, Pee wee 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