



KMHA Rep Coach/Manager Manual

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Introduction

Welcome to another season at Kelowna Minor Hockey. As a coach or manager of a KMHA Rep team, 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 – Teams are limited to 17 skaters and 2 goalies but KMHA has established a best policy for roster size at the rep level.

Atom Development, Peewee Rep Male and Female, Bantam and Midget Female:

15 skaters and 2 goalies

Bantam and Midget Rep:

17 skaters and 2 goalies

Any coach wishing for a different roster configuration must get approval from the association Head Coach.

All teams must have a Qualified Head Coach, Safety Person and Manager. KMHA will cover the insurance costs for up to 6 team staff. Only 5 team staff are permitted on the bench at any time.

Affiliate players - All rep teams should have a list of Affiliate Players. Most of the time these will essentially be your last cuts, but teams may AP up to 17 skaters and 2 goalies. KMHA best practice is to AP from the level immediately below. KMHA does not endorse Bantam teams AP'ing Peewee players for safety reasons with there being no body checking in Peewee. Atom Development teams may NOT AP Novice players.

Teams are encouraged to bring AP players out to their practices as long as it doesn't conflict with the AP players regular team practice. The only exception would be if a team is planning to use an AP in their upcoming game(s) they can bring the player to their practice that week.

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. Please note that bypassing this rule by having players talk to the AP's

directly (i.e. at school, social media etc.) 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 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 any Rep coach consistently experiences difficulty with lower coaches not allowing players to AP, they should contact the association Head Coach.

Please note Rep teams must begin the AP process prior to December 1st and no additions can be made after Jan 15.

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 coach will inform KMHA of the designated team rep who will be given control of the team account by KMHA. The TeamSnap 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 website is automatically updated. KMHA asks that rep teams keep their account, and thus their webpage, up to date.

Carding

As BC Hockey is requiring all players at all levels to sign the HCR, KMHA will be returning to a 'carding' night. Teams will be scheduled by group to come to the office, sign their cards, pay their Carding fees and get sized for rep clothing if desired.

Carding Fees

All Atom Development and Rep players are required to pay Carding Fees. The fees will be set by the association on an annual basis. These fees cover the additional practice ice Rep teams get. Parents used to have to pay for their kids rep socks, but that cost is now included in Carding

Fees. **Carding fees are due on carding night. If fees are not paid, those players are not eligible to play.** Carding fees can be paid by cheque, cash, debit or credit card. Credit cards payments will have an additional 2.99% charge.

Tournaments

KMHA Atom Dev and Rep teams are permitted to go to 3 out of town tournaments, and 1 home tournament. Teams tournament schedule needs to be sent to execdir@kelmha.com prior to league scheduling. For 2018/19 tournament schedules are needed by Thursday September 27th at 8 pm.

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 13th will result in a \$50 reschedule fee to be paid by the team.

Some levels may have more open weekends depending on league make up and number of games. Teams with extra weekends are permitted to apply for additional tournaments. KMHA policy requires the coach or manager to poll the parents by anonymous vote to attend extra tournaments. The result of the poll needs to be passed on to the Executive Director for approval.

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.

Scheduling

Scheduling meetings for Atom Development and Rep teams is typically the last weekend of September. 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. Any game rescheduling after Oct 13th will result in a \$50 reschedule fee to be paid by the team. 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 Executive Director. When rescheduling games, any dates that are not blacked out on your scheduling card (tournaments, conflicts) means your team is available on those dates. 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.**

Travel

KMHA strongly recommends that all travelling teams contract the services of a charter bus during the months of November to February for out of town games/tournaments. When travelling over mountain passes to towns outside of OMAHA, it is in the best interest of our coaches, players and parents that professional drivers be responsible for transportation. Parents are reminded that one bus rental is many times just as cost effective as 15 travelling vehicles. The opportunity to travel as a team on a bus is quite a fun and team building experience for our players.

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. At the 2018 AGM some changes were made to formats. Atom Development will no longer have tournament weekends. For all Rep tournaments, hosts will be decided in October. Only an even number of teams will take part in playoff tournaments, to a maximum of 8. Playoff weekend is the first weekend of March.

Budget and Team Fees

KMHA requires all Rep teams to assign a team Treasurer for the season. The Treasurer cannot be a coach or manager. The treasurer will work with the coach and manager to present a budget to the parents. The approved budget must then be submitted to KMHA. KMHA will provide each team with a bank account. Only deposits can be made into the account. All expenses must be endorsed by the Treasurer and submitted to the KMHA office, and KMHA will issue cheques from the team account. KMHA will provide a bank statement every month for the account activity, which must be made available to parents if they wish to see.

With an approved budget, Team Fees can be set for parents. KMHA expects Rep parents to be aware that playing on Rep teams is more costly. When setting team fees, if the team agrees to

accept installments as is common, we recommend that the last payment be made by mid January. Coaches may hold players out of games if team fees are not paid by the agree upon dates. KMHA is not responsible for making up delinquent team fees.

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. If a player is injured there must be a Doctor's note given to the Manager clearing the player to return to play.

Important Dates

September 15/16: OMAHA Seeding Tournament

September 24: Regular Practices Begin

September 28 – 30: Scheduling Meetings

October 5: Atom Dev regular season begins

October 12: Rep Regular Season Begins

December 1: All carded/rep 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 10: Any player released after January 10 will be ineligible to be rostered to any hockey team for the balance of the season.

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 24: Last day of Rep regular season

March 1: Rep playoff tournaments begin

March 10: Atom Development season ends

March 17: Provincials begin

Team staff (Asst. Coaches etc.) can be added at any time but after December 1 they must have all their qualifications in place in order to be added. Contact registration@kelmha.com to check on qualifications and to make the addition.

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.