

KELOWNA MINOR HOCKEY



REP TEAM GUIDE

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The Kelowna Minor Hockey Rep Manual details all of the roles and responsibilities for volunteers and paid coach positions, as well as the processes involved in team operations.

2 TEAM PERSONNEL

2.1 HEAD COACH

The head coach of U13 Tier 1, U15 and U18 Tier 2 are paid non-parents. Should there be a qualified non-parent coach interested in coaching U15 Tier 3 that team will also have a non-parent coach.

U13 Tier 2/3, U15 Tier 3 and U18 Tier 3 coaches are generally parent coaches.

a) QUALIFICATIONS

Head Coaches are required to have the following qualifications:

- C.A.T.T. - Concussion Awareness Training
<http://www.kelownaminorhockey.com/coach-clinics/>
- Respect in Sport Online Module (Team Officials)
<http://www.kelownaminorhockey.com/coach-clinics/>
- Criminal Record Check
<http://www.kelownaminorhockey.com/coach-clinics/>
- Development 1 - Coaches may be named in September without Development 1 but will have to register and complete the course by December 1.
<https://register.hockeycanada.ca/clinics>

2.2 ASSISTANT COACHES

Assistant coaches may be non-parent coaches, but this isn't a requirement.

a) QUALIFICATIONS

Assistant are required to have the following qualifications:

- C.A.T.T. - Concussion Awareness Training
<http://www.kelownaminorhockey.com/coach-clinics/>
- Respect in Sport Online Module (Team Officials)
<http://www.kelownaminorhockey.com/coach-clinics/>
- Criminal Record Check
<http://www.kelownaminorhockey.com/coach-clinics/>
- Development 1 - Coaches may be named in September without Development 1 but will have to register and complete the course by December 1.
<https://register.hockeycanada.ca/clinics>

2.3 SAFETY PERSON

The Safety Person must attend all practices and games. It is not required for them to be on ice at practice or on the bench during games, but they must be present.

a) QUALIFICATIONS

Safety Person are required to have the following qualifications:

- C.A.T.T. - Concussion Awareness Training
<http://www.kelownaminorhockey.com/coach-clinics/>
- Respect in Sport Online Module (Team Officials)
<http://www.kelownaminorhockey.com/coach-clinics/>
- Criminal Record Check
<http://www.kelownaminorhockey.com/coach-clinics/>
- Hockey Canada Safety Program (HCSP)
<https://register.hockeycanada.ca/clinics>

2.4 MANAGER

a) QUALIFICATIONS

Team Managers are required to have the following qualifications:

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

2.5 TREASURER

The treasurer is not a rostered position and therefore doesn't need any courses or clinics. The treasurer must not be a family member of the manager as both are required to sign off on all team expenses.

3 GETTING STARTED

3.1 STAFF SELECTION

After team selection is done, the Head coach should select their staff. They need to submit their list for assistant coaches, safety person and manager to the Director of Hockey Development. All team rostered staff must be approved by KMHA.

3.2 TEAMSNAPE

Once the team is finalized, KMHA staff will move players onto the team in TeamSnap. The Head Coach, or their selected rep, will be given manager status for the team. This will allow for easy and quick communication, as the start of the year can be hectic, with new practice times and limited notice for games.

KMHA staff are the only people who will be moving players on and off the teams. Teams are never supposed to do this on their own. The only thing people with manager status should be doing on TeamSnap is adding other non-player contacts.

3.3 TOURNAMENTS

The head coach is responsible for selecting tournaments. The coach can certainly discuss with other staff/parents, but ultimately the decision is theirs.

Tournament listings are posted on the BC Hockey website here:

<https://www.bchockey.net/member-info/tournaments>

Scroll down to the 'Search for a tournament' section and be sure to enter your division, category and use the calendar dates (ex. on the first calendar select Oct 1 2022 and on the second Feb 25 2023). This will bring up a listing of all tournaments in the province available for your team in the season.

Rep teams are permitted to attend 3 out of town tournaments as well as their home tournament. Teams may attend a 4th out of town tournament but need to poll parents with 75% in favour AND receive permission from the association. Permission will only be granted if there are no league games scheduled for that weekend, or league games are able to be rescheduled.

As per OMAHA policy league games take priority over tournaments.

a) TOURNAMENTS OUTSIDE OF OMAHA

You must fill out the Interdistrict Travel permission form. This form is located on the KMHA website here: <https://www.kelownaminorhockey.com/wp-content/uploads/sites/720/2018/09/Interdistrict-and-USA-Hockey-Tournament-Travel-and-Exhibition-Game-Sanction-Request-1.pdf>

The form must be filled out, scanned and emailed to execdir@kelmha.com at least 10 business days prior to the event. **Pictures of the form filled out are not acceptable.** You do not need to list the other teams at the event if you do not know them. The most important information will be the tournament sanction number. This number is found on all tournament listings on the BC Hockey website.

KMHA will pay for entrance fees for the team up front and collect the money from team accounts once parent fees are paid.

3.4 COMPETITION WEEKEND

OMAHA competition weekend takes place late September. Not all KMHA rep teams will take part in competition weekend. As we are a large association with teams at almost every level, we know where most of our teams will be playing. That said, there are other associations that may be looking to play up and playing against Kelowna teams is often a good option to determine their competitive level.

3.5 BUDGET

All rep teams must prepare a budget that is presented to the parents. Once approved by parents, the budget must be emailed to execdir@kelmha.com. Should revisions need to be made, an updated budget will be required to be submitted.

A good example of something that can significantly alter a team budget is a planned tournament where parents intended to drive and winter conditions made renting a bus a more viable option.

An example of a sample budget would be:

Sample Budget	
	Original
Revenues	
Team Fees Collected	\$36,000.00
Fundraising	\$4,000.00
Tournament	\$1,800.00
Total Revenues	\$41,800.00
Expenses	
Tournaments:	
BWC	\$1,750.00
Kamloops	\$1,350.00
Pat Quinn	\$2,500.00
Regina	\$1,775.00
Total Tournaments	\$7,375.00
Team Building - Myra Canyon	\$690.41
Dryland	\$2,840.00
Team Dinner - BWC Tourney	\$464.37
Team Building - Go Karts	\$735.00
Team Building - Kamloops Tourney (Blazers game)	\$254.00
Team Dinner - Pat Quinn Tourney	\$400.00
Xmas party	\$500.00
Coaches Team Apparel	\$67.20
Coaches year end gifts	\$150.00
Year-end Dinner	\$300.00
Carding Fees	\$7,600.00
Team swag (hoodies, track suits, toques)	\$3,400.00
Coach fees	\$12,500.00
Total Expenses	\$37,275.98

3.6 BANK ACCOUNTS

Every KMHA rep team is provided a bank account. Use of these accounts is mandatory. It is a necessity to reassure parents that funds are being used as intended and complies with 2 person authentication. The team treasurer will need to sign for a delegate bank card either at Scotiabank downtown branch or from KMHA. This card gives the treasurer the ability to deposit through ATMs as well as accept etransfers and long in to check on the account balance or print statements.

The team treasurer cannot remove funds from the account. To reimburse for team expenses, the manager or treasurer may submit an expense form found here:

<https://www.kelownaminorhockey.com/wp-content/uploads/sites/720/2022/04/KMHA-Expense.pdf>.

This is a fillable pdf, please type out all info, especially etransfer information. This form may also be used to pay tournament fees to other associations. The form must be authorized by both the treasurer and manager.

At the end of the season, after all expenses have been reconciled, disbursement of the remaining funds can be sent back to the parents. Etransfer information and the amount to each parent on an excel spreadsheet is preferred.

3.7 HISPORTS & E-GAMESHEET

All games in OMAHA are done on the e-gamesheet. Each team must have 1 rep who is responsible for signing up. This is usually the head coach, but it can also be the manager. This needs to be done every season as you are required to register with your current season HCR number.

The instructions are posted on the KMHA website here:

<http://www.kelownaminorhockey.com/wp-content/uploads/sites/720/2018/10/E-Gamesheet-Instructions-BYOD.pdf>.

The email address that is used in registration will also be the email where the e-gamesheets are emailed at the conclusion of games. Using this log in, the coach or manager can log into games in advance and do their lineup without needing to do it on the tablet.

3.8 AFFILIATE PLAYERS

Teams should be affiliating players once teams are formed. Whether a team ever needs to use AP players or not does not matter. Having this done in advance prevents last minute emergency issues for the team, players and registrar.

All APs must be submitted to and approved by the Director of Hockey Development. Once that authorization is in place the registrar will add the players to the roster.

If you want to use an AP there is a process that must be followed.

- The coach of the player you want to AP must be contacted first to give their okay, whether it is for practice or games. Attempts to bypass this process by talking to the players parents or having kids talk directly to the player may result in losing the ability to AP.
- For coaches at a lower level, if a coach at the higher level is not following the correct process, please inform the Director of Hockey Development immediately.
- If the player who is asked to be AP'd has an ice time with their own team on the same day of the AP request the onus is on the player to communicate with their coach directly to let them know whether they intend to attempt to do both.
- This applies to both practices and games. The coach of the player AP'ing will need to know if there is a need to get an AP themselves.

3.9 LEAGUE PLAY

All KMHA Rep teams play in OMAHA leagues. League scheduling is the end of September/beginning of October.

All tournament blackout dates are to be sent to execdir@kelmha.com by the Thursday before scheduling weekend. Any dates not blacked out, the team is considered to be available. There is a two week grace period after the scheduling meeting to make game reschedules. After that, OMAHA charges at \$25 fee to the team who requests the game reschedule. KMHA records and pay these fees and passes them on to the teams.

To request a game change because of acceptance into a tournament, the request needs to be emailed to execdir@kelmha.com.

Teams are not to contact other teams or OMAHA administration directly.

League play begins the weekend after scheduling.

3.10 PLAYOFFS

Rep playoffs are always an even number of teams. If the league has 4, 6 or 8 teams all teams make the playoffs. Any odd number of teams automatically reverts to the lower even number of teams. For example, in a 5 team league the top make the playoffs. In a 7 team league, the top 6 make it.

Please note, only OMAHA teams count for playoff teams. If Prince George plays in the league and they make up the 6th team, the league is considered to have 5 teams. A league of 3 teams means that the top 2 teams play in a best of 3 series.

Playoff weekend is always the first weekend of March.

KMHA pays the registration fees for each team's playoffs.

3.11 SUSPENSIONS

BC Hockey puts out Minimum Suspension Guidelines prior to every season. These are found on our website here: <https://www.kelownaminorhockey.com/minimum-suspension-guidelines/>. It is important for coaches to familiarize themselves with this resource, especially if you are in a tournament or have back-to-back league games in a weekend.

You can't always rely on the suspension notice to come through before your next game.

Players and coaches placed on a gamesheet that should be suspended means a forfeit of the game.

Where it really gets tricky is under the 'Accumulation Sanctions'. Coaches should be keeping track of suspensions to their players.

Coaches are never to contact the KMHA RIC with regards to suspensions or penalty calls.

3.12 SPONSORSHIP

Teams may seek out individual sponsorship. Anything that reduces the financial burden on parents is a bonus from KMHA's perspective.

Sponsorships can be in the form of a name bar on the lower back of the jerseys or on team swag. The name bars must be removed prior to jerseys being returned.