

KENT MINOR HOCKEY ASSOCIATION

Rules for Operation Effective Date July 26, 2011

Preface

The purpose of these rules is to enable
Kent Minor Hockey Association
to operate its hockey program
in a manner consistent with its mission,
its bylaws, the regulations
of governing bodies
and common sense.

Safety and fair play,
on and off the ice,
are critical to the success
of the hockey program.

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AUTHORITY:

These rules and regulations are policies of Kent Minor Hockey Association, as defined in the Bylaws and having been considered and approved by the Board of Directors on July 26, 2011

The Manual of Operations of the Ontario Minor Hockey Association, including playing rules is adopted and form part of these rules.

"This book covers the most frequently used rules regarding coaches, players, parents" in the Kent Minor Hockey Association.

1.0 EQUIPMENT:

- i) It is mandatory that all players under the Kent Minor Hockey Association wear all the required approved hockey equipment per "CHA" (Hockey Canada) rulebook, at games and practices or any other on-ice activity until they leave the playing area at the end of activity period. Failure to comply may result in suspension of the player and team Officials by the Convener.

Coaches & Assistants must wear Protective headwear during activities on the ice. In accordance with O.M.H.A. Rules. (MANDATORY)

- ii) Players who accept equipment from Kent Minor Hockey Association must return it upon request. Any player or Team Official failing to return Equipment upon request shall be suspended until it is returned to Kent Minor Hockey Association, and deemed by the Equipment Manager to be in satisfactory condition. (A deposit fee will be set each year by KMHA for all equipment bored.)
- iii) Deliberate misuse of any Kent Minor Hockey Association equipment causing damage, will result in a fine to the guilty person equal to the replacement cost of the damaged article.
- iv) Goaltenders may rent goalie equipment from Kent Minor Hockey Association for a nominal fee and deposits, with postdated cheques. The Equipment Manager, with the Kent Minor Hockey Association board approval, will set terms and conditions and amounts of deposits, and rental fees, from time to time. If equipment is not returned, the Association will cash the deposit cheque and retain the funds.
- v) Goaltenders that make use of Kent Minor Hockey Association equipment for anything other than Kent Minor Hockey Association activities will be required to pay an additional rental fee. Failure to pay the fee will result in the immediate repossession of the equipment.
- vi) No team or individual may use the Kent Minor Hockey Association name and/or logo without written permission from the KMHA Board.
- vii) The Kent Minor Hockey Association logos are the property of KMHA. The use of these logos is restricted to that authorized by the Board.
- viii) Other than the team sponsor's logo the items noted in section vii herein are the only logos to appear on any team uniform, hockey bag, wearing apparel or any

other item utilized by hockey player's wearing apparel, or for the storage/carrying their equipment. The KMHA Board's, prior to use, must approve any other logo or crest. All KMHA teams, including House /Local and Travel are to be considered part of the Cobra System. No other team name shall be used in conjunction with any program under the KMHA umbrella.

- ix) The KMHA Board will set all travel team colours. Section 27.0
- x) The KMHA Board will set all teams wearing apparel each year for all travel, house/ local league and select teams.
- xi) All players are required to wear APPROVED MOUTHGUARDS as set out in the OMHA MOUTHGUARD POLICY (*Appendix J*)
- xii) All players are required to wear CSA APPROVED HELMETS WITH EAR PIECE COVERS ATTACHED as set out in the OMHA HELMET POLICY. (*Appendix L*)

2.0 FUND-RAISING

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- i) All fund-raising events by individual teams must have approval of the Ways and Means Director. The permit must be filled out, approved and filed with the Kent Minor Hockey Association Board, prior to the fund raising event taking place. A financial statement for each event must be submitted within 30 days of holding or substantially completing the event.
- ii) Under no circumstances will a fund-raising event be approved if it conflicts with Kent Minor Hockey Association run events. Kent Minor Hockey Association carries out many fund raising events and teams are cautioned not to make commitments until their event has been duly authorized.
- iii) Any and all fund raising projects within K.M.H.A. must be approved by the Board. A request must be in writing and presented to a Board member seven (7) days prior to the monthly meeting of the Board.
- iv) Approval of fund raising projects will be subject, but not restricted to the following:
 - Priority given projects involving Divisions/Groups.
 - Number of projects for same time period.
 - Number of teams involved in project.
 - The type of project involved.
 - All proper information provided.
 - All K.M.H.A. policies followed.
- v) Once approval by the Board, the project will be forward to the Ways and Means Chairperson. In the case of a project that requires a city licence / permit the requesting party(s) will be required to provide all the necessary information to complete the application for the licence/ permit. The application can be obtained from the Ways and Means Chairperson. If the proper information is not provided the Ways and Means Chairperson will not initiate the application form.
- vi) All fund raising projects will require the initiation of a separate bank account, from all others, in the name of the fund raising project and K.M.H.A. This bank account shall have two (2) separate persons as signing authority. All receipts and expenditures are to be made via this account. It shall be closed at the end of the fund raising project. In the case of a licensed project this is a requirement for the licence. **All licenses are to be signed by the treasure of K.M.H.A.**
- vii) All fund raising projects approved by the Board will require a Chairperson/Coordinator. This person will be responsible for the administration and financial portion of the fundraiser. This person will be responsible for all reporting duties.

- viii) A financial report, on each approved fund raising project, must be submitted to the Board within 30 Days of the last date of the fund raising project. All proceeds from the approved fund raising projects are subject to distribution by the Board. Distribution will result from the financial report, request submitted by the fund raising project Chairperson / coordinator, team needs, the number of teams involved, the proposed use of the funds raised and the Boards discretion.
- ix) Team funds will consist of team assessments, bingos shares, fund raising proceeds, parent assessments or contributions and donations. Any monies received into or extended out of team funds must be an approved budget item or the particular item must be approved by the Board.
- x) Any equipment, sweaters, clothing or similar items purchased out of team funds become the property of K.M.H.A. to be used at the discretion of the Board, by the team of the next higher division the following year. (i.e. - minor pee wee to major peewee). It is to be recognized as a general policy of K.M.H.A. that the funds raised by teams shall be used to offset the expenses of running teams and not for acquiring equipment, which is considered the responsibility of K.M.H.A. All team funds remaining at the end of the season shall be paid to K.M.H.A. by April 15 of each year, to be given, at the discretion of the Board as team funds to the team of the next higher division the following year. All team funds at all times are to be considered joint property of the team and K.M.H.A.

3.0 HOUSE LEAGUE/LOCAL LEAGUE OPERATIONS:

- i) All hockey games shall operate under the Canadian Hockey Association playing rules, Ontario Minor Hockey Association and Kent Minor Hockey Association rules, with the following additions and enhancements.
 - a.) Only carded team officials to instructors with Kent Minor Hockey Association and the Ontario Minor Hockey Association who are approved by the board and registered on the insurance list at the Kent Minor Hockey Association office, will be allowed to participate in or at Kent Minor Hockey Association league functions, including practice. Any person used in an instructional capacity must first be reported to the Convener, so that they can be presented at a board meeting for approval, as long as the names are placed on the insurance list.
 - b.) No player may play for more than one Kent Minor Hockey team except for such periods as may be deemed necessary by the Director of Education and Development and reported to the board. School teams are not included in the application of this rule. No player will be permitted to sign more than **one CHA player registration card with all associations under the CHA branch organization.**

- c.) House league/local teams shall carry a minimum of 16 players at the discretion of the House League/local League Directors, and approval of the Kent Minor Hockey Association Board.
- d.) All division Conveners in house league/local league will ask goaltenders during evaluation periods, if there were one or two goalies on their team last year. Where possible the Convener will try to get a goalie that played on a team with two goalies last year in Kent Minor Hockey Association on a team with one goalie this year.
- e.) Permission to play representative hockey procedure is outlined under Representative Hockey Operations Rules in this manual.
- f.) It is the responsibility of the Representative Hockey Head Coach to ensure that all player movement to or from the Rep team is properly registered through the proper channels.
- g.) Coaches and managers will advise player and parents as well as the Conveners when deleting or adding players to Rep teams.
- h.) TYKE:- All games unless otherwise approved by the Convener shall be played to a two-minute buzzer system. Team and division officials will enforce this regulation. To ensure all players have equal ice time, the coach is required to change his/her entire line, except the goaltender, at designed intervals, to the buzzer.
- i.) Novice, Atom, Peewee, Bantam, Midget/Juvenile: -For these divisions, no special change of player regulation will apply as long as each player gets as reasonable share of ice as possible (i.e., as equal as possible) the duty remains with every team official to ensure that each player gets a reasonable share of the ice time. Failure to do so may result in a suspension by the Convener. In Novice, the Convener may decide to use the Tyke system from time to time.
- j.) A team failing to ice a complete team (no fewer than eight players) within ten minutes after the schedule start time, shall forfeit the game. The score shall be recorded as 2-0.
- k.) "House League/ Local League Players" may be called up to play in the division directly above them. Goalies can be AP'ed within their division; Select and Tri-County goalies can only be AP'ed if no other goalie is available.
- l.) It is the responsibility of each team official to provide timekeepers and scorers for each House League game. The home team will be responsible for providing and arranging the timekeepers and scorers for the game.

- m.) Kent Minor Hockey Association will provide referees for each House League/Local League and Representative game when requested by the respective Director. Kent Minor Hockey Association will cover the cost during the preseason and playoffs for House League/ Local League. All house/local league exhibition games are to be paid for by the house/local league teams.
- n.) All Kent Minor Hockey Association house league teams may apply for funding support for an amount determined by the Kent Minor Hockey Association board each year. The Kent Minor Hockey Association's Board will allocate funds in accordance with the availability of funds.
- o.) Female participants of Atom age and older will not be allowed into the dressing room before games until ten minutes before game time. Any player arriving after this time will have to wait to dress until the room empties. After games, female players must leave the room before the male players remove their equipment.

4.0 HOUSE LEAGUE/ LOCAL LEAGUE PLAY:

- i) Two-minute stop time will be used in Tyke and a minimum of 3-10 minute periods constitutes a game. If time permits, 3rd period will vary depending on time left in hour. Curfew will be in place subject to Divisional Director.
- ii) Players must be rated at least once before team formation.
- iii) A Tyke player assessed a Minor Penalty will serve the penalty in duration. If it cannot be completed during the player's own shift, the player will stay in the penalty box until the player's next shift, and then will finish serving the penalty. In order to give the full advantage to the non-offending team, the above rule is waived for the last six minutes (with three lines) or four minutes (with two lines) of the third period and penalty will be served straight through. The coach has the authority to decide which player will wait until the penalty expires before going on the ice.
- iv) Any player in any division who is assessed three Minor Penalties in a game will be rejected and the third penalty will be served by a player on the ice. In the case of a goaltender receiving three Minor Penalties, there will be no ejection unless the team has another goalkeeper is dressed. The offending goaltender, if not ejected, will not be eligible to play in the team's next game.
- v) Any player assessed a Major Penalty will also be assessed a Game Misconduct Penalty. In the event that a goaltender receives a Major Penalty, unless automatically ejected under CHA or OMHA rules or ejected and replaced by

Another goaltender, the goalie will not be eligible to participate in the team's next game.

- vi) Match penalties: Rules and procedures, prescribed by the governing body, are in the OMHA rulebook.
- vii) Any abuse of the referees during or after a game will be dealt with in accordance with the playing rules.
- viii) No player will be moved within house/local league after the equalization deadline currently November 1 of each year.
- ix) There will be no house/local league player changes or trades among teams without the consent of the Divisional Director. The Kent Minor Hockey Association Board will be informed by the Director of any such change or trade.
- x) Tyke, Head Coaches must have CHIP certification prior to starting the season with the team, or must obtain certification at the earliest available clinic. Novice and above Head Coaches must have Chip & Coach Level Certification prior to starting the season with the team or must obtain certification at the earliest available clinic(s).
- xi) Every Tyke player must have an opportunity to play net before selecting two goalies. The back-up goalie must play another position in the game when not in goal.

5.0 EXHIBITION GAMES AND TOURNAMENTS:

(Travel & House/ Local League Coaches)

- i) Any team wishing to play exhibition games must complete the "Travel Permit" form and present to the appropriate Division Director at least thirty days in advance prior to playing date in order to be considered for approval. In case of tournaments a minimum of thirty days are required for approval. Should a situation arise after the aforementioned deadlines, approval may be given at the discretion of the Divisional Convener.
- ii) Travel permits are available from the divisional Conveners, and are also included in the coach's handbook. (*Appendix H*)
- iii) Regular scheduled games should not be changed in order to play exhibition or tournament games for any reason whatever. (A fine of \$250.00 will be levied by league official for all games changed after their original booking.)
- iv) Any team playing an exhibition game must use an official game sheet and certified officials.

- v) A copy of the game sheet must be forwarded to the Divisional Convener.
- vi) House/local league teams may not play exhibition or enter tournaments with non-affiliated teams at any level. Team officials who fail to adhere strictly to this rule may be subject to suspension by their respective Convener.
- vii) House/local league teams are encouraged to participate in tournaments to a Maximum of two per each hockey season. The Kent Minor Hockey Association board must recommend any additional request.
- viii) It is expected that Kent Minor Hockey Association teams will participate in Kent Minor Hockey Association tournaments. The tournament director will set out tournament entry fees.
- ix) House league teams must have the parent or guardian sign a permission form for each player who participates in any tournament where body checking will be permitted. The form must be signed before the tournament and must be of the format approved by the secretary. (House league checking for *Appendix "I"*).

6.0 TEAM OFFICIALS RESPONSIBILITIES:

- i) Team officials include individuals approved by the Board and registered as Head Coach, 2 Assistant Coaches, Trainer, and Manager. Kent Minor Hockey Association will pay to register these five-carded officials for each team. No individual will be approved as a team official or a practice coach unless the Kent Minor Hockey Association Board has made a recommendation. Approvals are subject to the individual obtaining a Police Check satisfactory to the board in accordance with the following.
 - p.) All Head Coaches, Assistant Coaches, Trainers and Managers must have a Police Check.
 - q.) Head coaches must have their Police check done by Nov. 1st of each season. If the Police Check is not done by this date the Head Coach will not be allowed to coach until the *Police Check is submitted and approved*.
 - r.) Assistant Coaches, Trainers and Managers must have their Police Check done by Nov. 15th of each season. It is the responsibility of the Head Coach to make sure this is done. If the Police Check is not done by this date the Head Coach and the member of the Coaching staff that did not comply with this procedure will not be allowed to coach, manage or train until the *Police Check is submitted and approved*.
 - s.) A police check needs to be done every 3 years.

- t.) The police check will be kept on file for that 3-year period, and then a new one will have to be completed after that date.
- u.) The Police Check shall be in the possession of the Kent Minor Hockey Association screening person. A screening person is a person of professional designation such as a Police Officer, Chiropractor, Notary Public, Engineer, Banker, Clergy, Doctor, Lawyer, Judge, Principle, Dentist, and Accountant.
- v.) The screening person will have the right to approve or disapprove coaching staff based on the parameters given.
- w.) The screening person may ask all questions necessary to make the proper decision.
- x.) Only those coaches who have a questionable Police Check need an interview with the designated screening person.
- y.) A coach has the right to appeal this decision to the following committee within 10 days. This committee shall consist of Director of Education and Development, 1 board member chosen by the coach and the Screening Person.

7.0 COACHES NOT APPROVED:

A COACH OR COACHING STAFF WILL NOT BE APPROVED FOR A COACHING OR COACHING STAFF POSITION IN KENT MINOR HOCKEY ASSOCIATION ON THE FOLLOWING.

1. Individuals with outstanding Criminal Code convictions or charges pending will not be accepted based on, but not limited to the following offences. Kent Minor Hockey Association accepts its significant responsibilities to its vulnerable clients.

This Association owes a duty of care to its clients, to staff, and to the community. Acceptance of this duty will be reflected in all Association programs, services and activities, as well as in its policies and procedures.

Kent Minor Hockey Association recognizes that some of the positions in the Association are of significant trust. People applying for and understanding positions of trust will be subject to more intense and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Kent Minor Hockey will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a *bona fide* reason related essentially and explicitly to the position being applied for, and will do so with due consideration for need to accommodate applicants where possible.

For certain positions in the Association, a Police Record Check will be required as one element of the screening process.

Individuals with past *Criminal Code* convictions, ten years or more Recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. These offences include, but are not limited to the following:

Ten years or more recent-

- Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Individuals with past convictions or charges pending for drug offenses under the CDSA or its predecessor.
- Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.

Individuals with past *Criminal Code* convictions, charges pending or pardons for the following offenses **will not** be considered for a direct service position.

- Physical or Sexual Assault.
- Current prohibitions or probation orders forbidding the individuals to have contact with children under the age of 14.
- Indictable criminal offenses for child abuse.
- Sexual exploitation.
- Sexual Interference.
- Invitation to sexual touching.

Applicants may be rejected as a result of other information gained during the police records process or through the screening process as a whole or as a consequence of other factors.

It should be noted that every volunteer once accepted, is obliged to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Once accepted as a volunteer with Kent Minor Hockey Association as a coach or coaching staff you will be required to complete a police check every 3 years.

The Kent Minor Hockey Association will accept a completed Police Check by an applicant providing it is four months or more recent.

2. The Bylaw and rules are to be strictly adhered to by all team officials. Each team official will be supplied with a copy of the Bylaws and Rules.
3. All team officials will work to ensure that players receive fair ice time.
4. Team officials will become familiar with the Divisional Director responsibilities and provide all necessary cooperation.
5. All team officials are expected to actively assist Kent Minor Hockey Association in various fund-raising endeavors.
6. Ensure proper conduct of players and fellow Team Officials on and off the ice.
7. Deliver a financial statement including all sources of funds and all disbursements to the Convener on or before March 31st.
8. When a player requires *Medical attention from other than the team trainer*; a Doctor's release is required before the player may return to practice or play.
9. Travel permits must be given to the Division Convener.

8.0 Additional Rules for Head Coaches:

- i) Provide the names of assistant coaches and trainers for board approval
- ii) Attend coaches meetings as required.
- iii) All coaches must have accreditation as stated in *Appendix "F"*.
- iv) Appoint a designate in the coach's absence.
- v) Ensure that all players and parents are made aware of the playing rules.
- vi) Show respect for all referees decisions.
- vii) Hold a meeting at the start of season with players and parents in order to make them aware of the coach's plans and aims for the season, explanation of Ontario Minor Hockey Association Roster sheets, reason for budget, size of budget, fund raising and other matters, that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
- viii) Accept ice time allotted with no exception.
- ix) Ensure the allotted ice is not wasted. Trade with fellow coaches or be billed by Kent Minor Hockey Association for dead ice not used.
- x) Ensure that all team personnel are informed of practice.
- xi) Ensure that all equipment and facilities are available
- xii) Ensure that all team documentation is properly prepared, maintained and readily available when required.

- xii) Complete appropriate evaluations and reports as required.
- xiii) Submit a financial statement at year-end, to Divisional Convener.
- xiv) Ensure that all regulations, safety measures and policies are observed.

8.1.0 Away games: (outside of own arenas)

- i) Procure a dressing room for your team.
- ii) Direct all team personnel to the dressing room.
- iii) Properly complete a game sheet.
- iv) Maintain control of conduct of all team personnel at all times.
- v) Have roster sheets available at all times.
- vi) Have any and all travel permits available as required.
- vii) Ensure that Divisional Convener receives a copy of any and all games sheet.

8.1.1 Home games:

- i) Prepared a game sheet; ensure that it is properly filled out.
- ii) Ensure that visiting team has the game sheet 15 minutes prior to game time.
- iii) Have roster sheet available at all times.
- iv) Ensure that Divisional Convener or OMHA Rep receives a copy of any and all game sheets.

9.0 Assistant Coaches:

1. Assistant coaches must be at least 16 years of age, and at least 4 years older than the players they are coaching, (e.g., Midget can coach up to Pee wee, cannot coach Bantam.)
2. Any Kent roistered player used as a practice coach must wear full equipment, unless player has proper accreditation as stated in (*Appendix "F"*).

10.0 Trainers:

1. Trainers are to be certified and carded, and are to conform to HTCP rules and procedures only.
2. Inform coach of condition of players.
3. Keep up-to-date records on players Health Card and emergency contact information.
4. Keep records of player's needs (i.e. Aerosol for asthma, Health Card # etc.)
5. Trainers must immediately file an accident report (*Appendix "J"*) with the Kent Minor Hockey Board on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games.
6. A copy of the game sheet must accompany the injury report.

7. When a player requires Medical attention, a Doctors release is required before the player may return to practice or play.

11.0 Managers:

1. Will assist other Team Officials with off-ice activities including collecting of monies, booking tournaments and other team arrangements.

• HOUSE/LOCAL LEAGUE OPERATIONS COMMITTEE:

- B) Liaise between Board and individual divisions. Find Conveners and assistants where required, with approval by the Executive Board.
- C) Exercise supervision of the House League Conveners Committee.
- D) Ensure that all Ontario Minor Hockey Association House League roster sheets are signed and forwarded to Kent OMHA Rep.
- E) Distribute approved OMHA roster sheets to appropriate divisional Conveners.
- F) Oversee and monitor ratings and team formation in each division.
- G) Ensure that ice scheduler provides sufficient ice time required for games and practices.
- H) Supply information and written material to Conveners for distribution to coaches, players and parents.
- I) Monitor all player movement and coordinate movement of players between House League, Local League and Representative.
- I) Monitor tournaments including where played, team rosters, team conduct and incidents. Receive reports from Conveners regarding major penalties, suspensions and incidents.
- J) Assist in and promote various Association functions (e.g. socials, fund-raising, awards, registration)
- K) Uphold and adhere to OMHA and Association standards and rules.
- L) Forward team and divisional financial statements to the Treasure.

13.0 Divisional Convener:

- A) Obtain roster sheets for division. Ensure that all players are rated and have completed roster sheets.
- B) Set up and monitor all ratings.
- C) Structure, organize and attend division draft, ensure balanced teams.
- D) Inform coaches of rules, schedules and upcoming events.
- E) Set up schedule.
- F) Supply schedule to the ice scheduler, House/Local League Operations Committee, Referee Scheduler and Arena Staff. (2 copies to each arena).
- G) Convey information and written material received from House/Local League Operations Committee to the Team Officials to be relayed to players and parents.

- H) Supply game sheets for each game.
- I) Issue written notices of suspensions and Respond to Appeals and Protest in accordance with the rules. Participate in the House/Local League Conveners Committee.
- J) Ensure that proper permission is obtained for exhibition games.
- K) Maintain and post accurate league standings.
- L) Keep House League and Local League Operations Committee informed on a regular basis, especially of a major problem or if information needs to be discussed at Board Level.
- M) Keep accurate records on division coaches as further background for future coaching assignments.
- N) Be responsible for allocating sweaters.
- O) At games, ensure access to goalie equipment needed or conflict of color of sweaters.
- P) Ensure that ice is scraped between games at the discretion of the coach And Divisional Convener.
- Q) Act as a mediator among coaches, parents, and players within the division.
- R) Handle all requests for scheduled game changes.
- S) Forward team financial statements to House League and Local League Operations Committee, when and if required.

14.0 PROTEST RULE:

1. Notice of any protest, if occurring during a game, must be given verbally to the Convener immediately after the game in person or by phone.
2. Any protest must be in writing, signed by a Team Official and delivered to the Convener or designated backup person, within 48 hours of scheduled start time of the game being protested. The protest must be accompanied by a deposit equal to the fifty-dollar (\$50.00) fee for an un-sustained protest. The Convener may choose to involve the House League Conveners Committee at this initial stage. **(Cheques made out to "Kent Minor Hockey Association".)**
3. The Convener will deliver a copy of the protest to the Head Coach or any Team Official on the opposing team within 36 hours of receiving it.
4. Any defense by the opposing team must be in writing, signed by a Team Official and delivered accompanied by a \$30.00, defense fee to the Convener, or designated backup person, within 36 hours of receipt of the protest.
5. In protests involving interpretation of rules by the referee, the Convener will also deliver a copy of the protest to the Referee in Chief, within the same time frame, as in # 3 above, and any response must be delivered as in # 4 above. The Referee in Chief may choose to exercise the same appeal rights as outlined for any member of the Kent Minor Hockey Association to

facilitate a fair adjudication of the protest. A decision will be delivered to the protesting team and the opposing team within 36 hours of receipt of the last of the writings referred to in #'s 2, 4, and 5 above.

6. Any appeal of the decision must be in writing, signed by a Team Official and delivered to the House League and or Local League Operations Committee within 36 hours of receipt of the decision. The House League Conveners Committee will follow the same procedures in #'s 3, 4, 5 and 6 above. If the Convener chose to involve the House League Conveners Committee at the initial stage, then there will be no appeal except to the Board.
7. Any appeal of the House League Conveners Committee decision must be in writing, signed by a Team Official and delivered to the Divisional Vice-President of Kent Minor Hockey Association within 36 hours of receipt of the decision.
8. The Vice-President may Chair an Arbitration Board. One Director selected by the protesting team and one Director selected by the opposing team, or may decide to refer the appeal directly to the Board. The Vice President will follow the procedure in# 3, 4 and 5 above, and deliver the Committee's written decision to the protesting team and the opposing team upon being satisfied the protest has received a full and fair hearing. Any appeal to the Board must be In writing, signed by a Team Official and delivered to the President within 36 hours of the decision.
9. The Board will determine how it can best deal with the appeal.
10. These rules do not apply to tournament play, where ad hoc tournament committees have full authority over all games played under their jurisdiction.
11. In the event a protest may affect playoff positioning, then any protest must be delivered directly to the House League or Local League Operations Committee within three hours of the end time of game being protested. House League Conveners Committee will notify a Team Official of the opposing team, allow two hours for a response and use its best efforts to render a fair decision before the next playoff game. There will be no opportunity for appeal.

15.0 OTHER APPEALS:

1. Conveners have authority over the Team Officials and players in their respective divisions including the right to issue suspensions. The Convener may choose to involve the House League/Local league Operations Committee before issuing suspensions. Written notice including the reason for the suspension must be delivered to any suspended person. The suspension will be served immediately unless an appeal is underway, in accordance with the following.

2. Any appeal by a member of Kent Minor Hockey Association of any Convener decision other than a protest decision must be made in writing, signed by a Team Official and delivered to the House/Local League Operations Committee within 36 hours of receipt of notice of the suspension. If the Convener chose to involve the House League/ Local League Conveners Committee before issuing the suspension, then the appeal will be directed to the Board. The House League/ Local League Conveners Committee will deliver a copy of the appeal to the Convener within 24 hours of receipt.
3. Any response by the Convener to the appeal must be in writing, signed by the Convener and delivered to the House League/ Local League Conveners Committee within 24 hours.
4. The House League/ Local League Conveners Committee will have authority to seek assistance from any member of Kent Minor Hockey Association to facilitate a fair adjudication of the appeal. A written decision will be delivered to the appellant and the Convener within 36 hours of receipt of the last of the writings referred to in # 1, # 2 and # 3 above.
5. Any appeal of the House League/ Local League Conveners Committee decision to the Board must be in writing, signed by Team Official and delivered to the President or Vice-Presidents of Kent Minor Hockey Association within 36 hours of receipt.
6. The Vice-Presidents will follow the procedure outlined for the protest in dealing with the appeal.

16.0 OTHER SUSPENSIONS

1. Suspensions issued in accordance with the playing rules and included explicitly or implicitly in the Referee's report are not subject to appeal; they are subject only to protest. In addition, Match Penalty suspensions are subject to the Ontario Minor Hockey Association Rules.
2. Kent Minor Hockey Association is committed to fair play and safe play, and takes very seriously offences, which detract from normal enjoyment of the recreational hockey program. Conveners are instructed to impose the following additional suspensions, which are subject to appeal but which will be served nonetheless during the appeal process?
3. A player who is assessed a Major penalty may be assessed an additional game in the second instance and five games in the third instance. A player assessed a fourth Major penalty in a season will be barred from further participation until the Board has held a hearing and approved the players to return to League Play.
4. A player who is assessed an Aggressor penalty shall be assessed a further suspension of one game in the first instance, two games in the second

instance, four games in the third instance and eight games in the fourth instance.

5. In Bantam and below, a person who is assessed a Misconduct penalty within 10 minutes of the end of the playing time of the game shall be assessed a further suspension of one game. In Midget and above a person who is assessed a Misconduct penalty and who serves less than 10 minutes of it before the game is ended, including by curfew. Shall be assessed a further suspension of one game.
6. A suspension incurred during a House League/ Local League game must be served in the House League before the player can resume playing. This also includes not participating in an affiliated Team Game. (Rep "AA" "A" "AE" or Select).
7. A person who is deemed by the Convener to have abused any other person during or after a game may be assessed a suspension of up to three games. The Convener will first determine what penalties the referee assessed if any. In the second instance of abuse committed after a game a person will be barred from further participation indefinitely until the Board has held a hearing and approved the players return to league play.
8. Any Team Official who is ejected from a game for any offence shall be suspended from the next game his/her team plays regardless of when the ejection took place.
9. Any abuse of facilities or use of sticks anywhere in the arena other than on the ice surface may result in the suspension of any person involved, by the Convener. All Team Officials, Conveners and Directors must discourage this practice. Team Officials are responsible for the conduct of all team personnel.
10. Policy regarding players eligible for two teams by affiliation. If such a player receives a suspension with either his registered team or his affiliated team the player will serve the suspension with the team he incurred the penalty suspension with, and will not be allowed to play for any team until the suspension has been served in full.
11. Suspended person must be listed on the game sheet and suspension number (e.g. game 1 of 2) noted.
12. Any player in Novice and above and any Team Official serving a suspension must be present at the respective game being served and sign the game sheet if applicable.
13. The Convener must report all suspensions of Team Officials to the Director of Development and Education.
14. Successful appeals must also be reported to the same Committee, who will remove the suspension from record.

17.0 SELECT TEAM RULES:

1. The following rules, policies and procedures are to be applied to all Kent Minor Hockey Association Select Teams.
2. Kent Minor Hockey Association Select teams will operate under "Representative Hockey" rules and regulations as outlined by the Ontario Minor Hockey Association and as modified and/ or strengthened by Kent Minor Hockey Association.
3. Select roster sheets are required as soon as possible after the team is selected. All players signed to a Select Roster must meet all player eligibility rules. (E.G. Age, residence) select roster sheets can be modified at any time up to January 1st to allow for registration and OMHA approval prior to January 10th deadline.
4. Select rosters must be approved by the OMHA prior to the players playing in a game or tournament (OMHA rule). (OMHA Operations Manual available at www.omha.net).
5. In the event a select team wishes to make a change to their roster, additional roster sheets will be available. Teams should note that a charge of \$10.00 would be applied for each roster sheet following the initial sheet. (Kent Policy).
6. No player is eligible to participate on a select team until all House League team roster sheets have been completed and approved by the OMHA REM.

18.0 SEVEN-YEAR-OLD FUNDAMENTAL TEAM RULES:

1. Composed of Nineteen (19) players of which they are seven years old by December 31 of the current hockey year.
2. The team will be given one (1) hour per week to work on fundamentals with all the players, depending on ice availability.
3. K.M.H.A. may on occasion make additional ice availability for games.
4. All attempts should be made to rotate all players fairly and equitably into the game.
5. This team will be entitled to two (2) exhibition games per month and two (2) tournaments per year. At the final tournament the coaches are entitled to select

the best players possible to go into the tournament.

6. The player's first responsibility must be to his regular house league team.
7. The director should be informed of all games that this team plays.
8. No player under the age of seven (7) years old may participate in the fundamental program, as it is to be a development year for the upcoming travel season.
9. All costs to operate the 7 year old select development team are to be assumed by the 7 year old development team.

19.0 SELECT TEAM CONFLICTS:

1. Players signed to a select roster must, in the event of a game conflict, play for their House League/ Local League team first. Failure to do so will result in the following. **(OMHA RULE).**
 - The Select Coach **WILL** be suspended.
 - The player involved **WILL** be suspended.
 - In addition, the select coach and the player **MAY**, upon review, be permanently removed from the select roster. **(KMHA Rule.)**
2. A player signed to a select roster, in the event of a house league practice conflict, may with the permission of their House League/Local League Coach practice with or plays for the Select Team and misses their house league practice.
3. House League/ Local League coaches **MAY NOT** unduly withhold this permission.
4. If a House League/ Local League coach wishes to make the Select player go to the HOUSE LEAGUE/ LOCAL LEAGUE practice rather than the Select Practice or game, his reasons for doing so **MUST** be conveyed to the DIVISIONAL HOUSE/LOCAL LEAGUE CONVENER and the DIVISIONAL VICE PRESIDENT prior to the time period in question.
5. The HOUSE LEAGUE/ LOCAL League CONVENER and the DIVISIONAL VICE PRESIDENT may, by consensus, overrule the HOUSE/LOCAL LEAGUE COACH and allow the player to participate with the select program.
6. If the House League/ Local League Convener and the Divisional Vice President cannot reach a consensus, the matter will be discussed with the President of Kent who's decision shall be final. **(Kent policy: The rational is that the higher caliber player will learn more by practicing or playing at a higher caliber of play. This in Turn, will benefit the House League/ Local League team.)**

In the event of a House League/ Local League game and select game being played on the Same Day, the following rules apply:

1. If a house/ local league game is played **after** a select game, the House League/ Local League Coach may withhold permission for the player to participate in the select game. The decision is solely the House League / Local League coaches to make and he is answerable to the player and his parents.
2. **IT IS THE RESPONSIBILITY OF THE SELECT COACH TO CHECK FOR POTENTIAL CONFLICTS AND RECEIVE THE APPROPRIATE APPROVALS.**
3. Where the player also has a responsibility, the final responsibility lies with the Select Coach. **(KMHA Policy).**
4. If a house league/ local league game is being played **BEFORE** a select game, the house league/local league coach may not withhold permission for the player to participate in the select game. **(KMHA Policy).**
5. In the event of the house league/ local league team and the select team being involved in tournaments on the **SAME DAY**, the player **MUST** play for the house league/ local league team. If the house league/ local league coach (and the player's parents) agree to allow the player to also play select, arrangements must be made to allow for travel time between arenas and also in the event games are running late at either tournament. **IF THE PLAYER MISSES A HOUSE LEAGUE/ LOCAL LEAGUE TOURNAMENT GAME DUE TO TRAVEL TIME, SELECT GAMES RUNNING LATE OR ANY OTHER REASON PERTAINING TO HIS INVOLVMENT WITH THE SELECT TEAM, THE SUSPENSIONS WILL BE APPLIED, PENDING AN INVESTIGATION.**

20.0 SUSPENSION RULE:

1. Suspensions incurred in House League/ Local League must be served before a player can be allowed to participate in an affiliation team game. ("AA", "A" "AE" or Select).
2. Suspensions incurred while playing with their affiliated team must be served with that team, before being able to play with their House League/ Local League team again. Conveners may impose an additional suspension.

21.0 COST:

All cost incurred by the 7 Year Old Development Team and the Select Teams are the responsibility of the Respective Teams. **(KMHA Policy).**

1. This includes, but is not limited to ice, referees, timekeepers, jerseys, tournament fees and additional roster sheets.

2. All teams will have a team manager; however the fiscal responsibility remains with the head coach.
3. Kent Minor Hockey Association has a number of jersey's, which the select teams may use, and return to the league at the end of the season.
4. As the select teams are added as an enhancement to KMHA programs, the select teams will be responsible for the higher cost paid by the Association for ice time, regardless of the actual ice cost utilized. Unless provisions are approved by the KMHA board.

22.0 Travel Permits:

1. All select and house league teams are required to file a travel permit (*Appendix "H"*) when participating in any on-ice activity with the exception of ice allocated by the DIVISIONAL CONVENER.
2. This will include any ice made available to the select team by the divisional house league/ local league convener or ice offered to the select team from the travel system. There are **No Exceptions.**
3. Teams will not be permitted to play against, practice with or participate in any form or controlled scrimmage or tournaments with teams **Not Insured** under the **OHF** insurance policies.
4. In short, if a select or house/local league team is on the ice, the DIVISIONAL CONVENER must know where. (**OMHA Rule**).

23.0 Fundraising & Sponsorships:

1. Any individual team or select division fundraising endeavors must be approved by **KMHA** in the normal manner, and a financial report must be submitted within 30 days upon completion of the event. (**KMHA rule**).
2. The Board's Executive Committee must approve all fundraising, before any event can begin. (**KMHA Rule**).

24.0 Games & Tournaments:

1. **OMHA** recommendations are to limit select teams to two (2) exhibition games per month and three tournaments for a season.
2. **Kent** endorses this recommendation however additional exhibition games or tournaments may be approved by the Convener after consultation with the **DIVISION HOUSE LEAGUE/ LOCAL LEAGUE VP.**

3. All games or tournaments are a privilege to be earned by the team, not a right. (KMHA policy).

25.0 Referees & Officials:

1. The KMHA Board will appoint the Referee Liaison.
2. The position will be held by one person with jurisdiction over House League /Local League Hockey respectively.
3. Canadian Hockey Association and Ontario Minor Hockey Association impose certain conditions and restrictions on Referees, which will take precedence over those imposed by Kent Minor Hockey Association.

Guidelines for the Referees and Officials Committee, in addition to those in KMHA Bylaw 12.10(b).

1.
 - a) Assist in the recruitment of new officials.
 - b) Line up training of officials- obtains facilities for it. (i.e., ice and classroom).
 - c) Ensure a **CHIP** certification program is available to all officials.
 - d) Ensure that all officials have copies of all Rules.
 - e) Appoint assignors for games.
 - f) Interact with Conveners and assignors regarding schedules.
 - g) Shall appoint the required number of properly qualified officials for all games.
 - h) Evaluate and rate officials on an ongoing basis and suggest improvements.
 - i) Ensure that new officials have experienced officials with them.
2. Referees will be supplied with a copy of the Bylaws and Rules.
3. Referees shall be fully conversant with the Current Canadian Hockey Association and Ontario Minor Hockey Association Rules and strictly enforce them in all instances.
4. All written reports of misconduct by referees must be delivered to the Referee in Chief who will thoroughly investigate them and report to the referees and officials committee, who are accountable to the board.
5. Referees shall not start any game until the game sheet is signed by all team officials on the respective benches and is in the hands of the timekeeper. No penalties will be assessed under OMHA Rule 17 (c) in all house league games.

REGISTRATION

1. The Kent Minor Hockey Association Board of Directors will set the registration fee annually.
2. The Treasure is empowered to waive or modify registration fees for a player where circumstances warrant special consideration. The Executive Committee must review all such waivers.
3. Only those players on waivers who sign an AAA card in another centre which is part of the Hockey Canada or who has tried out for a team which is disbanded will be eligible for a full refund minus an administration fee and insurance cost to be determined at the discretion of the Board.
4. Completed registration shall consist of clearance on residency rule, proof of age, properly completed roaster sheet and payment of the registration fee. All registration documents will remain in the possession of the Registration Committee who will make them available from time to time to other officials, but who will maintain custody at all times.
5. Team officials may not allow a non-registered person to be on the ice with a team. (If uncertain, check with the registration committee.) Failure to comply will result in immediate coach suspension by the Convener.
6. Residents of the City of Chatham/ Tilbury registering to play in the house/ local league shall be given first priority and others may be brought in to fill out a team roaster or division. Non-resident players may be ineligible to participate in tournament or as select and affiliated players under OMHA rules.
7. A request for a refund of a portion of the registration fee for a person who ceases to play Kent Minor Hockey prior to the end of the calendar year due to medical reasons or relocation may be submitted in writing to the treasure. The treasure may only consider an application submitted for a player who ceases to play after December 31st on instruction from the Board.
8. Satisfactory proof of age will be submitted with registration of a player who did not play in the previous year.
9. Refund Policy:
 - Before season begins Sept. 30th Full refund less administration & Insurance.
 - After 1 month of season- full refund less administration, insurance and 1 month fees.

After 2 months of season- full refund less administration, insurance and 2 months fees.

After 3 months of season- NO REFUND.

10. DIVISIONS

CHIP(Tyke)	4,5,6, years old
Novice	7 and 8 years old
Atom	9 and 10 years old
Pee Wee	11 and 12 years old
Bantam	13 and 14 years old
Midget	15 -16 -17 years old
Juvenile	18-19 years old

11. REGISTRATION WITH MORE THAN K.M.H.A

No player is allowed to play on any other team outside the Kent Minor Hockey Association when registered within the Kent Minor Hockey Association, with the exception of the Ontario Secondary School Association and Ontario Women's Hockey Association. Suspensions by either organization will be recognized by each organization.

No player will be allowed on the ice without having his/her registration paid in full by November 31. Members/players on any Travel team shall also have paid in full any incidental charges including team assessments prior to returning to the ice in either game situations or practices by this date.

27.0 REPRESENTATIVE HOCKEY OPERATIONS:

1. The colours of the Association shall be the Teal, Black, Orange and White. Rep players are required to wear black helmets, manly black pants, and manly black gloves.

Team Composition

2. All players registered to "AA" tryouts shall not be reassigned before the third ice tryout session.
3. a) The OHF (Ontario Hockey Federation) form is to be utilized on behalf of all players in the OHF who are attending training camps of hockey clubs within the OHF with which they were not registered in the previous or current season.

The president and secretary of the residential centre must sign the form.

b) Each player is required by the OHF regulations *to* present this form *to* the General Manager and or Head Coach of the team for which the player is trying out.

4. All "AA", "A" and "AE" teams should carry at least seventeen players (15 + 2 goalies) unless granted an exception by the KMHA Board of Directors in consultation with the VP of Representative Hockey Operations.
5. No representative team shall carry less than 17 players without the consent of the Executive Board.

Tryouts

6. When using more than one dressing room, all coaches are *to* ensure that returning players and new players are not divided into separate dressing rooms. The players should be mixed.
7. Players should not be unnecessarily separated into two groups on the ice. (Returning players and new players).
8. If a head coach has an injured player that will not be on the ice during tryouts and has made the team, the coaching staff must inform all players and parents of this fact. Either verbally or in writing.
9. No player shall wear a Maroon or White rep sweater or select house sweater during tryouts. This practice gives the illusion of an unfair selection process. (Everyone has the same chance of making the team).

Coaches Selection:

10. In order *to* maximize the development of players by exposing them *to* various coaching styles and skills, Kent Minor Hockey Association prefers *to* see rotation of Head Coaching roles over time. A person who has served as a Rep team Head Coach for two consecutive years will not be eligible *to* serve the same group of players as a Team Official in the following year unless recommended by the Technical Development Committee and approved by the Executive Board. That person is encouraged *to* serve another team in a Team Official capacity in their ineligible year.
11. It is the intent of the Kent Minor Hockey Association that all representative player movement be completed by June 15th. However some exceptions may take place with permission of the Technical Development Committee, and if necessary the Board.
12. A representative team coach may select a player from a House League/ Local

League or lower tier team (A/E) but must offer in exchange a replacement player from the Rep Team prior to Nov 1st. (what is referred to as the "one for one rule" applies.) This will be done through the Hockey Operations Directors. If a Rep Team is unable to honor the one-for-one rule, then it must use the AP rule or play with a reduced roster, pending the approval of the Executive Board of Directors.

13. A Rep Team coach may bring a player out to a game or practice if it does not interfere with the player's House League/ Local League or AE Teams game or practice.

Player- Initiated Movement prior to Nov. 1st.:

14. Any Rep player who chooses to leave the Rep team to return to House League/ Local League prior to Nov. 1st may be assigned to play, at the discretion of the House League Operations Committee and the Technical Development Committee, at the age division above (e.g., Major Atom may play Peewee House League; Minor Atom may play Atom.)
15. Unless deemed appropriate by all three of- The VP of House League/ Local League Operations. - The VP of Rep Hockey Operations and - The Director of Technical Development or *in the absence of these three Directors, unanimous agreement unless deemed appropriate by the Board.* sit out the rest of the season.
16. It is extremely important that each player movement is registered through the appropriate channels. Failure to do so will result in a *one* game suspension for each incident by the offending coach. A note will be placed in the coach's file for future reference that may lead to *removal* of the offending coach.

Affiliated Players:

17. a) Establishing an Affiliated Players (AP) list. The following procedures must be followed when a coach/manager wishes to establish an AP list:
The coach/manager must complete the proper Ontario Minor Hockey Association Player Affiliation form that is available from Rep Convener or Kent Minor Hockey Association office. The AP list must be completed and returned to the Rep Convener a minimum of 24 hours before using a player on the list in a game. The final roster must be given to the Rep Convener no later than **Dec 1st** fully completed. The Rep Convener will fax the copy to the Ontario Minor Hockey Association office and the local executive member. The AP list will then be returned to the appropriate team. "NOTE" A minimum of five players must be listed. A maximum of nineteen players may be listed. ALL PLAYERS LISTED ARE TO BE NOTIFIED. All players to be added to the AP list must be registered with Kent Minor Hockey Association. Any exceptions must be granted permission by the Vice President of Travel and Director of Travel.
- b) Reasons to use AP listed players.

Players on an AP list are to be used in the following situations:

- i) When a regular player is ill.
- ii) When a regular play is injured.

- iii) When a regular player is missing for personal reasons.
- iv) When a regular player is serving a league suspension.
- v) Under special circumstances with prior approval by the Rep Convener.

Any house league/ local league player used to replace a Rep Player for any of the Board approved acceptable reasons may only play a maximum of two games and be returned to House League. The player may not be brought back to the Rep Team again unless no other House League player wishes to play Rep Hockey, and is deemed capable by the House League Coach, Rep Convener and Technical Development Committee. Once an eligible AP list player is playing in a tournament, the two game limitations is waived for the duration of that tournament, however, games played will be counted against eligibility for future play with the team.

C) Using players on the AP list. Coaches who wish to use AP listed players must **FOLLOW THESE PROCEDURES**

- i. A list must be established as in (A) above.
- ii. Contact the House League/ Local League Coach and obtain agreement the player can be called.
- iii. Contact the player's parents and obtain their permission.
- iv. Ask the player to play.
- v. Both coaches are to inform their respective Conveners of the use of the AP within 12 hours before the game.
- vi. Failure to adhere to the procedure may result in the Rep Coach being assessed a suspension by the Rep Convener. A note will be placed in the coach's file for future reference that may lead to removal of the offending coach.
- vii. "Parent and Player must be asked before the players name is put on the Roster".

Allowing Affiliated Players to Play:

Kent Minor Hockey Association fully supports the proper use of the AP list.

Coaches are asked to regularly communicate with each other to facilitate the process.

Coaches are asked to release players to the team that AP'd them if it does not interfere with games or practices of the player's own team.

When no conflict exists with games or practices of the player's own team, the affiliated player must be released to the affiliated teams.

The coach of the affiliated player is not to impose any other conditions or use threats of any form to prevent players from playing up. Violation of this rule may result in the player's coach being assessed a suspension by the coach's Convener.

Any dispute among the coaches regarding the application of the AP rules will be referred to the Rep Convener and Technical Development Committee for joint decision.

A house league/local league player who has been moved to a higher category by Kent Minor Hockey Association is not available for the AP list of the higher division Rep team, (e.g., a house league Novice player who has been moved to Atom House League is only eligible for the AP list of the Novice Rep Team, not Minor Atom.)

PLAY DOWN ENTRY FEE

If any Rep team goes to the Ontario Minor Hockey Association finals and semi-finals requests help financially, they will be granted a sum determined each year by the Board of Directors, provided the funds are available in the opinion of the Treasure.

28.0 Sponsorship:

1. Even though their name and logo will appear only on one team's uniforms, it is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants. Sponsors represent the second largest contributing groups to the Kent Minor Hockey Association budget. Therefore it is very important that all Kent Minor Hockey Association members who have an opportunity to do so effectively and sincerely show their appreciation to the sponsors wherever possible.
2. Official sponsors of the Kent Minor Hockey Association are not to be approached by any team official, parent or person associated with a team.
3. No breweries and distilleries, wineries or tobacco companies will be allowed to sponsor any team in the Kent Minor Hockey Association.
4. All equipment purchased or donated by a sponsor shall become the sole property of the Kent Minor Hockey Association and are subject to all rules and regulations of the Kent Minor Hockey Association.
5. Sponsorship will be granted under the stipulation that it is solely a financial sponsorship and does not apply or afford the sponsor further involvement with the team.

29.0 Technical Development:

- 1.** All players shall play in their respective age groups to ensure that Kent Minor Hockey Association is competitive at all levels. The board may only consider a request for upward movement, if the player has been deemed by the Technical Development Committee to possess Exceptional Talent. This player

will be ranked as top 2 defensemen, top 3 forwards, or top # 1 goalie, for the team wishing to require the player(s) for upward movement.

2. No member of the Board of Directors of Kent Minor Hockey Association or any of its committees shall be barred from any coaching staff position solely by reason of such membership, except that a member of the coaching staff in a division may not be the Convener of that Division.
3. Movement of players shall be allowed throughout the AA Cobra system
4. A signed letter by the parents of the player requesting the opportunity for the player to try out for the next higher age division in the "AA" system must be submitted to the V.P. of Travel prior to the first tryout session.
5. The request must be approved by the V.P. of Travel who will notify both coaches involved.
6. It should be stated that the K.M.H.A. strongly discourages any player movement.
7. Once approved to try out at the higher level, player may only tryout for the higher-level team until released.
8. The coach of the higher level team must treat this player with high priority and make a decision by the end of the second tryout session and inform the V.P. of Travel of his intentions.
9. If the coach intends to retain the player, the V.P. of Travel will form a committee of not less than three (3) people in order to determine if the player meets the guidelines.

30.0 Board of Directors:

1. Any proposed affiliation of the Kent Minor Hockey Association with any other league or tournament must be approved by the Board.
2. Members of coaching staff who are also members of the Board of Directors or its committees are expected to take care to avoid any appearance of using the influence of such membership to the detriment of the Association or its mission. (See **Appendix A: Ethical Business Conduct Policy**)
3. Any important motions (major policy changes e.g. registration refund) to be made will require a Notice of Motion to be issued at the meeting with a vote to take place at the next meeting or delivered by mail, hand, email, or fax, within seven days before the meeting at which the vote is to take place.

KENT MINOR HOCKEY ASSOCIATION

HARASSMENT AND ABUSE POLICY

POLICY STATEMENT

The Kent Minor Hockey Association is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment. Kent Minor Hockey Association will foster/ promote and encourage the sport of hockey where all persons receive the same opportunities.

REFERENCES

Ontario Minor Hockey Association

Ontario Hockey Federation Speak Out Program

Criminal Code of Canada

Ontario Human Rights Code

Canadian Human Rights Code

PURPOSE

The purpose and intent of this policy is to prevent discrimination and harassment within the Kent Minor Hockey Association on the grounds of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, and record of offences, family status, and handicap, political or religious affiliations.

To alert and educate all members, including parents, players, officials and staff of the Kent Minor Hockey Association to the fact that harassment is an offence under the law.

To set up the types of behavior that shall be considered offensive.

To establish a mechanism for receiving complaints of harassment and to provide a procedure by which the Kent Minor Hockey Association shall deal with these complaints.

HARASSMENT

Harassment is a demeaning practice that constitutes a profound affront to the dignity of the person. It also attacks the self-respect of all individuals. Harassment means engaging in a course of vexatious comment or conduct that is known or ought to be known to be unwelcome. Harassment is an expression of power. It is an attempt to assert power over another person. Harassment negatively affects performance, creates an intimidating or unpleasant environment or undermines an individual's sense of personal dignity and safety.

Harassment can include activities such as: comments, jokes, slurs that are offensive and can include persistent unwanted contact or attention. It can be degrading and threatening. It includes all acts of violence against children, violations of positions of trust, abuse whether sexual, physical or verbal, substance or chemical abuse, insulting or degrading behavior. It can also include any behavior that endangers the safety of others.

Kent Minor Hockey Association members found to have engaged in conduct constituting harassment SHALL be disciplined.

All members of the Kent Minor Hockey Association shall avoid any expression or display of prejudice, bigotry, sexual or racial comments.

FOCUS

The focus of this policy will be upon the responsibility of the Kent Minor Hockey Association to take an investigative and disciplinary action whenever there is an allegation of harassment

RESPONSIBILITIES

The Kent Minor Hockey Association Executive Membership will be responsible for:

1. Discouraging and preventing harassment – this is a continual responsibility whether formal or written complaints have been received.
2. Investigating every formal or informal complaint of harassment: informal is verbal.
3. Enforcing disciplinary action and measures when a complaint of harassment is found to have been substantiated.
4. Doing all within its power to support and assist any member of the Kent Minor Hockey Association who complains of harassment.
5. Provide advice and support to persons that are subjected to harassment.
6. Formally acknowledge to the person who has been found to have been harassed that the harassment took place.
7. Regularly review the policies of this procedure to ensure they constantly meet the objectives of the intent of this policy.
8. Maintaining records as required by this policy.
9. Making all members of the Kent Minor Hockey Association aware of the problem of harassment and the existence of the procedures available under this policy.
10. Appointing a Harassment Coordinator and an Advisory Board responsible for auditing and enforcing this policy.
11. Act as an Appeal Board to any investigation.
12. Encourage the reporting of all incidents of harassment regardless of who the offender maybe.
13. Provide written documentation to the OMHA regarding the harassment/ abuse implementation efforts annually.

14. Provide a system in which the 10 steps to a screening process are implemented.

- a. Job Design
- b. Job Descriptions
- c. Application Forms and Process
- d. Recruitment
- e. Interviews
- f. Reference Checks
- g. Police Record Checks
- h. Orientation and Training
- i. Supervision/ Evaluation
- J. Participant Follow-Up

15. Adopt a Code of Conduct for all members and provide confidentiality to participants in this process. A separate form must be signed by all players and parents/guardians regarding acceptance of the Code of Conduct

16. Ensure Police record Checks are completed every three (3) years on all volunteer positions within Kent Minor Hockey. League Directors will be responsible for distributing, collecting and providing Harassment Coordinator with all Police Record Check documents to all coaching staff prior to September 30 of each calendar year.

HARASSMENT AND ABUSE COORDINATOR

1. Provide Executive Committee members a master list containing all Kent Minor Hockey staffing/coaching members.
2. Provide a master list of all staff/coaching members that have completed and passed police record checks.
3. Ensure all staff/coaching members have completed required police record checks every 36 months.
4. Maintain master data file regarding staff/coaching police record check files.
5. Advise staff/coach personally regarding police record checks.
6. Investigate all complaints, whether formal or informal, under this policy.

7. Maintain master file regarding investigations and police record check applications. Files must be properly identified.
8. With the assistance of the Executive Advisory Board Members, determine whether the complaint is of a major or minor nature.
9. Provide Executive Members with written recommendations concerning any investigation.

EXECUTIVE ADVISORY BOARD

1. Review all staff/coach positions to ensure police record checks are complete.
2. Provide an Appeal Panel in the event a staff/coach is not suitable regarding their police record check
3. Meet on a monthly basis to review all harassment investigations.
4. Determine discipline process for staff/coaches that are found to have been guilty of harassment.
5. Allow Harassment and Abuse Coordinator to informally resolve minor complaints.
6. Ensure all staff/coaches receive Speak Out Program training.
7. Appeal decisions by the Advisory Board are final and binding.

Harassment and Abuse Coordinator must be responsible to Executive Advisory Committee.

The Executive Advisor Committee should be made up of at least three (3) members, not including the Chair, which must be the President of the Kent Minor Hockey Association, the Harassment and Abuse Coordinator, outside professional ie Children's Aid Society case worker and anyone that the Executive feel appropriate.

CLASSIFICATION OF OFFENCES

Major Offences

The following incidents should be classified as Major Harassment and Abuse:

Physical mistreatment including kicking, slapping, punching, hair pulling, shaking, tying up, restraining, hitting with an object, throwing equipment at an athlete such as pucks, sticks, clipboard, having or allowing team members to physically assault another athlete resulting in injury.

Sexual mistreatment/abuse, kissing or holding a young athlete in a sexual manner, touching the athletes sexual body parts, penetrating a young athlete anally or vaginally with objects or fingers, having vaginal or anal or oral intercourse, flashing or exposing your sexual body parts, watching intrusively a young athlete change or shower, speaking or communicating sexually, showing pornographic films, magazines or photographs, objectifying or ridiculing a young athlete's sexual body parts.

Inadequate Moral Guidance and Discipline. An example of this offence would be providing alcohol to minors.

Emotional mistreatment: Attack on child's self-esteem, harassment on the basis of age, race, color, religion, disability and parental marital status.

Sanctions:

The following disciplinary sanctions may be applied for major offences:

1. Should be dealt with immediately
2. Any sanction that would apply to a minor offence
3. A fine or levy
4. Referral to counseling
5. Removal of privileges of membership or employment
6. Temporary suspension
7. Expulsion from membership
8. Publication of the details of the sanction

Minor Offences

The following incidents should be classified as Minor Harassment and Abuse:

Inappropriate jokes or single incidents of unwelcome or patronizing comments, remarks or actions.

Unacceptable behavior - profanity and substance abuse

Coaching strategy - a coaching strategy intended to produce peak performance in an athlete or team such as pulling from a game, benching, reduced playing time, shorten the bench.

Constitutional or Technical Issues- correct procedures not followed eligibility, player release and registration, certification, inappropriate use of A.P. players, allowing non registered (KMHA) players to skate with or try out for any KMHA team.

All Minor Classifications should be turned over to Harassment and Abuse Coordinator.

Sanctions

The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

1. Verbal reprimand
2. Written reprimand to be sent to the individual
3. Verbal apology by the individual
4. Written apology by the individual
5. Termination of Team service or other voluntary contribution to the team, or membership to the minor hockey association
6. Suspension from the current competition and /or for a specified number of games, other sanctions as may be considered appropriate for the offence.

OBLIGATION TO REPORT

It is the policy of the Kent Minor Hockey Association that any and all situations involving Harassment and Abuse be reported to the Executive Directors of Kent Minor Hockey and subsequently that all reported incidents be reported to Ontario Hockey Federation.

All reported incidents will be turned over to the Harassment and Abuse Coordinator who will endeavor to investigate the matter as expeditiously as possible.

DISCIPLINE

It is the policy of the Kent Minor Hockey Association that any member found guilty of a Major Offence is dismissed as a volunteer with the Association. Repeated Minor Offences can also result in dismissal.

COMPLAINT INVESTIGATION PROCESS

1. All complaints, either formal or informal, shall be reported to the Executive Advisory Board.
2. Person receiving the complaint shall complete the Harassment and Abuse Disclosure Report (Schedule A) and the Receiving Disclosure Information Report (Schedule B)
3. Schedule A and B shall be forwarded to the Harassment and Abuse Coordinator.
4. All complaints shall be investigated by the Harassment and Abuse Coordinator as soon as possible.
5. The Harassment and Abuse Coordinator will meet, interview and take the necessary investigative steps as soon as possible to substantiate the type of complaint, Major or Minor.
6. The Harassment and Abuse Coordinator will advise the President of any such complaints.
7. The Harassment and Abuse Coordinator along with the Executive Advisory Board will determine within a seven (7) day period if the complaint is of a serious nature to suspend the alleged offender immediately upon review of the complaint.

8. The Executive Advisory Board will upon suspension advise the alleged offender the nature of the complaint and the reason for such suspension.
9. The Harassment and Abuse Coordinator upon completion of the investigation will forward same to the Executive Advisory Board.
10. The Advisory Board will determine the type and scope of the allegation and determine the appropriate resolution to the complaint.
11. The Advisory Board will notify both the alleged offender and the complainant in this matter the results of the Board's decision.
12. The Executive Advisory Board will determine the sanctions for the substantiated complaint in accordance with the Section of this policy that deals with the Classification of Offences.
13. An Appeal Process is available to both the offender and the complainant. The Appeal Process must be initiated within seven (7) days after receiving the Executive Board's decision regarding the resolution to the original complaint.

APPEAL POLICY

This policy applies to all categories of members in the Kent Minor Hockey Association including but not limited to players, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees.

An individual that wishes to appeal a decision of the Executive Advisory Board shall have seven days from the date on which they received notice of the decision to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President of the Kent Minor Hockey Association.

Any party wishing to initiate an appeal beyond the seven-day period must provide a written request stating the reasons for the exception to the seven-day requirement. The decision to allow or not to allow an appeal outside the seven-day period shall be at the sole discretion of the President.

An appeal may be heard only if there are sufficient grounds for such an appeal.

Grounds for the appeal would include:

1. Making a decision for which it did not have authority or jurisdiction as set out in the KMHA's governing documents.
2. Failing to follow procedures as laid out in the bylaws or approved policies of the KMHA
3. Making a decision, which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision maker is unable to consider other views.
4. Exercising its discretion for an improper use.
5. Making a decision which was grossly unreasonable.

The President of Kent Minor Hockey shall determine if the respondent has based the appeal on such an allegation as listed above. If the appeal is denied on the bases of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. **The decision of the President *MAY NOT* be appealed.**

If the President is satisfied that there are sufficient grounds for appeal, within 14 days of having received the original notice to appeal he/she shall appoint an Appeals Panel. The Appeals Panel shall be comprised of three individuals including the President, Harassment and Abuse Coordinator and one other individual that is satisfactory to the appellant.

PROCEDURE FOR APPEAL

The Panel shall govern the appeal by such procedures as it deems appropriate, provided that:

1. The appeal hearing shall be held within 14 days of the Panels appointment
2. The Appellant, respondent and effected parties shall be given seven (7) days written notice of the date, time and place of the hearing
3. Decisions shall be by majority vote, where the Chairperson also carries a vote
4. Copies of any written documents which any of the parties would like the panel to consider shall be provided to the panel, and to all other parties, at least five (5) days in advance of the hearing
5. A representative or advisor including legal council may accompany any party
6. The Panel may direct that any other individual participate in the appeal
7. Unless otherwise agreed to by the parties, there shall be no communication between Panel members and the parties except in the presence of or by copy to, the other parties

APPEAL DECISION

Within seven days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision the, the Panel shall have no greater authority than that of the original decision maker. The Panel may decide:

1. To void or confirm the decision being appealed
2. To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision maker for reasons which include, but not limited to, lack of a clear procedure, lack of time or lack of neutrality
3. To refer the matter back to the initial decision maker for a new decision
4. A copy of decision shall be provided to each of the parties including the President.

DOCUMENTARY APPEAL

Any party to the appeal may request the Panel conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If agreement is not forthcoming, the Panel shall proceed by an in person hearing.

If any party believes the Appeal Panel has made an error such as those described above in Grounds for Appeal they may make application to appeal such decision to the Dispute Resolution Committee of the Ontario Minor Hockey Association. For all other matters, the decision of the Kent Minor Hockey Association Appeal Panel shall be final.

TRAVELLING/ BILLETS

It is the policy of Kent Minor Hockey Association that all local billets are subject to a police records check.

DRESSING FACILITIES

With the support of the Ontario Hockey Federation, the Kent Minor Hockey Association will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players. All players will have access to dressing room facilities that most appropriately meet their individual needs, which may or many not include accommodations with respect to identity and gender expression.

Kent Minor Hockey Association agrees that, and allows with the consent of both the coaches and parents, that co-ed dressing room situations can exist at the lower/entrance levels such as Tyke, Novice and Atom, ages 5-10 years of age provided that participants in such situations either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears. Kent Minor Hockey stresses the importance of coaches ensuring both male and female players have equal access to pre- and post-team sessions and to all team related activities.

All requests for dressing room accommodations will be taken seriously and will be assessed on an individual and confidential basis in order to address the specific needs and requirements of all players. Kent Minor Hockey Association will work collaboratively with and advocate for players to identify the most appropriate access to dressing rooms, including any interim and long-term accommodation solutions, so as to reflect both individual player's needs and the potential structural limitations of facilities.

This policy is written in accordance with *Ontario's Human Rights Code (1990)*, which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status and disability. Under the *Code*, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the *Code*. Kent Minor Hockey will deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for transgender people and all other persons protected under the *Code*.

Kent Minor Hockey Association respects the dignity and confidentiality of all persons involved in our organization and prohibits the use of any electronic equipment capable of taking photographs in dressing rooms. Cell phones or any other personal electronic equipment capable of taking photographs must be turned off prior to entering dressing room facilities.

CODE OF CONDUCT

This Code of Conduct identifies the standard of behavior, which is expected of all Kent Minor Hockey Association members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and any other person involved in Kent Minor Hockey Association activities.

Kent Minor Hockey Association members are committed to providing a sport environment in which all individuals are treated with respect. Members of the Kent Minor Hockey Association shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular behavior, which constitutes harassment or abuse, will not be tolerated by the Kent Minor Hockey Association.

During the course of all Kent Minor Hockey Association activities and events, members shall avoid behavior, which brings Kent Minor Hockey Association or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs. Behavior must show respect at all times for the game of hockey, the rules, the officials, and the opposition and for teammates and fellow staff/coaches.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

Members of the Kent Minor Hockey Association shall not engage in any activity or behavior, which endangers the safety of others.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the Kent Minor Hockey Association, including the opportunity to participate in Partner activities.

The Chatham and Tilbury facilities are to be enjoyed by all patrons. The use of these facilities is a privilege and not a right. All persons attending these facilities shall at all times act with decorum.

Specifically Patrons:

1. SHALL NOT use abusive language.
2. SHALL NOT assault or threaten any other person in or around the facility.
3. SHALL NOT enter upon the ice surface or team bench
4. SHALL NOT abuse or deride hockey/skating officials or instructors.
5. SHALL NOT throw articles onto the ice surface or at anyone in or outside the arena.
6. SHALL NOT commit any written or cyber bullying offences. These offences are defined as harmful actions that are communicated via written or electronic media and are intended to embarrass, harm, or slander any individual. Offences may include criticizing a person's skill level or abilities, blaming someone for mistakes, repeated insults, threat

of physical or emotional harm.

These Policies and Regulations of the Kent Minor Hockey Association provide that anyone in Breach of this Code of Conduct shall immediately be removed from the facility and be subject to further disciplinary action as set out in the Policy and Procedures.

Code of Conduct for the Organization:

The KMHA Board and its designates will:

1. Do our best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. Discourage any sport program from becoming primarily an entertainment for spectators.
3. Make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all members wherever KMHA activities take place, in those programs, and at the hands of KMHA members or others.
4. Makes sure that the age and maturity level of children is considered in program development, rule enforcement and scheduling.
5. Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. Appropriate and thorough screening on all those who provide service on behalf of the organization, both before, but especially after they are involved, seeking to have coaches and officials who are capable of promoting fair play as well as the development of good technical skills.
7. Distribute, publicize, promote and enforce the Code of Conduct within this organization.

Code of Conduct for Players:

As a player, I will:

1. Make a commitment to my team at all times by attending all practices, games, meetings, special events and by playing to the best of my ability.
2. Respect my coaches at all times. I will remember that my coaches are providing me with the opportunity to learn and play the game of hockey.
3. |Respect the safety of other players by playing the game within the rules at all times.
4. Respect the officials and their decisions at all times
5. Accept disciplinary action if I violate the rules or spirit of the game.

Code of Conduct for Parents/Spectators:

As a parent of a player or as a spectator I will:

1. Enroll my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport
2. Recognize at the hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants.
3. Respect the decisions of the coaches, whether at practice , special events, or during a game
4. Conduct myself in an adult manner by attending games, practices, special events, and by being positive and encouraging to all players at all times.
5. Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence.
6. Never verbally abuse a coach, assistant coach, manager, trainer, or official. I will remember that they have a difficult job and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgement in public. I will not engage in or encourage gossip. I will take my concerns to the roper KMHA officials.

7. Accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in KMHA activities. I will therefore do my part to protect and enhance the safety of my child and others.
8. Understand and accept that violation of this Code may result in disciplinary action of some kind up to and including revoking of membership and all the rights associated with membership.

Code of Conduct for Coaches and Team Personnel:

I understand that as a coach (or assistant, manager, trainer, team parent, etc.) I am in a position of trust and authority and I will:

1. Be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. Teach players to play fairly and to respect the rules, officials and their opponents.
3. Remember that players lay to have fun and must be encouraged to have confidence in them.
4. Remember that participants need a coach they can respect. I will be generous with praise and set a good example.
5. Respect all participants, striving to be a responsible coach and team personnel member. I recognize that I am in a position of authority, trust and power and I will do nothing to take advantage of or abuse such power.
6. I will do my best to be competent in my position, well prepared and adequately skilled. I will obtain the proper/required training and will attempt to upgrade and improve my skills.
7. Fulfil my obligation and responsibility toward the team and the Association as established by KMHA to the best of my abilities.
8. Direct comments at an individual's performance and NOT at the individual.
9. Not ridicule or yell at players for making mistakes for performing poorly
10. Take reasonable steps to see that equipment and facilities are safe and appropriate to my players.
11. Cooperate with officials and refrain from public criticism of them or of other coaches. I will put my concerns in writing and will send them to the proper individual.
12. Learn the definitions and signs of harassment and abuse, and the process for responding to allegations or disclosures, and comply with KMHA safety guidelines, working to prevent physical, emotional, verbal and sexual harassment and abuse.
13. Communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations and so that we have a shared goal for the season.
14. Emphasize the importance of the Parents and Players Codes, and hold my team members and parents accountable for compliance.
15. Recognize and accept that violations of the Code of Conduct may result in disciplinary measures being taken against me up to and including revoking of membership and all rights associated with membership.

Code of Conduct for Officials:

As a KMHA Official, I will:

1. Recognize that my position is one of a teacher and a role model for fair play, especially where young children are concerned. I will strive to honour that role and not to abuse my position in any way.
2. Strive to see that every player has a reasonable opportunity to perform to the best of their ability, within the limits of the rules.
3. Work in cooperation with coaches for the benefit of the game and will be open to discussion, constructive criticism and will respect and consider different points of view.
4. Take all reasonable measures to avoid or put an end to any situation that threatens the safety of players, team, team officials and spectators
5. Seek to maintain a health atmosphere and environment for competition.
6. Not permit players to be intimidated by word or actions. I will not tolerate unacceptable conduct towards myself, other officials, players, team personnel or spectators.
7. Strive to be consistent and objective in making calls regardless of the personal feelings I may have towards a player or team.

8. Strive to handle all conflicts firmly and with dignity.
9. Obtain proper training and continually upgrade my officiating skills.

COMMUNICATION AND NETWORK

The President of the Executive Board of Directors for Kent Minor Hockey Association will act as media spokesperson in the event a complaint goes public.

The President will, prior to any media release confer, with the Executive Board of Directors and seek input and direction regarding any such release.

SCHEDULE "A"

KENT MINOR HOCKEY ASSOCIATION HARASSMENT AND ABUSE DISCLOSURE REPORT

COMPLAINANT'S INFORMATION

Complainants name:

Address;

Phone number:

Date of occurrence:

Location of offence:

Team:

Parents/Guardians name:

Brief description of events:

Accused person's name:

LIST ANY/ALL POSSIBLE WITNESSES - INCLUDE ADDRESS IF KNOWN:

1.

2.

3.

4.

Any injuries as a result of this offence: Yes No

Describe injuries:

Signature of player and or parent/guardian:

SCHEDULE “B”**Person Receiving Complaint**

1. Name of person conducting interview:
2. Position with Kent Minor Hockey Association:
3. Date of interview:
4. Youth’s name:
5. Describe what facts youth provided:
6. Describe your observations of youth:
7. Does the alleged offence require Child Protection Services including Police involvement:

Kent Minor Hockey Association
Member Acknowledgement Form

I (print name) _____ acknowledge that I have received a copy of the Kent Minor Hockey Association Code of Conduct, which identifies the standard of behaviour, which is expected of all Kent Minor Hockey Association members.

I understand the Code of Conduct includes all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators, and employees involved in Kent Minor Hockey and OMHA activities and events.

I understand that failure to comply with this Code of Conduct and the Constitution of Kent Minor Hockey Association may result in loss of membership and privileges which come with membership in the OMHA including the opportunity to participate in OMHA and Kent Minor Hockey Association activities and events both present and future.

PARENTS GUIDE TO TRAVEL HOCKEY

In an attempt to help parents understand the processes involved with Travel or Representative Hockey, Kent Minor Hockey Association (KMHA) has put together this small guide to assist parents, players and coaches.

We will attempt to explain the processes involved with player tryouts, player movement, associated players and player movement outside of KMHA.

GOVERNANCE:

Kent Minor Hockey Association is governed by the rules set out by the following governing bodies, Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), and the Canadian Hockey Association (CHA). The following chart explains the hierarchy of this process.

CHA

OHF

Alliance Hockey

OMHA

Chatham-Kent Cyclone AAA Hockey Association Kent Minor Hockey Association

It is Kent Minor Hockey Association's responsibility to ensure that the rules of governance are followed as they apply to our organization. With this in mind the attempt of this guide will be to inform players, parents and coaches how these rules apply to ALL travel or representative players. We will attempt to explain which rules come from which association, and how they will apply to each member of our association.

If you are unsure to the explanation given within this guide, please feel free to contact an executive from the KMHA for clarification.

Lastly, you must also be reminded from time to time the rules of governing organizations change and for this reason KMHA may be required to adjust current rule as set forth by our governing agencies.

My child has signed a player card with the "AA" team and now wished to
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try out for the "AAA" team, can they do so?

Yes. Your child is eligible to try out for a higher team within the OMHA or Alliance zone, but must first obtain a PERMISSION TO SKATE FORM from their home centre (Kent Minor Hockey Association).

What happens if my child makes the "AAA" team after signing a player card for the "AA" team?

You must now obtain a release from the "AA" team in order to play for the "AAA" team. This release is now the responsibility of the coach of the "AA" team for which the player has signed with under the KMHA.

Under OHF rules a player is only able to sign one (1) player card, and the player did that when committing to signing the "AA" player card. This player is now committed to the "AA" team and must obtain the release from that team and his/her home association before being able to participate with the "AAA" team.

What happens if do not agree with the outcome of the decision regarding my child?

You may appeal the decision to both the KCMHA board first and then the OMHA.

Your child wants to play travel hockey, what do you do?

Your child has expressed to you that he wishes to play travel or representative hockey and now what do you do. First you must ensure your child is a registered player with your local hockey organization. If you currently live in Chatham/Tilbury or within 8KM (OMHA rule) from Chatham's post office if you live in the rural areas, you must register with the Kent Minor Hockey Association.

How do register my child with the KMHA?

You can contact the Kent Minor Hockey Association office at 351-2212 or look for the announcements in the local newspapers. Registration will usually occur between March and June of each year. The KMHA Board of Directors determines this each year.

To

Travel or representatives team you must tryout for these teams. Tryouts will occur in April- May this year. (OHF rules do not allow tryouts to occur for any hockey association until OHF Championship have been completed in April of each year) Tryout times for each team and division will be posted in all arena's, along with ads in local newspapers.

What teams do I tryout for?

The player's age before December 31 of each year will determine what team your child will be eligible for. If your child is 7 years old now and turns 8 on December 1st of the current year, your child is eligible to participate in Novice Travel tryouts. (OMHA, OHF rule). Kent Minor Hockey Association currently runs travel team at the following levels: Select 7., Novice AA, Minor Atom AA, Major Atom AA, Atom AE, Minor Peewee AA, Major Peewee AA, Minor Peewee A, Peewee AE, Minor Bantam AA, Major Bantam AA, Minor Bantam A, Bantam AE, Minor Midget AA, and Major Midget AA and Midget AE.

Each year KMHA looks at the results of the "AA" tryouts to determine whether it is feasible to add Additional Entry teams to its travel repertoire. Again this year KMHA will determine these additional teams once "AA" and "A" tryouts have finished.

Only want my child to play "AE" additional entry hockey?

KMHA enacted a policy to have our best players playing at the top levels of hockey. For this reason all players wishing to play additional entry "AE" hockey must have tried out for and been released from the appropriate "AA" and or "A" team. The player will receive an internal release from the "AA" and "A" travel coach, and must present this release to the "AE" additional entry coach to be eligible to participate in tryouts for the additional entry team. Note: There is no guarantee that a release from the "AA" or "A" team automatically constitutes that your child has made the additional entry "AE" team. Also there is no guarantee that KMHA will enact additional entry "AE" teams in each division each year, if enacting "AE" teams at all.

What does the coach do with this internal release from the "AA" team?

It is the responsibility of the coach to provide them to the KMHA board or representative (Travel Director) upon the completion of tryouts. The travel director will ensure that all internal player releases and signed player cards have met with the KMHA qualifications.

What if a player hasn't met with the qualifications set out by KMHA as listed above?

KMHA does have the right to not approve this player to participate in travel hockey until all requirements have been met.

I hear there is "AAA" hockey in the Kent Minor Hockey Association, is this correct?

No. The Chatham-Kent AAA Cyclones Minor Hockey Association runs "AAA" hockey in the Chatham-Kent Zone. They operate totally on their own with no affiliation to KMHA.

If my child wishes to play "AAA" hockey how does that effect KMHA?

This will only affect your child in the following way. Your child must first register with his home association. (OHF rule). So as mentioned above if you live in the city of Chatham/Tilbury or within 8km of Chatham's post office for rural players, you must register with KMHA. (This rule insures that all players are covered under CHA's insurance while attempting to try out for regional teams.)

If I register my child with Kent is my child eligible to try out for an "AAA" team now?

No. Your child needs to now obtain a Permission to Skate Form, (OMHA, Alliance Hockey, OHF rules) from Kent Minor Hockey Association Travel Director or President. You will need this for each "AAA" you wish to try out for. (This form is available on the OMHA or Alliance web sites at www.omha.net or www.alliancehockey.com)

If my child makes an "AAA" team what happens then?

You will now need to get a Unconditional Release Form on the back of the current player card for your child held by his home association signed by the President and Secretary of Kent Minor Hockey Association.

What happens to the funds I paid KMHA for my child's registration?

You will now need to apply for a refund of your registration fees from KMHA. This refund request must come in the form of a written letter stating the reason why you are requesting a refund. Your child's name along with their date of birth should be on the request along with a mailing address.

What happens if my child is cut from an "AAA" team?

Since your child is registered with KMHA they are still eligible to participate in "AA or AE" tryouts with KMHA. Your child should however receive a Release Form from the Chatham-Kent Cyclones "AAA" Minor Hockey Association before being eligible to participate in KMHA tryouts.

What do I do if my child is trying out for a Jr. Team?

Again, your child must be registered with KMHA before being eligible to try out for a Jr. Team in Ontario. (OHF rule) You must then obtain an OHF Permission to Skate Form from the Travel Director of KMHA. You will need one of these forms for each Jr. Team you tryout form. (This form can be found on the OHF web site www.ohfonca)

If my child makes a Jr. Team, how do I receive a refund from KMHA?

You would apply for a refund the same, as you would list above in "what happens to the funds I paid KMHA for my child's registration.

Do I need a release form for my child if he makes a Jr. Team?

Yes, you will require a release form from KMHA once your child signs a Jr. Card. (OHF Rule) You will be required to obtain this from your home association (CMHA Minor Hockey Association) President and Secretary. At this time KMHA will require the name and phone number of the team manager for the Jr. for which your child has signed a Jr. Card with.

What happens if my child is cut from a Jr. Team?

Since your child is registered with KMHA they are still eligible to participate in "AA" "A" or "AE" tryouts with KMHA. Your child should however receive a Release Form from the Jr. Team before being eligible to participate in KMHA tryouts.

Is there additional cost to play Travel or Representative Hockey for KMHA?

Yes. Each year KMHA sets a base registration fee for all players under the KMHA umbrella. All players pay this base registration, once a player is assigned to a travel team an additional fee, set by KMHA will be assessed to those players only. The base registration fee covers the cost of house league registration only.

APPENDIX "A"

Policy 2003 -01

Ethical Business Conduct Policy for KMHA

KMHA always has conducted business ethically and without conflict of interest. We expect the same from our employees and volunteers. Our ethical business conduct policy reinforces that commitment.

Our policy does not list every do and don't. We expect our employees and volunteers to use common sense, individual conscience and a commitment to 100% compliance with the law in applying the policy to particular situations. Here are some examples:

Conflict of Interest

We expect that our employees and volunteers will not benefit from their position within KMHA that could hurt the Association. For example:

- Board members, employees and volunteers and their immediate family members may not ask for and may not accept payments, services or other things of value from anyone who is doing business or seeking to do business with KMHA. We recognize that the practice of many of our suppliers and business partners is to provide small gifts, or to pay for meals or entertainment for our board members. This is not prohibited as long as our board members, employees or volunteers use common sense and follow certain guidelines:
 1. Board members, employees or volunteers may never accept cash.
 2. Board members, employees or volunteers may never accept anything offered in exchange for something from KMHA.
 3. Board members, employees or volunteers may not accept a gift that is more than a nominal value (generally gifts less than \$100.00 in value)
 4. Board members, employees or volunteers may not accept excessive meals or entertainment.

Exception to these guidelines requires the approval of the Board of Directors. No exceptions ever will be made to guidelines 1 and 2.

- Board members, employees or volunteers may not do business or seek to do business with the company, unless KMHA Board of Executive have approved. This includes serving as a director, officer, owner, employee or

Consultant of a company that does business with or seeks to do business with KMHA.

- Board members, employees or volunteers may not serve as directors, officers, and employees to any Minor Hockey Association that is a competitor of KMHA.
- An board member, employee or volunteer whose immediate family member serves as a director, officer, employee or consultant of;
 1. A company that does business with KMHA.
 2. A company that seeks to do business with KMHA, or
 3. A company or minor hockey association that is a competitor of KMHA,

Must disclose that information to the Board of Directors and must comply with any actions KMHA decides are necessary to protect against the conflict of interest.

- Board members, employees or volunteers and their immediate family members may not use and confidential information received from KMHA for their personal benefit. It also includes disclosing KMHA confidential information to persons outside the KMHA and its Executive Board without written permission from the KMHA Board.

Ethical Business Conduct:

We expect our board members, employees and volunteers to act in an ethical manner. We do not attempt to control the private lives of our members, employees or volunteers. But we do expect our members, employees and volunteers to avoid acting in a way that could damage KMHA's reputation.

- Our board members, employees or volunteers may not drink alcohol while conducting KMHA business. Exceptions to this policy must be approved by the KMHA Board of Executive. Also, our members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting KMHA business.
- We expect our board members, employees and volunteers to be honest and truthful. During the course of their employ or tenure, members shall not steal, lie, falsify documents or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.
- We expect our members, employees and volunteers to work only for KMHA during their tenure and to use KMHA property only for KMHA business. Except for incidental activities or use, members, employees or volunteers may not.
 1. Conduct personal business with KMHA property.

2. use KMHA property for a non- KMHA related purpose; or
3. See, loan or dispose of KMHA

property, unless approved by the KMHA Board of

Directors.

- All KMHA accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict accuracy and completeness. All assets, liabilities, revenues and expenses must be recorded in the regular books of KMHA.

Definitions

KMHA- ~~Kan~~ Minor Hockey Association.

Members- Any employee, board of director or volunteer of KMHA.

Immediate family member- Any board member, employee or volunteer's spouse, parent, child, brother or sister.

OMHA- Ontario Minor Hockey Association.

OHF- Ontario Hockey Federation.

Adopted by the Board of Directors July 26, 2011

Appendix "B"

KENT MINOR HOCKEY ASSOCIATION
P.O. BOX
CHATHAM, ONTARIO
N7LM

KENT REFUND FORM REQUEST

DATE: _____

PLAYER NAME: _____

ADDRESS: _____

CITY: _____ POSTALCODE: _____

REASON FOR REFUND: (please check one)

MEDICAL

MOVED

OTHER

OTHER :(please explain) _____

(Please attach any additional information you may find helpful.) KENT USE,

ONLY:

AMOUNT PAID: _____ \$ _____ PRO-RATED: YES NO

ADMINISTRATION FEE: \$ 30.00

LESS: PRO- RATED \$ _____

LESS: INSURANCE \$ -----

TOTAL REFUND \$ _____ BOARD APPROVED: YES NO

Appendix "C"

POLICY 2003 -03

KENT PLAYER REQUEST TO MOVE UP

Pursuant to rule 2.02 sections 01 – 08 of the General Rules and
Regulations I

(Parents name -please print)

wish to have my son/daughter _____
(Players name- please print)

Considered for upward movement, to the team mentioned herein,

(Team name -please print) _____

(Name of current coach- please print)

(Name of higher-level coach- please print)

(Signature of current coach)

(Signature of higher coach)

(Parents name -please print)

(VP travel name- please print)

(Parent signature)

(Vp travel signature)

(Dated received)

Appendix "D"

POLICY 2003 -04

Internal Player Release

The _____ Hockey Team hereby
releases, _____ to now participate in
one of the following team tryouts.

A
AE Travel Team
Select Team
House League

Dated: _____ Coaches Signature: _____

(All coaches are to receive this player card from the player who has been released from the above travel team tryout, before being allowed to participate in any other tryouts under the KMHA banner.)

Dated: _____ Receiving Coach: _____

Appendix "E"

POLICY 2003-05

WHO CAN SKATE?

All players who have not signed a current CHA card are not eligible to skate for your current tryouts.

- I.e. if players have been carded (have physically signed a card) to an AAA team they are not eligible to skate for KMHA tryouts. They must first be released from an AAA team and present the release and player card in

hand to you the coach to be eligible to try out for a KMHA team. (This is a CHA rule; you are only allowed to sign 1 CHA card).

Only player's registered with KMHA will be able to participate in tryouts. (You will receive before your tryouts in your mailboxes a current list of all active players. If a player is not on the list they cannot participate in your tryouts. They must first register and pay before they can participate.

- o Only players in the proper age category are eligible to tryout. (Unless an application for movement upwards has been filled out before your first tryout & submitted to the VP of travel as per our current by-laws.

Appendix "F"

OMHA REQUIREMENTS FOR COACHING REFER TO OMHA MANUAL OF OPERATIONS FOR COMPLETE REGULATIONS

DIVISION	HOUSE LEAGUE	LOCAL./ SELECT	REPRESENTATIVE TEAMS
Below Novice	CHIP	CHIP	N/A
Min. Novice	CHIP	CHIP	NCCP Coach Level or Above
Novice	CHIP*/NCCP Coach Level or Above**	CHIP/NCCP Coach Level or Above	NCCP Coach Level or Above
Min. Atom/Atom	CHIP*/NCCP Coach Level or Above**	CHIP/NCCP Coach Level or Above	NCCP Coach Level or Above
Min. Pee wee/Pee	NCCP Coach Level or Above**	NCCP Coach Level or Above	NCCP Coach Level or Above
Min. Bantam/Bantam	NCCP Coach Level or Above**	NCCP Coach Level or Above	NCCP Coach Level or Above
Midget	NCCP Coach Level or Above**	NCCP Coach Level or Above	NCCP Coach Level or Above
Juvenile	NCCP Coach Level or Above**	NCCP Coach Level or Above	NCCP Coach Level or Above

NOTES:

All Certificates must be registered with the OMHA.

*Per OMHA Regulations, it is recommended that a House League Team include a team official who is certified under the CHIP Program and Registered with the OMHA in divisions Novice through Atom.

**Per OMHA Regulations, it is recommended that House League Teams include a team official who is certified and Registered with the OMHA at NCCP Coach Level for divisions Minor Pee wee through Juvenile.

** Per OMHA Regulations, required for House League teams applying for and accepted into a sanctioned Tournament.

***ALL TEAMS BOTH HOUSE/LOCAL LEAGUE AND TRAVEL REQUIRE CERTIFIED TRAINERS (HTCP-HOCKEY TRAINERS CERTIFICATE PROGRAM) ON THE ACTIVE TEAM ROSTERS.

APPENDIX "G"

OMHA Incident Report

ONTARIO MINOR HOCKEY ASSOCIATION

•O Vogel Road, Unit 43, Rk Mnond Hll, Onteno L•B 3N6
Tal: (905) 780-0MHA Fax: (905) 7

HARASSMENT AND ABUSE DISCLOSURE REPORT

DATE: — — — — CENTRE: ---- OMHA OFFICE FILE NO: — — — — —

YOUTH'S NAME: ----- BIRTHDATE: ---- SEX: - TEAM: — — —

ADDRESS: ----- CITY/TOWN: ---- POSTAL CODE: -----

PARENT/GUARDIAN'S NAME: ----- PHONE NUMBER: -----

ADDRESS : ----- CITY/TOWN: _____ . POSTAL CODE: -----

1. ALLEGED OFFENDER: — — — — — PHONE: (If Available) -----

ADDRESS: ----- CITY/TOWN _____ POSTAL CODE: _____

2. ALLEGED OFFENDER: — — — — — PHONE: (If Available) -----

ADDRESS: ----- CITY/TOWN --- POSTAL CODE: -----

DESCRIBE WHAT THE YOUTH SAID:

)

DATE OF OCCURRENCE:

LOCATION: — — — — — INJURED OF AGGRIEVED PARTY REQUEST:

DESCRIBE THE CIRCUMSTANCES OF THE DISCLOSURE: (where it occurred, other people who listened)

PERSON(S) RECEIVING DISCLOSURE:

Print Name: _____ Signature: — — — — —

Address: — — — — — City/Town: _____ Postal Code: _____

Phone Number: — — — — — P : ----- Da: _____

Observations:

74

APPENDIX "H"

Ontario Minor Hockey Association

in a house league checking tournament.

Signed: _____ (Parent signature)

Dates: _____

A
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Accident Report Form



Appendix "L"
CANADIAN HOCKEY
ASSOCIATION
CANADIENNE DE HOCKEY
Information Bulletin d'information

CHA Helmet Earpiece Policy

Bulletin No: 02121

TO:	Branch Executive Directors Branch Referees-In-Chief (02116)	INFO: Officers Branch Presidents Council Directors Life Members HOC Council Members (02122)
FILE:	i02-21.doc	
DATE:	December 7, 2001	
FROM:	Todd Jackson, Manager- Safety and Risk Management Maurice Roy, CHA Referee-in-Chief	
SUBJECT:	PROTECTIVE EQUIPMENT- REMOVAL OF EAR GUARDS FROM HOCKEY HELMETS	

(NOTE: This is a re-re/ease of bulletin 02110 with revised date to be enforced)

It has become apparent that in the 2000- 2001 season, many players, especially at the Junior and Senior level, but also in other levels of hockey, were modifying their helmets by removing the earpieces. Since 1984, the CSA has required that helmets have no ear openings bigger than 38 mm (1.5 inches), or if they do, that an earpiece exist to provide additional protection.

Players, coaches, officials, administrators and parents are reminded that Canadian Hockey playing rule 24 (b)- Protective Equipment- states that "While on the ice, all players, including goaltenders, shall wear a CSA approved hockey helmet, to which a CSA approved facial protector must be securely attached and not altered in any way. Any alteration to a CSA approved helmet or facial protector automatically destroys the certification." Removal of earpieces is considered an alteration of the CSA approved helmet.

Coaches and safety people / trainers are instructed to ensure that their players do not remove earpieces or alter their helmets in any fashion. If the earpieces have been removed, they must be replaced or the helmet cannot be used. Not only does the removal of earpieces cause a safety concern but also insurance coverage could be at risk if the equipment has been altered and an injury sustained as a result.

Officials should watch for infractions in pre-game warm-ups, and if it is clear that a player is playing with an altered helmet, advise the coach and player that if the player appears in the game with the earpieces removed from a helmet that came from the factory with such earpieces, they will be penalized for use of illegal equipment, without exception or warning as per Rule 24 (e) which reads as follows:

(e) If the Referee's attention is drawn to the possibility that a facial protector or helmet may not be certified (GSA approved), or if the Referee observes that a facial protector or helmet may not be certified, and should that piece of equipment in effect turn out not to be certified, the Referee shall assess a Minor penalty and at the same time order that illegal piece of equipment removed from the game.

(Note 1): The Referee is empowered to make the call without his attention being drawn by an opposing player or team official, through the Captain.

If there is some question as to whether the helmet has been altered, the Referee shall report the infraction on the official game report to the President.

Please note that it is expected that coaches and safety people / trainers will look after ensuring their players are using helmets that comply with the above CHA standards. For the officials, this is not an optional or judgment call, and the onus to ensure players comply with the rules in this area falls on the coaches.

Executive Directors are asked to forward this safety concern to coaches, trainers, safety people and administrators within the Branch to give this message the widest circulation possible.

By September 1, 2002, all leagues should have received this info and ensure their teams have complied. Full enforcement of this rule will start as of this date.

If there are any questions or concerns related to this bulletin, please do not hesitate to contact Norm Dueck, CHA Manager of Officiating at (403) 777-4587 or Todd Jackson Manager of Safety and Risk Management at (613) 562-5677 extension 2323.

Sincerely,
Sincerely,

Maurice Roy
CHA, Referee-In-Chief

Todd Jackson
Manager, Safety and Risk Management

Appendix "M" CHA Water Bottle Policy



CANADIAN HOCKEY
ASSOCIATION
CANADIENNE DE HOCKEY

Information Bulletin d'information

Bulletin No: 02/05
TO: Officer
Council Representatives
Branch Presidents
Branch Executive Directors
Members

INFO: Referee in Chiefs
Junior Council Members
Minor Council Members
Senior Council

HDC Members
Life Members

DATE: September 7, 2001
FILE: i02-05.doc
FROM: Todd Jackson, Manager -Safety and Risk Management
SUBJECT: Sharing of Water Bottles

Over the past year there has been concern shown over the potential health risks related to the sharing of water bottles by players, officials, coaches and other participants. The Canadian Hockey Safety Program recommends the following protocol as it relates to the use of water bottles:

"Good team hygiene includes ensuring all players and staff have their own water bottles to prevent the transmission of viruses and bacteria. Bottles should be labeled and washed after each practice or game."

It is further recommended that officials avoid the practice of drinking from the goaltenders

water bottle. If officials require water during a game, we suggest they have their own water bottle at the penalty bench.

Good hygienic practices will help to maintain a healthy team atmosphere and ultimately assist in keeping all participants healthy throughout the season.

If you have any questions please feel free to contact me at 613-562-5677 extension 2323.

Sincerely Todd

Jackson
Manager, Safety and Risk Management

APPENDIX 'N'
RETURN TO PLAY - INJURY MANAGEMENT POLICY

Guiding Principles:

The safety of our children is of the outmost importance in determining what action should be taken concerning any report of injury.

Team Staff must determine the best practice in providing their players an environment that reduces the chance of injury, whether in practices or game situations.

Learning to respect officials, coaches and all players is the key objective for our children.

Kent Minor Hockey follows the guidelines set out by the Ontario Minor Hockey Association and Hockey Canada in regards to safe management of injuries and protocols for returning to play.

Policy:

Each team is required to have a certified trainer. Unless arrangements are made prior to a game, no team will be allowed to play without a trainer present.

Players that are injured during a game or practice that seek medical attention from a physician are not allowed back on the ice for a practice or a game except with a physician's note indicating that it is safe for the player to return. Players that do not seek medical attention are not allowed back on the ice unless approved by the team trainer. Parents can also sign a waiver if the trainer is not fully satisfied regarding the injury.

The above clearance note from the player's physician can also include a note from a chiropractor, nurse, practitioner or physiotherapist.

In either case the trainer is responsible to complete a Hockey Canada Injury report and submit same to the Head Trainer for KMHA. The injury report will be submitted to Ontario Minor Hockey Association. The injury report must be completed within 24 hours and turned over to KMHA's Head trainer.

Concussions and Head Impact Injuries:

A concussion is a medical diagnosis. It is an injury to the brain that alters the brain functions. It is generally temporary but can include headaches, concentration issues, and memory, balance and coordination problems.

Concussions can result from a direct hit to the head or indirectly through whole body collisions.

Not all head or body impacts or collisions will result in a concussion.

The trainer is educated to recognize Head Impact Events.

In order to be pro-active to this type of injury all trainers shall, prior to the start of the season, inspect all helmets to ensure each child is equipped with a helmet that meets the Canadian Standards Association (CSA) certification. Helmets must be checked for the CSA sticker.

Helmets with a break or crack shall be replaced prior to the player being allowed on the ice.

NOTE: Helmets should never be painted as this may weaken its structure. Any alterations such as drilling extra holes, removing side straps, clamps or chin cup will void the CSA certification

The focus of KMHA's policy is to remove those children from play should there be any concerns.

The following steps will help assess the extent of the player's injury:

1. If the child has a significant enough injury to cause symptoms or raise concern for a concussion they must be seen and assessed by a medical doctor.
2. Players diagnosed with a concussion should rest until they are symptom free. Players should rest an additional seven (7) days before restarting any activity.
3. Only after the player is symptom free for at least eight (8) days can they follow the Hockey Canada "Return to Play" program outlined below:
 - a. No activity – rest until symptom free (minimum 8 days)
 - b. Light aerobic exercise
 - c. Sport-specific exercise
 - d. Non-contact training drills
 - e. Full contact practice
 - f. RETURN TO PLAY

There should be at least a minimum of 24 hours for each stage involved. Should a symptom reoccur the player should return to the rest stage.

Clearance by the medical doctor including written documentation is required before full contact.