

# KITIMAT MINOR HOCKEY ASSOCIATION

## PARENT/PLAYER HANDBOOK



Kitimat Minor Hockey Association

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*We acknowledge the financial support of the province of British Columbia*

Revised 2015

## **WELCOME**

Welcome to Kitimat Minor Hockey Association (KMHA). We are very pleased that you and your family have decided to participate in KMHA this year. The purpose of this handbook is to provide information about our programs to make your experience with us more satisfying.

Communication is one of the keys to providing a positive rewarding experience in KMHA. Our volunteer Board will be working to ensure parents, coaches, and players understand what is expected of each other. This will be achieved through various methods, including general meetings, monthly Executive meetings, newsletters, our KMHA website, and parent/ coach/ team meetings throughout the hockey season.

Communication to and from you as parents and participants is essential. We will all have different objectives to accomplish this season, but please remember everyone's common goal should be the children, their development as players and sportsmen, and their enjoyment of the sport.

## **KMHA PHILOSOPHY**

The Kitimat Minor Hockey Association believes that every person who wants to participate should have the opportunity to do so, at his or her level of skill and level of interest. The Kitimat Minor Hockey Association is committed to providing leadership, which will ensure the best possible environment for a quality hockey experience for each person in the types and categories of minor play as designated by the British Columbia Amateur Hockey Association. Kitimat Minor Hockey will also assist and provide services for female hockey.

The Kitimat Minor Hockey Association recognizes that hockey is a major influence on its participants and on our community and

believes that this influence should be a positive one both on the community and on the individual. The Kitimat Minor Hockey Association provides leadership to all of minor hockey in Kitimat and represents Kitimat Minor Hockey with the provincial governing body, the British Columbia Amateur Hockey Association.

We believe that hockey exists for the players individually and collectively and that the volunteers whose efforts and dedication make hockey possible for the players are the foundation of the Kitimat Minor Hockey Association.

-Resolution passed by Membership Jan/90.

## **REGISTRATION**

**The deadline for on-line and written registration is June 15th each year. Payment will be processed immediately or by installments (first payment is applied Sept. 1st and second payment October 15th). Registration fees are on page 4-5.**

**\* Registrations received after June 15th will be assessed a late fee of \$50.00 per family. Payment must be received in full by October 15th or your child will not be permitted on the ice.**

## **MOVEMENT OF A Player**

It is KMHA's policy that each player has a place to play at their level. To request movement for a player, parents must submit a letter to the KMHA Executive. KMHA will provide an assessment.

For more information, see the Policies and Procedures Manual on the KMHA website or request a hard copy.

## **PAYMENT OF REGISTRATION FEES**

### **LATE FEES for registrations after June 15th - \$50.00 per family**

The District Of Kitimat Recreation Department may offer Skating Programs under 5 years of age. See their Recreation Brochure

**Initiation** – Must be 5 years old by December of the registration year- **\$270.00**

**Novice** - born 2004/5 - **\$450.00**

**Atom** -- born 2002/3 – **\$450.00**

**Peewee** - born 2000/1 – **\$425.00**

***Goalies** pay half price in the following divisions:*

**Bantam** – born 1998/9 – **\$450.00**

**Midget** – born 1995/6/7– **\$45-.00**

**FEMALE** - Must be 13-20 years old - **\$450.00**

**JUVENILE** - Must be 18-20 years old - **\$450.00**

**REP - \$35.00 Try out fee is due at time of registration.**

Additional monthly fees will be billed

**GOALIES** in BANTAM and MIDGET pay 1/2 price

### **Subsidies**

Available and confidential

Please e-mail [kitmatminorhockey@gmail.com](mailto:kitmatminorhockey@gmail.com).

## What is the Difference between House and Rep?

### House

- Equal playing time
- Focus on learning skills
- At least one out-of-town tournament (if available)
- In-town Tournament (if possible) - fundraising mandatory

### REP

- Try Outs
- Additional Fees
- Additional Fundraising
- More ice time as travelling team
- Competitive
- More Volunteer Positions and hours required within each REP team

## Coaches - Volunteering

**All Coaches must be certified in compliance with the requirements of the BC Hockey Guidelines. If you are not certified, please go to [www.bchockey.net](http://www.bchockey.net) to sign up for a clinic. Your clinic fee will be reimbursed by KMHA after clinic work and certificate is received.**

**Kids/Teams cannot go on the ice IF their coach is NOT certified. Please contact Donald Pacheco/Head Coach if you have any questions.**

**HOUSE COACHES:** Please submit Application Form posted on the KMHA website.

**REP COACHES:** Please submit Application Form posted on the KMHA website before August 1st.

Applications will be reviewed and approved by the KHMA Executive in August.

## **Volunteering - Mandatory**

- Executive Positions
- Coaches
- Team Parents
- Tournament Volunteers
- Fundraising

**MANDATORY FUNDRAISING Fee of \$50.00 per family will be collected upon registration . This amount will be refunded at the end of the season ONLY if ALL fundraising obligations are fulfilled. Fundraising is essential to KMHA and all members are expected to participate in all fundraising events throughout the season.**

## **KMHA Executive Positions**

### **PRESIDENT:**

- Oversees ALL KMHA operations
- Skeena Valley League Director
- Signing Authority
- Attend NWAHA meetings
- 2 year term (odd year)

### **FIRST VICE PRESIDENT:**

- Coordinates and oversees all Rep and B Teams.
- Skeena Valley League Director
- Signing Authority
- Chair of Disciplinary Committee
- 2 year term (even year)

### **SECOND VICE PRESIDENT:**

- In charge of Trophies/Annual Awards
- Coordinator and Liaison with all House Teams
- Media Notices or Advertising for KHM events
- Bi-monthly Newsletter
- 2 year term (odd year)

### **TREASURER:**

- Handles all Financial matters under the direction of the KMHA Executive
- Signing Authority
- 2 year term (even year)

### **SECRETARY:**

- Keep accurate record of minutes, correspondence and communications.
- Tournament Sanctions, AGM and Registration advertising
- Signing Authority
- 2 year term (odd year)

### **FIRST DIRECTOR AT LARGE:**

- Sponsorship Coordinator
- Advisor on matters of operation from the participants
- 2 year term (even year)

### **SECOND DIRECTOR AT LARGE:**

- Coordinate special events/photos
- Update parent/player handbook

- Research and monitor all fundraising activities of KMHA
- ALL Lottery licences, including KMHA 50/50 tickets/yearly license and summary reports. Call gaming 1-800-663-7867 for instructions.
- 2 year term (odd year)

### **HEAD COACH:**

- Development, certification and discipline of all coaches in KMHA
- Assist in player evaluations and team balance
- 2 year term (even year)

<h2><b>Appointed Positions</b></h2>
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### **RISK MANAGER:**

- Oversee certification of all safety people and Criminal Record Checks for ALL volunteers.

### **REFEREE IN CHIEF:**

- Oversee all the Officials (referees) in KMHA
- Coordinates Officials Clinic

### **REFEREE COORDINATOR:**

- Assists the Referee in Chief with scheduling games in RAMP and any other assigned duties.

### **EQUIPMENT MANAGER:**

- Ordering, Maintenance, distribution and collection of ALL Equipment.

### **REGISTRAR:**

- ALL registration for KMHA

### **DIVISIONAL MANAGERS:**

- Liaison with Head Coach, Equipment Manager, appoints Tournament Coordinator. Coordinates drafts of teams
- First contact for concerns or complaints arising in the Division.
- Schedules practices and games equally for Division
- Schedules scorekeepers and timekeepers

### **ICE SCHEDULER:**

- Liaison with Executive Board, District of Kitimat, Divisional Managers and Ice Users.
- Prepares budget for the Executive
- Representative at all District of Kitimat Ice Guidelines meetings



## **PARENTS Responsibilities**

1. Pays Fees "on time".
2. Consistent Player Participation
3. Abides by the Code of Conduct
4. Fundraising is mandatory
5. Volunteering is mandatory
6. Contact Coach if player is not able to attend ice
7. Score keep and time keep as scheduled
8. Refer concerns/complaints to Divisional Manager

## **JERSEY Responsibility**

- Wash Jerseys in warm/cold water
- NEVER use bleach
- HANG to dry on "plastic" hangers
- DO NOT put in the dryer
- Wear for games only
- Wash on a regular basis
- DO NOT Dry Clean or Iron
- REP Teams must assign 1 volunteer on the team to be in charge of jerseys.
- All jerseys MUST be Returned by March 31 every year to avoid "fines"
- FINES - \$100.00 will be billed to parents/guardians for any jerseys that are not returned.

## **Volunteers CODE OF CONDUCT**

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the person.
3. Consistently display high personal standards and project a favourable image of their sport and volunteering.
  - a) Refrain from public criticism of fellow volunteers, athletes and officials.
  - b) Abstain from the use of tobacco products while in the presence of children.
  - c) Abstain from drinking alcoholic beverages when performing your volunteer duties.
  - e) Discourage the use of alcohol in conjunction with athletic events or other activities at the playing site
  - f) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Through proper risk management practices ensure that the activity being undertaken by both volunteers and participants is suitable for the age, experience, ability and fitness level of the individual and educate them as to their responsibilities in contributing to a safe environment.
5. Take the personal initiative to learn, respect, communicate and adhere to the rules and regulations established for the sport.
6. Regularly seek ways of increasing professional development and self-awareness.
7. Treat members of other sport organizations with respect, both in victory and defeat and encourage all participants to act accordingly. Actively encourage all participants to uphold the rules of their sport and the spirit of such rules.
8. Attend to your volunteer duties, as directed, in a timely manner. In the case of minors, communicate and cooperate with the parents or legal guardians, involving them in management decisions pertaining to their child's development.
9. Be aware of the role sport plays in everyone's lives and respect the pressures that may be placed on all participants including volunteers as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.

## **FAIR Play Code for Parents**

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game or event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

## **FAIR Play Code for Players**

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper; fighting and 'mouthing off' can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything and that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances, both those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

## **Tournaments & Positions**

Each year, KMHA hosts tournaments as fundraisers to help offset operating expenses and keep our registration fees at a reasonable level. These tournaments are fun, high-energy events that run Friday night, Saturday and Sunday.

Tournaments can be as simple or elaborate as the committee decides. KMHA will not cover any short falls of a tournament. The tournament fees usually cover the ice and referee costs. Other costs such as trophies, decorations, goodie bags, lunches and newspaper ads must be covered by the tournament.

Tournaments can ask for donations and do fundraising, but those must be approved by the KHM executive. The KMH executive attempts to secure a sponsor for each tournament usually having the money help to offset the cost of trophies.

Any funds raised over and above tournament costs become part of the operating budget for KMH. Each child's family is required to do their time slots in the time box or raffle/50-50 table. The time slots are divided equally among our team's participants. If your child is participating, you are responsible for your time slots. You can get an older child, a relative etc to do your time slots, but they must be covered, or the child's participation is in jeopardy.

The positions below must be confirmed at least 2-3 months prior to the scheduled Tournament:

## Tournament Coordinators

Recruits volunteers. Schedules meetings and oversees all Committees. Gets approval of Tournament Budget and submits what fundraising and raffles will be done and liaisons with 2<sup>nd</sup> VP. Is on the Rules Committee. Books the Tamitik Meeting Room. Ensures a tournament committee member is present at the rink during the tournament.

**Registrar** –E-mails invites (using template) to all out of town contacts. State deadline for payment 1-2 months prior and that registration fee is non-refundable. Receive Team rosters with Birth dates including jersey numbers/colors. **OVERAGE** players must submit a request to play.

**Treasurer** - Prepares a budget showing all expenses. Receives a float from KMH Treasurer. Prepares Referee pay envelopes with cash in advance. Must ensure person present at the rink to pay refs during tournament.

**Trophies/Medals** - Set a budget and bring samples to the meeting. Decide how many trophies/medals are needed and submit a written quote including engraving costs. Decide if there are going to be any hat trick, player maker etc for games and what will be used.

**Coach/Team Package** – Put together a package that includes a folder, preferably with a zipper or snap and put in items such as the tournament schedule, rules, lunch coupons, swim passes, pens, note pad, gum, whistle, useful items, etc. Head coach receives for team. If a cost submit receipts.

**Lunches** – Approach Businesses to see if interested in supporting Lunch coupons. Make up coupons. We would only pay for coupons used. Pizza Factory is very reasonable.

**Rules** - Edit rules from previous year with help of Ice Scheduler/Ref-in-Chief. Rules committee should be 3 including Tournament Co-ordinator. One of committee needs to be present during tournament.

## **SCHEDULER - TOURNAMENT SCHEDULE, SCOREKEEPERS AND RAFFLE TABLE SLOTS**

- 2 parents are required in the scorekeeping box and 2 parents for the raffle table to sell tickets and sell 50/50 tickets for each game. Ask for schedule template. Slots will be divided equally among Kitimat participants. Set up a schedule and email to parents, on a first come first serve basis or set up a schedule and email to parents and they can make arrangement to switch or trade.

**Decorating Committee** - Decorating the arena is up to the committee. (used in the past are pucks from Pyrotek - call in advance for these). There may be items in the equipment room. This is decorating 101 on a budget. Be creative and ask around for ideas and materials.

**Goodie Bags** - Initiation/Novice/Atoms - Could consist of juice boxes, chips, treats and/or caps/toques. Donations from Overwaitea, tattoos (RCMP), Dollar Store. If there is a sponsor, stick, hat or something with Tournament Date and a logo. If there is a cost, it would have to be covered in budget

**Publicity/Advertising/Programs** - Run ad in paper to advertise the event and also thank sponsors after the event. Check cost to add to budget. Can be added to website. Creative with posters, signs at Haisla/Lahakas and Haisla/Kuldo, handouts on car windows. Programs - contact Denise Pedro as she has done these the last 2 years. The information must be gathered from Registrar, Ice Scheduler, Rules, Letter from Mayor, President of KMH, and Sponsors.

**Fundraising Letters** - Speak to KMH Executive about what businesses can be approached for donations. Decide what is needed and keep of list of who is asked and for what.

**Raffle Table Baskets & Tickets** - Raffle licenses are handled by the 2<sup>nd</sup> Director at Large. Receipts for all prizes and ALL raffle tickets including the winning ticket must be handed in to the 2<sup>nd</sup> Director at Large. Get raffle tickets made up at Pyramid in booklets, record all booklet numbers to hand out to parents. Parents must sell their booklet and hand back the tickets and money to you. Leftover booklets will be sold at the raffle table.

For Raffle baskets the committee may want to collect \$10.00 from each parent and use that money to buy items. Work with Fundraising about donations. Prepare the baskets, be creative. Purchase tickets from Dollar Store for 50/50 and raffle baskets. Need to work with Treasurer for float for 50/50 and raffle.

## **2012-13 KMHA EXECUTIVE Contacts**

Listed on Website

## **2012-13 APPOINTED POSITIONS**

Listed on Website

## **DIVISIONAL MANAGERS**

Listed on Website

## **HEAD COACHES - Listed on Website**

## **TEAMS**

### **DIVISIONS**

INITIATION

NOVICE

ATOM -ATOMIC

ATOM DEV.

PEE WEE

BANTAM

MIDGET

MIDGET "B" TEAM

PEE WEE REP

BANTAM REP

MIDGET REP

### **SPONSORS**

TIM BITS

DODGE CARAVAN/SCOTIA BANK

NORTHERN GATEWAY PIPELINES

OVERWAITEA & SUJITRAS

DEMONS/KNIGHTS OF COLUMBUS

CARLYLE SHEPHERD

UNIFOR2301

RE/MAX & CITY CENTRE HARDWARE

ENIGMA PROMO

FIREFIGHTERS

LIONS CLUB

LEGION BOMBERS

**BOARD SPONSORS - Listed on Website**



We encourage you to visit the website often. It is a great reference tool to keep you informed! In most cases, you will find everything you need to know here.

A BIG THANK YOU goes out to our Team and Board Sponsors ! We thank you for your generous donations and ongoing support.

Special "Thanks" goes out to Denise Pedro for volunteering to design and maintain the website.

Thank You to ALL parents who continue to volunteer their time to keep the game of hockey alive for children and youth. Hockey is a big part of our community because of YOU! Thank you for doing your part!

2012 Parent Handbook by: Madeleine Robinson/KMHA 2nd Direct At Large  
Laura Westcott/Past KMHA Vice President  
Lori Ferreira/Past Secretary

2015 Revisions Madeleine Robinson/KMHA Secretary

If you would like to add any suggestions/additions/revisions to the book, please E-mail [kitimatminorhockey@gmail.com](mailto:kitimatminorhockey@gmail.com)