



## **KAMHA Regulations, Procedures, and Policies**

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**Kingston Area Minor Hockey Association**

**P.O. Box 211; Station A**

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## **Kingston Area Minor Hockey Association Regulations, Procedures, and Polices**

### **PREAMBLE**

The regulations, procedures, and polices contained within this document are to guide the Kingston Area Minor Hockey Association (KAMHA) and its membership in the execution of its day-to-day operation as a minor hockey association operating under the auspices of the Ontario Minor Hockey Association (OMHA). These regulations, procedures, and polices are not meant to supersede or take precedence over the OMHA Manual of Operations but rather to serve in a complementary fashion.

### **1. LEAGUE COMPOSITION**

- 1.1. In the following articles, the term "child" or "children" or applicable pronouns shall imply boys and/or girls. The term "adult" refers to men or women over the age of 18 years.
- 1.2. The KAMHA will be composed of any or all classifications of teams as permitted by the OMHA, the Ontario Hockey Federation (OHF), Hockey Canada, and as determined by availability of players and suitable people (i.e., coaches, trainers, and managers) to compose team staffs.
- 1.3. See Appendix "B" in this document or the current OMHA Manual of Operations for the age designation.

### **2. PLAYER ENTRY REGULATIONS**

- 2.1. Any child may register to play house league hockey for the KAMHA. Players must reside within the boundaries of the KAMHA, as outlined and on record with the OMHA, in order to be eligible for residential restricted programs of the KAMHA (e.g., Representative hockey, Rostered Select Hockey, and Special Needs).
- 2.2. Players, who reside within the boundaries of the KAMHA, will not be released by the KAMHA executive to participate in residential restricted programs in any other minor hockey centre or association.
- 2.3. Any player, parent/legal guardian, team or team official accepted by Kingston Area Minor Hockey Association resorting to legal action against the KAMHA without first exercising their right to appeal throughout the complete appeal procedure shall be deemed to have withdrawn from further competition.
- 2.4. Any child registering to play hockey in the KAMHA must produce, at the time of registration, a Birth Certificate for proof of age, unless the child has registered

previously with the Association.

- 2.5. All children registering to play hockey in KAMHA must pay the full Player's Fee as specified on the registration form at the time of registration (e.g., in person, by mail, or on-line). The full payment may be made by one of the following methods: cash, bank draft, certified bank cheque or credit card (Visa or MasterCard only). As of April 1, 2012, the KAMHA no longer accepts personal cheques as a method of payment for player registration.
- 2.6. At the time of Registration, any child who for reasons beyond his/her control cannot pay the Players Fee, the Registration Chairman or his/her appointed representative will present the case to the Executive. The child will not be allowed to practice or play with a team until the Executive has ruled on the case.
- 2.7. Any child who wishes to play house league hockey in the KAMHA may not be concurrently registered to any representative or competitive team in any other association.

### **3. REFUND POLICIES**

- 3.1. Due to banking costs, a minimum service charge for refunds shall be set annually by the Executive Committee.

### **4. BASIC HOCKEY REFUND**

- 4.1. A service charge, as determined annually by the Executive, will be applied from the date of registration.
- 4.2. After October 15 all non-refundable insurance and player registration fees will be charged.
- 4.3. All refunds will be assessed and administered on a pro-rated basis.
- 4.4. No refunds will be granted after December 1 of the current hockey season
- 4.5. Requests must be in writing and sent by mail to the KAMHA mailing address and will be refunded based on the date the written request was received by Association.
- 4.6. Refunds will be pro-rated based on time of hockey season.

### **5. BEGINNERS SKATE REFUND**

- 5.1. A service charge, as determined annually by the Executive, will be applied from the date of registration.
- 5.2. After October 15, all non-refundable insurance registration fees will be charged.
- 5.3. All refunds are on a pro-rated basis.
- 5.4. Requests must be in writing and sent by mail to the KAMHA mailing address and will be refunded based on the date the written request was received by Association.



5.5. No refunds will be granted after January 15th.

## **6. PRE-SEASON CONDITIONING CAMP REFUND**

6.1. A refund will only be granted if the Association is notified in writing at least 48 hours prior to the start of the first session. All requests for refunds shall be sent by mail to the KAMHA mailing address.

## **7. REPRESENTATIVE TEAM and ROSTER SELECT TRYOUTS REFUNDS**

7.1. A refund will only be granted if the Association is notified in writing at least 24 hours prior to the start of the first session. All refund requests should be sent to the KAMHA Registrar.

7.2. No refunds will be granted to players who attend tryout sessions.

## **8. HOUSE LEAGUE TEAM REGULATIONS**

8.1. Any child who takes up residence within the KAMHA boundaries as defined and on record with the OMHA after the registration day, may register to play in the KAMHA as long as space is available.

8.2. The intent is that each team will have a maximum number of 16 registered hockey players per house league team that may be dressed for a game under the jurisdiction of KAMHA, unless the team has two goaltenders in which case the team may be considered to have an opening for a 17th player. However, the Vice President of House League Operations, working with the house league convenors, has the discretion to make teams larger or smaller, as required, to ensure a viable league within which the teams may compete. The size of the teams must also be consistent with OMHA rules.

8.3. Players will only be allowed to play and be officially rostered on one team within House League.

8.4. A coach or manager of a team will not be allowed to play any player who is not listed on the game sheet provided. Players arriving late, however, can be added to the game sheet by the referee and timekeeper. A player may not play until the referee has added the player's name to the game sheet, and confirmed it with the coach or manager of the team involved.

8.5. A house league team may affiliate players from a lower division. Call up players must appear as "Affiliated" players on current team roster and cannot be used until the roster has been updated and approved. This applies to both regular season and playoff games. All affiliates must have support of both divisional convenors.



- 8.6. A given game shall be rescheduled, at the discretion of the divisional convenor and the Vice President of House League Operations, if the game is deemed unplayable for whatever reason.

## **9. HOUSE LEAGUE TEAM SELECTION**

- 9.1. On or before September 25, the Vice-President of House League Operations will call a meeting to form the House League Teams in each classification. Coaches and trainers will be expected to attend.
- 9.2. House League play will begin on or before October 15.
- 9.3. The divisional convenors will arrange for player evaluations to be completed prior to players being assigned to teams.
- 9.4. Upon the completion of player evaluations, the coaches and divisional convenor will assemble to prepare their respective teams. Coaches and convenors will endeavour to balance teams as fairly as possible with the information they have to work with.
- 9.5. After a minimum of three (3) league games (for IP, Novice, Atom, and Pee Wee) and after six (6) games (for Bantam and Midget) have been played in the regular schedule, balancing may take place between teams. Players refusing to change teams are subject to suspension.

## **10. PLAYER REGULATIONS (House League, Rostered Select, Special Needs, Representative)**

- 10.1. Players will not be allowed to play out of their own classification except with the approval of the player, the player's parents or guardian, and a majority of the Executive.
- 10.2. Players shall be eligible to try-out for and, if qualified by ability, may register and play for a team in the next higher division with the approval of the player, player's parents or guardians and if the KAMHA Executive's evaluation deems the player's ability fits policy requirement below.
- 10.3. In order to play in a higher division a player must be evaluated by KAMHA Executive Committee, in both divisions or categories of try-outs or House League Evaluations. If player is within top three skaters of higher category and/or top goaltender, player will be permitted to move.
- 10.4. House League players may be evaluated independent of own age division by convenors and Vice President of House League only if there is space in the higher division.



- 10.5. All registered players must wear full hockey equipment at all times during all practices and games. Failure to follow this rule will result in penalization and/or suspension of both player and coach. All House League, Rostered Select, Special Needs and Representative players registered with the KAMHA must wear an approved mouthguard at all times during all practice and games.
- 10.6. Full hockey equipment will include, but not be limited to the following: CSA approved helmets, facemasks, neck protectors, padded hockey pants, padded hockey shoulder pads, padded hockey elbow pads, padded hockey shin guards, ice hockey skates, padded hockey gloves, a hockey stick, and an approved athletic supporter with cup.
- 10.7. All KAMHA players shall refrain from comments and or behaviours which are disrespectful, humiliating, demeaning, offensive, abusive, racist, or sexist. Any behaviour which constitutes bullying, harassment, or abuse will not be tolerated, will be dealt with under KAMHA's and the governing bodies (i.e., Hockey Canada, OHF, OMHA) Codes of Conduct, Harassment and Abuse Policies.
- 10.8. Any parent or guardian, who in any way discredits their child's team or KAMHA during the time they are on arena property, or representing their child's team at other arenas, may result in their child being suspended from play.
- 10.9. It is strongly recommended that players traveling to play in U.S.A. should be covered with temporary appropriate insurance for the duration of the visit. Parents must sign a disclaimer that KAMHA IS NOT RESPONSIBLE for any medical expenses.
- 10.10. Female and male players will be provided and use separate dressing rooms from the Atom divisions up to and including both Special Needs and Midget/Juvenile. When all players are fully dressed in their hockey equipment, female players may re-enter the dressing room for 'pep talk' before and after the game at both home and away games and practices. The coach will be responsible for enforcing the above. Non-observance will result in suspension of the coach.
- 10.11. As per OMHA regulations, House League Teams (including Roster Select Teams) from Pee Wee up to and including Juvenile may not participate in Body Checking Tournaments. Failure to do comply may result in suspension of the coaching staff and/or players.

## **11. HOUSE LEAGUE COMPETITION REGULATIONS**

- 11.1. Group playing rules, as set down by the OMHA shall govern play in regular, exhibition and play-off schedule games, except ones that are covered by the KAMHA Constitution and bylaws.



- 11.2. All House League teams must seek the approval of their Convenor prior to arranging tournaments/exhibition games. Non-compliance may result in the Coach being suspended.
- 11.3. House League games will consist of fifty (50) minutes of ice time. The game will consist of three 10-minute stop time periods. The first and second periods will consist two (2) ten (10) minute stop time periods and a third period being one (1) ten minute stop time changing to running time to ensure a 50 minute game time.
- 11.4. Pee Wee to Midget/Juvenile house league play is exempt from the above. The third period may be adjusted to accommodate arena time.
- 11.5. All house league teams and players shall have equal ice time.

## **12. ROSTER SELECT TEAM REGULATIONS**

- 12.1. The KAMHA will provide for one (1) Roster Select Team at each division (i.e., only 1 Novice team, only 1 Atom team, only 1 Pee Wee team, only 1 Bantam team, and only 1 Midget team) as indicated by player availability and interest. All Roster Select Teams will follow OMHA rules as per the OMHA Manual of Operations. All Roster Select teams will be officially rostered as Major teams.
- 12.2. KAMHA Roster Select Teams will be comprised of 17 skaters and 2 goalies. Roster Select teams will represent a mix of both major and minor aged players from the respective division. These teams will be able to play a maximum of 2 games per month and 3 tournaments per season as approved by the divisional convenor.
- 12.3. There shall be no more than 4 roster select players assigned to any one house league team. Every House league team shall have at least 2 roster select players on its roster.
- 12.4. Roster Select Coaches must maintain regular communications with divisional convenor and VP house League Operations or designate and submit all exhibition and tournament games sheets to Divisional Convenor.
- 12.5. The KAMHA schedule will be set up to ensure there are no home ice conflicts between House League and Roster Select. Roster Select coaches will ensure when booking away games that there are no conflicts with the House League schedule. Generally speaking, a players' commitment to his/her house league team will take precedence. If necessary, the Roster Select Coach will coordinate with the Divisional Convenor and the KAMHA ice Scheduler to make minor adjustments to the master schedule as required.
- 12.6. On or before October 15, the Roster Select coach will declare to the divisional

convenor the tournaments in which the team will be participating.

### **13. HOUSE LEAGUE PRACTICE REGULATIONS**

- 13.1. If a Coach or Trainer cannot attend a practice, it is the responsibility of the Coach or Trainer to find a substitute. No team will practice without a coach on the ice. A certified trainer must be present for all practices.
- 13.2. Practice times will be scheduled on a rotating basis.
- 13.3. To ensure each player receives equal ice time, teams may have to practice two (2) at a time.
- 13.4. Any extra ice time will be split up equally amongst all teams.
- 13.5. All members who are registered as players must wear full hockey equipment at all practices.

### **14. REPRESENTATIVE TEAM REGULATIONS**

- 14.1. Definition: “Representative Team” in this document refers to any team under the jurisdiction of the KAMHA that plays in the OMHA or similar competitive leagues (e.g., “AA”, “A”, or “AE”).
- 14.2. Between April 15 and May 24 of each year, try-outs will be held in each classification for the Representative teams (non-including Major Midget).
- 14.3. The coaches of the Representative teams will choose their compliment of players prior to the start of the House League regular schedule. All players must reside within the boundaries of the KAMHA, prior to participating in team selection process. Representative teams may play any exhibition games, league games and tournaments that are approved by the OMHA.
- 14.4. All selected representative players will report to and play only for the team to which they have been assigned. Any player refusing to report to the assigned team will be moved to the corresponding house league division.

### **15. REPRESENTATIVE TEAM COMPLEMENT**

- 15.1. Representative teams shall be comprised of seventeen (17) players and have a maximum compliment of nineteen (19) players. Two of the players should be goaltenders.
- 15.2. Although the OMHA allows player movement on Rep teams up to December 1st



of the current season, the KAMHA will only allow such player movements after the final team selection only in the most extreme circumstances. Once the team has been chosen after try-outs, the coaching staff is to consider their team roster as finalized for the remainder of the season. Requests for exceptions to this regulation may be brought to the Executive for its consideration.

- 15.3. In an extreme circumstance, the head coach may seek to have a player removed from the team. This may only be done as per the following process:
- a. The team staff MUST NOT approach the player in question or approach the player's parents/legal guardian(s) to discuss removal of the player from the team.
  - b. The head coach must submit to the Divisional Convenor a written request to have the player removed from the team. Until such time as a decision is made on the request, the player is to continue to receive his fair share of ice time and continue to be treated under all the guidelines and regulations as set forth by "Fair Play" and "Speak Out".
  - c. If the player or player's parents become aware of the request to have the player removed from the team by anyone other than the Executive Committee, the head coach will be called before the Discipline Committee and may be subject to suspension.
  - d. The Divisional Convenor will convene a meeting of the Executive. Based on the circumstances and the evidence provided, the Executive will decide to hold whatever hearings are required to come to a decision.
  - e. Alleged lack of ability on the part of the player is not a valid reason to have the player removed from the team.
  - f. Valid reasons for removing the player from the team may include, but are not limited to the following:
    - i. The player's attendance to games and/or practices is extremely poor,
    - ii. The player's on-ice and/or off-ice behaviour is consistently so poor that it would be unreasonable to expect the coach to continue to deal with the player, or
    - iii. The player's parent/guardian's behaviour is consistently so poor that it would be unreasonable to expect the coach to continue to deal with the parent/guardian.
    - iv. The decision will be determined by a majority vote of the Executive.
- 15.4. In the event that a player quits a Novice, Atom, or Pee Wee Representative team prior to December 1st, at the request of the player's parents, the player will be assigned to a KAMHA house league team by the applicable convenor. In the event that a player quits a Novice, Atom or Pee Wee Representative team after December 1st, the player will only be assigned to a KAMHA house league team by the applicable convenor if space is available and that so doing would not be disruptive to the house league division in question.

- 15.5. In the event that a player quits a Bantam or Midget Representative team, the player will be suspended from all hockey under the jurisdiction of the KAMHA for the remainder of the season. The player may apply to be placed on a KAMHA House League team. The player's request to be placed on a House League team will only be granted if the player has very compelling reasons for quitting. The Divisional Convenor, in consultation with the Vice President of Representative Hockey, will convene a hearing of the appropriate people to determine if the player's reasons for quitting the team were valid enough to warrant the impending disruptions that would be caused by placing him on a House League team.
- 15.6. A Representative team may affiliate a House League player, but the House League player must fulfill his House League Commitments. If a conflict arises, the player will play with his House League team with no change made to House League schedule. The House League Convenor will determine if a conflict exists. Both the Rep coach and player may be subject to suspension.

## **16. HOUSE LEAGUE, ROSTER SELECT, AND REPRESENTATIVE COACHES, TRAINERS & MANAGERS REGULATIONS**

- 16.1. The minimum age for a head coach shall be 18 (as of October 15 of the playing season). There shall be a minimum difference of 5 years between the head coach and the oldest player on the team.
- 16.2. All coaches, trainers, and managers shall promote and foster the Aims and Objectives of KAMHA.
- 16.3. All coaches, trainers, and managers shall be at the rink at least fifteen (15) minutes prior to game time. If a coach, trainer or manager cannot be present THEY ARE RESPONSIBLE for appointing a qualified replacement.
- 16.4. The coach or designate shall provide a line-up for the Timekeeper of only those players in attendance at the start of the game. It should also include suspended players and follow any special league of tournament rules and regulations.
- 16.5. The coach or designate will have at least one goaltender dressed before game time.
- 16.6. The trainer will ensure that all players in all practices and games properly wear CSA approved helmets, facemasks, mouthguards and neck protectors at all times. All protective equipment except gloves, headgear and goaltenders leg pads must be worn entirely under the uniform. All equipment is to be properly fitted and safe. See Section 10.6 for a definition of full hockey equipment.



- 16.7. The coach or designate will encourage and demonstrate clean play, clean talk and good sportsmanship on and off the ice.
- 16.8. The coach or designate will support and demonstrate the necessity of respect for referees, linesmen and timekeepers.
- 16.9. The coach or designate will report any issues, complaints, and/or recommendations to the divisional Convenor.
- 16.10. The coach or designate will be responsible for the conduct of hockey players, under his/her jurisdiction during the period the hockey players are in attendance at the game for the purpose of participating in a hockey game. This responsibility extends to players both on and off the ice. In the event of any theft, property damage, or vandalism committed by any KAMHA registered players, the coach is responsible to ensure the team and parents are aware that they are collectively responsible for the cost of the damage. It is the coach's responsibility to ensure the team and parents are aware that they are responsible for the cost of the damage.
- 16.11. Any member of KAMHA (e.g., coach, trainer, manager, or player) who deliberately damages or defaces facilities used by or equipment of the KAMHA shall be subject to suspension from the KAMHA and shall be responsible for the full cost or repair or replacement of the damaged equipment.
- 16.12. No member of KAMHA shall interfere with a competition or with any player or team's preparation for a competition, or which endangers the safety of others. This includes all sanctioned KAMHA activities, on and off the ice. Any behaviour which constitutes bullying, harassment or abuse will not be tolerated, and will be dealt with under KAMHA's and the governing bodies (i.e., Hockey Canada, OHF, OMHA) Codes of Conduct, Harassment and Abuse Policies.
- 16.13. Coaches, managers, or trainers who contravene the KAMHA Constitution and rules are subject to be suspended and/or face disciplinary action by the appropriate Convenor.
- 16.14. Coaches, managers, or trainers who are under suspension, shall not travel, practice, enter their dressing rooms, nor sit on or near the player's bench, nor carry on any duties of his office, during the term of his suspension.
- 16.15. The Executive will appoint and approve all Coaches.
- 16.16. The Executive must approve all Assistant Coaches, Trainers, and Managers before they are able to act in any capacity.
- 16.17. The head coaches of all teams must submit an itemized statement of monies

received from all sources and all disbursements. This statement is to be submitted to the KAMHA Treasurer by no later than April 30 of each year along with a copy of the relative bank statement and/or bank passbook pages for the entire period of operation of the account.

- 16.18. Similarly, by the 15th day of each month during the hockey season (i.e. September to May); each team is to submit a copy of the team's bank account statement to the secretary. Failure to comply may result in the suspension of the head coach. All accounts must be closed at the end of each respective season and final closing statements submitted to the association.
- 16.19. House League Coaches and/or Managers must submit all game sheets immediately from tournaments and exhibition games to the Convenor. Failure to comply will result in Coach and/or Manager being suspended.
- 16.20. Any coach, trainer or volunteer who is on the ice at a practice must wear a CSA approved helmet. Non-compliance will result in the suspension of the offender and the Head Coach.
- 16.21. No coach will use ice time for practices outside of the times assigned by the KAMHA without the prior approval of the appropriate Executive Member.
- 16.22. Only players, coaches, trainers, and managers that are registered with and only with KAMHA are allowed on the ice for games and practices. With prior approval from the group convenor, House League, Roster Select, and Representative teams may solicit and make use of the services of guest instructors; providing the instructors are at least 16 years old. Should the guest instructor be under the age of 18 year old, he/she must wear full hockey equipment.

## **17. HOUSE LEAGUE AND REPRESENTATIVE TEAM FUNDRAISING**

- 17.1. The Head Coach of any team fundraising or collecting monies must submit an itemized statement of monies from all sources and all disbursements. This statement is to be submitted to the KAMHA Treasurer, via divisional convenors no later than the 15th of the month following end of the season along with a copy of relative bank statement for period of operation of the account. Two signatures are required on all financial institution bank accounts.
- 17.2. Team statements must be disclosed to all members of the team and must be closed at the end of the season with supporting bank account closing statement provided.
- 17.3. No team shall fundraise unless approved IN ADVANCE by the Executive. All applications must be submitted in writing to the Fundraising Committee. Failure to

comply will result in a coach's suspension.

- 17.4. Team fundraising guidelines will be determined by the Fundraising Committee and approved by the Executive annually. All team fundraising events must comply with these guidelines.
- 17.5. Teams will be limited to fundraise only a certain maximum amount of money as determined annually by the Executive. This maximum amount is to include all money actively raised by the team officials, players, and parents and is also to include any and all donations made to the team by people and institutions unconnected to the team. The Executive must also approve these donations. The maximum does not include team fees paid by the parents/players on the team to the team.
- 17.6. The Executive may approve a team to fundraise more than the maximum fundraising amount as determined in section 17.6 only in an extraordinary circumstance where a team has qualified for a very special and rare event or similar.

## **18. SPONSORSHIP OF KAMHA HOCKEY TEAMS AND WEBSITE**

- 18.1. KAMHA Elected Executive shall have complete control of all sponsorship including:
- a. Allocation of sponsorship funds (all funds must be paid directly to the Treasurer of KAMHA)
  - b. Cost of sponsorship of all teams under KAMHA jurisdiction.
  - c. Selection of sponsor's team.
  - d. Team colours, sweater and sponsored crests design.
  - e. Duration of sponsorship.
- 18.2. The sponsor must agree not to:
- a. Interfere in any way with the operations of the teams or players.
  - b. Make direct contributions in any form whatsoever (e.g., cash and or gifts in kind) to a sponsored team or player without prior approval of the Executive.

## **19. GENERAL SPONSORSHIP GUIDELINES**

- 19.1 The KAMHA will not accept any sponsorship from Tobacco manufacturers, Breweries, distilleries or wineries. No KAMHA team will display or advertise for any such companies.
- 19.2 KAMHA reserves the right to reject or approve any and or all sponsorships.



- 19.3 Advertisements must be approved by Executive prior to being posted on association website or in media.

## 20. PROTEST REGULATIONS

- 20.1 The protest fee shall be \$100.
- 20.2 Protests will not be heard against penalties issued by a referee or linesmen for infractions resulting in suspensions of 5 days or less.
- 20.3 Protests are not permitted pertaining to Try-outs and team selections including the selection of team officials.
- 20.4 Any team or member who wishes to protest the act, omission or conduct of any KAMHA representative, coach, manager, player or other matter shall file the protest in writing with the Secretary not later than forty-eight (48) hours (exclusive of Saturdays, Sundays or Statutory Holidays) after the happening of the event.
- 20.5 The KAMHA will not accept protests from any player, parent/guardian, team official or other KAMHA member that have previously submitted a protest on which the KAMHA board has already ruled.
- 20.6 The protest shall be signed by the Manager, Coach or a member in good standing of the team protesting and shall be accompanied by a Protest Fee in an amount determined annually by the executive.
- 20.7 A team protesting shall at the time send a copy of the protest to the person(s), or team protested against.
- 20.8 The person(s) or team protested against shall file any written reply with the Secretary not later than thirty-six (36) hours (exclusive of Saturdays, Sundays or Statutory Holidays), after the receipt of the copy of the protest.
- 20.9 If the protest involves an alleged misinterpretation of the rules by a Referee, a copy of the written protest shall be sent to the appropriate KAMHA Vice President, who shall file a written statement with the Secretary as soon as possible.
- 20.10 The Protest Fee shall be returned if the protest is upheld by the Rules and Protest Committee. A \$50 charge will be withheld for protests withdrawn prior to protest being heard by the committee.

## 21. SUSPENSION REGULATIONS



- 21.1 KAMHA will administer suspensions in accordance with OMHA/OHF policy as per the minimum guidelines.
- 21.2 KAMHA reserves right to add to the OMHA/OHF minimum guidelines If a house league player is assessed a penalty for fighting during a game, he will receive a suspension as follows (in addition to the OMHA minimum suspensions)
  1. 1st offence - 1 game suspension
  2. 2nd offence - 2 game suspension
  3. 3rd offence - 3 game suspension
- 21.3 The player must appear before the rules and discipline committee after a second offence.
- 21.4 All suspensions apply to all league and play-off games and the suspension can be carried into the following playing season if said player is registered with KAMHA

## Appendix A STANDING COMMITTEES

The KAMHA has installed a number of committees to assist in the on-going operations of the hockey program.

### **REGISTRATION COMMITTEE**

- a) The Registration Committee shall consist of a chairman appointed by the executive and reporting to the Secretary.
- b) It shall consist of not less than two other members appointed to this Committee by the Chairman, if such members are available.
- c) Each year prior to September 15, in-person registration will take place at certain points within the City of Kingston as designated by the Committee.
- d) Shall be advised by the executive of the dates, times and areas the registration is to take place.
- e) It shall advise the community, by means of all available media (e.g., newspapers, radio, Internet, TV, etc.) and within reasonable cost constraints as determined by the Executive, of the registration dates, times and locations as appropriate.

### **FUNDRAISING COMMITTEE**

- a) The Fund Raising Committee shall consist of a Chairman appointed by the executive and reporting to the Treasurer.
- b) It shall consist of not less than two other members appointed to this Committee by the Chairman, if such members are available.
- c) It shall recommend to the Executive ways and means for the raising and collecting of funds for KAMHA.
- d) It shall accept and review applications from individual teams for fundraising events. See Section 17.

### **RULES COMMITTEE**

- a) The Rules Committee shall consist of a chairman who shall be the Vice President of House League Operations.
- b) It shall consist of not less than two other members one of which shall be the Director of Risk and Safety and one other appointed by the Chairman, if such members are available.
- c) It shall be the function and responsibility of the Rules Committee to prepare and recommend to the Executive, rules of KAMHA which will apply to all referees, managers, trainers, coaches and players and which will foster and promote the aims and objectives of KAMHA as well as the safety and welfare of the players.
- d) The Chairman of the Rules Committee shall submit any proposed rules or amendments to the Executive for consideration in writing. Copies of the proposed rules or amendments shall be given to the Executive members prior to the meeting at which such are to be discussed.



- e) Any proposed rules or amendments approved by a majority of the Executive members at a meeting of the Executive shall only have force, from the effective date, as determined by a majority of Executive members until the end of the current season or until a Special General Meeting duly called for considering the proposed rules or amendments.

#### **PROTEST AND COMPLAINT COMMITTEE**

- a) The Protest and Complaint Committee shall consist of a Chairman appointed by the Executive.
- b) The Committee members will be appointed by the Chairman and approved by the Executive.
- c) The Committee shall conduct any investigations or hearings as directed by the Executive.
- d) The Chairman and the members of this Committee shall have the power to hear and decide all protests, complaints or other matters, which pertain to;
  - 1. The alleged violation of any rules or regulations of KAMHA.
  - 2. The conduct or action of any player, manager, trainer, coach, or executive member while acting in the capacity as such.
  - 3. The act, omission, or conduct of any of the above persons that is alleged to be prejudicial to KAMHA and any team or player within the jurisdiction of KAMHA.
- e) All persons appearing before this Committee shall be given full opportunity to be heard.
- f) The Committee shall, as soon as possible, after the conclusion of proceedings, make a report in writing and without delay transmit it to the President of KAMHA as well as to other persons directly involved in the matter.

The Executive may establish any other Committees that, in its opinion, it deems necessary or advisable.

The appointment of the Chairman of any member of any Standing Committee established may have their appointment revoked at any time by the Executive if, in the opinion of the Executive, the act, omission or conduct of any such person is deemed to be prejudicial to KAMHA or any team within the jurisdiction of KAMHA

## Appendix B Age Classification for 2016-2017 Season

In accordance with the Ontario Minor Hockey Association, the KAMHA may be composed of the following classifications, designated by age.

<b>DIVISION</b>	<b>Birth Year</b>	<b>Age</b>
<b>OVERAGE JUVENILE</b>	1996*	20 (max 6 players per team)
<b>JUVENILE</b>	1997*	19 and UNDER
<b>MIDGET</b>	1999*	17 and UNDER
<b>MINOR MIDGET (BB - E)</b>	2000*	16 and UNDER
<b>MINOR MIDGET (AAA - A)</b>	2001*	15 and UNDER
<b>BANTAM</b>	2002*	14 and UNDER
<b>MINOR BANTAM</b>	2003*	13 and UNDER
<b>PEEWEE</b>	2004*	12 and UNDER
<b>MINOR PEEWEE</b>	2005*	11 and UNDER
<b>ATOM</b>	2006*	10 and UNDER
<b>MINOR ATOM</b>	2007*	9 and UNDER
<b>NOVICE</b>	2008*	8 and UNDER
<b>TYKE</b>	2009*	7 and UNDER
<b>INITIATION</b>	2010*	6 and UNDER
<b>SPECIAL NEEDS</b>	N/A	5 Years to Adult

\* Or subsequent years.

Player's age determined by their age as of December 31, 2016.

## **Appendix C**

### **Player Affiliation Procedures and Protocols**

1. Affiliation of players must follow OMHA regulation(s) 7.0, 7.1, 7.2 and 7.3.
2. Once a player has accepted affiliation with a team, he/she cannot change or request to change affiliation to another team in the same season. An affiliation cannot be undone.
3. The team to which a player or players are roster must be approved by the OMHA prior to players participating with their affiliated team.
4. In the event of conflict between a player's primary team (i.e., the team to which he/she is officially rostered) and the affiliated team, then the player must participate on primary team.
5. The head coach of the player's primary team (i.e., the team to which he/she is officially rostered) must be notified of the player's intention to attend any affiliated team events. The head coach of the primary team cannot refuse permission but must be notified in advance.

## Appendix D Volunteers and Members with Criminal Records

The Kingston Area Minor Hockey Association accepts its significant responsibility to its vulnerable members.

This Association owes a duty of care to its constituents, members, players, and to the community. Acceptance of this duty will be reflected in all Association programs, services, and activities, as well as its polices and procedures.

The KAMHA recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

The KAMHA will not discriminate against any person on the basis of the grounds of age, race, sex, marital status, sexual orientation, physical disability unless there is a *bona fide* reason related essential and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.

For certain positions in the Association (such as, but not limited to, the following: Head Coach, Assistant Coach, Trainer, Manager), a Police Record Check will be required as one of the elements of the screening process.

**Individuals with past *Canadian Criminal Code* convictions, five (5) years or more recent, or charges pending for certain offences will not be accepted for a direct service position will vulnerable persons.** These offenses include, but are not limited to, the following:

Five years or more recent ---

1. Individuals with past convictions or charges pending for criminal driving offences, included but not limited to impaired driving.
2. Individuals with past convictions or charges pending for drug offences under the Criminal Code of Canada.
3. Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.

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

1. Physical or Sexual Assault
2. Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
3. Indictable criminal offenses for child abuse
4. Sexual exploitation
5. Sexual interference
6. Invitation to sexual touching



Applicants may be rejected as a result of other information gained during the police records check 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 (e.g., President, Vice President for House League Hockey, Vice President for representative Hockey, or Vice President of OMHA Liaison) if he or she is charged, tried, or convicted of any offence under the *Canadian 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 the KAMHA as a head coach, assistant coach, trainer, or manager, you will be required to complete a Police Records Check every two years.

Head coaches must submit their Police Record Check by October 1 of the current playing season. Assistant Coaches, Trainers, and Managers must submit their Police Record Check by October 15 of the current playing season.

Effective May 1, 2012, the KAMHA will only accept a completed Police record Check by an applicant providing it was completed within the last 4 Years.

## **Appendix E**

### **Code of Conduct Policies**

#### **1. Coaches' Code of Conduct**

- a) Coaches must remember a child doesn't care how much you know, until he/she knows how much you care.
- b) Be a positive role model for your players.
- c) Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember that players are involved in hockey for fun.
- d) Display emotional maturity.
- e) Be alert to the physical safety of players.
- f) Be generous with your praise when it is deserved.
- g) Be fair and just, do not criticize players publicly.
- h) Teach good sportsmanship, respect parents, opponents, and officials.
- i) Be patient and understanding, be upbeat and encourage fun.
- j) Familiarize yourself with the rules, techniques, and strategies of hockey.
- k) Be an effective communicator; do not just yell at the players or officials.
- l) Recognize your influence on players; be honest and consistent.
- m) Teach the importance and value of teamwork.
- n) Emphasize the development of the fundamental skills of hockey.
- o) Adjust to personal needs and problems of players.
- p) Maintain open lines of communication with your players' parents. Explain the goals and objectives of our Association.
- q) Never verbally or physically abuse a player or official.
- r) When conversing with your players, or in the event that an official wishes to converse with you, be conscious of your position on the bench. Do not carry on a conversation where you are towering over the individual so that there is an intimidation aspect to your actions. (This would include standing on the bench with your foot on top of the boards. This posture may incur a bench minor penalty) Eye level is best.
- s) Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- t) Organize practices to be fun and challenging for your players.
- u) Be concerned with the overall development of your players. Stress good health habits and clean living.
- v) Never use profanity around players, parents, or officials.

#### **2. Players Code of Conduct**

- a) Play for the fun of it, not just to please your parents or the coach.
- b) Respect your coach, your teammates and your opponents.
- c) Play by the rules.
- d) Never argue with the officials' decisions. Let your team captain or coach ask any

necessary questions.

- e) Control your temper- no mouthing off, breaking sticks or throwing equipment.
- f) Work equally hard for yourself and your team - your team's performance will benefit and so will you.
- g) Be a good sport. Cheer all good plays, whether your team or your opponents.
- h) Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- i) Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- j) Cooperate with your coach, teammates and opponents, for without them you don't have a game.

### 3. **Parents Code of Conduct**

- a) Encourage, do not force an unwilling child to participate in sports.
- b) Remember children are involved in organized sports for their enjoyment, not yours.
- c) Insist your child always play by the rules.
- d) Realize the importance of practice in developing your child's necessary hockey skills.
- e) Never determine the worth of your child by whether the team won or lost a competition. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- f) Be positive and encouraging to your child. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never yell at your child for making a mistake.
- g) Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- h) Do not publicly question an officials' judgment and never their honesty.
- i) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- j) Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.
- k) Do not discuss other team players as to their ability or aptitude in front of your own child.
- l) Should you have concerns regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter. Immediately after a game is generally not the right time.

## Appendix F Other Policies

The Directors of KAMHA are committed to providing a healthy, caring and enjoyable environment to ALL of our members. In the spirit of this commitment, we have created several policies. Failure to comply with these policies can result in severe consequences that you, your children and all coaches should be aware of.

To participate in KAMHA as a player, coach, team official or parent is a privilege. All of these people MUST adhere to these policies in order to participate. Possible consequences for violating these policies are as follows:

- a) The filing of an incident report against you.
- b) A hearing with the KAMHA Disciplinary Board.
- c) Temporary suspension from the team, ice arena and/or Association.
- d) Permanent expulsion from the team, ice arena and/or Association.

Please take the time to familiarize yourself and your family with these policies

### 1. Spectator Policy

It is KAMHA policy to require parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all KAMHA sanctioned events. On-ice officials will stop the game when parents/spectators displaying inappropriate and disruptive behavior interfere with the other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators' viewing/game area. Once these are removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include, but not be limited to:

- a) Use of obscene or vulgar language in a boisterous manner to any one at any time.
- b) Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or actual physical violence.
- c) Throwing of any object in the spectators viewing area, players bench, penalty box or on-ice surface, directed in any manner as to create a safety hazard.

Spectators involved with a KAMHA event are expected to conduct themselves with the highest degree of courtesy, integrity and behavior. Parents and spectators are requested to remain behind the glass areas of the rinks. Furthermore, parents and spectators are to avoid any contact with the players' bench or the official timekeepers' area (including penalty boxes), unless specifically requested by a member of the coaching staff to be there. **At no time are spectators allowed to have any direct contact with the referees, either before, during or after the game.**

The area directly behind the goaltenders should be avoided when possible. In the event of disorderly conduct, the coach or assistant coach will be responsible for ordering the spectators to leave the premises. The coach is then required to file a letter of incident with the KAMHA



Directors. The Disciplinary Board will review and make recommendations based on the following guidelines.

**First Offense:**

1. For profanity or other verbal abuse a minimum 30-day suspension is applied.
2. For physical abuse a minimum 90-day suspension will be considered.

**Second Offense:**

Will lead to a longer suspension, possibly up to the duration of the season, and the laying of charges will be considered, for the most serious of violations. Profanity/verbal abuse or physical abuse includes any behaviors aimed at players, coaches, officials, rink employees and/or other spectators. This policy will also be in effect for away games.

**2. Harassment and Abuse Policy**

It is the policy of Kingston Area Minor Hockey Association (consistent with Hockey Canada and the OMHA) that there shall be no harassment or abuse and neglect, whether physical, emotional, or sexual of any participant in any of its programs. KAMHA expects every parent, volunteer, and staff member to take all responsible steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

[See the OMHA procedures for the prevention and resolution of abuse and harassment.](#)

**Harassment Defined** - is behaviour by one person toward another, which is insulting, intimidating, humiliating, malicious, degrading, or offensive. It may be physical, verbal, emotional, or sexual and the victim may feel discomfort, embarrassment or fear for their safety.

**Abuse Defined** - is any form of physical, emotional, sexual mistreatment or lack of care, which causes physical or emotional damage to a child by a person in authority, and position of trust.

**Types of behaviour which constitute harassment and/or abuse include, but are not limited to:**

1. Unwelcome jokes, innuendo, or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
2. Condescending, patronizing, threatening or punishing actions that undermine self-esteem or diminish performance.
3. Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
4. Unwanted or unnecessary physical contact including touching, patting or pinching (in the case of minors this is defined as abuse under Child Protection Legislation).
5. Unwelcome flirtation, sexual advances, requests or invitations (if minor involved, covered under Child Protection Legislation).
6. Any form of hazing.

7. Any form of physical assault (if minor involved, covered under Child Protection Legislation).
8. Any sexual offence including sexual assault (if minor involved, covered under Child Protection Legislation).
9. Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.
10. Action Upon Suspecting or Witnessing Harassment or Abuse.
11. The use of information and communication technologies such as email, cell phones, text messaging, camera phones, iPod cameras, social networking sites such as Facebook and Twitter, to support deliberate, and hostile behavior by an individual or group that is intended to harm others, threaten, harass, embarrass, socially exclude or damage reputations and friendships.

Within KAMHA, harassment in any form will not be tolerated. Harassment includes, but is not limited to, unsolicited remarks, gestures, physical contact, slander or libelous acts. Specifically forbidden is harassment of a sexual, religious, racial and/or ethnic in nature. Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment. If you are the victim of harassment or know of someone who is, KAMHA encourages you to contact a Division Convenor or member of the Executive immediately. Sanctions for violation of this policy will be as follows:

**First violation:** Minimum 30-day suspension, possibly more.

**Second violation:** 60-day suspension or permanent expulsion from KAMHA

**Third violation:** Permanent expulsion from KAMHA.

### 3. Alcohol and Drug Policy

Alcohol, drugs (including tobacco products) have no place in youth sports. KAMHA is committed to providing all our players with an alcohol and drug free environment. KAMHA's Alcohol and Drug Policy will be strictly enforced.

#### a) Players

Any player suspected to be under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the Disciplinary Board. This includes documented off-ice behaviour.

If found in violation of this policy, disciplinary consequences are as follows:

**First violation:** Suspension from the Association for 30 days OR permanent expulsion from KAMHA.

**Second violation:** Permanent expulsion from KAMHA.

### **b) Coaches**

As role models, coaches are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumption by coaches should be limited to adult establishments. Under no circumstances should a coach interact with the team or a player if under the influence of alcohol. Additionally, coaches should not engage in any alcohol consumption around the players during tournament travel. Coaches should not consume alcohol within 4 hours prior to a game or practice.

Coaches are also subject to the drug policy.

**First violation:** 30-day suspension.

**Second violation:** Permanent Expulsion from KAMHA.

### **c) Parents**

KAMHA asks all parents to observe the high standards set forth by our Association at the rink and during any KAMHA event. If you are drinking in or around the rink, or you enter the building in an intoxicated state, you will be asked to leave the premises. If you refuse to leave the arena, the police will be contacted to remove you. Please do not jeopardize your child's future at KAMHA by violating this policy. Drug policy also applies.

**First violation:** 30-day suspension

**Second violation:** Expulsion from KAMHA.

## **4. Grievance Communication Policy**

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities. Parents/guardians wishing to meet with a coach to discuss a grievance must observe the following guidelines.

- a) Parents/guardians will not approach coaches immediately after a game to discuss a grievance. To prevent further escalation and poor communication, parents must observe a 24 hour "cooling off" period.
- b) Contact the team manager or parent liaison first to arrange a meeting with the coach to discuss your grievance. KAMHA is firm on the observance of a 24 hour "cooling off" period. Individuals in violation of this will be brought before the Disciplinary Board and may face suspension or expulsion from KAMHA.

In general, the proper order of communication is to your manager, or your Division Coordinator. They will in turn discuss the request, concern or complaint with the coach or the Coach Coordinator, depending on the issue. It may then be sent to the Executive if further action is required.