



**KEMPTVILLE**  
DISTRICT MINOR HOCKEY ASSOCIATION



2024-2025

# KDMHA Bench Staff Manual

*Kemptville Royals*



**royals**



## Contents

1. Introduction.....	4
2. Hockey Hierarchy .....	4
Hockey Canada .....	4
Hockey Eastern Ontario (HEO) .....	4
District 1 / Upper Canada Minor Hockey League (UCMHL) .....	5
3. Bench Staff Responsibilities .....	6
A. Head Coaches .....	6
Selecting Bench Staff .....	6
Responsibilities.....	7
Duties .....	7
B. Assistant Coaches.....	8
Duties .....	8
C. Team Manager .....	9
Duties .....	9
D. Team Treasurer.....	10
E. Trainer .....	11
Duties .....	12
Injuries:.....	12
4. Team Meetings.....	14
5. Royals Registrar Important Dates .....	15
UCMHL.....	15
Lists and Forms .....	15
6. Referee Info.....	16
Cancelling Officials .....	16
Officiating Issues .....	16
7. Game Scheduling.....	17
Game Sheets.....	17



8. Equipment .....	18
9. Affiliation (Pick-up) Process.....	19
10. Travel Permits .....	21
TRAVEL PERMITS (Canada).....	21
TRAVEL PERMITS (USA).....	21
11. Tournaments .....	22
KDMHA Tournaments .....	22
Away Tournaments.....	23
12. Game Sheets .....	25
Reporting Game Results: .....	25
13. Ways and Means.....	27
14. Resources .....	27
Drill/hockey sites.....	27
KDMHA Website.....	27
KDMHA Social Media .....	27

## 1. Introduction

The information in this Bench Staff manual is designed to promote the best possible experience for all our coaches, players, and parents. KDMHA accepts no liability regarding the completeness or accuracy of information provided here from governing bodies.

This handbook is a living document and will change as required. We encourage your participation and any comments or suggestions for improvements. Our future as an association is linked to these collective, individual and team contributions.

## 2. Hockey Hierarchy

The Kemptville District Minor Hockey Association (KDMHA) is part of a larger hockey hierarchy that govern the rules and regulations of the game.



### **Hockey Canada**

At the top is Hockey Canada, the national governing body for entry-level and high-performance hockey in the country. It is responsible for all the major decisions affecting the sport such as player divisions (or age groupings), general rules and procedures, etc. The organization works in conjunction with the 13 provincial branches, the Canadian Hockey League, and U SPORTS (formerly CIS) to grow the game at all levels.



Website: [www.hockeycanada.ca](http://www.hockeycanada.ca) 

### **Hockey Eastern Ontario (HEO)**

(As of August 1<sup>st</sup> 2020, amalgamated with HEO Minor)

Hockey Eastern Ontario is one of the thirteen Branches of Hockey Canada, and along with the Ontario Hockey Federation and Hockey Northwestern Ontario, it is one of the three branches in Ontario.



Hockey Eastern Ontario is the governing body of amateur hockey in Eastern Ontario, and is responsible for the management of the officiating program, development programs (including the *Respect in Sport* program), as well as other administrative responsibilities. HEO governs the Junior leagues in their area (Central Junior A Hockey League (CJHL), the Eastern Ontario Junior B Hockey League, and The Eastern Ontario Junior C Hockey League).

Website: [www.hockeyeasternontario.ca](http://www.hockeyeasternontario.ca) 

## District 1 / Upper Canada Minor Hockey League (UCMHL)

The Upper Canada Minor Hockey League is governed by District One and has teams from District One (Upper St. Lawrence) and District Two (Lower St. Lawrence). The Mandate of Upper Canada Minor Hockey is to work towards the development and improvement of minor hockey.



Website: [www.ucmhl.net](http://www.ucmhl.net) 



NOTE: Maps may not depict the actual boundaries and districts.

Upper St. Lawrence (District 1)

- [Brockville Minor Hockey Association](#)
- [Kemptville Minor Hockey Association](#)
- [North Dundas Minor Hockey Association](#)
- [North Leeds Minor Hockey Association](#)
- [Smith Falls Minor Hockey Association](#)
- [South Dundas Minor Hockey Association](#)
- [South Grenville Minor Hockey Association](#)

### 3. Bench Staff Responsibilities

The bench staff is responsible for training and encouraging young hockey players, so they develop a love for the game and continue playing in the KDMHA system. They are also instrumental in fostering youth to be leaders, in hockey and beyond.

The KDMHA board may take disciplinary action, including suspension, in instances where bench staff:

- Demonstrate discourteous conduct on the bench
- Disrespect any official, arena employee, KDMHA member, parent, etc.
- Fail to provide fair ice time
- Are performing their responsibilities under the influence of alcohol or drugs during a game or practice

All Bench staff are also subject to UCMHL and District One discipline.

#### A. Head Coaches

The primary role of coaches is to teach, guide and help develop players. The secondary roles are to evaluate, recruit and mentor players and other coaches.

Coaches must endeavor to teach hockey skills and good sportsmanship and co-operate with the executive and their Division Convenor. Coaches must be on hand sufficiently in advance of game times and avoid delays. Coaches must ensure that all players and Assistant Coaches on their team are registered with the KDMHA prior to being allowed on the ice.

The coach shall openly communicate both verbally and in writing with his/her players and parents. Prior to the commencement of the season, and in consultation with the division Convenor, the coaches' expectations, team rules and any other relevant information about the upcoming season shall be passed to those players and parents who may commit to that team.

#### **Selecting Bench Staff**

- The Head Coach, with the assistance of the Division Convenor, is responsible for choosing their team bench staff.
  - All bench staff must meet requirements, including valid police Vulnerable Sector Check (new volunteers or when a KDMHA wide VSC year as dedicated by Risk & Safety) or Criminal Record Check (CRC), and required certification
- No bench staff selections will be made until after tryouts or sorts are completed and teams are formed.
- KDMHA will accept a total of six (6) bench staff, including the Team Manager.
- All bench staff must be submitted to KDMHA Executive for approval.

● **To protect the team from potential conflict, the Head Coach spouse *cannot* be the Team Manager.**

## **Responsibilities**

The Head Coach is responsible for:


- Follow the KDMHA Code of Conduct at all times
- Overall team actions and behaviour, including players and bench staff;
- Arriving at the rink on time and prepared;
- Ensuring adequate help on the ice and bench prior to practices and games;
- Player development;
- Cooperation with governing bodies, including KDMHA Executive, division convenors within KDMHA, UCMHL, and District One; and
- Awareness of, and adherence to, all regulations, rules, and policies.


- **Kemptville STORM bench staff and players, along with any other on-ice help, are NOT eligible to participate in on-ice activities with Kemptville Royals teams without additional insurance/sanctioning. Prior to making arrangements, please contact the [VP Royals \(vp@kemptvillehockey.com\)](mailto:vp@kemptvillehockey.com) to confirm requirements.**

**\*\* The participation of a Storm bench staff or player in a Royals activity nullifies the insurance/sanctioning. The coach may be personally liable. \*\***



## **Duties**

The Head Coach will:

- Sign off annually KDMHA Bench Staff Code of Conduct
- Complete the certification(s) that are required by HEO for the team level they are coaching, and to the best of their abilities, ensure their selected bench staff also completed the certifications they require
- Read and review the appropriate-age concussion awareness resource guide, sign the *Rowan's Law Code of Conduct*, and commit to operating within the parameters of the HEO Concussion Code of Conduct
- Ensure that the *Discussing Anti-Discrimination Policies Related to Gender Identity and Gender Expression* document is reviewed (see [HEO Gender Identity Pre-season Chat Checklist](http://www.hockeyeasternontario.ca/docs/Pre-Season%20Chat%20Checklist.pdf)   
[www.hockeyeasternontario.ca/docs/Pre-Season%20Chat%20Checklist.pdf](http://www.hockeyeasternontario.ca/docs/Pre-Season%20Chat%20Checklist.pdf))
- Attend league coach meetings
- Read and follow KDMHA By-Laws, Rules and Regulations, and Policies, latest Hockey Canada rule book and regulations
- Follow Hockey Canada, HEO, HEO Minor, District One/UCMHL, and KDMHA rules and policies
- Delegate or convey results of games to league officials
- Delegate or notify the Ice Convenor/Referee Scheduler/Referee-in-Chief of all exhibition games, cancelled games and changes in their regular schedule.

- Be present or have a delegate present for all games and practices
- Set team fees that are reasonable and affordable for all families. Tournaments, team fees, sponsorship, and fundraising should all be discussed as a team and set as a group not by just bench staff
- Hold and attend parents meeting
- Be organized, consistent, and fair to all players
- Have well-organized practices
- Discipline fairly, when and where required
- Deal with potential problems early
- Select and confirm affiliate players
- Ensure a certified trainer is on the bench at all games and practices
- Ensure dressing rooms are always supervised (see [HEO Dressing Room Policy](#) )

The use of any form of Camera, Video Camera, Camera Phone or other portable digital device is prohibited in any recreational facility change rooms, during any HEO sanctioned event. It is the team officials' responsibility to monitor and control the uses of such devices.

- Ensure someone remains after games and practices until all players have changed and left the arena
- Ensure that the fair-ice policy is adhered to at ALL times (see [KDMHA Fair-Ice Policy](#) )
- Ensure that all jerseys, equipment etc. belonging to KDMHA are accounted for at the end of the season and returned to KDMHA in the same condition it was received. (see [KDMHA Jersey Policy](#) )

## B. Assistant Coaches

The primary role of an Assistant Coach is to support the Head Coach in teaching, guiding, and developing players and in other responsibilities as delegated by the Head Coach.

### ***Duties***

The Assistant Coaches will:

- Sign off annually KDMHA Bench Staff Code of Conduct
- Read and follow KDMHA by-laws, rules and regulations, bylaws, and associated policies
- Read and follow Hockey Canada, HEO, HEO Minor, District One/UCMHL rules and policies
- Have the appropriate certification/courses:
  - Required coaching course(s) for the team/division
  - *Respect in Sport for Activity Leaders*
  - Current Vulnerable Sector Check (VSC) or Criminal Record Check (CRC)
  - *Gender Identity and Expression Course*
- Read and review the appropriate-age concussion awareness resource guide, sign the Rowan's Law Code of Conduct, and commit to operating within the parameters of the HEO Concussion Code of Conduct

## C. Team Manager

The primary role of a Team Manager is to support the Head Coach in the administrative aspects of the team. This may include maintaining game sheets, data entry, organizing team volunteers, registering for tournaments, creating a team budget, collecting team fees etc. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with a rewarding hockey experience.

- **In order to protect the team from potential conflict, the spouse of the Head Coach *cannot* be the Team Manager.**

The Team Manager plays a key role in communication with the team (players, parents, and coaches) and between the team and all support systems, including KDMHA, Division Convenors, etc.

### ***Duties***

The Team Manager will:

- Sign off annually KDMHA Bench Staff Code of Conduct
- Read and follow KDMHA by-laws, rules and regulations, bylaws, and associated policies
- Read and follow Hockey Canada, HEO, District One/UCMHL rules and policies
- Have the appropriate certification/courses:
  - *Respect in Sport for Activity Leaders*
  - Current Vulnerable Sector Check (VSC) or Criminal Record Check (CRC)
- Have a binder of forms and handouts that can be taken to meetings, games, tournaments, including:
  - Official roster
  - Team Contact List
  - Forms (game sheets, injury reports)
  - Schedules (practices, league games, tournaments etc.)
  - Notices of upcoming events (i.e. pictures, off-ice training etc.)
  - Affiliate player documents/approvals
  - Letters/notices from governing bodies
- In consultation with Head Coach, arrange a Parents Meeting at start of season
- Encourage and recruit team parents for positions required during the season – i.e., Treasurer, fundraising, home tournaments, time clock/game sheets etc.
- Prepare parents' contact/responsibilities list and hand out to all parents
- Pass along schedule for league games, tournaments attending, practices, etc., to all parents
- Prepare game sheets with printed labels prior to all home league, exhibition, and playoff games
- Arrange team volunteers for completion of game sheets and running of time clock for all home games
- Act as liaison with

- the division convenor
- the KDMHA Registrar
- other KDMHA convenors as needed
  - Liaise with the KDMHA Ice Convenor to schedule home games and practices to maximize ice use
  - Liaise with the KDMHA Ways & Means Convenor for team photo schedules, apparel orders, logo use request and any fundraising (must have KDMHA approval for raffles and lotteries and may not be done without a lottery license approved with KDMHA Executive)
- Other association team managers
- At the direction of the coach:
  - make arrangements for exhibition games, playoff games, etc.
  - apply for tournaments the team wishes to attend
  - submit all game results to the governing bodies
- Ensure communication system in place to ensure all players and parents are notified as quickly as possible in the event a game or practice is cancelled or rescheduled

## D. Team Treasurer

The Team Treasurer can be part of Team Manager's role or separate.

- **As per KDMHA Rules and Regulations, failure to meet the Financial obligations as outlined will result in the COACH and MANAGER not being in good standing with KDMHA. Members not in good standing are not permitted to participate in KDMHA activities, including Annual General Meetings, and will not be approved on an Official Team Roster.**

- **The FINAL financial statement, account closing documentation from the bank, and ALL bank statements must be provided to the KDMHA Treasurer (cc: your Convenor) no later than May 31st (so have a year-end team party paid for and held in a timely manner).**

The Treasurer is important in ensuring the team has enough funds to complete the hockey season as outlined at the beginning of the season. A team budget MUST be prepared with estimates at the beginning of the season and shared with all parents on the team.

### **Each team is required to open a Community Bank account to hold the team funds.**

- Team funds are **NOT** to be deposited into personal accounts of any individual.
- To safeguard all team funds, a Community Account is worth the small cost of bank fees to ensure that funds are protected and in the responsibility of “two to sign”.
- All withdrawals must have two (2) signatures for all debits out of the account. No withdrawing or transferring funds under a one to sign capacity is permitted (for example email transfers). If the financial

institution of your choice offers the ability for online banking (to access bank statements), you may receive a bank card for online viewing and deposits only.

To open a Community account each team will require two (2) people to sign on the account and a letter from KDMHA. Once you have picked the two (2) individuals (cannot be spouses) email KDMHA Treasurer and a letter for the bank the team has chosen will be provided.

All transactions in and out of the account should be explained in **detail** on the team Financial Statement in a format that is easy to read and understand. **This must be shared with all parents every month.**

- By **DECEMBER 15**, a “check point” submission **MUST** be sent to your Convenor (cc: KDMHA Treasurer) to show budget vs. actual (and bank statements up to November 30).

The team budget should include:

- Team apparel (if purchased as a team)
- Tournament fees collected from each player (list amount of each tournament team is attending)
- Referee fees, if the team is playing exhibition games
- Bank fees, game sheet stickers, water bottles, first aid kit etc.
- Sponsorship money – if a player’s parents’ place of business donated funds towards your team
- Ticket Sales – if your team raffled tickets to a concert, NHL game or a large prize (appropriate licensing is required to sell raffle tickets – please contact Ways & Means Convenor prior to selling any tickets)
- Fundraising activities (e.g., Christmas Wreaths, etc.)

A sample financial statement is available [here](https://kemptvillehockey.com/files/financial_statement_sample_excel.xlsx)  ([kemptvillehockey.com/files/financial\\_statement\\_sample\\_excel.xlsx](https://kemptvillehockey.com/files/financial_statement_sample_excel.xlsx)).

## E. Trainer


The primary role of the team’s Trainer is to implement effective risk management on their own teams, where safety is always the priority, both on and off the ice. All Hockey Trainers should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies. Trainers cannot lead team practices.

The team Trainer is required at all on- and off-ice activities for all teams including initiation through to U18 at every level of hockey.

---

## **Duties**

The team Trainer will:

- Sign off annually KDMHA Bench Staff Code of Conduct
- Know their role and responsibility as a hockey trainer
- Read and follow KDMHA by-laws, rules and regulations, bylaws and associated policies
- Read and follow Hockey Canada, HEO, HEO Minor, District One/UCMHL rules and policies
- Have the appropriate certification/courses:
  - HTCP Trainers level for the team/division
  - Gender Identity and Expression Course
  - *Respect in Sport for Activity Leaders*
  - Current Vulnerable Sector Check (VSC) or Criminal Record Check (CRC)
- Read and review the appropriate-age concussion awareness resource guide, sign the Rowan's Law Code of Conduct, and commit to operating within the parameters of the HEO Concussion Code of Conduct
- Know their role in risk management
- Ensure all participants are treated with respect and integrity – emotionally, socially, intellectually, physically, culturally, etc.
- Know the importance of protective equipment in the prevention of injuries
- Know effective injury prevention techniques
- Know how to develop medical history files on all players
- Keep the essential items in maintaining a fully stocked First Aid Kit
- Know how to recognize significant and/or potentially life-threatening injuries
- Basic injury management principles
- Know how to recognize when an injury is serious enough to remove a player from action, and the process which must be followed to allow the injured player to return to play
- Know how to fill out an [HEO Hockey Canada Injury Report](#)  and send with injured player to hospital (if via ambulance) or doctor's office for next visit
- Submit completed Injury Report, as per instructions on report
- Ensure player Medical Form accompanies an Affiliate (Pick-up) player

## **Injuries:**

- Any player suffering from an injury will first be examined by a qualified Trainer.
- If a player, team official, or spectator is injured and requires medical attention, the Coach will ensure that an Injury/Accident report is completed, and a copy submitted to the Risk and Safety Officer.

- Any player suffering a serious injury will be examined by a qualified physician. The player's parents will be notified at the earliest opportunity and transportation arranged to either a hospital or the player's home as required.
- The Risk & Safety Officer will ensure that the report is properly completed by all concerned and duly forwarded to the KDMHA for onward processing if required.
- Players will be required to provide a medical certificate and/or parental release before being allowed to return to the hockey team from a serious injury and/or a serious illness.

- **\*\* Please see the HEO [Trainer Resources](#)  for information about return to play after a concussion. \*\***

A Trainer's decision to refuse play due to a sustained injury overrides any other person's decision.

## 4. Team Meetings

A parents/coach meeting needs to be set up shortly following the formation of the team – for some, this will be the first time they meet other players, parents, and coaching staff.

Ideally, the Team Manager should discuss the seasonal plans and preliminary budget. This will help the parents understand the commitment, both time and financial, up front and before the season starts.

The Team Manager should facilitate this meeting to ensure all information is discussed in a timely manner and ensure the group stays on topic and does not exceed any time restrictions.

### Topics to be discussed:

- a) Introduction of bench staff
- b) Ask for introduction of parents and players
- c) Expectations for the team (both players and parents) for the season
- d) 24 Hour rule for all concerns must be followed. Review KDMHA complaint on KDMHA website
- e) Expectations for the team during games vs. practices (i.e., arrival times, team dress code, etc.)
- f) Game Jerseys vs. Practice Jerseys (see Equipment, page )
- g) Importance of volunteers to help the season run smoothly. Positions could include: treasurer, jersey care, phone/communications, home tournament committee, fundraising coordinator, etc.
- h) Tournaments – how many? How far are you willing to travel? One day tournaments vs. 2-3 day?
- i) Accommodations while away?
- j) Desire for a Home tournament? If yes, begin process of soliciting teams and identifying organizer (see Tournaments, page )
- k) Fundraising – the coach should notify parents that it will be their responsibility to organize and run all fundraising events. Note that all activities need to be brought to the Executive for approval. Contact the Ways & Means Convenor for more information.
- l) Treasurer- the coach should advise parents of the importance of a reliable person to handle the team's finances and be available to the manager when required for tournament fees.

## 5. Royals Registrar Important Dates

### UCMHL

- **October 1-8** – All UCMHL Rep team lists must be entered and approved (date depends on date of the first game)
- **October 31** – All UCMHL house league teams must be submitted, signed, and approved.
- **December 20** – KDMHA Coach Certifications must be complete.
- **February 15** – Last day for UCMHL affiliations

### Lists and Forms

**Rosters** – Will not be approved without all Bench Staff submitting their police Vulnerable Sector Checks (VSC) or Criminal Records Check (CRC) and required certification courses. Bench Staff that have not submitted the required documents will be removed from the Roster until provided.

**Team Lists** – Team lists must be signed and returned to the registrar by the scheduled due date in order to be signed by the District Registrar. The team list **must** stay with the team at all times. If changes are made to the list by adding or removing players, new team lists will be issued and only the **players that have been added** must sign the new team list.

- **Registered teams are not permitted to hold parent/player on-ice activities at any time of the year.**

**Royals Affiliation Forms** – Affiliation forms must be filled in and signed as indicated. The forms must then be provided to the registrar for approval and district registrar signature. The registrar will keep a copy of the signed form and the original will be returned to the team. The forms must be kept with the team at all times.

- **U7 – No players registered at the U7 level may affiliate to any higher age classification during the current season.**

- **U9 –**
  - Affiliation is permitted between tiers of the U9 (Novice) level as per Hockey Canada Regulations.**
  - U9 players are NOT permitted to affiliate to higher age teams except for second year players (i.e., 8-year old player) who may affiliate to higher age teams after January 15 of the current season.**

## 6. Referee Info

The information below is specific to scheduling officials for teams in the Upper Canada Minor Hockey League.

Requests for officials are done via email to Referee Scheduler at [refscheduler@kemptvillehockey.com](mailto:refscheduler@kemptvillehockey.com) and referee-in-chief (RIC) [ric@kemptvillhockey.com](mailto:ric@kemptvillhockey.com). Check KDMHA website for the current phone contact.

- **\*\* A minimum of 48 hours' notice is required when requesting referees. \*\***

If you make a request with less than 48 hours' notice, it is on a best-effort basis with NO GUARANTEES that there will be officials present or available. It is harder to schedule referees than to cancel them.

If the request is to officiate an exhibition game, the Home team must provide payment to the referee and lines wo/men at the start of the game.

### ***Canceling Officials***

As soon as coaches find out that there is not going to be a game—due to weather, tournaments, etc.—an email and phone call needs to be made to the RIC indicating which game, time, and location has been cancelled. PLEASE use the same numbers and email address as previously on these matters.

### ***Officiating Issues***

If there are issues related to officiating, the 24-hour rule needs to be applied before sending an email directly to the RIC as an official complaint. Any harassment of officials following the game will not be tolerated (it is a Gross Misconduct and will be reported). The referee's room is off limits to all team staff, including managers, players and parents/spectators. Any team official entering the referee room will receive an automatic 3-game suspension. When game sheets are signed off, they will be brought out.

## 7. Game Scheduling

Initially, all schedules are input into the system at the start of the season. **Any games changes after the original schedules are sent out** (dates, times, additions, cancellations) **must be sent in via email** so that all records are changed accordingly. If an email is sent to the KDMHA Ice Convenor regarding game changes, please include the RIC on the email.

### **Game Sheets**

For UCMHL games, Officials are to receive the last copy of each game sheet. They will be holding onto this until the end of the season, regardless of how many, or what type of penalty is called.


U15 and U18 Teams are encouraged to bring two (2) game sheets to the game - one never knows how many penalties will, or may, be called.

- **If you are the Home team, remember to verify referees are present 20 minutes prior to game time!**

- Zero tolerance measures for all head contact or checks in minor, female, junior, and senior hockey:
  - In minor and female hockey, a minor penalty shall be assessed for all accidental hits to the head, while a double minor penalty, or a major and game misconduct at the discretion of the referee based on the degree of violence or impact, shall be assessed for all intentional contact to the head;
  - A major penalty and a game misconduct, or match penalty, shall be assessed to any player who injures an opponent under this rule

## 8. Equipment

Guidelines for equipment management:

- The coach is responsible for pick-up and drop-off of all equipment supplied by KDMHA. Coaches will also complete the KDMHA Equipment Borrowing Form.
  - KDMHA does not supply cones or pucks (except for U7).
- Jerseys are to be worn in game situations only – **NOT FOR PRACTICES**. Please have your players provide a practice jersey to be worn during practices - advise them of this at your first team meeting of the season.
- Team jerseys are the responsibility of the Head Coach/Team Manager (see [KDMHA Jersey Policy](https://kemptvillehockey.com/files/jersey_policy2.pdf) )  
[kemptvillehockey.com/files/jersey\\_policy2.pdf](https://kemptvillehockey.com/files/jersey_policy2.pdf))
- Goalie equipment will be provided from U7 to U13

All players **MUST** wear neck protector. All Goalies are to wear a plastic throat protector.

## 9. Affiliation (Pick-up) Process

The purpose of this form is to ensure coaches, players, and parents understand the affiliation process

- 1) Prior to a team placing a player's name on its team list as an affiliate, that team must receive permission from the team to which the player is a registered member.
- 2) All Affiliation requests must be processed through the HCR as an Affiliation Request. This signed document must be uploaded on the HCR Affiliation Request in order to be approved.
- 3) Permission to use an affiliated player must be obtained on a game-by-game basis from the player's original team as per Hockey Canada Regulation F.
- 4) Not Withstanding bullet #3, no Player can be denied the opportunity to play as an affiliate with a Higher Category team where no Game conflict exists.
- 5) Not withstanding the "No Game Conflict" (bullet #4) clause, a player who is currently recovering from Injury and has not been cleared to play by a Physician, or the player is currently serving a suspension, are not eligible to play with a Higher Division or Category team as an affiliate player.
- 6) For Junior hockey and Regional and National Championship eligible teams, a Player of a Team of a lower Division or Category may Affiliate to a Team or Teams of higher Divisions or Categories at anytime, to a maximum of Ten (10) games per team.
- 7) A Minor Hockey player not playing on a team that competes for a Regional or National Championship may play 15 games with the higher category/division team in the entire season as per Hockey Canada and HEO Regulations.
- 8) It is the responsibility of the player, coach and parent to keep track of the number of meaningful games played. Tournament and exhibition games are not included in the affiliation rule.
- 9) A Goaltender game count is only considered for games that they play, acting as a backup for an entire game does not count against the total number of games permitted.
- 10) No players may be affiliated after January 15th.
- 11) A player is only permitted to participate as an affiliated player with ONE (1) hockey team of a particular category during a playing season.
- 12) Prior to a player participating in a game as an affiliated player, the player's name must appear on the affiliating team's team list. Also, this form must be duly approved (by signature first by the Association and second by the District Registrar.
- 13) Parents of players affiliated to teams competing in body checking divisions/leagues shall be so notified by the coach of the team requesting the player affiliation. The signatures below will confirm notification and/or discussion with regard to body checking.



14) All suspensions obtained in the higher category/division game must be served with the lower team.

For more information regarding affiliation, visit [HEO website](#) 

## 10. Travel Permits

### ***TRAVEL PERMITS (Canada)***

1. A travel permit is required when:
  - a. A team wishes to enter a tournament to be held outside defined boundaries of HEO Minor
  - b. A team wishes to play an exhibition game and the game will take place outside the boundaries (e.g. Quebec or another Hockey Canada Branch)

- **\*No travel permits are necessary when playing a team within our branch.\***

2. The team/Coach/Manager will complete the form and forward to the President for approval and the President will then forward to District Chairperson.
3. The District Chairperson or delegate must approve all such trips. Failure to comply with this regulation will result in a suspension of team officials.
4. The coach is responsible to inform their District Chairperson of any changes to the team or official roster that was in the approved Travel Permit at least 48 hours prior to travel. Failure to do so shall result in appropriate disciplinary action.
5. No Travel Permit will be approved for U9 (Novice) where the tournament format is full ice. Only approved half-ice tournaments will be approved.
6. No team may play in more than six (6) Out-of-Branch Tournaments. Travel Permits are available KDMHA website.

### ***TRAVEL PERMITS (USA)***

Same rules apply as above.

US Travel Permits are available on the KDMHA website.

**NOTE:** Ensure copies of the signed US Travel Permit are distributed as follows:

1. One copy is retained by the District Chairperson of the visiting team.
2. One copy is retained by the District Chair/Office of the home team.
3. One copy is retained by the visiting team (team coach or manager)

## 11. Tournaments

### *KDMHA Tournaments*

Some divisions in KDMHA are given the opportunity to host a tournament which takes a lot of organization and volunteers.

**The KDMHA tournament convener will set up the preliminaries for the tournament however it is up to the teams involved to run everything for that day.**

### **KDMHA Tournament Convenor shall:**

- Organize all tournament applications; collect all team lists, fees etc. for all teams participating in our tournaments.
- Secure the ice necessary for each tournament and prepare the schedules for the tournament day with the ice convenor.
- Create the tournament schedule and arrange for posting of schedule to teams and posters for tournament day.
- Communicate with all teams' schedules, rules and regulations of the tournament. accommodations/where to go for out of town teams,
- Arrange for awards for each tournament.
- U9 (Novice) Tournament will be named the Eric Gutknecht Memorial Tournament
- U7 (IP) Fun Day will be named the Adam Harlow Memorial Tournament

### **KDMHA Teams Shall:**

- Each team will put forward a person to be the tournament coordinator
- Tournament Coordinator shall be responsible for the following through volunteers from their teams:
  - Organize all their volunteers
  - Registration Table – this is where the game sheets shall be kept and returned after each game. Teams must complete their own game sheet before each game and can pick up their copy at the registration table.
  - Cross reference game sheets to team lists that were submitted by each team.
  - Coordinate volunteers for the running of the clock, game sheet and penalty box and make sure that a set of rules is set up in each timekeeper's box and in the referee's room.
  - Post a chart to show the schedule and game results
  - Coordinate picking up prizes from the tournament convenor and the team lists
  - Coordinate the presentation of the Hustler awards (if applicable) for each game and awards for the finals

- Make sure that all game sheets from the tournament are submitted to the tournament convenor within 5 days of the tournament and all remaining awards.
- Appoint one person to be the tournament official, this person will be aware of game results and post them, break any ties and handle any conflicts during the tournament day. This person is also responsible to report to the tournament convenor any suspensions issued during the tournament and their details.
- Arrange any raffle table, chuck a puck, 50/50, basket draws, and all volunteers to organize and run the fundraisers. All fundraising ideas should be discussed with the tournament convenor, and **proper licensing must be acquired and approved by KDMHA Executive.**
- Raffle Baskets are to be based on child- or family-friendly themes, and must **NOT** contain:
  - Alcohol;
  - Lottery Tickets (OLG written permission is required); or
  - Cannabis or cigarette products.

- **Gift Cards to LCBO or OLG are acceptable.**

### **Away Tournaments**

- Sanctioned tournaments are listed on the HEO Minor website or HEO website.
- For away tournaments, it is recommended that you register as early as possible to avoid disappointment.

Things to consider when picking tournaments for your team:

- How many tournaments? Cost of each tournament? Minimum number of guaranteed games?
- What distance are parents willing to travel to a tournament out of town?
- What time of year is better? Do families go away during the Holidays and March Break? Will you have enough players?
- Are there restrictions on when your team can travel away from our Association (i.e. fundraisers, etc.)?

- **NEVER ASSUME YOU ARE IN A TOURNAMENT YOU HAVE APPLIED FOR UNTIL YOU HAVE RECEIVED CONFIRMATION.**

A team must give both verbal and written notification with a minimum of 10 days of their intent to withdraw from a tournament. This withdrawal also must be due to UNAVOIDABLE circumstances.

The Coach of a team that enters a Tournament and fails to appear will be suspended until a formal hearing is conducted. The Coach of any team which enters a Tournament and fails to continue playing in any



Tournament games will be required to attend a formal hearing. Such incidents shall be reported within 24 hours by the coach to their District Chairperson.

## 12. Game Sheets

Game sheets are the most important part of the beginning of a game, whether it is league, exhibition or tournament play. The game sheet will be the major item of information required if:

- There is a dispute over the game result
- There is an injury during the game
- A fight ensues during the game
- Suspected illegal use of a player

The Date, Division, League and Arena SHOULD be filled in on the game sheet prior to start. The coach/manager of each team is responsible for ensuring the team list is entered onto the game sheet.

- **If you are using stickers for team lists, you must make sure ALL copies have a sticker.**

The coach must sign the game sheet before the start of the game. The home team coach/manager must ensure the visiting team has ample time to fill in all required information.

If you have a player serving a suspension – there is a box under the team list where the players name should be recorded along with the game number being served (e.g. 1 of 1, 1 of 2, and 2 of 2). The referee must initial this suspension prior to the start of the game or the player may be forced to sit the game again. Check the game sheet as soon as the game is complete to ensure this has been done.

If an incident occurs which requires the referee to take the game sheet into the referee's room, the coach/manager should wait outside until it is complete.

- ***Do not go into the referee's room at any time.***

Game Sheets are to be distributed as required by the appropriate governing body (OBMHL or UCMHL).

### **Reporting Game Results:**

1. Game sheets are to be emailed to UCMHL Rules and Discipline AND UCMHL Division Convenor within 24 hours of ALL games (home, away, exhibition, tournament)
2. Manager is responsible to upload game scores into UCMHL website as directed by Division Convenor at the beginning of each season
3. All game infractions incurred by team MUST be reported to UCMHL Rules & Discipline (for all home, away, exhibition and tournament games) and entered into TTM within 24 hours of game completion.



Once games are served by player or bench staff, the team manager **MUST** enter into TTM the served suspension. If games served are **NOT** entered into TTM they are not considered served.

## 13. Ways and Means

The role of the Ways and Means Director is to act as the Fundraising Official for the KDMHA. This includes any and all of the following: Solicit funds from corporate sponsors; submit potential Association fundraising campaigns; Organize approved Association fundraising campaigns; and Approve team fundraising campaigns.

- No team raffles/baskets without the permission of KDMHA Ways and Means Director and must meet criteria similar to those noted in Section 11 Tournaments.
- No team shall wear jerseys of any sort that advertise a business unless approved by the KDMHA executive.
- To ensure that local businesses are not asked repeatedly for donations, no member of KDMHA shall approach a local business for support for teams unless approved by the KDMHA executive.
- All applications for lottery license requests must come through the Ways & Means Director before being submitted to the Municipality.
- No teams are to use the KDMHA Royals or Storm logos without permission from the Ways and Means Convener. Teams shall not use KDMHA property (including logos) for team monetary gains.

## 14. Resources

### *Drill/hockey sites*

[www.ies-hockey.com](http://www.ies-hockey.com)

[www.hockeycanada.ca/en-ca/hockey-programs/drill-hub](http://www.hockeycanada.ca/en-ca/hockey-programs/drill-hub)

[www.whockey.com/work/cirsa/drillbook](http://www.whockey.com/work/cirsa/drillbook)

[www.hockeyshare.com/drills](http://www.hockeyshare.com/drills)

### *KDMHA Website*

[www.kemptvillehockey.com](http://www.kemptvillehockey.com) 

### *KDMHA Social Media*

[facebook.com/KemptvilleDMHA](https://facebook.com/KemptvilleDMHA) 

[instagram.com/KemptvilleDMHA](https://instagram.com/KemptvilleDMHA) 

[twitter.com/KDMHA](https://twitter.com/KDMHA) 

