



KEMPTVILLE
DISTRICT MINOR HOCKEY ASSOCIATION



Kemptville District Minor Hockey Association — RULES & REGULATIONS —

March 1, 2026

Record of Amendments

| Date | Amended by | Comments |
|---|--------------------------------------|---|
| 2017 | KDMHA | Updated section 3.3 to add "Approved Police Check/VSC" Updated section 3.2 to change date due for Head Coach applications to August 15 th to allow more time |
| 2018 | KDMHA | Reformat and post April 2018 |
| March 2, 2020 | KDMHA | Updated Panthers ↔ Royals and Novice ↔ U9 etc. throughout Updated section 1.2 for U7 and Novice information Updated section 2.2 for possible Storm spring tryouts and team sizes Updated section 3 for team official selection Updated as needed to improve wording and include Storm |
| July 25, 2021 | Mike Ross, KDMHA Media Officer | Re-format document to updated KDMHA standard (e.g., add running headers/footers, Table of Contents; Word Styles; cross-references); fixed typos; updated some language for consistency; spell-check |
| June 16, 2022 | KDMHA | Add 2.10 & 2.11 from Policy to R&R Add 2.19 Import Player (Storm) 2.24 to 2.20 update U18 Minor Midget with U16 3.0 Coach Selection – add Division Convenors to Coach Selection Committee 5.0 Rep/Comp Player selection updates to 5.3.3, 5.3.4, 5.3.5, 5.3.6, 5.4.2, 5.4.4, 5.4.5 and 6.3.3 |
| March 24, 2023 Reviewed at April 11/23 AGM | KDMHA | Updated section 1 to add proof of address Updated section 1.3 to remove previous division names and add U9 affiliate info Removed references to ODWHA and HEO Minor throughout Updated section 2.3 for possible Storm spring tryout team sizes Added import exception to section 2.18 for amalgamation of RSL Thunder Updated section 4.11 to improve flow and add clarification for player feedback Added section 4.8 to reflect Hockey Canada player pathway information Updated sections 5 through 9 Update Discipline Process, Complaint Procedure and Complaint Flow Chart |
| May 25 2023 | KDMHA | Update 2.19 Storm Import rule to include HEO players outside of KDMHA as imports. Add 3.5 Fostering Female Coaching Staff Update 5.4 b – Evaluation 4 (or final) and update Coach/VP/President/Convenor discuss and fill remaining 5 roster spots |



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|---------------|-------|---|
| Nov 9 2023 | KDMHA | Add new 9.3 Member not in good standing. |
| April 4, 2024 | KDMHA | <p>Add to 8.3 Discipline to approaching officials – to add parent/spectator and stopping an official within the arena</p> <p>Add 8.8 to Minor Complaints</p> <ul style="list-style-type: none"> ○ Rules & Discipline Committee will address by way of written warning and review of Code of Conduct with individual. ○ Additional complaints of a similar nature will move to serious in nature and require further investigation or hearings. <p>9.2 Add date for teams to submit mid-season financials, date for final statements and to include to be sent to teams at mid point and end of season at a minimum</p> |
| June 20, 2024 | KDMHA | <p>Storm Specific Team Regulations</p> <p>2.18 remove RSL amalgamating with Storm 2023</p> <p>2.19 add “released players within OWHA will be considered imports once released from Storm</p> <p>Remove player selection as outlined in constitution – player selection is only in R&R</p> <p>Add 2.23 Thunder AA Team Specific Rules & Regulations</p> <p>Royals Specific Team Regulations update to U13-U21</p> <p>2.24 Add For all Royals teams not in the Ottawa B League the KDMHA import rule would remain 70/30.</p> <p>4.8 add details of 4th tryout for U9/U11 when over 30 players</p> <p>5.4 remove Evaluation 3 and update last 2 evaluations (remove lock-ins do not play)</p> |
| Feb 18 2026 | KDMHA | Storm Specific Team Regulations 2.17 Import rules, 2.19 add permission to tryout changes. |



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1. General

1.1 Prior to participation in any KDMHA activity, all players must be currently registered with the KDMHA. Each player must submit a registration application properly complete and the applicable **registration fee**, the amount of which is determined by the Executive each year. New applicants must provide **proof of age and Royals players must provide proof of address**. Birth/Baptismal certificates or government-issued Health Cards are accepted as proof of age.

1.2 All players play in the **age group** of which they are the legal age to play. If a player wishes to play for a team higher or lower than their appropriate level, they must first get the approval from the KDMHA Executive. The Executive, before approving such a move will in turn get permission from any necessary governing bodies, and from the player's parent(s) or legal guardian(s), and the Coaches involved.

Hockey Canada recommends all players new to hockey take part in U7 for their first year.

1.3 As per Hockey Canada rules:

- U7-Players are not permitted to play at a higher level, nor can they be affiliated/picked up.
- U9 players are not permitted to play at a higher level (i.e U11) and may only be affiliated/picked up after January 15 of a given season. Within U9 (i.e., Tier 4 to Tier 3), players may be affiliated/picked up at any time, unless an affiliation/pick up deadline exists.
- Players who have signed a Hockey Canada minor hockey card and are playing U21, must pay the registration fee if they participate in more than one minor hockey game.

1.4 Each player, including goaltenders, are required to wear **protective equipment** as approved by HEO/OWHA/Hockey Canada and include but not be limited to:

- i) CSA-approved helmet with full face mask and chin strap properly fastened
- ii) Neck/throat protector (BNQ-approved)
- iii) Hockey skates
- iv) Athletic support (jock/jill)
- v) Hockey pants and hockey gloves
- vi) Shoulder pads, elbow pads, and shin pads

1.5 In addition, goaltenders must also wear additional protection as follows:

- vii) CSA-approved goalie helmet (a player helmet in U7/U9 is sufficient)
- viii) Throat protector ("dangler") attached to the face mask
- ix) Goalie neck/throat protector (BNQ-approved)
- x) Chest protector and additional arm pads

- Players not equipped with the compulsory equipment must not participate in a game or practice.

1.6 Teams are permitted to attend sanctioned **tournaments** during the season, at their own expense.

- KDMHA policy is that the *first* responsibility of a team is to fulfill its District 1 / OWSHA commitments for regular season games, playoffs, and/or playdowns.

1.7 Only Referees are allowed in the **referee's room** at any time during the hockey season. Under no circumstance is any Head Coach, Team Official, Member of an Association, Player, Parent, or Spectator allowed to enter the Referee's dressing room before, during, or after a game.

- Anyone who enters the referee's room is subject to a KDMHA Disciplinary Hearing.

1.8 At the beginning of the season, all Coaches are provided with a copy of the latest *Hockey Canada Rulebook*, the *KDMHA Constitution – By-Laws, Rules and Regulations* (this document), *Officials Handbook*, and any other **pertinent material located on the KDMHA website**.

2. Teams

This section contains information on **team selections** and rules.

- 2.1 Players not registered in full with KDMHA prior to the first day of **tryouts** are considered eligible upon providing all required documentation (proof of age, permission to skate form or release form, and tryout form) and payment of full tryout fee prior to dressing, subject to any restrictions from a governing body. A KDMHA registration form must be completed, and payment submitted to be held until the end of tryouts or player release from the process, whichever comes first.
- 2.2 The **number of players** carried on all teams within a Division is in direct proportion to the number of players registered in that Division and the level of competitive play
- 2.3 If Spring tryouts are held for a competitive Storm team and the total number of players registered in the Division is not yet known, the team size will be based on forecasted registration numbers. In Divisions where there is only one team, every effort is made by KDMHA to accommodate players; this may include team sizes up to the maximum permitted by the governing bodies (e.g., a total of 17 skaters and two (2) goalies as per OWSHA and under HEO dressed to a maximum of 19 skaters and two (2) goalies. U18/U21 may roster up to 25 total players).



- 2.4 In Divisions where there is more than one team, the President and Vice-President of the pertaining Storm or Royals Division decides the number of teams at each level. For Royals, this is done using UCMHL By-Laws for division declarations and the Guideline for a Tiered Recreational League found in the HEO Appendices: Appendix D.
- 2.5 The following factors are considered in the selection of the **number of teams** at each level:
- 1) The KDMHA is committed to having as many players as possible play in each level; and
 - 2) The KDMHA is committed to being competitive at all levels.
- 2.6 **All teams are to abide** by Hockey Canada, HEO, OWHA, District 1, and KDMHA Constitutions, By-Laws, Rules & Regulations, and/or Policies.
- 2.7 All regular season, playoff, and playdown games must be played to a **schedule** established by UCMHL/OWHA.
- 2.8 All teams must have their Official Team **Rosters** (Players and Team Officials) approved by the OWHA Registrar (Storm) or by the District 1 Registrar (Royals) by the date required of their governing authority for the current season,
- 2.9 Royals:
- Rep Teams (U11 to U18) to be submitted by October 10th of the current season
 - House Teams (U7 to U18) to be submitted by October 23rd of the current season
 - Rosters submitted for District approval are to include police checks and bench certification in order to be approved. Failure to submit by the due date results in a \$250 late roster fine per team
 - The appropriate police checks and certification for all coach, assistant coach, trainer and manager (maximum of 6 bench staff per team) are to be submitted to the KDMHA Royals Registrar prior to the above dates. Failure to meet this requirement for roster approval will result in the bench staff being refused on the roster and it will be KDMHA discretion whether bench staff would be added once certification/police check is received
- 2.10 Storm:
- OWHA required that teams have an approved roster in place before any games may be played (includes exhibition, tournament or regular season games). Due to these requirements, KDMHA Storm has implemented the following process:
 - The appropriate police checks and the certifications for coach, assistant coach, trainer and managers (maximum of 6 bench staff per team) are to be submitted to the KDMHA Storm Registrar within 1 week of being selected for a bench position. Failure to meet this requirement for roster approval will result in the bench staff being



refused on the roster and it will be KDMHA discretion whether bench staff would be added once certification is received. **NOTE:** Required course must be completed (not just registered for) or OWHA will reject the roster.

- A preliminary roster can be submitted with the following minimum requirements
 - Head Coach with all required certifications.
 - Trainer with all required certifications, and
 - Team Manager

2.11 Members who are not in good standing will not be approved on the Official Team Roster.

2.12 All teams must be **supervised** by two (2) of the Teams Officials during Off-/On-Ice Training, Practices, Exhibition, League, Playoff, Playdown, Tournament, and Provincial Games, and Team Events in accordance with the “Two-Deep Rule”.

2.13 Parents with their *Respect in Sport: Activity Leader* certification and appropriate police check can supervise Dressing Rooms.

2.14 Only **authorized players** of the team may play for that team.

- Coaches found to be using illegal players are subject to a KDMHA Disciplinary Hearing.

2.15 All **game time lengths** are determined by District 1 and OWHA.

2.16 All teams must play in the **league** designated by the KDMHA Board of Directors and must wear the **jerseys** determined by the KDMHA Board of Directors.

Storm-Specific Team Regulations

2.17 In the absence of player boundaries, Kemptville Storm will permit a maximum of 3 import players per team for Tier 1 competitive divisions. In order to be considered at tryouts, import players must place in the top 3 for their position (forward or defense) or be the top goalie. No imports will be permitted for other Tiers of competitive teams or house teams.

2.18 An “**import**” **player is defined** for Storm as a player who was registered with another association (not with KDMHA) under OWHA or HEO for the previous season. Released players within OWHA will be considered imports once released from Storm. Exceptions may be made for players that have moved to Kemptville, upon consideration by the VP Storm.

2.19 Kemptville Storm will not issue permission to tryout for Storm players that wish to tryout elsewhere at levels that Kemptville intends to offer. Players can instead be released if they wish to go elsewhere.

2.20 The President, VP Storm and Division Convenor may consider exceptions on a case-by-case basis.

- 2.21 Where necessary to determine appropriate level of play for a competitive Storm team, **exhibition** “evaluation” game(s) may be held if a preliminary team roster can be obtained from OWHA. The level of the team is assessed by the Storm VP, Division Convenor, and team Head Coach. Every effort is made to appropriately categorize Storm teams within OWHA.

Royals-Specific Team Regulations – U15-U21

- 2.22 For the purpose of icing a competitive U16 Rep B team in the Ottawa B league, all teams playing within the B League must adhere to the Ottawa B League **Import Rule** as set by their constitutions. For all Royals teams not in the Ottawa B League the KDMHA import rule would remain 70/30 unless supported by UCMHL by combining with other UCMHL Associations to hold the level
- 2.23 The Royals define an “import” player as a player who resides **outside the KDMHA boundaries**, as indicated by the HEO Rules and Regulations 3.0A.
- 2.24 For all Royals teams, imports, before attending any **tryouts**, the player must present a duly signed “Competitive Tryout/Transfer Application”. The form must be signed by both the home association President, receiving President and District 1 Chair.

3. Team Officials Selection Process

This section contains information and processes used by the Board to select Team Officials for the KDMHA.

The Rep/Comp **Coach Selection Committee** consists of the Coach Coordinator, appropriate Vice-President – Storm or Royals, and appropriate Division Convenor, with consultation with Risk and Safety for any disciplinary or pertinent details that may impact Coach Selection. It is recommended that the Coach Selection Committee for Rep/Comp Coach consists of all appropriate Royals or Storm Convenors for coach interviews.

- An alternate may be named by the President as needed (for example, if one of these positions is vacant or the committee member is unavailable or has a conflict of interest).

Head Coach Selection Process

3.1 Consideration for Head Coach positions include the following:

- a) Coaching Certificate/Qualifications
- b) Coaching Experience
- c) Previous Suspensions
- d) Hockey Knowledge



- 3.2 **Rep and Comp Team Head Coaches** – All Head Coaches must submit their Application Form to the Coach Coordinator by a date set by the Board of the current season. All Head Coach candidates for Rep/Comp Teams are subject to an interview from the Coach Selection Committee.
- 3.3 **House League Team Head Coaches** – All Head Coaches must include notice of intent on the Player Registration Form and submit their application for the current season. Upon completion of the Player Evaluation Process, the Division Convenor then follows the Player Allocation Process and submits Head Coach Candidates for approval by the Coach Selection Committee.
- 3.4 KDMHA fosters female coaching staff for both Storm and Royals benches. OWHA requirement is to have at minimum 1 female on the bench staff (not including the manager). KDMHA strongly encourages when selecting bench staff to provide opportunity to female coaches.

Team Officials Selection Process

- 3.6 **Assistant Coaches, Trainers, Managers** – ALL Rep/Comp and House League Head Coaches must submit a list of Assistant Coach, Trainer, and Manager Candidates for approval to the Coach Selection Committee within 5 days of the team being formed for the current season. Board approval considers:
- e) Proper certifications
 - f) Previous experience
 - g) Previous suspensions
 - h) Hockey knowledge
- 3.7 All teams must have their Teams Officials approved by the KDMHA Executive by **October 30th**.

4 Player Selection Overview

The selection of players can be a stressful experience and one in which questions can arise. All possible efforts must be taken to ensure that the selection process is not only objective but is seen to be objective and open to scrutiny. Any decision taken is to be in the best interests of the child and his or her development and enjoyment of the game.

The **Division Convenor**:

- 4.1 Communicates to the Evaluators and the Members of their Division the **dates and times** associated with the Rep/Comp Player Selection Process and the House Player Evaluation Process.
- 4.2 Ensures that all players that have paid **tryout** fees in full (where applicable), are properly registered with KDMHA or have appropriate documentation including “permission to skate” according to the league requirements where applicable; and are wearing required protective **equipment**.

- 4.3 Ensures that all their Players and Members of their Division have signed their respective **Code of Conduct** Forms prior to participation in the Rep/Comp Player Selection Process and the House Player Evaluation Process.
- 4.4 Keeps record of **numbered practice jerseys** issued to the participants for use during the Rep/Comp Player Selection Process and the House Player Evaluation Process. Participants must keep their issued practice jerseys until the Rep/Comp Player Selection Process and the Player Evaluation Processes are completed.
- 4.5 Collects the **recorded data** from the Evaluators following each session of the Rep/Comp Player Selection Process and the House Player Evaluation Process. They must also ensure spreadsheets have been configured with the proper weights for the appropriate age groups.
- 4.6 Keeps records of the **results** of the Rep/Comp Player Selection Process and the House Player Evaluation Process for the duration of the current season in the KDMHA associated Convenor Drive. Any request for specific player Evaluation results will NOT be provided. Player feedback from Head Coach (Rep/Comp) or Evaluators on specific player development may be provided if requested in writing. There is no guarantee that any player evaluation notes will be available for a player.

4.7 Criterial and Weighting

Players are evaluated on the following criteria and weighting:

| Skill | U7 | U9 | U11 | U13 | U15/U18/U21 |
|-----------------------------------|-----|-----|-----|-----|-------------|
| Skating | 85% | 75% | 40% | 25% | 10% |
| Puck Control | 15% | 15% | 20% | 15% | 5% |
| Shooting | | | 20% | 10% | 5% |
| Game Situations and Understanding | 0% | 10% | 20% | 50% | 80% |

Goalies are evaluated on the following criteria and weighting by level:

| Skill | U11 | U13 | U15/U18/U21 |
|----------------------|-----|-----|-------------|
| Ability to Stop Puck | 40% | 40% | 50% |
| Agility and Recovery | 10% | 20% | 20% |
| Positional Play | 25% | 20% | 20% |



| | | | |
|-------------------------------------|-----|-----|-----|
| Follows Play and Anticipates | 25% | 20% | 10% |
|-------------------------------------|-----|-----|-----|

4.8 **Player Pathways** (U7 to U11), KDMHA will follow all appropriate player pathway policies as set out by HEO and OWHA (see Pathways for full evaluations, season, development details).

- No tryouts/evaluations prior to Labour Day weekend
- Following Labour Day weekend players must have a minimum of four (4) practice/skill sessions prior to formal evaluations. Players are required to attend a minimum of one of these sessions
- Teams must select players based on skill. Development research indicates that players most develop when they have opportunities to play all positions (LW, C, RW, RD, LD).
 - Evaluations for U9 and U11 will consist a minimum of three (3) tryout evaluations (U9 Rep/Comp, U11 Rep/Comp) or sort evaluations (U9 and U11 House) with the recommended breakdown of 1 skills session, 1 small area games session and 1 game (U9 half ice game).
 - For U9/U11 Comp/Rep tryouts with more than 30 skaters will hold a fourth (4) tryout with a first release after tryout 3. Number of players cut will be dependent on scheduled exhibition or scrimmage to ensure enough players remain.

Note: The following Rep/Comp and House Selection may not be fully applicable for U7-U11. Player Pathways will take precedence over the processes outlined below.



5. Rep/Comp Player Selection Process

The **Rep/Comp Evaluation Team** consists of a minimum of three (3) independent Qualified Evaluators and a minimum of one (1) Goalie Evaluator (the board recommends 1-2 Goalie Evaluators when possible, when multiple goalies are being evaluated). The Evaluators are determined by the Division Convenor and the respective VP of Royals and Storm. The Board recommends that the other Rep/Comp Coaches be considered as Evaluators.

5.1 The Board recommends that the selection of these evaluators be based on the following **criteria**:

- a) The evaluator has a strong hockey knowledge, having played at a high level of hockey and/or having many years of experience coaching minor hockey, preferably at the Rep level or higher.
- b) The evaluator makes themselves available at all sessions, especially sessions 1 through 3.
- c) Where possible, the evaluator is from outside the community, preferably from another association. If this isn't possible, however, the evaluators must have no potential conflicts of interest with the players trying out.
- d) Goalie evaluator should have either played goalie at a high level or be involved in goalie instruction clinics in order to possess the knowledge required to evaluate this position.

5.2 The following **process** is strongly recommended but can be modified depending upon the number of players trying out within the division in question.

5.3 First Two (2) Evaluations

- If there are over 30 players trying out for a Level, the first two sessions are split into two groups.
- The first evaluation is skill-based with players going through various drills as decided by the Rep/Comp Coach. The Division Convenor and the Rep/Comp Coach can decide how to split the groups but based on past knowledge, it is recommended that the groups be split such that the skill balance is as close to equal as possible.
- Goalies will be allocated an area of the ice to be evaluated on goalie specific drills, preferably one third of the ice with the net and crease area.
- The second evaluation is a 1-hour scrimmage (with a maximum of 30 skaters in a session). The two teams for the scrimmage are divided equally based on the scores in the skills from the first session. It is recommended that teams are set up based on positions as well.
- After the first two evaluations, the Evaluators reduce the number of players to the Top 20 skaters and Top 2 to 3 Goalies. Prior to informing players of their release, the Division Convenor reviews the list with the Vice-President and then the Head Coach. The Head Coach and/or Division Convenor can add a maximum of two (2) players (goalies or skaters, but only to a maximum of 2) to the successful list of candidates if they feel the player(s) in question require further evaluation.



- First Release is done by email;
 - a) The first set of releases done via email through a group Bcc “Thank You Letter” addressed to the Head Coach from the Division Convenor.
 - b) The remaining Top 22 are informed via email through a Bcc “Congratulations Letter” addressed to the Head Coach from the Division Convenor.
 - c) The remaining players are evaluated based on the criteria as set by the Coach, but the following is recommended:
 - i. Team Tactics
 - ii. Game situation and positional play
 - iii. Attitude, effort, competitiveness, and commitment

5.4 Remaining Two (2) Evaluations

The format of the remaining two (2) evaluations is used for scrimmages/exhibitions.

- a) The last evaluations (or final evaluation if less than 4)
 - The objective for the end of last evaluation is to lock the top roster spots with a discussion between Head Coach, VP/President and Convenor for the last 5 (five) roster spots based on player skill/evaluations and positional spots. Prior to start of evaluation 4 the Coach, Convenor and President/VP will discuss players who will dress and play during the last evaluation to allow for greater look at all players, may sit up to 5 players.
 - After the last Evaluation, there will be a **24-hour** review process. The Division Convenor will input the remaining evaluations and rank the players. Once final evaluations have been inputted, the Division Convenor will review with the VP and the Head Coach to select the final roster. The Division Convenor or Head Coach will notify all players of their success to the Rep/Comp team or their release to House Sorts. This can be done via telephone call or email (as set out in 5.3.6 above) to all years.
 - The Rep/Comp Coach is encouraged to provide positive feedback to the players being released and areas for improvement. All efforts must be made to encourage all players, those who do and do not make the team, and to continue to develop and play to the best of their abilities. Players/Parents are not to be provided their rank/scores of the evaluation but can be provided feedback from the evaluation process (as per 4.6 above).

6. House Player Selection Process

House Player Evaluation Process

The **House Sorts Evaluation Team** consists of a minimum of three (3) independent Qualified Evaluators and a minimum of one (1) Goalie Evaluator (the board recommends 1-2 Goalie Evaluators when possible, when multiple goalies are being evaluated). The Evaluators are determined by the Division Convenor and the respective VP of Royals and Storm.

The Board recommends that the selection of these evaluators be based on the following **criteria**:

- a. The evaluator has a strong hockey knowledge, having played at a high level of hockey and/or having many years of experience coaching minor hockey, preferably at the Rep level or higher.
- b. The evaluator makes themselves available at all sessions, especially sessions 1 through 3.
- c. Where possible, the evaluator is from outside the community, preferably from another association. If this isn't possible, however, the evaluators must have no potential conflicts of interest with the players trying out.
- d. Goalie evaluator should have either played goalie at a high level or be involved in goalie instruction clinics in order to possess the knowledge required to evaluate this position.

- 6.1 All House sorts will consist of three (3) one hour sort evaluations of skills and game play situations to evaluate individual and team tactics.
- 6.2 Number of groups will be determined by number of players left registered for house sorts to a maximum of 35 skaters per group. Group totals should be evenly divided in numbers between each grouping taking into consideration if session is a skills or scrimmage session. During a skills session, there is to be an area dedicated to goalie drills for evaluations.
- 6.3 Sorts will follow the following process:
 - a) **Session 1** will be a 1-hour skill-based drills where players utilize both ends of the ice for similar drills so that the Evaluators can see all players in equal opportunities. Alternatively, U15 to U18 may scrimmage for session 1 or do a combination of both skill and scrimmage.
 - b) **Session 2 and 3** will be a 1-hour scrimmage. Sessions will be sorted into even teams based on evaluations in session 1 and positional play where possible (U13 to U18). Teams can be resorted for last session to ensure a more even distribution of skills between teams.

House Player Allocation Process

Once House Sorts Evaluations are completed the Division Convenor will:



- Review the Player Evaluations with the Vice President after every evaluation, after final evaluation the Division Convenor and Vice President will create teams in equal strength based primarily on player evaluations and then with consideration (within the same level) of even distribution of volunteers and player positions.
- With review of the Vice-President and based on Coach Selection Process in Section 3, the Division Convenor will reach out to Head Coach candidates to secure a Head Coach.
- The Division Convenor will send Welcome email to each player by bcc of their team and their Head Coach. Once players are notified of their team there will be no switches between teams.
- Once players are notified the Convenor will send the Head Coach their full roster list of Player name, parent name, email, phone and address details. Convenor will provide the Registrar with their **Team Lists** immediately for roster building. Head Coach must select Bench Staff within 5 days of team notification.

7. Complaint Resolution Process

- 7.1 KDMHA has updated the *KDMHA Complaints Policy* document as of March 23, 2023. This process guides the ways in which the KDMHA receives and responds to complaints.
- 7.2 Complaints may be made by any KDMHA stakeholder (player, referee, bench staff, guardian, or other stakeholder) should another stakeholder (or stakeholders) act in a manner that is inconsistent with Regulations, Rules, Code of Conduct, and / or By-Laws of the KDMHA, or its governing bodies (HEO/OWHA). It is a guide to resolving complaints within the KDMHA and its members, ensuring that all persons have a clear and well-defined method of making a concern known, and dealing with complaints in a fair and timely manner at the appropriate level. All members of the KDMHA must comply with the *KDMHA Complaints Policy*.
- 7.3 For more information, see the separate *KDMHA Complaints Policy* document and the *KDMHA Conflict Resolution Pathway* for a visual flowchart of the process. **Appendix A**

8. Discipline

KDMHA has implemented a formal disciplinary process to supplement the KDMHA Code of Conduct for players, parents, team officials and executive members and the Code of Conduct policies as set out by HEO and OWHA.

All players, parents and team officials are responsible to the Executive for their own actions and must sign (or acknowledge in their registration application) the appropriate Code of Conduct before any player takes to the ice for camps, tryouts or house sorts. The Division Convenor will ensure that ALL KDMHA members have completed the Code of Conduct.

- 8.1 Every team is responsible to the Executive for the action of their players, parents, spectators and team officials and are/is required to take all necessary precautions to prevent threatening or assaulting behavior to game officials, team officials, players and spectators during or at the conclusion of games or team activities/functions. Good sportsmanship prevails, and profane language is not tolerated.
- 8.2 Any team official or player who is found to be under the influence of alcohol or drugs while preparing for a game, during a game, or immediately after a game before, during or immediately after any on-ice team activity or who uses abusive language to anyone including parents, players, and spectators while at a game or practice is in progress is subject to potential an immediate suspension pending an investigation and hearing by the KDMHA Rules and Discipline Committee.
- 8.3 Any coach, manager, player, team official or parent/spectator entering the referee's room or stopping an official within the arena to dispute a ruling is automatically suspended for four (4) consecutive league games over and above any other suspensions they receive.
- 8.4 All players must show the utmost respect for arena property—both at home and away—and in accordance with the KDMHA Players Code of Conduct signed at the start of a hockey season. Players failing to do so are subject to suspension and further disciplinary action as dictated by the KDMHA Rules and Discipline Committee.

Disciplinary Procedure

- 8.5 The disciplinary process is designed to create a fair, unbiased, and objective process for disciplining behavior that violates our code of conducts. KDMHA reserves the right to discipline players, parents, spectators or team officials in addition to, and regardless of, any discipline that may have occurred through HEO or OWHA for any part of the KDMHA Code of Conducts.
- 8.6 At the discretion of the KDMHA Rules and Discipline committee, a player, a team official, and/or a game official may be suspended by KDMHA for one or more games for committing, but not limited to, any of the following infractions immediately before, during, or after a game:
 - i. Foul language
 - ii. Fighting
 - iii. Unsportsmanlike conduct
 - iv. Abuse of equipment and uniforms owned by the Association
 - v. Verbal abuse of officials, parents, or bench staff
 - vi. Stealing the property of others
 - vii. Violation of any rule and regulation that may be posted on bulletin boards or in dressings rooms of any arena

viii. Under the influence of alcohol and/or drugs

- 8.7 KDMHA Rules and Discipline Committee will consist of the Division Convenor, Risk and Safety and the respective VP Royals or Storm and 2 Neutral Individuals chosen by the KDMHA President. Additional members may be chosen for conflict of interest or to bring an unbiased opinion into the decision of the infraction.
- 8.8 The investigation will consist of the following process and timelines:
- Where the subject of the complaint is minor in nature (as deemed by the Rules and Discipline Committee), or where a single complaint is made, no Investigation will be required.
 - Rules & Discipline Committee will address by way of written warning and review of Code of Conduct with individual.
 - Additional complaints of a similar nature will move to serious in nature and require further investigation or hearings.
 - KDMHA may suspend coach player up to 2 games without a hearing.
 - Where the subject matter of the complaint is serious in nature (as deemed by the Rules and Discipline Committee), or where multiple complaints are made, the Rules and Discipline Committee will call for an investigation into the matter.
 - At any time, a KDMHA stakeholder may refer a conflict to the Rules and Discipline Committee if the conflict is thought to be serious in nature and outside the scope of the process taken for minor conflicts.

Investigation processes:

- a) The investigation of the complaint must be impartial, timely, fair, and address all relevant issues.

The Rules and Discipline Committee will conduct a thorough, fair and impartial investigation of the allegations in the complaint.

The Rules and Discipline Committee will thoroughly interview both the complainant(s) and the respondent(s). All parties will be interviewed separately and individually if there are more than one; either complainant(s), respondent(s), or witness(es). The respondent(s) should be given the opportunity to respond to each of the specific allegations raised by the complainant(s). Follow up interviews may be required.

- b) The Rules and Discipline Committee will also interview any relevant witnesses identified by either the complainant(s) or the respondent(s), and gather any relevant documents.



- c) Proper notes will be taken during interviews.

If the complainant is a minor, a legal guardian may speak on their behalf.

In most cases, investigations should start within 48hrs after the Rules and Discipline Committee receives a complaint, and finish within 14 days.

All members of the organization are required to cooperate with the investigator.

At the conclusion of the investigation, the Rules and Discipline Committee will prepare a written report summarizing the allegations and the investigation results. The committee will forward the report to all impacted parties, including the President of the KDMHA. The report may be used as part of any hearing on the matter.

A ruling will follow the investigation and/or hearing. Any discipline, if required, will be handed out at this time.

***Note** Hockey Canada Investigation Guidelines for Branches and Minor Hockey Associations will be used as a reference guide for all investigations undertaken by the KDMHA.*

KDMHA Hearing procedures;

- a) KDMHA Discipline Committee will convene a hearing within five days
- b) The KDMHA Rules and Disciplinary Committee serves, or cause to be served, reasonable notice upon the subject(s) of the hearing that a disciplinary hearing is scheduled. Where the subject(s) of the hearing is a minor person, that persons' parents/guardian are served notice.
- c) All parties to a disciplinary hearing are afforded reasonable opportunity to attend the hearing and to make any argument or representations bearing upon the conduct of the issue.
- d) The KDMHA Rules and Discipline Committee considers all material facts, factors, and arguments prior to rendering a decision.
- e) The decision of the KDMHA Rules and Discipline Committee is final and binding. Appeals are to be made in accordance with the District 1/HEO/OWHA guidelines for the appeal process and reasoning. Appeals of KDMHA discipline or risk and safety hearings are to be made with the Rules and Discipline Executive of appropriate governing bodies (e.g., District 1 / OWHA). Fees may apply and are due at the time of the scheduled appeal hearing.

Minor violations of the code of conduct may be met with a written warning from KDMHA Rules and Discipline Committee. The Player/Parent Code of Conduct will be re-signed and the player/official/parent may be required to retake the Respect in Sport course again before being permitted to participate in KDMHA activities.

Major or subsequent violations of the code of conduct will have cumulative disciplinary actions and may include but are not limited to:

- In-person meeting with at least two executive members of the Disciplinary Committee



- Minimum 1 game suspension
- Immediate suspension of all hockey activities pending the outcome of a hearing with KDMHA Disciplinary Committee
- Expulsion from KDMHA for the remainder of the year

KDMHA Rules and Discipline Committee has the authority to hand out disciplinary action as it deems necessary and will weigh the severity of the offense as well as the offender's past history when rendering judgment.

9. Finances

- 9.1 The necessary **expenses** of the KDMHA are met from grants, registration fees, membership fees, solicitation, fundraising events, and any other means approved by the Executive. Other such fundraising issues are included in the *KDMHA Policies* document.
- 9.2 All finances must run through a **team-designated bank account** (e.g., Royals U11 C4) and must have two (2) signatures required on all cheques written. Official bank statements must be submitted to the KDMHA Treasurer by December 15th and at the end of each season along with a spreadsheet detailing monies collected and all team expenses vs budget set before May 31st of the current season. Managers/Team Treasurers must supply the same to each team member by December 15th and the Year End recap. KDMHA recommends that monthly financial reports are provided to team members. If teams do not comply with this requirement, both the Head Coach and the Manager may be deemed members not in good standing with KDMHA
- 9.3 Members not in good standing will remain not in good standing for a period of 12 months from the time they were placed not in good standing and until such time as the deficiencies have been addressed. A recurrence of actions that may result in the member being found not in good standing again may result in a referral to a disciplinary hearing.

10. Amendments

- 10.1 Amendments to the *KDMHA Rules and Regulations* may be made only by a **two-thirds majority vote** of the Executives in attendance at a Directors Meeting. All such changes must be updated to the Members via the KDMHA website and must be summarized at the following Annual General Meeting.

Appendix A – Complaint Procedure

Complainant, after adhering to the 24 hour rule, voices concern directly with the respondent.

If after bringing the complaint to the respondent there is no resolution, and the complainant feels the situation requires resolution, they may take their concern directly to the Division Convenor.

Division Convenor may:

- Hold an informal meeting with both parties involved and try to resolve the conflict.
- Request an investigation and refer the matter to the Rules and Discipline Committee. See Investigation Process (section 8)

If, after an informal meeting, there is still no resolution the convenor will ask all parties to submit in writing their part in the situation and they will submit these to the Vice President with their written statement on actions taken to this point.

If the Vice President feels that ALL informal avenues have been exhausted, they may:

- Inform-the President that The Rules and Discipline Committee is to be convened for the purpose of conducting a hearing
- Request an investigation and refer the matter to the Rules and Discipline Committee. See Investigation Process (section 8).

If the Vice President feels that not ALL avenues have been exhausted, they may decide to send it back to Division Convenor for another attempt to resolve.

Rules and Discipline Committee will consist of appropriate VP (Royals or Storm), Division Convenor, R&S and 2 neutral individuals chosen by the President. The President may act as one of the neutral members. It is recommended the neutral participants be either presidents or executive members from other associations who have discipline/conflict resolution experience.

Rules and Discipline Committee will review all documentation and allow any individual to make a representation at the hearing either in person or in writing if their input is relevant and should the committee feel it is required.

If the panel deems it not necessary to hold a formal meeting or hearing and are able to render a decision, the decision will be sent to the President in writing.

At the conclusion of the hearing the committee will draft a letter to the President of their recommendations.

After feeling satisfied that the procedures outlined by the Constitution have been fairly applied the President will forward the hearing findings in a letter to all those directly involved including the decision and recommendations of the hearing and any subsequent follow up actions that is anticipated.

- If a Complaint is not resolved to the satisfaction of the party involved, the appeal process may be filed with District 1/OWHA in writing within 72 hours of decision and accompanied by the set fee by the governing body. Details of Appeal process will be outlined in the decision letter by President All involved parties are to be informed of the outcome. The complaint will be documented, closed and unless otherwise specified, this information is retained for up to 5 years.

Complaint Flow Chart

