

# Kemptonville District Minor Hockey Association Policy Manual

Updated November 15, 2007

The purpose of this policy manual is to inform the members of policies that have been adopted by the KDMHA Executive through the outcome of motions and discussions held at Executive meetings.

It is expected that all members will follow these policies where applicable.

Updates to the policy manual will be made in the way of motions at any official Executive meetings, and this manual will be updated as frequently as deemed necessary by the Secretary. A copy will be posted at the Arena when changes are made to it.

## Executive

- Liable and lawsuit insurance will be purchased for the executive each year.
- Any member of the executive who is delegated to attend meetings out of town will be compensated for their mileage at the rate of \$0.25/kilometer

## Registration and fees

- There will be a \$25.00 charge for each 'NSF' cheque
- Registration will be in the spring of each year.
- A late fee of \$75.00 will be charged for players registering after August 15<sup>th</sup>. There will be no late registration fees for families registering for the first time after the early registration.
- An administration fee of \$50.00 per player will be charged for all refund requests.
- Upon approval of the Registrar, Convenor and President, a new player joining on November 1<sup>st</sup> to December 15<sup>th</sup> will pay 80% of the fee and after December 15<sup>th</sup> will pay 50% of the full fee. A previous KDMHA player who registers after October 31<sup>st</sup> will have their registration ad fees reviewed and approved by the Registrar, Convenor and President.
- No player may continue to play on a KDMHA team after November 30<sup>th</sup> unless their fees are paid in full or they have made other arrangements approved by the Executive Board. No player will be allowed to play for a KDMHA team if their previous year's fees were not paid. All fees owed to KDMHA after the season is done will be put into collection.
- If a player moves up a level at his/her request or the parents request, the player must pay the fees of the higher level.

## Equipment

- Goalie Equipment will be provided from Initiation to Peewee, and for Bantam Girls if necessary
- All new jerseys will be numbered starting at # 1 and running consecutively.
- No name bars will be put on jerseys to allow for sponsors
- True Florida Panther jerseys will be used for any new jerseys purchased

## **Coaches**

- Coaches and trainers will be reimbursed for course fees.

## **Bingo**

- Bingo credits will be used towards registration fees.
- Any parent of a child registered with KDMHA in good standing may be considered for the position of Bingo Designate member with the approval of the bingo scheduler.

## **Fundraising and Sponsorship**

- All teams fundraising must have approval of the executive first
- 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.

## **Tournaments**

- It is the responsibility of the teams hosting the tournament to solicit teams to participate in their tournament, and direct them to the Tournament Convenor to register.
- Any tournament not filled two weeks prior to its date will be cancelled.

## **Purchases**

- Tenders to local businesses will be issued when ever possible (re: time and availability)
- Quotes will be turned over to the treasurer once approved by the executive board who will issue a purchase order number. Once the order is filled and the invoice is paid, the treasurer will keep a copy of the purchase order, quotes, invoice and issued cheque (if possible).

## **General**

- KDMHA will destroy all personal information on the coaches application forms after the season begins. This will be done by the coach co-ordinator.
- KDMHA will prepay the Silver Stick entry fee for all competitive teams with the understanding that the teams will reimburse KDMHA by October 30<sup>th</sup> of the same year.
- No player recruiting/tampering between KDMHA teams will be tolerated.