



# Kemptville District Minor Hockey Association



---

## Policy Manual

Updated Nov. 18, 2010

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 and on the website when changes are made to it.

### Executive

- 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/kilometre.
- All executive members must submit OPP screening forms to the Coach Coordinator each year a member holds an executive position.

### 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 \$150.00 will be charged for players registering after August 1<sup>st</sup>. There will be no late registration fees charged for families registering for the first time.
- An administration fee of \$50.00 per player will be charged for all refund requests.
- All registration forms must be given to the registrar.
- Upon approval of the Registrar, Convenor and President, a new player joining on November 1st to December 15th will pay 80% of the fee and after December 15th will pay 50% of the full fee. A previous KDMHA player who registers after October 31st will have their registration and fees reviewed and approved by the Registrar, Convenor and President.
- No player may continue to play on a KDMHA team after November 30th 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.

## **Coaches**

- Coaches will be reimbursed for course fees once the course is fully completed and proof of completion is provided by ODHA.
- If KDMHA has reimbursed any coach for a coaching certification, KDMHA will not reimburse for the same course if taken again.
- Trainers will be reimbursed for course fees.
- Each Head coach for either a House or Rep/Competitive team will have a current OPP screening form provided to the KDMHA Coach Coordinator prior to October 1st. Recommendation that OPP forms are provided with each Coach application. Any coach without a current OPP screening form will not be permitted on the ice or bench until one has been provided to the Coach Coordinator. All bench staff are required to have OPP forms provided by the end of November.
- All Head Coaches will be chosen by a Coach Selection Committee; for Rep/Competitive the committee will be made up of Coach Coordinator/Mentor, President or VP and appropriate Division convenor, and selections will be approved by the Executive; for House the coach selection committee will be made up of Coach Coordinator/Mentor, and Division convenor, and selections will be reviewed with the previous seasons Risk and Safety officer prior to being communicated to the Executive by October 1st. Any coaching gaps identified on October 1st will be required to follow the same process prior to any positions being granted.
- KDMHA will destroy all personal information on the coaches application forms after the season begins. This will be done by the Coach Coordinator.
- All team officials (coaches, trainers, managers) must take Speak Out.

## **Evaluators**

- All selections for possible Evaluators will be communicated to and approved by the Coach Coordinator, President/VP and Risk and Safety officer prior to any evaluations taking place. Evaluators will not be permitted to evaluate a team where they have a child trying out.

## **Referees**

- KDMHA will pay for full fees for two referees to attend the ODHA Referee School in Ottawa each year.

## **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.

## **Equipment**

- Goalie Equipment will be provided from Initiation to Pee wee, for both Panthers and Storm players.
- All new jerseys will be numbered starting at #1 and running consecutively.
- Florida Panther jerseys will be used for any new jerseys purchased for Panthers and all new jersey purchases must obtain Executive approval prior to purchase (including 3<sup>rd</sup> jerseys).
- Anaheim Mighty Ducks jerseys will be used for any new jerseys purchased for Storm and all new jersey purchases must obtain Executive approval prior to purchase (including 3<sup>rd</sup> jerseys).
- It shall be optional for teams to provide their own name bars at their own cost and these name bars shall be installed and removed from the top-back of jersey at their cost, and any associated jersey damage will be garnered against the individual player's family.
- Team Jerseys are to be kept together.

## **Purchases**

- Tenders to local businesses will be issued whenever 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 prepay the Silver Stick entry fee for all competitive teams with the understanding that the teams will reimburse KDMHA by October 30th of the same year.
- No player recruiting/tampering between KDMHA teams will be tolerated.
- All KDMHA players (Panthers and Storm) must wear mouth guards while on the ice.
- KDMHA will give \$100 to each team that qualifies for the Tournament of Champions and Provincials.