

Kemptville District Minor Hockey Association Policy Manual

Updated March 18, 2002

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 \$20.00 charge for each 'nsf' cheque
- Registration will be in the spring of each year
- There will be no late registration fees for families registering for the first time after the early registration
- 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 years fees were not paid.
- All fees owed to KDMHA after the season is done will be put into collection.

Ice

- When ever possible each team will get two ice times a week.
- Teams will have shared ice practices from Intitiation to Atom, and full ice practices from Pee Wee and up.
- The ice convenor will be able to offer any float ice to teams at the cost of \$87 per hour

Equipment

- Goalie Equipment will be provided from Intitiation to Pee Wee, 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

Referee

- Referees going to Spencerville or Winchester to ref will get an additional \$5.00 to cover transportation.
- First year officials will be reimbursed for the cost of their certification
- Each boys team will be allowed referees for 12 regular season games and two exhibition games and the playoffs, and the girls teams 9 regular season games, 4 exhibition games and playoffs

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.
- Team sponsors will pay \$395 for the 1st year and \$300 for the 2nd.

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.

Mentor Coach Program

- A committee will be set up each year to review the Mentor Coach Job Description and bring any suggested changes to it back to the executive for approval.
- The said committee will be responsible for taking the appropriate route to select the mentor coach and bring their recommendation to the executive board for approval.
- The Mentor Coach position will be held from the first day of May to the last day of April of the following year, with a three month probation period at the beginning of each new year.

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 together a copy of each of the purchase order, quotes, invoice and issued cheque (if possible).
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