



**COACH HANDBOOK**  
**Kodiak Hockey League**

Kodiak, Alaska

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# **COACHING EDUCATION PROGRAM RULES AND REQUIREMENTS**

## **A. Coach Registration**

All ice hockey coaches as well as instructors of USA Hockey programs shall be registered annually as individual participants of USA Hockey for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular- season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, national championships or in the USA Hockey Player Development Programs. There will be an annual fee to register the coaches (head and assistants) and instructors. Coaches who also play on a USA Hockey registered team are required to pay this registration fee only once per year. Coaches must register as participants online at [usahockey.com](http://usahockey.com) and must also register as a coach at [kodiakhockeyleague.org](http://kodiakhockeyleague.org).

**Note 1:** All USA Hockey Coaching Education Program Instructors and National Player Development Camp coaches will be exempt from the annual participant registration fee, but must complete the participant registration process.

**Note 2:** The head coach and all assistant coaches of each disabled hockey team must complete the required CEP registration and online age-specific module(s) for each level of play. Those volunteers or employees who assist with helping disabled hockey teams (i.e. interpreters, pushers, on-ice mentors, etc.) must be properly registered with USA Hockey but are not required to attend a CEP clinic and otherwise comply with these rules and regulations.

All ice hockey coaches and instructors of registered USA Hockey Youth 18 & Under and below, high school, girls'/women's 19 & under and below, and disabled programs must properly wear an approved ice

hockey helmet during all on-ice sessions, including practices, controlled scrimmages and all Coaching Education Program clinics and/or workshops.

## **B. Coaching Education Program Requirements**

### **(1) Required Coaching Education Program Levels for Ice Hockey**

USA Hockey requires that all affiliates and/or districts shall establish the following requirements without modifications for all coaches (head and assistant).

All coaches must have the required certification level by December 31 of the current season.

(a) All coaches must enter USA Hockey's Coaching Education Program at Level 1. They must continue their education with a coaching clinic each year until they achieve at least Level 3. (EXCEPTION: Coaches of 8U or younger players may remain at Level 1 or their current level). A coach may only advance one level per year but must attend a minimum of (1) certification clinic per year. Coaches who do not coach in continuous years must re-enter the program at the next level when they resume coaching responsibilities. Once Level 3 is achieved, periodic renewal [as outlined in Paragraph (c) below] is required for coaches who have not achieved Level 4. Coaches of national tournament bound teams (Tier I 14U, 16U and 18/19U and Tier II 16U and 18/19U) must complete Level 4 in their fourth season of coaching. Coaches who attain Level 4 certification are not required to attend any further certification clinics but must adhere to the age-specific requirement as outlined in Paragraph (b) below.

(b) In addition to the training in paragraph (a) above, coaches must also complete online age-specific training modules specific to the level of play they are coaching, if they have not already taken that module. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific module in any given season. Modules must be completed prior to taking part in any coaching

activities.

(c) Coaching certification at Level 3 is valid for two (2) seasons, as indicated by the expiration date.

A coach whose Level 3 is due to expire must take the online Level 3 Recertification Track 1 curriculum or they may move up to Level 4. Level 3 Track 1 Recertification is valid for two (2) seasons.

A coach whose Track 1 Level 3 recertification is due to expire must take the online Level 3 Recertification Track 2 curriculum or move up to Level 4. Level 3 Track 2 Recertification is valid for two (2) seasons.

Coaches whose Track 2 Level 3 Recertification is due to expire must attend a Level 4 clinic prior to the expiration of their Level 3 Recertification.

Coaches must complete the online recertification program in order to recertify their Level 3 certifications. Attending a clinic or workshop is no longer valid for recertifying any certification level.

(d) Grandfather Clause For coaches who enrolled in the Coaching Education Program prior to May 1, 2011, their entry into the above program will be at their current certification level. Level 1 and 2 coaches must adhere to paragraphs (a) and (b) above, effective May 1, 2011. Current Level 3 coaches must adhere to paragraph (b) and (c) above; effective with the season their Level 3 expires.

This chart outlines the progression for a new coach. Coaches with pre-existing certifications will enter the new program at their current certification level and must adhere to paragraphs 1. (a) and (b) above.

<b>YEARS OF COACHING</b>	<b>CERTIFICATION REQUIREMENTS</b>
Year 1 (ex: 2014-15)	Level 1 clinic + age-specific component
Year 2 (ex: 2015-16)	Level 2 clinic + age-specific component if not

	previously taken for current age level.
Year 3 (ex: 2016-17)	Level 3 clinic (expires Dec. 31, 2018) + age-specific component if not previously taken for current age level
Year 4 (ex: 2017-18)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 5 (ex: 2018-19)	Complete the online Level 3 Recertification Track 1 (expires Dec. 31, 2020), or attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 6 (ex: 2019-20)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 7 (ex: 2020-21)	Complete the online Level 3 Recertification Track 2 (expires Dec. 31, 2019), or attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 8 (ex: 2021-22)	No Level certification required but can attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 9 (ex: 2022-23)	Must attend a Level 4 clinic + age-specific component if not previously taken for current age level
Year 10 and beyond	No Level recertification required but must complete age specific component if not previously taken for current age level. Coaches are highly encouraged to attend a continuing education course every two years

## (2) Evidence of Level

All USA Hockey coaches will possess a printout from the USA Hockey online certification list.

It is the responsibility of the local association to identify those coaches who do not meet the certification requirements. All coaches have until December 31 of the current season to attend a USA Hockey coaching clinic. Age-specific playing level module(s) must be complete prior to coaching for the current season.

## (3) Penalty and Enforcement

All coaches must have current certification and online component verification beginning January 1 of the current playing season. Any coach not in possession of these requirements will be ineligible to coach for the remainder of the season. Districts and/or affiliates are required to uphold this penalty. It will be the responsibility of the local association registering the team to enforce the national policy.

## **C. Under-Age Coaches**

### (1) Student Coach

A player age 13 through 17 who is currently properly registered with USA Hockey may serve as a Student Coach.

### (2) Qualifications

- Must attend a training session conducted by the local hockey association or audit a Level 1 clinic (not required to pay nor will they receive certification credit).
- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room.
- May help out at practices, clinics, try-outs only. (May not participate as a player in scrimmages or games when acting as a **STUDENT COACH**).

- May not act as a head coach or an assistant coach during practices or games.
- May be on the bench during games with an adult. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
- Must wear a helmet with full face shield, gloves and skates while on the ice. Must wear helmet during games while on the bench.
- May only work with players at least one full playing age level below the STUDENT COACH (e.g., a 14U age player may act as a STUDENT COACH at the 12U, 10U or 8U).
- The organization that is using the STUDENT COACH must provide a form indicating on the team on which he/she is participating as a STUDENT COACH, and, if applicable, what team he/she is properly registered/rostered as a player. A model form is available on the usahockey.com website.
- Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

#### **D. Screening Policy**

All USA Hockey coaches and instructors will comply with the USA Hockey Screening Policy. Failure to comply with the policy will result in the forfeiture of coaching privileges in programs, at sites, or events under USA Hockey's governance. KHL coaches are required to apply for a background check administered by the Alaska State Hockey Association.

#### **E. Coaching Ethics Code**

All USA Hockey ice hockey coaches (head and assistant) and instructors

must abide by the USA Hockey Coaching Ethics Code, and understand that violations may result in full or partial forfeiture of coaching privileges in programs, at sites or events under USA Hockey's governance.

All coaches have an obligation to be familiar with USA Hockey's Coaching Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

## **COACHING ETHICS CODE**

### **INTRODUCTION**

This USA Coaching Ethics Code ("Code") intends to provide standards of ethical conduct for coaches involved with USA Hockey and its member organizations. It provides General Principles and Ethical Standards which cover many situations encountered by coaches, with its principle goals the welfare and protection of participants with whom coaches work. In addition to the Code, the USA Hockey SafeSport Program provides resources for the safety of all involved in the game. For more information, go to [usahockey.com/safesport](http://usahockey.com/safesport). Coaches will respect and protect human and civil rights and not knowingly participate in or condone unfair discriminatory practices.

### **GENERAL PRINCIPLES**

#### **COMPETENCE**

Coaches will maintain a standard of excellence with regard to education and information related to coaching and make an on-going effort to maintain competence in the skills they use.

#### **INTEGRITY**

Coaches will exercise integrity in the practice of coaching and be honest, fair and respectful of others.

#### **PROFESSIONAL RESPONSIBILITY**

Coaches will uphold professional standards, clarify professional roles and obligations, accept appropriate responsibility for behavior and adapt methods to the needs of participants.

#### **RESPECT FOR PARTICIPANTS**

Coaches will respect the fundamental rights, welfare, dignity, values, opinions and worth of all participants and will be aware of cultural and individual differences including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socio-economic status.



## **CONCERN FOR PARTICIPANTS**

Coaches will be sensitive to different roles and responsibilities of all participants and not exploit or mislead them.

## **RESPONSIBLE COACHING**

Coaches will be aware of ethical responsibilities to society and the community in which they work and live as well as comply with the law and encourage the development of policies which serve the interest of the sport and USA Hockey.

# **ETHICAL STANDARDS**

## **APPLICABILITY OF THE ETHICS CODE**

Although many aspects of personal behavior and private activities may seem far removed from the official duties of coaching, Coaches will be sensitive to their positions as role models for participants and will consistently obey the standards of the Code. Additionally, the USA Hockey SafeSport Program has policies prohibiting sexual, physical and emotional abuse, hazing, bullying and harassment. There are also locker room, travel, billeting and electronic communications policies that are intended to reduce the risks of potential abuse.

## **DISCRIMINATION**

Coaches will not engage in or condone discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socio-economic status or any other basis prescribed by law.

## **SEXUAL HARASSMENT**

Coaches will not engage in sexual harassment which includes but is not necessarily limited to sexual solicitation, unwelcome physical advances and verbal or non-verbal conduct. Coaches will not deny any participants the right to participate in any activity based upon their having made or their being the subject of a sexual harassment claim.

## **HAZING/BULLYING**

Coaches will not engage in or condone behavior which is harassing, harmful or demeaning to participants.

## **PERSONAL PROBLEMS AND CONFLICTS**

Coaches will recognize a personal problem may harm participants. Coaches have an obligation to take reasonable steps to prevent impaired performance by recognizing a personal problem and seeking assistance for it.

## **AVOIDING HARM**

Coaches will take reasonable steps to avoid harm being caused to participants whether it be physical, verbal or through electronic/ social media.

## **MISUSE OF INFLUENCE**

Coaches will guard against the misuse of influence and understand any action or judgment may have an effect on participants.

## **OUTSIDE RELATIONSHIPS**

Coaches will refrain from entering into personal, professional, financial or other relationships with anyone if such a relationship may impair objectivity, interfere with properly performing coaching functions or directly or indirectly exploit or harm participants.

Coaches will refrain from taking on obligations if a pre-existing relationship may create a conflict of interest.

## **EXPLOITATION**

Coaches will not exploit or have a sexual or intimate relationship with participants.

## **STATEMENTS**

Coaches will not make a statement which is deceptive, false, fraudulent or misleading.

## **COMMUNICATION WITH PARTICIPANTS**

To avoid any misunderstanding with participants, coaches will discuss the nature and course of training with them and answer any questions they may have.

## **RELATIONSHIP INVOLVING COACHES, PARTICIPANTS AND PARENTS**

Coaches will clarify the role of each party and any service provided relative to a relationship with participants and parents.

## **ALCOHOL, DRUGS AND TOBACCO**

Coaches will refrain from using and discourage the availability or use of alcohol, tobacco or performance enhancing or recreational drugs in conjunction with, including travelling to or from, any USA Hockey competition, training or practice session and prohibit the use of alcohol, tobacco or performance enhancing or recreational drugs by participants.

## **GAMBLING**

Coaches will refrain from and prohibit gambling of any kind in conjunction with, including travelling to or from, any USA Hockey competition, training or practice session.

## **PORNOGRAPHY**

Coaches will refrain from and prohibit the use of pornographic or sexually explicit material in conjunction with any USA Hockey competition, including travel to or from any USA Hockey competition, training or practice session.

## **RECRUITING**

Coaches will not recruit a participant who is already a member of another USA Hockey team. Direct contact by a coach or his/her staff or indirect contact through an agent or parent during the playing season with a participant who is a member of another USA Hockey team is considered tampering and is prohibited.

## **EVALUATING PARTICIPANTS**

Coaches will evaluate participants on actual ability, attitude and performance and in a manner consistent with the Code.

## **RESOLVING ISSUES**

**FAMILIARITY WITH CODE**

Coaches will be familiar with the Code. Lack of awareness or misunderstanding of general principles or ethical standards included in the Code will not excuse violations of the Code.

**CONFRONTING ISSUES**

Coaches will consult with other coaches when they are uncertain if a particular situation or course of action violates the Code.

**ORGANIZATIONAL CONFLICTS**

Coaches will clarify the nature of any conflict between the demands of an organization and the Code, make known their commitment to the Code and seek to resolve the conflict in a way which adheres to the Code.

**REPORTING VIOLATIONS**

Coaches will inform participants of any perceived violation of the Code and their right to report any violation to the president or other appropriate designee of their association and complete an Ethical Violation Form provided by the association. Any violation of the Code shall be addressed via the process explained in USA Hockey Bylaw 10 and referred to the appropriate law enforcement agency as required. USA Hockey requires coaches to report abuse, misconduct and violations of its safety policies. Procedures by which coaches should respond to allegations of abuse and misconduct are also outlined in USA Hockey's SafeSport Program Handbook.

**COOPERATION WITH INVESTIGATIONS, PROCEEDINGS AND RESOLUTIONS**

Coaches will cooperate with any investigation, proceeding or resolution related to a perceived violation of the Code as mandated by USA Hockey or any of its member organizations. Failure to cooperate in itself is a violation of the Code.

**ACKNOWLEDGEMENT**

Coaches acknowledge the USA Hockey Coaching Ethics Code is administered under the authority of USA Hockey and its member organizations. Any violation of the Code subjects the violating coach(es) to the disciplinary processes of USA Hockey and its member organizations.

**F. Reimbursement**

Upon completion of a full season, KHL will reimburse coaches for expenses related to achieving all required credentials that will allow coaches to be on the ice and compliant with USA Hockey. Eligible expenses include, but not necessarily limited to the following:

Background check; Safe Sport Certification; Age appropriate Module; USA Hockey registration (only if coach is not participating in

other activity that would also require USA Hockey registration);

Receipts showing proof of expenditures are to be submitted to the KHL Treasurer for reimbursement by February 1 of the season the expenditure was made.

Cost associated with coaching travel teams may be reimbursed by KHL.

## **INTRODUCTION TO KHL**

The Kodiak Hockey League (KHL) is an affiliate of the USA Hockey Association and the Alaska State Hockey Association (ASHA) in good standing. KHL is a **501(c) 3** non-profit corporation committed to conducting a developmental and recreational Youth Hockey Program. This handbook is designed to acquaint coaches with the KHL as an organization and outline coach roles and responsibilities.

### **KHL YOUTH HOCKEY MISSION STATEMENT**

The mission of KHL is to promote youth hockey in the City and Borough of Kodiak.

KHL exists to provide a safe, fun, learning environment in which youth ages 18 and younger can develop skills, character, confidence and self-esteem by participating in the sport of hockey.

### **KHL YOUTH HOCKEY AIMS AND PHILOSOPHIES**

KHL is staffed by a volunteer Board of Directors, Coaches and Parents who are committed to providing an enriching and challenging program by teaching teamwork, discipline, respect, and a lifelong appreciation of the game of hockey. The overall goal of the KHL is to provide ice hockey opportunities that are available for youth who wish to participate

regardless of their physical abilities or financial capabilities. KHL defines success as continual player development that improves one's skill while building sportsmanship and character through active participation in the sport of hockey. Hockey activities are designed to meet the need of entry level youth with progressive and challenging programs as they move up each tier level in the recreation league.

KHL participates in House Rec A (Tier III) and Rec B (Tier IV) of the Alaska State Hockey Association. Good sportsmanship from all participants is stressed and everyone is given a fair opportunity to play during league games in accordance with the ASHA handbook. All divisions emphasize skating skills along with stick control, puck handling, various team positions, the essentials of team play, and general objectives of the game. Emphasis is placed on the youth gaining necessary basic abilities and enjoying the sport of recreational hockey. KHL is committed to upholding the principals of the American Development Model (ADM). More information on the ADM can be found at [admkids.com](http://admkids.com).

### **KHL ADMINISTRATIVE BODY**

KHL as an organization is managed by seven Board of Directors. The directors are elected from the general membership and hold their seat for a three-year term; directors are volunteers and receive no compensation, in fact, there are no paid staff members.

employed with KHL. The membership elects the Board of Directors during the annual meeting but the Board may fill vacated seats.

Members are encouraged to become board members or to participate in the many other opportunities to be assigned as a committee member or to special projects.

Within KHL there is the Director of Coaching.

## **DIRECTOR OF COACHING**

The Director of Coaching oversees the coaching program and makes sure all coaches are certified to be on the ice and that all issues that arise during the course of the season are addressed in a timely manner.

Some the responsibilities of the Director of Coaching include but are not limited to the following:

- Organize beginning of the season coaches meeting.
- Maintain KHL Coaching Manual.
- Disseminate information to coaches as needed.
- Work with coaches to assure that appropriate skills and drills are being coached for the appropriate age groups.
- Assure fair ice time for all players.
- Conduct parent meetings in consultation with the CEP and Coaching Liaison
- Recruit and retain coaches.

The Director of Coaching is also responsible for all items related to certification of coaches so that coaches can be on the ice and in the locker rooms with the kids. The CEP works closely with the Alaska State Hockey Association and with USA Hockey. Rules and requirements change every year, and the CEP is responsible for being informed about these changes and making sure that KHL coaches stay current with all certification requirements and that they maintain good standing with USA Hockey. Some of these responsibilities include but are not limited to the following:

- Correspond with District Coach in Chief.
- Coordination of on ice and off ice classes for coaches.
- Attend USA Hockey Coach Education Training as needed.
- Attend USA Hockey Officials training classes annually.
- Assist in selection of head coaches and assistant coaches.
- Disseminate information to coaches as needed.

- Enforce USA hockey coaching philosophy among KHL coaches
- Manage the “Player Move up Policy”

It is the goal of the association that coaches are evaluated and be given feedback on their performance as a coach. Coaching hockey can be extremely challenging, and the KHL Board of Directors wants to do everything possible to promote safe and appropriate coaches so that every player on the ice feels welcome, challenged, and part of a team

### **Coach Liaison**

The Coach Liaison is responsible for dealing with coaching, player, and parent issues that arise throughout the year and serves as the “eyes and ears” at the rink. This position exists to assist coaches in resolving conflict, either among themselves, between players, or with parents. Responsibilities include but are not limited to the following:

- Assist in dispute resolution as needed among coaches and or parents.
- Assist with coaching disciplinary action as needed.
- Assist with player disciplinary action as needed.
- Evaluate coaches as needed.

### **COACHES**

All KHL Head Coaches are volunteers, appointed by the Board at the recommendation of the Director of Coaching. Each tier of each age group shall have one head coach and at least one assistant. These individuals devote countless hours to the youth in KHL and deserve all the respect and patience they can be offered by the membership. They are responsible for the safety of all players before, during and after all games and practices. Coaches must meet eligibility requirements set by USA Hockey, Alaska State Hockey Association, and KHL.

1. Register as a coach at USAHockey.com
2. Register as a coach at kodiakhockeyleague.org
3. Meet USA Hockey Coaching Education Program training requirements.
4. Pass a background check administered through Alaska State Hockey Association. Any fees associated with achieving these requirements may be reimbursed to the coach by KHL.

## **QUESTIONS AND CONCERNS**

Members (players, parents/guardians) who have issues for which they desire some explanation or resolution are encouraged to first contact the Head Coach. By doing so, most issues may be resolved at the first level. However, if the matter is unresolved, coaches should contact the Coach Liaison for further assistance. If the Coach Liaison's response is unsatisfactory to the member, they may bring their case to the full board.

## **INSURANCE COVERAGE**

Each registered coach and player is covered by a group insurance policy with USA Hockey. This is, however, a secondary policy, which means that it only covers costs not covered by a member's primary insurance carrier. If a member has no primary insurance, then this insurance may be considered a primary policy covering injuries incurred during a KHL sanctioned event.

In the event a player or coach suffers an injury, the Head Coach must notify the KHL Registrar for the claim forms, information about deductibles, etc. If a player or coach suffers an injury, even where no intent or need for filing of a claim is perceived at the time of incident, the player, coach and parent are required to report the matter to the team's head coach who will also notify the Director of Coaching and KHL Registrar of the incident in case a claim needs to be filed at a later date. Injuries occurring during games **MUST** be noted on the official game score sheet before the game ends. The head coach may request that the player or coach be seen by a physician if the injury is deemed



potentially serious. Parents will be notified immediately and the consent to treat forms will be used in the event the parent(s) are unavailable. Any player who suffers an injury during a KHL sanctioned session requiring ongoing medical treatment must provide a Doctor's statement of release before they will be allowed to return to and participate in the KHL Youth Hockey Program.

## **GENERAL PROGRAM INFORMATION**

KHL's Youth Hockey Program is an organization whose purpose is to promote the enjoyment, recreational, and competitive benefits of youth hockey. It is our goal to teach the fundamentals of hockey and the fun of playing. We are not an organization whose purpose is to win at all costs. We try to support fair ice time for all players regardless of playing ability, to measure development in personal growth, hard work, self-discipline and team work. We hope to teach the valuable lessons that can be equated to everyday life...work hard, play fair, and enjoy a great experience. .

**Ice Times:** Players need to arrive early enough to be fully dressed in all required gear and ready to skate onto the ice when their designated ice session is scheduled to begin. No player may enter the ice before the ice resurfacing vehicle (the "Zamboni") is completely off the ice and the doors behind it are closed. Coaches will give permission for players to enter the ice for practices and referees will give permission to enter the ice for games.

## **PLAYER DEVELOPMENT AND AGE DIVISIONS/MOVE-UP POLICY**

Players improve their skills and mature physically at different rates. Coaches are expected to manage their teams in a way that allows all players an opportunity to develop physically and emotionally, as an individual and as a teammate.

USA Hockey regulations prohibit players from playing in an age division lower than that established by the player's age at the end of the

calendar year (December 31) - with the exception of 18 year olds who have until June 30 of the following year. In rare circumstances, a player's development may be better served by moving to an older age division. KHL has developed the following process for moving players to an older age division:

1. Division head coach identifies potential candidates for moving to an older division.
2. That coach informs the older division head coach and Director of Coaching about the candidates and inquires if the older division is interested in receiving additional players.
3. If receiving coach and Director of Coaching agrees candidate(s) would fit in physically and emotionally and is willing to accept another player(s),
4. Parents/guardians are notified privately and asked what they prefer - considering player readiness to be with players up to 3 years older, player safety, changing to different practice/game schedule during week, etc.
5. Only if parents/guardians accept all these considerations will the player be offered the opportunity to begin attending older division practices and games.
6. Player is privately asked if they would like to change age divisions. They can accept or decline the offer. If player accepts, parent, coaches, and coach coordinator sign KHL form acknowledging/accepting risk associated with playing with older players.
7. Player shall move up pending Board of Directors approval

## **EQUIPMENT**

Coaches, players, and parents/guardians have the responsibility to ensure that their players are furnished with and wears - during all games and practices - the following mandatory safety equipment:

- Helmet with face mask as approved by USA HOCKEY - HECC
- Internal mouth piece for 12U & older in a color other than clear
- Shin pads
- Elbow pads
- Shoulder and chest pads
- Hockey gloves
- Hockey pants
- Hockey skates (Regular sharpening highly recommended)
- Hockey stick

The above equipment is made mandatory by USA Hockey rules and our insurance coverage. Failure to wear this equipment on-ice negates our insurance coverage. Before entering the ice, coaches and/or referees will conduct an equipment check. Any player not wearing mandatory safety equipment required for that age group will not be allowed to enter the ice.

Coaches are required to properly wear an approved helmet with chin strap during all on-ice sessions including practices, scrimmages, clinics and workshops. Failure to comply will result in a 30-day suspension per USA Hockey regulation.

### **KHL YOUTH HOCKEY LOANER GEAR**

A KHL appointed volunteer will inventory and check out KHL owned hockey equipment by appointment only. Available equipment is intended for first year players age eight and under. It is available on a first come first serve basis and KHL cannot guarantee availability of sizes. KHL owned goalie gear is available for use at every practice or game and will be kept at the arena.

## **CONDUCT**

### **SPORTSMANSHIP**

Fair play is to be stressed at all times for both participants and spectators. Coaches and players shall not interfere with the referees who are assigned the task of interpreting rules and officiating.

### **SUBSTANCE ABUSE**

Coaches and players will not be under the influence of alcohol or illegal drugs at any KHL sponsored on-ice activity.

### **ABUSIVE LANGUAGE AND BEHAVIOR**

The use of profanity, obscene language, or gestures by coaches and players is strictly prohibited during any KHL sponsored activity. If players, coaches, parents or spectators ignore warnings about abusive behavior towards other players, coaches, or officials they run the risk of consequences ranging from having their child's team penalized to being expelled from the KHL program entirely for the remainder of the season.

### **LOCKER ROOM/CHANGING AREA SUPERVISION**

The head coach is responsible for making sure the locker room/changing area is a safe place and conduct is appropriate for co-ed activity. The coach and team are responsible for making sure the locker room/changing area is left clean—always leave the locker room/changing area cleaner than you found it. If vandalism is discovered or the room/area is littered upon entering, notify a rink employee or a KHL official immediately before accepting responsibility for the locker room/changing area. If a KHL Youth Hockey team litters a locker room/changing area the entire team will be required to pay a cleanup fee. If such behavior continues, the offending team may be denied further use of locker rooms/changing areas. Restitution will be made by any

individual or team responsible for damages they have caused.

***Coaches must supervise locker rooms/changing areas used during any KHL sponsored activity to ensure player safety, prevent bullying, and keep the facilities clean.*** Coaches must prevent unauthorized access to the locker rooms/changing areas by parents/guardians, siblings, and other spectators. Parents of younger age players are entitled to enter locker rooms/changing areas to assist their player getting equipment on and off.

### **VANDALISM AND THEFT**

Vandalism and/or theft at the Baranof Ice Rink are unacceptable and will not be tolerated. Any KHL member accused of theft or vandalism must appear before the KHL Board Disciplinary Committee. Members found guilty of these actions will be prosecuted to the full extent of the law, which may include a suspension, removal from KHL without a refund, restitution and possible criminal charges.

### **PUCK AND STICK MISUSE**

Pucks and sticks will only be used on the ice surfaces or on arena premises under the direct supervision of a coach. Players caught doing otherwise may be required to forfeit their stick and puck to a KHL official. Mini-sticks are also subject to this rule. Parks and Rec asks that players do not purposely shoot pucks at the glass. Players/KHL may be held financially responsible for glass replacement.



## 2017 Concussion Management Program

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The standard of care for current medical practice and the law in most states requires that any athlete with a suspected Sports Related Concussion (SRC) is immediately removed from play.

- A Sports Related Concussion is a traumatic brain injury- ***there is no such thing as a minor brain injury.***
- A player does not have to be “knocked-out” to have a SRC- ***less than 10% of players actually lose consciousness.***
- A SRC can result from a blow to head, neck ***or body.***
- SRCs often occur to players who don’t have or just released the puck, from open-ice hits, unanticipated hits and illegal collisions.
- The **youth** hockey player’s brain is ***more susceptible*** to SRC.
- In addition, the SRC in a young athlete may be ***harder*** to diagnosis, takes ***longer*** to recover, is ***more likely*** to have a recurrence, which can be associated with serious long-term effects.
- The strongest predictor of slower recovery from a concussion is the severity of a person’s **initial symptoms in the first day or 2** after the injury.
- Treatment is individualized and it is impossible to predict when the athlete will be allowed to return to play- ***there is no standard timetable.***
- Baseline or pre-season **neuropsychological testing** is not mandatory, but may be helpful for return-to-play decision making when an athlete feels normal.
- The use of helmet-based or other **sensor systems** to diagnose or assess SRC cannot be supported at this time.

A player with **any symptoms/signs** or a **worrisome mechanism of injury** has a SRC until proven otherwise:

**“When in doubt, sit them out”**

Remember these steps:

1. Remove immediately from play (training, practice or game)
2. Inform the player's coach/parents
3. Refer the athlete to a qualified health-care professional
4. Initial treatment requires physical and cognitive rest
5. The athlete begins a graded exertion and schoolwork protocol.
6. Medical clearance is required for return to play

## **Diagnosis**

Players, coaches, officials, parents and health care providers should be able to recognize the symptoms and signs of a sport related concussion. (refer to the attached ***Concussion Recognition Tool 5***)

### **Symptoms**

- Headache
- Nausea
- Poor balance
- Dizziness
- Double vision
- Blurred vision
- Poor concentration
- Impaired memory
- Light Sensitivity
- Noise Sensitivity
- Sluggish
- Foggy
- Groggy
- Confusion

### **Signs**

- Appears dazed or stunned
- Confused about assignment
- Moves clumsily
- Answers slowly
- Behavior or personality changes

- Unsure of score or opponent
- Can't recall events after the injury
- Can't recall events before the injury

## Management Protocol

1. If the player is unresponsive- call for help & dial 911
2. If the athlete is *not breathing*: start CPR
  - ✓ DO NOT move the athlete
  - ✓ DO NOT remove the helmet
  - ✓ DO NOT rush the evaluation
3. Assume a neck injury *until proven otherwise*
  - ✓ DO NOT have the athlete sit up or skate off until you have determined:
    - no neck pain
    - no pain, numbness or tingling
    - no midline neck tenderness
    - normal muscle strength
    - normal sensation to light touch
4. If the athlete is conscious & responsive without symptoms or signs of a neck injury...
  - help the player off the ice to the locker room
  - perform an evaluation
  - do not leave them alone
5. Evaluate the player in the locker room: **SCAT5** or other sideline assessment tools
  - Ask about concussion **symptoms** (How do you feel?)
  - Examine for **signs**
  - Verify **orientation** (What day is it?, What is the score?, Who are we playing?)
  - Check **immediate memory** (Repeat a list of 5 words)
  - Test **concentration** (List the months in reverse order)
  - Test **balance** (have the players stand on both legs, one leg and one foot in front of the other with their eyes closed for 20 seconds)
  - Check **delayed recall** (repeat the previous 5 words after 5-10 minutes)



→ If a healthcare provider is not available, the player should be safely removed from practice or play and urgent referral to a physician arranged.

6. A player with any symptoms or signs, disorientation, impaired memory, concentration, balance or recall has a SRC and should not be allowed to return to play on the day of injury.

7. The player should not be left alone after the injury, and serial monitoring for deterioration is essential over the initial few hours after injury. If any of the signs or symptoms listed below develop or worsen: go to the **hospital emergency department** or dial **911**.

- Severe throbbing headache
- Dizziness or loss of coordination
- Ringing in the ears (tinnitus)
- Blurred or double vision
- Unequal pupil size
- No pupil reaction to light
- Nausea and/or vomiting
- Slurred speech
- Convulsions or tremors
- Sleepiness or grogginess
- Clear fluid running from the nose and/or ears
- Numbness or paralysis (partial or complete)
- Difficulty in being aroused

8. An athlete who is *symptomatic* after a concussion initially requires **physical** and **cognitive rest**.

- A concussed athlete **should not** participate in physical activity, return to school, play video games or text message if he or she is having symptoms at rest.
- Concussion symptoms & signs *evolve over time*- the severity of the injury and estimated time to return to play are unpredictable.

9. A qualified health care provider guides the athlete through **Graduated Return-to-School** and **Graduated Return-to-Sport** strategies

## Graduated Return-to-Sport Strategy

Stage	Aim	Activity	Goal of each step
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Running or skating drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills, eg, passing drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

- After a brief period of rest (24–48 hours after injury), patients can be encouraged to become gradually and progressively more active as long as these activities do not bring on or worsen their symptoms.

- There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step.
- Resistance training should be added only in the later stages (stage 3 or 4 at the earliest).

### **Graduated Return-to-School Strategy**

<b>Stage</b>	<b>Aim</b>	<b>Activity</b>	<b>Goal of each step</b>
1	Daily activities at home that do not give the child symptoms	Typical activities of the child during the day as long as they do not increase symptoms (eg, reading, texting, screen time). Start with 5–15 min at a time and gradually build up	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

- If symptoms are persistent (more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

## CONCUSSION RECOGNITION TOOL 5®

To help identify concussion in children, adolescents and adults



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### RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

#### STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

#### Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

#### STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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#### STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

#### STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

#### Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

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**ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE**

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