

Chautauqua County Youth Hockey Association, Inc.



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Information & Policy Guidebook

Adopted by the CCYHA Board of Directors – March 16, 2016
Last Revised – March 18th, 2024

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1. Introduction

Welcome to the Chautauqua County Youth Hockey Association! If you are new to our organization, or have put many children through our program, we are sure this booklet will serve you well. You will find explanations, rules, policies, and general information about the Chautauqua County Youth Hockey Association that applies to our players, coaches, volunteers, parents, and the fans of the game. The Chautauqua County Youth Hockey Association (CCYHA) Board of Directors (Officers) reserve the right to change or amend the policies and rules of the organization by a majority vote at any regular or special meeting of the Board of Directors. These changes will be made public to the membership by mass email, website, newsletter, or bulletin board posting.

For any further clarification on these policies, you should contact a CCYHA board member.

Some of contents below have been directly quoted from USA Hockey, and it is mandatory that they were included in this handbook by USA Hockey.

2. Board of Directors and Officers

The CCYHA Board of Directors is primarily made up of elected, unpaid volunteers. Additional sub-committees or short-term work groups may be formed as needed. A full description of the areas of responsibility for each board position is listed in the association by-laws, which are available on the website. If you require a hard copy, this can be obtained by contacting a board member. Board members serve two-year terms and are elected by the membership vote at each CCYHA annual meeting. The Directors at Large, Community Outreach/Fundraising Director, and Ice Coordinator are appointed by the President, with approval of the board, and serve a term of one year.

Election Procedure:

Nominations: At least fifteen (15) days before the Annual meeting, the secretary shall advertise any open positions on the CCYHA bulletin board at the Northwest Arena and on the JamestownLakers.com website, and email the information out to the membership which indicates those positions up for election at the annual meeting. The annual meeting is held during the March meeting of which all members will be notified. The term of office will run for the fiscal year in which they were elected. Those members interested in running for an elected office shall clearly indicate their name and will be required to submit an application to the president through the JamestownLakers.com website, via email or hardcopy in a timely manner.

Method of Election:

The executive officers of the Board of Directors shall be elected by a majority vote of those members present at the annual board meeting. The CCYHA members present at the election meeting shall constitute a majority.

The CCYHA President may appoint individuals to serve special functions on the board per a majority vote from the Board of Directions. Additionally, the CCYHA president may at his/her discretion compensate anyone on the upon majority vote of the CCYHA Board of Directors.

The CCYHA Board of Directors is compromised of the following positions:

- 1) President (2 year elected official)
- 2) Vice President of Travel Leagues (2 year elected official)

Oversees the following teams:

- Squirt MOHL and travel teams
- Pee wee MOHL and travel teams
- Bantam MOHL and travel teams
- Junior High Modified teams
- JV teams
- Midget teams
- Varsity teams
- and any other team or program appointed by the President

3) Vice President of House Leagues (2 year elected official)

Oversees the following teams:

- Beginners Programs
- Mites (ADM) Programs
- House Programs
- Sled Hockey
- and any other team or program appointed by the President

4) Ice Coordinator (2 year elected official)

5) Treasurer (2 year elected official)

6) Registrar (2 year elected official)

7) Secretary (2 year elected official)

8) Coaches Coordinator/Safesport Coordinator (ACE – Association Coaching and Education)
(2 year elected official)

9) Community Outreach/Fundraising Director (1 year appointed official)

10) Technology Coordinator (1 year appointed official)

11) Directors at Large (4 per year, 1 year appointed official)

12) Advisor (Immediate past president)

Board members receive no preferential treatment of any kind by serving on the Board of Directors.

Those willing to run for an elected position must be in “good standing” and are subject to review by the CCYHA Board of Directors. Voting procedure may be found in the CCYHA by-laws.

The CCYHA Board of Directors meets on the third Monday of each month at 6:30 P.M. at the Northwest Arena or at a place to be decided by the CCYHA Board of Directors. Monthly board meetings are open to the general membership.

The Board of Directors reserves the right to hold “closed door” meetings and hold “executive session” meetings which are closed to the public. Past meeting minutes are available on the website.

Each travel team and program must be represented at each regular CCYHA board meeting. Failure to do so will result in that team losing a practice ice session, which will then be given to a team of

the CCYHA Board of Directors' choice. It is the travel teams' and program manager's responsibility to be sure someone attends each meeting. Volunteers serving on the CCYHA Board of Directors will be acceptable as representing the team or program.

3. Background and Goals

The CCYHA "unofficially" began in 1966 through the efforts of parents, teachers, business people, players and the "father" of CCYHA, John Alm. Alm built an ice rink in his barn at Driftwood which served as the home of hockey until CCYHA called Allen Park Ice Rink its home. The CCYHA officially took not-for-profit status in 1975 and has provided the area children the opportunity to learn how to play, understand, and enjoy the game of ice hockey ever since. We now play in the Northwest Bank Arena, at 319 W. 3rd St. in downtown Jamestown, NY.

4. Mission Statement

The purpose for which the Chautauqua County Youth Hockey Association, Inc., was incorporated is to instruct and train the youth of Chautauqua County and surrounding areas in the skills associated with the game of ice hockey, as well as the ideals of good sportsmanship, fair play, and respect for their fellow skaters, coaches, referees, volunteers and fans of the game. Above all else, FUN will be the top priority.

5. Membership

Membership of parents and legal guardians in CCYHA is automatic with registration of a player. Two parents/legal guardians of each registered player can be "voting members" of the CCYHA. All officers, League Directors, Managers, Coaches and Officials appointed by the Board of Directors may also become voting members of CCYHA. Membership in CCYHA corresponds to the term of registration and automatically terminates upon withdrawal from the program, failure to re-register or be re-appointed. Association members have the opportunity vote approved applicants to the Board of Directors at the annual meeting. The board must receive applications two weeks prior to the annual meeting. All applicants must have all requirements in place at the time of application in accordance with CCYHA, WNYAHL, NYSAHA and USA Hockey. In the event there is an open position on the Board of Directors resulting from a board member's termination or resignation prior to the completion of his/her term of office, the president may appoint a CCYHA member to finish the remainder of the term, subject to approval by majority vote of remaining board members at the next regular scheduled meeting.

If you currently skate with another organization and would like to skate for CCYHA, you must obtain a release from the hockey association you are with currently to be eligible to try-out for our travel teams or play in our house league. Players wishing to leave CCYHA to play for another organization must obtain a release from the CCYHA President. Account balances must be paid in full to receive a release.

6. Team and Player Classification

Association Classification:

CCYHA is a registered member of USA Hockey, New York State Amateur Hockey Association (NYSAHA), Western New York Amateur Hockey League (WNYAHL), Western New York High School Hockey, Lakeshore League, and Great Lakes Girls Hockey League (GLGHL). The organization is classified as Tier III (C Center).

Team Classification:

The number of travel teams CCYHA declares may change on a year to year basis, based on registered numbers and players' abilities, and remains solely in the discretion of the Board of Directors. The tournament bound teams consist of better skilled players that participate in more competitive WNYAHL divisions and try to qualify for the end of the season New York State Tournament. Non-Tournament Bound Teams consist of average players who participate in the WNYAHL league. These teams primarily compete for league championships. House League information can be found later in this booklet.

Player Classification:

Travel players are placed in age divisions based on their birth year, per USA Hockey.

Age	Division
18 Years 17 Years	Midget 18 & Under
16 Years 15 Years	Midget 16 & Under
14 Years 13 Years	Bantam 14 & Under
12 Years 11 Years	Peewee 12 & Under
10 Years 9 Years	Squirt 10 & Under
8 Years 7 Years	Mite (ADM) 8 and Under

CCYHA may also field all-girls hockey teams(s) depending on registration numbers.

Travel Hockey Experience:

CCYHA is a member of the Western New York Hockey League (WNYAHL) which includes other regional associations from the greater Buffalo region and outskirts to regions such as Monroe County, Rochester, Webster, Syracuse, and Erie, PA.

Official practice begins in August/September of each year for most of the travel teams with a competitive home and away game schedule beginning play from October through March. The

season may include participation in a CCYHA home tournament, away hockey tournaments, and end of season playoffs, which decide league championships.

CCYHA Board of Directors has the philosophy of dividing players according to skill level. This method of division is intended to develop both average and exceptional players at a much faster rate. Players will participate in try-outs each year to determine team rosters. The tournament bound team consists of better skilled players that participate in more competitive divisions and try to qualify for the end of season New York State Championship Tournament. The non-tournament bound teams or MOHL (Multi-Organizational House League) consist of the average players who participate in the WNYAHL league. The teams primarily compete for league championships and often times compete in invitational tournaments.

It is important to consider the following with trying out for or playing on a travel team:

- ❖ Financial Considerations
 - * Additional fees will be added to cover added ice for games and practices.
 - * Costs associated with additional travel (fuel, meals, hotels, etc.)

- ❖ Commitment
 - * Playing time generally favors those players who hustle and give 100% of the effort of playing the game as well as practice. Of course, skill level will, to some degree, dictate the amount of playing time a player receives. However, this can vary by coaching philosophy.
 - * Traveling, usually every weekend
 - * Participation in tournaments may necessitate an overnight stay due to longer distances traveled and the intensity of the game schedule

- ❖ The amount of exhibition travel involved and tournament participation is generally determined by a team but may be reviewed by the CCYHA Board of Directors.

7. Travel Team Try Out Policy

Player Eligibility:

- * Any player who is properly registered with CCYHA and is current with all registration and travel tryout fees is eligible to try out for the travel team at the player's age appropriate level.
- * Tryout fees will be required to be paid in full before any participant tries out.
- * Players who make a travel team are not automatically granted a guaranteed set amount of playing time during games. Playing time is at the discretion of the team's coaching staff.
- * All players must be at the designated try-out unless he/she has a doctor's note or permission from the Board of Directors. The doctor's note must be approved by the Board of Directors.
- * All players must be registered with USA Hockey.
- * USA Hockey passed the rule that any player dropped from a tournament bound team cannot go back on that team's roster. NYSAHA has also adopted a rule that state once a player is dropped from any tournament bound team, that player may not be rostered on another tournament bound team at any level.

Player Sections Process:

The head coach and his/her selected assistant coaches(s) (maximum of 3) of the travel team shall make the selection of players for all CCYHA travel teams. The head coach shall use a player rating system that has been developed by the Coaching Coordinator and approved by the Board of Directors. The head coach and assistant coach(s) shall meet immediately after the last try out session for the team to complete the respective ratings for each player. In general, the results of the player try out ratings shall be used to select the players for travel teams, with leeway given to the head coach and assistant coach(s) for decision to fill rosters. The rating process and travel team player list shall be documented by the head coach and given to the Coaches Coordinator within 24 hours of the last try out session, proposed final rosters shall be presented to the Board of Directors by the Coaches Coordinator. The Board of Directors must approve all rosters and upon such approval, the board shall post the rosters at the CCYHA bulletin board at the Northwest Savings Bank Arena and on the website.

Team Size and Numbers of Teams

The number of players to be selected to a travel team varies by the following factors:

- * The minimum quantity of players necessary to field a competitive travel team and the number and level of skill of the pool of players who decide to try out for a given team. The maximum and minimum number of players on a team shall be determined by the Board of Directors within the guidelines of the governing association for which the team plays (i.e.: WNYAHL).

- * When there are more goalies trying out than there are teams to play on, the top team's head coach in conjunction with the CCYHA Coaches Coordinator will have the choice to carry more than one goalie.

Alternates and Player Movement between Teams:

No player shall be taken off the roster of a lower team and moved to the upper team without approval of the board. An alternate is only permitted to play the maximum number of games with the upper team allowed under Western New York Amateur Hockey League rules, and any other league to which the association belongs, before losing their roster spot on the lower team. For example, if WNYAHL rules provide that an alternate can play no more than 9 league games with the upper team and upon playing the 10th league game with the upper team, the alternate can no longer be rostered with the lower team, then no CCYHA alternate player would be permitted to play more than 9 games with the upper team unless approved by the Board of Directors before playing the 10th game. When there is a schedule conflict between the lower team and the upper team, the alternate shall play with the lower team on which he/she is primarily rostered.

It shall be the responsibility of the travel team's manager to track and report each game played by the player from the lower team. Before that player can play the 10th game at the upper level, the travel team manager must submit a request to the Board of Directors seven (7) business days prior to the requested 10th game. The request should be submitted directly to the President or the VP of Travel.

The same rules will apply with the appropriate time frames set by other governing bodies. For example, if the MOHL league states that an alternate cannot play down after the fifth (5th) game, the same process will be required, and the request will need to be submitted to the Board of Directors before the player can play the fifth (5th) game.

Player Movement

CCYHA's Philosophy of player development is that it is best for all players to play within their respective age group, therefore individual requests to try out for a team above their age classification will not be considered by the CCYHA Board of Directors unless it is made in an effort to achieve, aid, and balance team population, or a player demonstrates exceptional skills and by playing up they will have the opportunity to compete at a level that is appropriate for their skill level. Any such requests must be made in writing to the Board of Directors within 30 days prior to registration for travel try outs for the upcoming season. The decision to allow a player to try out above his/her age classification rests solely in the discretion of the Board of Directors and such Board of Directors decisions will be made in conjunction with and on the recommendation of coaches, with parents' approval. The CCYHA Board of Directors is responsible for the success of the entire organization, and if requests to try out above a player's age classification are deemed detrimental to the organization based on the number of participants on teams, the board hold the right to deny any and all requests. If a player is approved to try out up, the player must also try out for his/her age appropriate level. In the event a player tries out for a tournament bound team above the player's age classification and does not make the tournament bound team, the player may not play on the non-tournament bound team, unless approved by the Board of Directors.

Roster changes for travel teams cannot be made after December 31st of the current playing season. All changes will be final as of December 31st of the current playing season. This applies to tournament bound and non-tournament bound teams within the WNYAHL. No player changes on rosters will be allowed for any team after December 31st. (4) Midget rosters freeze as of November 15 for tournament bound teams at all Tiers

High School Hockey Program:

CCYHA recognizes the teams in Western New York High School Club Hockey League (WNYHSCHL) operate under the control of a franchise holder. Prior to tryouts for any area high school hockey team(s), the franchise holder will have the opportunity to have the support of CCYHA.

If CCYHA is involved with High School sports (including Modified, JV, and Varsity), all rules for other travel teams will apply including, but not limited to, tryouts, roster approval, and coach selection. If the Franchise Holder(s) of the High School team(s) agrees to the CCYHA Handbook and By-Laws, CCYHA will provide assistance with setting fees, paying bills, and other administrative responsibilities as is customary for other travel teams. CCYHA will use these guidelines so long as they do not conflict with high school league rules. The rules set forth by the governing body of high school hockey will be followed should they conflict with any CCYHA guidelines and/or rulings made by the board of directors.

The franchise holder(s) will notify the VP of Travel in writing or by email of their intention to abide by the terms set forth in the CCYHA Handbook and By-Laws. This notification must be made prior to any tryout session for any high school team. CCYHA will choose to accept or not accept the franchise holders request by a majority vote of the board of directors. Any failure to provide timely notification, or any nonresponse by the franchise holder(s), will be understood of that the high school team intends to operate independently. All financial responsibility and administrative duties will be relieved from CCYHA and be the sole responsibility of the named franchise holder(s).

FALL SEASON SPORTS

CCYHA recognizes that many youth hockey players participate in other sports and extra-curricular activities such as football, soccer, track, etc. CCYHA recognizes the value of these activities and supports the participation of our players in these endeavors. However, players and parents are subject to being disciplined; meaning, a coach may at their discretion not play a player that has missed a practice/game due to the conflict. If a player's absence is deemed detrimental to the coaching staff, the Head Coach, in conjunction with the coaches' coordinator may remove the player from the roster.

All hockey players must be aware that fall sports have a detrimental effect on team performances and playing time. Anyone wishing to play a fall sport that is on a Lakers team may be required to attend extra practices prior to the start of the season and may not be guaranteed ice time until their conditioning and skill level is adequate to the coaching staff. All players are encouraged to attend off-season clinics that will help maintain and improve their skills.

8. CCYHA House League

The CCYHA Recreational House League was created to give every player the opportunity to play hockey in a recreational atmosphere. The number of age divisions and teams the CCYHA declares may change on a yearly basis, based on registration numbers and players' abilities.

The goals of the house league focus on providing instruction and playing hockey in a developmental environment. All children are offered the same opportunities and are treated similarly regardless of their abilities or the speed at which they learn. While scores are kept and games are won and lost, a strong emphasis is placed on sportsmanship.

With the exception of the Beginner Program, which is described separately below, players are divided into balanced teams and have equal playing time.

Coaches and assistants, typically parents of House League players, are volunteer members of CCYHA. Sponsors, managers, score keepers and timekeepers are also needed for each team. If you are able to volunteer for any of these roles, please contact the Vice President of the House Programs. **ALL COACHES, MANAGERS AND ON-ICE PARTICIPANTS MUST BE APPROVED TO THE PROPER COACHING EDUCATION AGE LEVEL BY USA HOCKEY.**

House League "Select" Squads

At times, there is an interest at the house level for a travel experience. Therefore, the Vice President of the House Programs may authorize the set up a limited number of travel games to play against neighboring associations (Fredonia, Olean, Erie and sometimes Buffalo and other areas). These "select squads" will consist of interested House League players who will pay an additional fee to cover visiting ice time costs. No games will conflict with the pre-existing House league schedules. Organizing a team for away tournaments will be at the discretion of the Vice President of the House Programs, and the CCYHA Board of Directors.

Beginner Program

This program introduces the beginning players' initial exposure to skating and hockey. Skill development, teamwork, and fun are emphasized. Pressures to perform, to score, and to win, are

eliminated. All first year players (ages 4 - 6) will be enrolled in this program. Players who have never skated as well as those who have some skating experience are welcome to participate.

Players will be grouped by ability so that teaching methods can be geared to the correct level. Younger groups will spend time practicing their skating and hockey techniques as well as play skill development games. Older groups will have practice time devoted to fundamentals of position play and will have the opportunity to play games later in the season.

EQUIPMENT REQUIREMENTS

All CCYHA coaches, assistants, and on-ice helpers are required to wear helmets while on the ice according to USA Hockey rules. Coaches that refuse to wear helmets will not be allowed to participate in on-ice activities, and risk future disciplinary action by the CCYHA Board, and USA Hockey.

All CCYHA travel teams must purchase, and will own, both home, and away jerseys/socks. House League and Beginners jerseys will be provided by CCYHA. Beginners may keep their jerseys at the end of the season, House teams must return them and pay a refundable deposit prior to being issued a jersey. The refundable fee will be determined by the Board of Directors. The CCYHA has standardized uniform colors of Red, White and Black modeled after the Chicago Blackhawks of the NHL. Please keep these colors in mind when purchasing equipment at the travel level, as this will allow our teams to present themselves looking their best. CCYHA asks that all players purchase a black or red helmet, and black pants. Game socks should all match, and coordinate with home and away uniforms.

Each skater **MUST WEAR** the following equipment when participating in games or practices:

- Hockey skates
- Black or Red USA Hockey approved protective helmet with full-face protection.
- Ice hockey sticks
- Neck/Throat protector. (Bantam age and below are required to wear a Neck/Throat protector. Neck/Throat protectors are **MANDATORY** for all house league players, regardless of skill or experience level.
- Neck Laceration Protection.
- Hockey elbow pads
- Hockey gloves
- Hockey shin pads
- Hockey shoulder pads
- Black hockey pants
- Internal colored mouth guard
- Garter belt (optional, tape and straps may be used)
- Protective cup/supporter

- Practice jersey
- Home and away Lakers jerseys

Each team manager will coordinate with the CCYHA Board President or Vice President of the House Programs and parents regarding jerseys orders before the season. The cost of the jerseys is the responsibility of the family. Jerseys may be provided for Beginner and ADM level players dependent on available funding. All jerseys must be ordered through the same company for matching purposes. Separate orders often times result in different lettering, or shades of color. CCYHA does not encourage Lakers jerseys to be used for practice to keep them looking great for games, and to help with longevity, a separate practice jersey is required. In the event two players share the same uniform number when joining a team, the older player with the most seniority in CCYHA reserves the right to continue having it.

CCYHA provides, for a nominal charge and deposit fee which is determined by the Board of Directors, the use of protective hockey equipment (pants, helmet, gloves, elbow pads, shin pads and shoulder pads) for first time skaters at the Beginner level. The CCYHA also supplies house league players the use of a helmet, socks and jerseys for each season, subject on availability and funds to purchase more equipment if possible. All equipment belonging to CCYHA must be returned at a predetermined time and location immediately after the last game or practice has been accomplished. The equipment should be clean and in good shape, and which point the deposit fee will be returned. Rentals do not include Neck/throat guards, supporters, socks, or mouth guards. Damaged equipment must be brought to the attention of the CCYHA Board President or Vice President of the House Programs as soon as possible. All equipment is available while quantities last at all levels of the house program.

9. Registration Procedure

Every child who wishes to participate in the program must register annually with CCYHA and pay a fee determined by the board. A non-refundable deposit may be required each year, for each program. Deposits will not be returned if you choose to play with another organization. If you are injured playing a sport other than hockey, your deposit, or any additional ice fees will not be refunded. The CCYHA Board of Directors makes important decisions, affecting all members, based on each member's commitment of playing in CCYHA. Fees must be paid in full before you are released from CCYHA, and are allowed to participating in another youth hockey organization governed by USA Hockey.

Registration procedures, mandatory down payments and registration fees shall be set by the Board of Directors on an annual basis.

The CCYHA will accept skaters who have not pre-registered on first come first served basis until the maximum number of players at each level has been reached. New skaters registering after this point will not be guaranteed a spot.

Any player who did not try out shall not be placed on a travel team except upon approval of the Board of Directors.

10. Discounts for Goalies

The CCYHA recognizes that costs for goalie equipment can be considerable and has therefore adopted a discount policy to help remove any barriers that may hinder a player from taking up this crucial role. Effective starting the 2024/2025 season, the CCYHA organization has implemented a policy in which dedicated goalies playing on 10U, 12U, 14U, 16U, and 18U teams will receive a 25% discount on ice bills.

11. Injury and Refund Policy

If a rostered player is injured or becomes ill after being rostered on a CCYHA team, due to a non-hockey related injury that did not occur while participating in a CCYHA sanctioned event, there will be no refund or discount of ice fees. If a player is injured while on the ice and participating in a CCYHA game or CCYHA sanctioned event and the player is injured for the remainder of the season, the player may be entitled to a refund or discount of ice fees as follows:

- If the injury occurs within 30 days from the commencement of the season (season commences on the day of the first scheduled team practice), the player will be entitled to a 50% refund or discount
- If the injury occurs within 31-60 days after commencement of the season, the player will be entitled to a 25% refund or discount; and
- If the injury occurs 60 days or more after the commencement of the season the player will not be entitled to a refund or discount.

Also reference *Concussions and Injury, return to play protocols*

12. Scholarships

Scholarships may be available for families who are unable to make full payment. Interested families should contact the CCYHA Board of Directors to see if the Chautauqua County Community Foundation (or other private contributors) have made donations, and ask about the CCYHA scholarship program. The Board will consider other hardship requests on a case-by-case basis. Forms for scholarships are available on the CCYHA website and can be turned in to the President. All scholarship requests are kept confidential. Notice that a scholarship opportunity could exist will be posted on the website, newsletter, and/or bulletin board.

13. Fundraising

Association fundraisers may be conducted throughout the season and could including pre and post season. Every family is required to actively participate in any such fundraiser. If any team chooses to engage in any type of fundraising (for tournaments, end of season banquets, etc.), the CCYHA Board of Directors must preapprove any such activities.

Team requests to fundraise, including holding tag-days, must be submitted to the CCYHA Community Outreach/Fundraising Director in writing and will be considered by the Board of Directors at the next regularly scheduled Board Meeting.

14. Tournaments

Registration fees for tournaments will be paid up-front by the CCYHA and must be reimbursed by the team within a reasonable amount of time. Tournaments can be paid through sponsorship or by team families.

CCYHA anticipates to host at least one, if not more, CCYHA sponsored tournaments each year. All travel members of the CCYHA are required to work during the tournament(s). All CCYHA teams are required to participate in the tournament(s). This is the major fundraising event for the association, and its success each season reflects in the next season's ice fees. Anyone wishing to volunteer to help with the organization or execution of the tournament should contact the Community Outreach/Fundraising Director. The CCYHA Board of Directors reserves the right to impose fees for those members that are unwilling or refuse to help or work during the tournaments.

15. Returned Checks

Checks returned to CCYHA for any reason will be assessed a \$50 charge per occurrence. If a family bounces 3 or more checks, the CCYHA will only accept cash or money order.

16. Team Volunteers

Team Managers:

The team manager is a key resource for your team and a large help to the coach. While the exact duties vary from team to team the manager usually has the following responsibilities:

- Advise team members and Ice Coordinator in the event of a schedule change
- Make sure the team paperwork (birth certificates, team roster, medical consent to treat forms, schedules, etc.) are up to date and complete
- Coordinate traveling arrangements for games and tournaments
- Is the focal point for general communications to the team for the Board of Directors
- Must attend CCYHA board meetings
- Submit information to the CCYHA Board Secretary and local newspapers
- Score sheets
- Responsible to keep association website up-to-date with game/scrimmage schedule and post scores.

Minor Officials:

Each team is responsible for providing a Scorekeeper, Timekeeper, and Penalty Box Officials at their "home" games. Some of these responsibilities may need to be provided for "Away" games. These are relatively easy tasks to perform once someone becomes familiar with the procedure. These responsibilities also offer a new perspective to the game. Off-ice officials are required to follow all instructions given by the on-ice officials before, during, and after games.

Coaches: (Also see Locker Room Policy, Travel Policy, and Zero Tolerance Policy)

Coaches shall follow the USA Hockey Zero Tolerance Policy, including the following:

- CCYHA coaches come from a variety of backgrounds, but all share two important characteristics: they are ALL volunteers, and they all care deeply about the development of all of

the players on the teams they are coaching. Our coaches require the support of the parents of the players they are coaching. Prospective coaches can apply for coaching positions each season. Prospective coaches may be asked to interview with the CCYHA Coaches Coordinator, CCYHA Board, or with a Selection Committee prior to being appointed.

- Selection criterion for becoming a coach may become more rigorous as the age division and level of competition of the players increases. Initiation coaches, for example, must be able to effectively communicate with, and possess skating skills more advanced than, the skaters. They also should have a rudimentary knowledge of the game of hockey. As players develop, it becomes increasingly important for coaches to be sufficiently skilled to be able to develop the skills of the most advanced player on a team. Coaches must also possess a thorough knowledge of the rules and strategies of the game. All on-ice coaches must obtain the USA Hockey certification appropriate to the level at which they are coaching. USA Hockey provides training and certification to individuals who wish to coach through their Coaching Achievement Program. Certification at the Associate Level or above must be obtained before December 31 for the WNYAHL. This date is subject to change per WNYAHL. Anyone with an interest in coaching or assistant coaching, should contact the CCYHA Coaching Coordinator.
- CCYHA coaches are also expected to set positive role models of behavior for their players by adhering to the same rules of conduct as those outlined for parents above. At no time is a CCYHA coach to permit a player not registered with USA Hockey and CCYHA to participate in a CCYHA practice or game. Such conduct may result in an immediate suspension from coaching duties until a Board hearing is held on the matter. Further penalties may be assessed at that time. Older players or guest skaters may attend practice for instructional purposes only and by invitation only. These players must be approved by the Coaches Coordinator. Student Coaches must go through the USA Hockey's Student Coaches program put on by CCYHA and the Coaching ACE/SafeSport Coordinator.

All Volunteers:

All Volunteers must adhere to the rules of CCYHA and USA Hockey and any other league rules and be responsible for making sure they have all necessary credentials to be a volunteer. These could include, but are not limited to, USA Hockey Registration, Screening, Safe Sport, and anything else deemed necessary by the Board of Directors.

17. Player Rules and Conduct

These rules are established to provide procedures and guidelines for dealing with any situation that may detract from the goals and intent of the program, player enjoyment, program development, or the positive relationship CCYHA enjoys with the community at large, as well as host communities. All players are expected to show respect and consideration for each other, the coaches, parents, and facilities both at home and on the road. This expectation also extends to the players, coaches, parents, and facilities of opposing teams.

Punctuality & Attendance:

Players should arrive at games and practices in sufficient time to allow for suiting up and the necessary pre-game/practice/instruction/and/or warm up. Players should arrive at a practice or game in time to be completely ready to "take the ice" 10 minutes before the scheduled

commencement time. The coach may have his own rule about punctuality, which would take priority.

That team's coach will decide the consequences of missing a practice or game as well as violating team rules. Head Coaches reserve the right to "bench" players when appropriate and should consult with the Coaches Coordinator under such circumstances.

Whenever possible, please notify your coach in advance of an expected absence from a practice or game. For younger players, notifying the coach should be the responsibility of the parent/guardian, whereas older players should be accountable for this responsibility.

Conduct:

It is expected that a player conduct him/herself in a polite, cooperative, and attentive manner while on and off the ice. Foul language and direct insubordination during any CCYHA event is absolutely unacceptable and will be dealt with accordingly. Coaches and their appointees have the right to discipline any behavior not conducive to the goals and philosophy of CCYHA. Repeated incidences of misconduct (on or off the ice) will be reviewed by the Board, and appropriate disciplinary action will be recommended after consultation with the coach and involved player parents.

Parents should discuss any disagreements or complaints their child may have directly with the coach. If for any reason the conflict cannot be resolved in this manner, the Coaching coordinator and/or the Board of Directors is available to facilitate resolution. Players are to follow the USA Hockey Zero Tolerance Policy, including the following:

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they may be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Any player found to be under the influence of alcohol/illegal drugs at CCYHA sanctioned activities will be immediately suspended from all CCYHA sanctioned activities until a disciplinary hearing can be held.

18. Parent Conduct

The same rules of conduct that apply to players also apply to parents. Negative behavior at host rinks reflects upon all teams and parents of CCYHA. Parents are expected to present a respectful and positive attitude when attending home and away games and during any league meetings or functions.

The following behaviors are NOT considered positive by the CCYHA:

- Yelling at, threatening, or booing opposing players, coaches, or referees at any time.

- Direct confrontations with parents or players from opposing teams.
- Demonstrations of frustration or anger after a game loss.
- Exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team.
- Any physical abuse of any other person. **Any physical altercation between coaches, parents, or players will result in being removed from participation in any CCYHA sanctioned events until a Disciplinary Hearing is held within 14 days of alleged incident. The CCYHA reserves the right to remove ANY member from the organization upon a disciplinary hearing and review by the CCYHA Board of Directors.
- Brooding about, blaming of, or criticizing players, coaches, referees, for either a positive or negative result of a call, a play, or a game.
- Yelling at your own children (coaching from the sidelines).
- Abusive, harassing, slanderous or intimidating behavior directed at any association member including members of the Board of Directors, parents, players, coaches, managers, or other association volunteers.
- Parents and volunteers are to follow the USA Hockey Zero Tolerance Policy (also see Zero Tolerance Policy) including the following: The game will be stopped by on-ice officials when parents/spectators display inappropriate and disruptive behavior that interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body, which could include forfeit of the game played by the parent's/spectator's team. This inappropriate and disruptive behavior shall include, but is not limited to:
 - Use of obscene or vulgar language in a boisterous manner to anyone at any time.
 - Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, and/or threat of physical violence.
 - Throwing of any object in the spectator's viewing area, player's bench, penalty box, or on the ice surface directed in any manner as to create a safety hazard.

To all association members: Coaches, Managers, League Administrators, and members of the Board of Directors are all volunteers. Volunteers are necessary for the sustenance of this association. Parents shall, at all times, treat all such individuals with dignity, courtesy, and respect. Showing appreciation to these individuals for the endless hours of volunteer commitment to the association is highly encouraged.

19. Additional Rules

Anyone physically/verbally abusing an official, coach, assistant coach, parent helper, or spectator shall be immediately suspended from attendance or participation in any CCYHA sponsored event

subject to a hearing before the Disciplinary Committee as set forth in the by-laws. Regular problems are to be reported to the CCYHA Board of Directors.

CCYHA will adhere to all USA Hockey, NYSAHA, and league rules with respect to minor and major penalties.

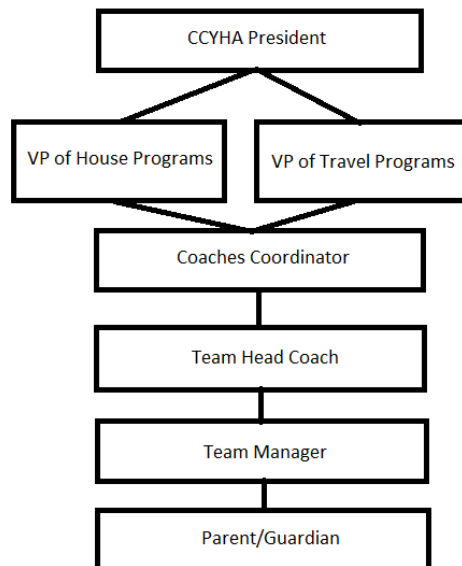
A deliberate attempt to injure another player will result in immediate expulsion from the game or practice. The incident must then be reviewed within 10 days by the Coaching Coordinator and the Disciplinary Committee. The offender will not be allowed to participate in practices or games until a hearing has been held by the Disciplinary Committee and a decision rendered thereby. This process is consistent with the policies of USA Hockey.

20. Un-Rostered Players

During CCYHA team practices, only CCYHA members and players who are rostered on the team that is practicing may be on the ice except for CCYHA's older players and student coaches who have been chosen by coaches to assist with players of a younger age. This must be done in accordance with USA Hockey and CCYHA regulations.

21. Grievance Procedure

The CCYHA's Board of Directors indicates the below method for general grievance procedures in the organization.



Any parent or guardian of a CCYHA participant or any other association member with a concern regarding a player, coach, parent or other association member shall first address their concern to the team manager their child is playing for. If the issue involves the team manager, the concern may be addressed directly with the coach. If the matter is not resolved, the manager and/or coach shall

present the issue to the Coaches Coordinator. If the issue involves a player, parent, manager, or coach of a travel team or a house team, it may be presented to the appropriate VP. If the matter is not resolved, the VP of Travel Programs or the VP of House Programs shall refer the matter to the Disciplinary Committee for review.

22. Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to CCYHA goals. CCYHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse, and other types of misconduct including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, CCYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Northwest Savings Bank Arena, there are 10 locker rooms available for our program's use. Each of the locker rooms has its own restroom and shower area. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms, and shower facilities will vary from location to location. CCYHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At unfamiliar arenas, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

Locker Room Monitoring

- CCYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-60 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.
- We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use and leave the doors open only when adequate privacy is still possible so that only participants (coaches and players), approved team personnel, and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Every team must have a manager and Locker Room Monitor listed on the roster before it can be approved. The LRM must be gender-specific: youth/boys' teams must have a male Locker Room Monitor, and girls' teams must have a female Locker Room Monitor. If there are any females on boys' teams, there must be at least two Locker Room Monitors: one male and one female. It is not acceptable to list a female Locker Room Monitor with the expectation that she can work in tandem with a male coach or male Locker Room Monitor when they are present together. This practice is highly discouraged. **Parents in Locker Rooms**

- Except for players at the younger age groups (Mites, ADM and Beginners), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with

his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

- Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

- Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. CCYHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting, and then the male and female players proceed to their separate locker rooms to undress and shower. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

- Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. It may be permissible to have a team manager and/or head coach collect phones. If such a device is to be used for production of music while in the locker room, the coaching staff must have full control of the device and respect all rules and guidelines.

Prohibited Conduct and Reporting

- CCYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in CCYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport policies. Reports of any actual or suspected violations should be directed to the Coaching Coordinator (ACE) of CCYHA, Vice President of the appropriate program of CCYHA, or the President of CCYHA.

23. CCYHA Travel Policy

CCYHA has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. CCYHA has established policies to guide our travel, minimize one-on-one interactions, and reduce the risk of

abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice, and local games or practices (local travel) and team travel involving a coordinated overnight stay (team travel).

Local Travel

Local travel occurs when CCYHA or one of its teams does not sponsor, coordinate, or arrange for travel.

Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers, or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

The employees, coaches, and/or volunteers of CCYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.

Where an employee, coach, and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach, and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.

Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.

It is recognized that in some limited instances it will be unavoidable for an employee, coach, or volunteer of CCYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when CCYHA or one of its team's sponsors coordinates or arranges for travel so that our teams can compete locally, regionally, nationally, or internationally. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players.

When possible, CCYHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within CCYHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

CCYHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. CCYHA will make

efforts to provide adequate supervision through coaches and other adult chaperones. CCYHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian, or sibling of the player).

Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid driver's licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy. All team drivers shall have been screened, and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players but will not be permitted to have any one-on-one interactions with players.

Players should share rooms with other players of the same gender with the appropriate number of players assigned per room depending on accommodations.

The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.

The team personnel shall ask hotels to block adult pay per view channels.

Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check-in phone calls initiated by either the player or parents.

Family members who wish to stay in the team hotel are permitted and encouraged to do so.

The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.

Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.

If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

During team travel, coaches, team personnel, and chaperones will help players, fellow coaches, and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy, and the Reporting Policy.

Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

CCYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in CCYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations should be made to the CCYHA Board of Directors.

24. ZERO TOLERANCE

USA Hockey has **ZERO TOLERANCE** for abuse and misconduct. This dictates how USA Hockey and its member programs respond to an allegation of abuse.

SEXUAL ABUSE AND MISCONDUCT

It is the policy of USA Hockey that there shall be no sexual abuse of any participant involved in any of its member programs, whether such participant is an adult or a minor, by an employee, volunteer, independent contractor, or another participant. Sexual abuse of a minor occurs when an adult employee, volunteer, independent contractor, or other participant touches a minor for the purpose of causing the sexual arousal or gratification of either the minor or the employee, volunteer, independent contractor, or other participant. Sexual abuse of a minor also occurs when a minor touches an employee, volunteer, independent contractor, or other participant for the sexual arousal or sexual gratification of either the minor or the employee, volunteer, independent contractor or other participant if the touching occurs at the request or with the consent of the employee, volunteer, independent contractor, or other participant. Sexual contact between or among children also can be abusive if there is a significant disparity in age, development, or size rendering the younger child incapable of giving informed consent, if there is the existence of an aggressor, or where there is an imbalance of power and/or intellectual capabilities. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism. Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited. Neither purported consent by the minor to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Child sexual abuse includes all sexual interaction between an adult and a child regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual abuse may also include non-touching offenses, such as sexually harassing behaviors; an adult discussing his/her sex life with a minor or subordinate; an adult asking a minor or subordinate about his/her sex life; an adult requesting or sending nude or partial dress photos to a minor; exposing minors to pornographic material; sending minors sexually explicit electronic messages or photos (e.g. "sexting");

deliberately exposing a minor to sexual acts; or deliberately exposing a minor to inappropriate nudity. Sexual abuse or misconduct may also occur between adults or to an adult. Sexual abuse includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participants. Prohibited sexual misconduct also includes romantic or sexual relationships between adults, between athletes or other participants and those individuals that have direct supervisory or evaluative control, or are in a position of power or trust over the athlete or participant (e.g., a relationship between a coach and a player over the age of 18). Prohibition of romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. Without limiting the above, any act or conduct described as sexual abuse, sexual misconduct, or child sexual abuse under applicable federal or state law constitutes sexual abuse under this policy. Any USA Hockey member who engages in any act of sexual abuse or misconduct is subject to appropriate disciplinary action including, but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities.

PHYSICAL ABUSE AND MISCONDUCT

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its member programs by any employee, volunteer, independent contractor, or other participant. Physical abuse means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment. In addition to physical contact or the threat of physical contact of a participant, physical abuse also includes the providing of alcohol to a participant under the age of consent and the providing of illegal drugs or non-prescribed medications to any participant. Without limiting the above, any act or conduct described as physical abuse or misconduct under applicable federal or state law constitutes physical abuse under this policy.

Physical abuse does not include physical contact that is reasonably designed to coach, teach, demonstrate, or improve a hockey skill, including physical conditioning, team building, and appropriate discipline. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants during the course of a game or practice by touching or moving them in a non-threatening, non-sexual manner. Physical abuse also does not include conduct between opponents that occurs during or in connection with a game that is covered by the USA Hockey Playing Rules. Such conduct should be addressed under the Playing Rules. Any USA Hockey member who engages in any act of physical abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

EMOTIONAL ABUSE AND MISCONDUCT

It is the policy of USA Hockey that there shall be no emotional abuse of any participant involved in any of its member programs by an employee, volunteer, independent contractor, or other participant.

Emotional abuse involves **a pattern** of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts, or acts that deny attention or support. Examples of emotional abuse prohibited by this

policy include, without limitation: **a pattern of** (a) verbal behaviors that (i) attack a participant personally (e.g., calling them worthless, fat, or disgusting); or (ii) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive motivational purpose; (b) physically aggressive behaviors, such as (i) throwing sport equipment, water bottles, or chairs at or near participants; or (ii) punching walls, windows, or other objects; and (c) acts that deny attention and support, such as ignoring a participant for extended periods of time, or routinely or arbitrarily excluding participants from practice or training. While a single incident of any of the above behaviors may be inappropriate and justify a review and/or disciplinary or other action by USA Hockey or any of its member programs, such behaviors would typically not constitute emotional abuse unless a pattern of such conduct had occurred. Constructive criticism about an athlete's performance is not emotional abuse or misconduct. Further, emotional abuse does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline, or improving athletic performance.

Emotional abuse also does not include conduct between opponents or officials that occurs during or in connection with a game that is covered by the USA Hockey Playing Rules. Such conduct should be addressed under the Playing Rules. A USA Hockey member who engages in any act of emotional abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

***Note:** Bullying, threats, harassment, and hazing, defined below, often involve some form of emotional misconduct.*

BULLYING, THREATS, AND HARASSMENT

USA Hockey supports an environment for participation in hockey conducive to the enjoyment of hockey that is free from threats, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying, harassing, or threatening behavior are regarded as unacceptable.

Bullying

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent, or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal, or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with any USA Hockey sanctioned activities or events. Examples of bullying prohibited by this policy include, without limitation, **physical behaviors** including punching, kicking, or choking; and **verbal and emotional behaviors** including the use of electronic communications (i.e., "cyber bullying") to harass, frighten, degrade, intimidate, or humiliate. Bullying does not include group or team behaviors that are reasonably designed to establish normative team behaviors or promote team cohesion. Bullying also does not include rough play or conduct between opponents that occurs during or in connection with a game that is covered by the USA Hockey Playing Rules. Such conduct should be addressed under the Playing Rules. While other team members are often the perpetrators of bullying, it is a violation of this policy if a coach or other responsible adult knows or should know of the bullying behavior but takes no action to intervene on behalf of the targeted participant(s).

A USA Hockey participant or parent of a participant who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior and/or result shall be taken into consideration when disciplinary decisions are made.

Threats

A threat to harm others is defined as any written, verbal, physical, or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Threatening behavior is prohibited in any manner in connection with any USA Hockey sanctioned activities or events.

Any USA Hockey participant or parent of a participant who engages in any act of threatening or harassing behavior is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the threatening behavior and/or result shall be taken into consideration when disciplinary decisions are made.

Harassment

Harassment includes **any pattern** of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation, or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability. Examples of harassment prohibited by this policy include, without limitation, such non-physical offenses as (a) making negative or disparaging comments about a participant's gender, sexual orientation, gender expression, mental or physical disability, race, religion, skin color, ethnic traits, or other legally protected grounds; (b) displaying offensive materials, gestures, or symbols; and (c) withholding or reducing practice or playing time to a participant based on his/her sexual orientation, gender expression (not to include prohibitions on participation when eligibility is based on gender), disability, religion, skin color, ethnic traits, or any legally protected grounds. Sexual harassment is a type of harassment prohibited by this policy. It shall be a violation for any employee, volunteer, independent contractor, or other participant to harass a participant(s) through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. USA Hockey and/or its affiliate organizations shall investigate all indications, informal reports, and formal grievances of sexual harassment by any employee, volunteer, independent contractor, or other participant and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to prevent harassment from recurring, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex and whether or not the participant resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a participant's participation in any activity; or
2. Submission to or rejection of such conduct by a participant is used as the basis for decisions affecting the participant; or
3. Such conduct is sufficiently severe, persistent, or pervasive such that it limits a participant's ability to participate in or benefit from a hockey related program or activity or it creates a hostile or abusive environment.

Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcome and shall constitute sexual harassment. Acts of verbal or physical aggression, intimidation, or hostility based on sex, but not involving conduct of a sexual nature, may also constitute sexual harassment. Legitimate non-sexual touching or other non-sexual conduct is **not** sexual harassment. While other team members are often the perpetrators of harassment or

sexual harassment, it is a violation of this policy if a coach or other responsible adult knows or should know of the harassment or sexual harassment but takes no action to intervene on behalf of the targeted participant(s). A USA Hockey participant or parent of a participant who engages in any act of harassing or sexually harassing behavior is subject to appropriate disciplinary action, including but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the harassing or sexually harassing behavior and/or result shall be taken into consideration when disciplinary decisions are made.

HAZING

There shall be no hazing of any participant involved in any of USA Hockey's member programs by any employee, volunteer, independent contractor, or other participant.

Hazing includes any conduct which is intimidating, humiliating, offensive, or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members. Examples of hazing prohibited by this policy include, **without limitation**, requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping, or physically restraining a participant; sexual simulations or sexual acts of any nature; sleep deprivation, or the withholding of water and/or food; social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule; beating, paddling, or other forms of physical assault, and verbal abuse or threats or implied threats. The activity known as "Locker Boxing" (fighting with helmet and gloves) is also a form of hazing that can produce head trauma in children and young adults and is prohibited in any USA Hockey member program. Hazing includes any act or conduct described as hazing under federal or state law. Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate. Hazing does not include group or team activities that are meant to establish normative team behaviors or promote team cohesion so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant. Examples of activities that do not constitute hazing include directing or allowing a younger player to pick up pucks or move nets after practice or bring or fill water bottles, or giving older players first preference in team assignments, responsibilities, accommodations, facilities, or equipment. While other team members are often the perpetrators of hazing toward their teammates, it is a violation of this policy if a coach or other responsible adult knows or should know of the hazing but takes no action to intervene on behalf of the targeted participant(s).

A USA Hockey participant or parent of a participant who violates this Hazing Policy is subject to appropriate disciplinary action, including but not limited, to suspension, permanent suspension, and/or referral to law enforcement authorities

25. Website and Communications

The association website will be considered the primary source of communications for distribution of information via email, text, publications, etc. to parents/guardians and players. Each team will have their roster posted on the website with their team functions schedule and game/scrimmage results posted within 48 hours of the conclusion of the game. The team manager is responsible to ensure that all data posted to the association website is complete and correct in a timely manner. Any issues need to be brought to the attention of the Technology Coordinator.

26. SOCIAL MEDIA, MOBILE AND ELECTRONIC COMMUNICATIONS POLICY

As part of USA Hockey's emphasis on participant safety, communications involving our minor participants should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct. Adherence to the Social Media, Mobile and Electronic Communications Policy helps reduce these risks. All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication **must** also copy or include the player's parents.

Social Media

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having players joined to their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to players through the site. All electronic communication of any kind between coach and player, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant **must** include a copy to parents. Where possible, a coach should be provided and use the organization web site email center (the coach's return email address will contain "@organization.com") for all communications with the team and players.

Request to Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor player that their child not be contacted by any form of electronic communication by coaches or other adults, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

Reporting

Infractions of CCYHA's should be reported to the appropriate board person as described in this Handbook concerning reporting. A USA Hockey participant or parent of a participant who violates this Social Media, Mobile and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

27. Concussions and Injuries

CCYHA recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, CCYHA adopted the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

CCYHA board and coaches will exercise reasonable care to protect students, head injuries may still occur. Coaches and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a CCYHA activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. Your child's head coach will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. The appropriate form will be filled out on the bench or in the locker room and sent with the injured player. If possible, send a copy to your team manager and the ACE Coordinator (See page 32)

If a player sustains a concussion at a time other than when engaged in a CCYHA activity, CCYHA expects the parent/legal guardian to report the condition to the coach so that the coach can support the appropriate management of the condition.

The student shall not return play until authorized to do so by an appropriate health care professional. CCYHA's Board will make the final decision on return to activity. Any player who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

The CCYHA board, in consultation with appropriate CCYHA staff and USA Hockey has developed regulations and protocols to guide the return to activity. (See page 32) Return to play procedure provided by USA Hockey and the required form will be filled out and filed with the team manager and the ACE/Safesport will receive a copy to maintain. This form is for any injury, whether it is an injury that happened with CCYHA or not that caused the player to miss practice or any other event that makes him medically unable to participate. This form will be filled out as part of the return to play procedure, and should be accompanied by the medical professionals' letter stating they may return to play. No postdated forms or signatures will be accepted by CCYHA and no player can return to play prior to completing this form and giving a copy to the team manager and the CCYHA ACE/Safesport Coordinator. (Form is on page 39)

28. CONCUSSION CHECKLIST



CONCUSSION CHECKLIST (Revision #3)

Name: _____ Age: _____ Grade: _____ Sport: _____

Date of Injury: _____ Time of Injury: _____

On Site Evaluation

Description of Injury: _____

Has the athlete ever had a concussion?	Yes	No	
Was there a loss of consciousness?	Yes	No	Unclear
Does he/she remember the injury?	Yes	No	Unclear
Does he/she have confusion after the injury?	Yes	No	Unclear

Symptoms observed at time of injury:

Dizziness	Yes	No	Headache	Yes	No
Ringin g in Ears	Yes	No	Nausea/Vomiting	Yes	No
Drowsy/Sleepy	Yes	No	Fatigue/Low Energy	Yes	No
“Don’t Feel Right”	Yes	No	Feeling “Dazed”	Yes	No
Seizure	Yes	No	Poor Balance/Coord.	Yes	No
Memory Problems	Yes	No	Loss of Orientation	Yes	No
Blurred Vision	Yes	No	Sensitivity to Light	Yes	No
Vacant Stare/ Glassy Eyed	Yes	No	Sensitivity to Noise	Yes	No

* Please circle yes or no for each symptom listed above.

Other Findings/Comments: _____

Final Action Taken: Parents Notified Sent to Hospital

Evaluator’s Signature: _____ Title: _____

Address: _____ Date: _____ Phone No.: _____

Send copy with parent/guardian and retain copy for your records.



Concussion Management Program

Michael Stuart MD
Kevin Margarucci ATC

A sports concussion management program must be incorporated within each affiliate. All USA Hockey programs should follow this protocol as a minimum standard and conform to their individual state concussion statutes.

Accepted 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 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 concussion- *less than 10% of players lose consciousness*.
- A concussion can result from a blow to head, neck, *or body*.
- Concussions 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 concussion.
- Concussion in a young athlete may be *harder* to diagnosis, takes *longer* to recover, and 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 **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*.

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

“When in doubt, sit them out.”

Follow these concussion management steps:

1. Remove immediately from play (training, practice, or game)
2. Inform the player’s coach/parents or guardians.
3. Refer the athlete to a qualified health-care professional (as defined in state statute)

4. Initial treatment requires a short period of rest, but the athlete may participate in light exercise (if their symptoms are not made worse).

5. Begin a graded return-to-sport and return-to-learn.

6. Provide written medical clearance for return to play (the USA Hockey Return to Play Form is required)

Diagnosis

Players, coaches, officials, parents, and health care providers should be able to recognize the symptoms/signs of a sport related concussion. (See attached Concussion Recognition Tool 6)

Symptoms:

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

Observable Signs:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion
- Inability or slow to respond appropriately to questions
- Blank or vacant look
- Slow movement or incoordination
- Balance or walking difficulty
- Facial injury after head trauma

Management Protocol:

1. If the player is unresponsive- call for help & dial 911

2. If the athlete is not breathing: start CPR

3. Assume a neck injury until proven otherwise

✓ DO NOT move the athlete.

✓ DO NOT rush the evaluation.

✓ 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: Concussion Recognition Tool 6 or other sideline assessment tools

- Ask about concussion symptoms.
- Observe for concussion signs.
- Memory Assessment:

→ What venue are we at today?

→ What period is it?

→ Who scored last in this game?

→ Did your team win the last game?

→ Who was your opponent in the last game?

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

6. A player with any symptoms or signs, disorientation, impaired memory, concentration, balance, or recall has a concussion 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. 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 Return-to-Learn and Return-to-Sport Strategies.

10. Written clearance from a qualified health care provider is required for an athlete to return to play without restriction (training, practice, and competition). Only the USA Hockey Return to Play Form is acceptable.

Return-to-Sport (RTS) Strategy: each step typically takes a minimum of 24 hours.

Step	Exercise Strategy	Activity at each step	Goal
1	Symptom-limited activity	Daily activities that do not exacerbate symptoms (e.g., walking)	Gradual reintroduction of work/school activities
2	<p>Acrobic exercise</p> <p>2A—Light (up to approximately 55% max HR)</p> <p>then</p> <p>2B—Moderate (up to approximately 70% max HR)</p>	<p>Stationary cycling or walking at slow to medium pace.</p> <p>May start light resistance training that does not result in more than mild and brief exacerbation* of concussion symptoms.</p>	Increase heart rate
3	<p>Individual sport-specific exercise</p> <p>Note: If sport-specific training involves any risk of inadvertent head impact, medical clearance should occur prior to Step 3</p>	<p>Sport-specific training away from the team environment (e.g., running, change of direction and/or individual training drills away from the team environment).</p> <p>No activities at risk of head impact</p>	Add movement, change of direction
<p>Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function and any other clinical findings related to the current concussion, including with and after physical exertion.</p>			
4	Non-contact training drills	Exercise to high intensity including more challenging training drills (e.g., passing drills, multiplayer training) can integrate into a team environment.	Resume usual intensity of exercise, coordination, and increased thinking
5	Full contact practice	Participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

*Mild and brief exacerbation of symptoms (i.e., an increase of no more than 2 points on a 0–10 point scale for less than an hour when compared with the baseline value reported prior to physical activity). Athletes may begin Step 1 (i.e., symptom-limited activity) within 24 hours of injury, with progression through each subsequent step typically taking a minimum of 24 hours. If more than mild exacerbation of symptoms (i.e., more than 2 points on a 0–10 scale) occurs during Steps 1–3, the athlete should stop and attempt to exercise the next day. Athletes experiencing concussion-related symptoms during Steps 4–6 should return to Step 3 to establish full resolution of symptoms with exertion before engaging in at-risk activities. Written determination of readiness to RTS should be provided by an HCP before unrestricted RTS as directed by local laws and/or sporting regulations. HCP, healthcare professional; max HR, predicted maximal heart rate according to age (i.e., 220-age).

Return-to-Learn (RTL) Strategy

Step	Mental Activity	Activity at each step	Goal
1	Daily activities that do not result in more than a mild exacerbation* of symptoms related to the current concussion	Typical activities during the day (e.g., reading) while minimizing screen time. Start with 5–15 min at a time and increase gradually.	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 greater access to rest breaks during the day.	Increase academic activities
4	Return to school full time	Gradually progress in school activities until a full day can be tolerated without more than mild* symptom exacerbation.	Return to full academic activities and catch up on missed work

Following an initial period of relative rest (24–48 hours following an injury at Step 1), athletes can begin a gradual and incremental increase in their cognitive load. Progression through the strategy for students should be slowed when there is more than a mild and brief symptom exacerbation.

*Mild and brief exacerbation of symptoms is defined as an increase of no more than 2 points on a 0–10 point scale (with 0 representing no symptoms and 10 the worst symptoms imaginable) for less than an hour when compared with the baseline value reported prior to cognitive activity.

USA HOCKEY CONCUSSION MANAGEMENT

RETURN TO PLAY FORM

The USA Hockey Concussion Management Protocol and most state statutes require that an athlete be removed from any training, practice, or game if they exhibit any signs, symptoms, or behaviors consistent with a concussion or are suspected of sustaining a concussion. The player should not return to physical activity until he or she has been evaluated by a qualified medical provider who has provided written clearance to return to sports.

This form is to be used after an athlete has been removed from athletic activity due to a suspected concussion and must be signed by their medical provider to return without restriction to training, practice and competition.

Player Name _____ D.O.B. ____/____/____

District/Affiliate: _____ Name of person reporting: _____

Association and Team: _____ Date of Injury: ____/____/____

Location of Injury/Arena: _____

Injury signs/symptoms: _____

Print Health Care Professional Name: _____ License Number: _____

Address: _____ Phone Number: _____

I HEREBY AUTHORIZE THE ABOVE-NAMED ATHLETE TO RETURN TO ATHLETIC ACTIVITY FOR FULL PARTICIPATION WITHOUT RESTRICTION.

Signature: _____ Date: ____/____/____

I AM THE PARENT OR LEGAL GUARDIAN OF THE PLAYER IDENTIFIED ON THIS FORM AND I CONSENT TO THEIR RETURN TO ATHLETIC ACTIVITY WITHOUT RESTRICTION.

Parent/Legal Guardian Name: _____

Signature: _____ Date: ____/____/____

I AM THE COACH OF THE PLAYER IDENTIFIED AND I CONFIRM RECEIPT OF THIS CLEARANCE FORM ACKNOWLEDGING THE HEALTH CARE PROVIDER AND PARENT HAVE APPROVED THE ATHLETE'S RETURN TO PARTICIPATION WITHOUT RESTRICTION.

Coach Name: _____

Coach Signature: _____ Date: ____/____/____

CRT6™



Concussion Recognition Tool

To Help Identify Concussion in Children, Adolescents and Adults

What is the Concussion Recognition Tool?

A concussion is a brain injury. The Concussion Recognition Tool 6 (CRT6) is to be used by non-medically trained individuals for the identification and immediate management of suspected concussion. It is not designed to diagnose concussion.

Recognise and Remove

Red Flags: CALL AN AMBULANCE

If **ANY** of the following signs are observed or complaints are reported after an impact to the head or body the athlete should be immediately removed from play/game/activity and transported for urgent medical care by a healthcare professional (HCP):

- Neck pain or tenderness
- Seizure, 'fits', or convulsion
- Loss of vision or double vision
- Loss of consciousness
- Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)
- Weakness or numbness/tingling in more than one arm or leg
- Repeated Vomiting
- Severe or increasing headache
- Increasingly restless, agitated or combative
- Visible deformity of the skull

Remember

- In all cases, the basic principles of first aid should be followed: assess danger at the scene, check airway, breathing, circulation; look for reduced awareness of surroundings or slowness or difficulty answering questions.
- Do not attempt to move the athlete (other than required for airway support) unless trained to do so.
- Do not remove helmet (if present) or other equipment.
- Assume a possible spinal cord injury in all cases of head injury.
- Athletes with known physical or developmental disabilities should have a lower threshold for removal from play.

If there are no Red Flags, identification of possible concussion should proceed as follows:

Concussion should be suspected after an impact to the head or body when the athlete seems different than usual. Such changes include the presence of **any one or more** of the following: visible clues of concussion, signs and symptoms (such as headache or unsteadiness), impaired brain function (e.g. confusion), or unusual behaviour.

This tool may be freely copied in its current form for distribution to individuals, teams, groups, and organizations. Any alteration (including translations and digital re-formatting), re-branding, or sale for commercial gain is not permissible without the expressed written consent of BMJ.

CRT6™

Developed by: The Concussion in Sport Group (CISG)

Supported by:





CRT6

Concussion Recognition Tool To Help Identify Concussion in Children, Adolescents and Adults



1: Visible Clues of Suspected Concussion

Visible clues that suggest concussion include:

- Loss of consciousness or responsiveness
- Lying motionless on the playing surface
- Falling unprotected to the playing surface
- Disorientation or confusion, staring or limited responsiveness, or an inability to respond appropriately to questions
- Dazed, blank, or vacant look
- Seizure, fits, or convulsions
- Slow to get up after a direct or indirect hit to the head
- Unsteady on feet / balance problems or falling over / poor coordination / wobbly
- Facial injury

2: Symptoms of Suspected Concussion

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

Remember, symptoms may develop over minutes or hours following a head injury.

3: Awareness

(Modify each question appropriately for each sport and age of athlete)

Failure to answer any of these questions correctly may suggest a concussion:

- "Where are we today?"
- "What event were you doing?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Any athlete with a suspected concussion should be - IMMEDIATELY REMOVED FROM PRACTICE OR PLAY and should NOT RETURN TO ANY ACTIVITY WITH RISK OF HEAD CONTACT, FALL OR COLLISION, including SPORT ACTIVITY until ASSESSED MEDICALLY, even if the symptoms resolve.

Athletes with suspected concussion should **NOT**:

- Be left alone initially (at least for the first 3 hours). Worsening of symptoms should lead to immediate medical attention.
- Be sent home by themselves. They need to be with a responsible adult.
- Drink alcohol, use recreational drugs or drugs not prescribed by their HCP
- Drive a motor vehicle until cleared to do so by a healthcare professional

29. RATIFICATION

This handbook was reviewed and revised by members in good standing in CCYHA. The handbook was approved in the annual meeting held on March 18, 2024 by vote of all present board members of CCYHA that were present and in good standing.

Ratified by and signed for use by the following executive members:

Ericka Alm
CCYHA President

Ashley Balling
VP of Travel Programs

Sarah Olson
Treasurer

Amber Smith
Registrar

Eric Clark
Ice Coordinator

Ashley Pitner
VP of House Programs

Tammy Anderson
Secretary

Jeff Anderson
ACE/SafeSport Coordinator