



**Kenai Peninsula
Hockey Association
Member Handbook**

INTRODUCTION

This booklet has been compiled to acquaint you with the Kenai Peninsula Hockey Association (KPHA) and its programs. We have included information for newcomers to the association, plus general and special rules governing several aspects of the program. These rules are updated as needed and are to be used in addition to the State Affiliate Handbook, Pacific District Guidebook, and USA Hockey, Inc. Annual Guide. Links can be found on our website, www.kpha907.net. In the event that this KPHA Handbook does not give clear guidelines, it will default to the previously stated guidelines.

The KPHA mailing address is 405 Overland Ave., Ste. 104, Kenai AK, 99611. Information about KPHA and its programs is available on KPHA's website at www.kpha907.net. The KPHA utilizes the Soldotna Regional Sports Complex and Kenai Multipurpose Ice Rink for games and practices.

KPHA is affiliated with the United States of America Hockey (USA Hockey, Inc.) program and the Alaska State Hockey Association (ASHA). KPHA youth hockey, as with other sports, is operated by volunteers who donate many hours of their time. Your active support is necessary to achieve a successful youth hockey program. If you have an interest or see a special area of need in the KPHA program where you could make a positive contribution, contact a KPHA Board Member.

KPHA MISSION STATEMENT

A non-profit volunteer organization devoted to developing and promoting young hockey players in a safe and fun learning environment in which children of all ages can develop skill, character, confidence, and self-esteem in the sport of hockey.

KPHA AIMS AND PHILOSOPHIES

KPHA operates a youth hockey program to give any boy or girl from ages 3 to 18 years of age the opportunity to play hockey regardless of skill level. It is the belief of KPHA that no youth should be denied the opportunity to participate in hockey because of financial or skill limitations.

To accomplish its goal, the association operates two leagues: The House League, known as B and A Divisions, and the Competition League, known as AA/Tier II. The House League aims to create a learning and recreational atmosphere for development of skills and agility in hockey. Good sportsmanship is stressed and everyone is given a fair opportunity to play based on the effort he or she puts into the game.

The House League begins with the Atoms/Mini-Mite division and continues through Midget level of play and emphasizes individual skill development, along with various team play and general objectives of the game. Emphasis is placed on the skater gaining necessary basic abilities and enjoying the sport of recreational hockey.

Aspiring youth hockey players need a goal. Therefore, the Competition Team concept was adopted by KPHA some years ago. It is the aim and intent of KPHA to form the best competition teams possible to represent the Association while providing a positive growth experience for its players. For more information on competition teams please see the Competition Team Section on page 15.

Participation in KPHA is a privilege. The actions of either a participant and/or their parents/guardians that are detrimental or disparaging to KPHA membership may cause privileges to be revoked.

KPHA ADMINISTRATIVE BODY

Meetings of the Board of Directors are held regularly throughout the year. Dates and times are to be determined by the Board of Directors. Any member of the Association may attend Board meetings. Anyone wishing to address the Board on any issue may do so by contacting the President or Secretary prior to any regularly scheduled Board meeting and requesting to be placed on the agenda. In the event that a member is unable to be placed on the agenda prior to the meeting, they may request to have the agenda amended at the beginning of a meeting in order to be heard.

Members not added to the agenda are granted 3 minutes as a meeting guest if they choose to use it.

QUESTIONS AND PROBLEMS

Questions and problems are a natural occurrence. Members who have issues for which they desire some explanation or resolution are encouraged to work through the proper channels before approaching the Board for action. By doing so, most issues can be resolved short of Board action. If you have a question or concern prior to teams forming, contact any Board Member. After teams are formed, your Team Manager or Coach will usually be able to address your question/concern(s) or get an answer for you. The Coach's first priority is with all players. Immediately before or after a game or practice is not the appropriate time to approach the Coach with issues. We ask that you allow 24 hours to pass before you contact your coach or manager. At that time, if you still feel it necessary, please make a phone call or appointment to speak with your child's Coach. If the problem is not resolved by contacting your Team Manager or Coach, please contact the Division Representative (VP of House or VP of Comp) for further assistance. For issues that go beyond these levels, please contact any Board Member. When an issue proceeds to the Board level, members should expect a response within two Board meetings of receipt of complaint. A list of Board Members is on the KPHA website.

Questions or problems regarding players or the program should be channeled in the following order:

1. Team Manager
2. Head Coach
3. KPHA Board
4. Division Representative (VP House or Comp)

VOLUNTEERS

KPHA is operated by volunteers who donate many hours of their time and energy to the program and your active support is needed and appreciated. There are many duties which need to be spread out amongst the membership. Some are full time and others are occasional. Some of these positions have certain requirements. For instance, Coaches, Managers, Board Members, Locker Room Monitors & frequent game job volunteers will need the following basic items to help keep us in line with USA hockey and ASHA: USA Hockey registration, Safe Sports Training, and background check. Other areas that teams will need help with don't require the above listed items but are appreciated: Running score or clock, penalty box, handing out team snacks, doing a team dinner, etc. If you have an interest in helping in any capacity, please contact your Team Manager or a Board Member.

The rules regarding the above requirements can change season to season. It is important to familiarize yourself with the current rules to know what you might be required to complete.

MEMBERSHIP

ELIGIBILITY

KPHA membership is open to any child who is of the appropriate age, and not prohibited from participation by USA Hockey, Inc. or the Alaska State Hockey Association. A child must be a registered member of KPHA in order to practice or play in games or scrimmages for any KPHA team. All fees to KPHA or any other ASHA affiliate association from the previous season must also have been paid before a child may register or skate for the current season.

REGISTRATION

All players must be registered with USA Hockey prior to tryouts in the Competition Program and On- Ice Evaluations in the House Program. USA Hockey registration is done on the USA Hockey website and a separate fee applies. After Competition Tryouts and House Evaluations, players must register with KPHA before participation in team activities. Currently, Competition Team Tryouts are held in August of each year and House Evaluations are held in October. Both are subject to change, so please refer to the KPHA Website (kpha907.net) for the most updated information.

Players will participate in their age-appropriate divisions:

ADM	6 years of age and under
MITES	8 years of age and under
SQUIRTS	10 years of age and under
PEE WEES	12 years of age and under
BANTAMS	14 years of age and under
MIDGETS	18 years of age and under

Please note that under no circumstances may a player participate in a younger age division. Also, ASHA & USAH forbid a move-up from 12U (non-checking) to a higher age division (checking). There are no exceptions to either.

Please refer to the "Change of Division" section of this handbook for KPHA's policies and procedures regarding other categories and situations for potential move-ups.

FEES

The cost of participation for each season is established by the annual budget process. Fees will vary by program, with the highest fees in the Competition Program, lower fees in the House Programs, and the lowest fees in the ADM programs. Any tryout and registration fee must be paid in full at time of tryouts and before a player may participate in team activities. All other remaining fees, if applicable, must be paid in full unless a payment plan is chosen upon registration or other arrangements are made with the KPHA Treasurer. Non-payment, for any reason, may result in prohibition from participating in further team activities. Non-payment of fees at the end of any season disqualifies a player from joining another team within KPHA or in any other association nationwide under USA Hockey.

Players with demonstrated financial need who otherwise would not be able to participate, may submit a Scholarship Application with the KPHA Treasurer and will be decided on a case-by-case basis by the KPHA Board. Scholarship Applications are available on the KPHA website. All information submitted is strictly confidential.

REQUIRED DOCUMENTATION

The following documents are mandatory to register a player:

1. Copy of a certified birth certificate* (First year of play with KPHA or if requested by KPHA Registrar)
2. USA Hockey Consent to Treat (14U and up only)/Medical History** (signed by parent)
3. USA Hockey Parent/Spectator Code of Conduct - Zero Tolerance** (signed by parent and player)

*The birth certificate must contain the legal name of the player and MUST match player's USA Hockey Registration.

**These forms are viewed and signed electronically upon registration with KPHA.

INSURANCE

All KPHA players/coaches are covered by a group insurance policy with USA Hockey, Inc. This is, however, a secondary policy, which means that it only covers costs not covered by a member's primary insurance carrier. If a member has no primary insurance, then this insurance may be considered a primary policy covering hockey-related injuries. In all cases, there is a minimum deductible which may vary from year to year. In the event that a player suffers a hockey-related injury, the KPHA Registrar should be contacted as soon as possible for claim forms, information about deductibles, etc.

If a player/coach suffers a hockey-related injury, even where no intent or need for filing of a claim is perceived at the time of incident, the player/coach and parent are to report the matter to the team's Head Coach, who will notify the Coaching Director and Safe Sports Coordinator of the incident in case a claim needs to be filed at a later date. The Coach may request that the player have a medical release before the player returns to the ice.

HEALTH CONDITIONS

Any health or physical impairment which might potentially affect a player's performance in the sport of hockey must be noted during the registration process. Conditions such as asthma, epilepsy, visual or auditory impairment, etc. are also included on the Medical History form during registration and should also be reported to the Head Coach to ensure that he/she is fully aware.

GENERAL PROGRAM INFORMATION

KPHA offers programs designed for all levels ages 3-18. Please see the current KPHA Program Definitions for detailed information about each division for the current year. The current Program Definitions can be found at www.kpha907.net.

TEAM DRAFT PROCESS

The purpose of tryouts is to evaluate a player's skating ability, hockey skills and commitment to teamwork in order to place him or her within a team that will provide the best environment for improving their self-confidence and enjoyment of the sport of ice hockey.

On-ice evaluations will be conducted prior to the selection of players to teams. Each team will have a designated Head Coach before teams are selected. That Head Coach will choose his/her evaluators for team selection.

Tryout formats for each level and division may vary in relation to the age and experience of the player pool trying out for that level/division.

Competitive division tryouts for all age levels (Squirt-Midgets) will be held in early August each season. All players wanting to be considered for a comp level team are required to register and attend tryouts. A player's inability to attend the tryouts as a result of a family-related conflict and/or illness or injury requires timely notification to the KPHA Registrar and/or team Head Coach and will be reviewed on a case-by-case basis. A separate on-ice evaluation may be requested by the Head Coach in order for a player to be considered to be placed on a team.

TEAM ROSTERS

All house team selections will take place in the Fall after all Competition Team try-outs are completed, usually late-September/early October. Teams shall have no more than 20 players on their roster at the commencement of the season. Competitive team rosters are finalized as of December 31st of each season. House team rosters are finalized as of January 31st of each season. If a player is not correctly rostered by that date, birthdate verified, etc., the player WILL NOT be eligible to participate in their team's state tournament. The KPHA Registrar will contact player parents as dates approach to let them know if their players eligibility is in question.

PICTURES

Team pictures can be taken after team rosters have been established and additional enrollment in the KPHA program becomes unlikely. The cost of team pictures is not included in registration and will be paid for by those individuals wanting to have their child's photo taken. Each team manager is responsible to arrange a picture session for their team. KPHA can recommend a certain photography company or individual, but it is at the manager's discretion who they ask to take photos.

Throughout the season, photos may be taken during practices, games and team activities. These photos may be used on the KPHA social media accounts and/or promotional items. If you would like to OPT-OUT of photos of your player(s) being used for these purposes, please contact the KPHA Managing Director.

EQUIPMENT

Parents or guardians have the responsibility to ensure that their child is equipped with and wears during all games and practices the following mandatory safety equipment:

- helmet with face mask as approved by USA Hockey, Inc. - HECC
- internal colored mouth guard, Peewee (12U) divisions and above
- shin pads
- elbow pads
- shoulder/chest pads
- hockey gloves
- hockey pants
- athletic supporter with hard plastic cup – 8U and above
- KPHA jersey and socks (provided by KPHA)
- hockey skates
- hockey stick

When selecting new equipment, please be aware that the KPHA competition colors are navy, gold, and white. The above equipment is made mandatory by USA Hockey, Inc. rules and our insurance coverage. At the start of any game the referee may conduct an equipment check. Any

player not wearing mandatory safety equipment required for that age group may not be allowed to play. If a player is checked and subsequently discards a required equipment item he/she will be disqualified from play for the remainder of the game and the team will be assessed a minor penalty by the referee. If a piece of equipment breaks during the course of a game, it is to be repaired or replaced before the player may continue.

GAME JERSEYS AND SOCKS

KPHA provides all registered players with their Game Jersey(s) and game socks. The jerseys ARE the property of KPHA and are to be returned at the completion of your team's final game. A deposit for your players jersey(s) as well as a signed contract may be required upon jersey checkout. If the jersey is not returned, the jersey contract will be followed and any applicable fees will be charged and/or invoiced.

In order to keep hockey costs low for our association, we ask that you please return jerseys in a timely manner.

Player socks are yours to keep. If at any time during the season, additional socks are needed, there will be a \$30 fee, per pair, for comp (AA/Tier II) players and a \$20 fee, per pair, for House players to be paid at time of pickup.

RESPONSIBILITY FOR LOANED GEAR

KPHA has sets of gear available for loan for first-year players. Sizes are limited and are available on a first come first serve basis. These sets do not include skates, stick or practice jerseys. These items will be the responsibility of the parents.

A deposit and signed contract are required for gear checkout. If the gear is not returned, the contract will be followed and any applicable fees will be charged and/or invoiced.

KPHA PROGRAM STAFF

COACHES

All KPHA coaches will be chosen by the Coaches Selection Committee and recommended to the KPHA Board for approval. Coaches may apply or be recommended by the Coaching Director to the Coaches Selection Committee. Coaching applications are available on our website while coaching positions are open. Once approved, all coaches are to be certified and current according to USA Hockey, Inc. requirements for the division and level they are assigned to. This includes a current SafeSport certification and Background Check. Some necessary fees may be reimbursed through KPHA for Coaches. Reimbursement Forms are available on our website.

Individuals wanting to help on-ice with any age or division, must complete the required steps above. If you are interested in helping, please contact the KPHA Coaching Director or Registrar to find out what requirements you may need.

All coaches will be posted before tryouts or on-ice evaluations begin. There is a Coaches tab on our website designated for our Coaches.

DIVISION REPRESENTATIVES/VP of COMP & VP of HOUSE

The Division Representatives/VP of COMP & VP of HOUSE are the liaisons between the Team Managers and the KPHA Board of Directors. These individuals are responsible for seeing that Team Managers are recruited as soon as teams are formed. The Division Representative will conduct a Coaches & Managers meeting at the start of the season for their division and may conduct additional meetings, as necessary, to keep the Team Managers informed of general information that needs to be distributed to coaches, parents, and players. Following the recommended channels for any questions or problems regarding players, coaches or the program, these individuals act as the 3rd point of contact if issues can't be resolved through the 1)Team Manager and/or 2)Coach.

These individuals also represent the KPHA Board at the state level by attending ASHA Comp or House Council meetings.

COACHING DIRECTOR

The Coaching Director is appointed by the President and approved by the Board of Directors. This person is responsible for soliciting and recommending individuals for coaching positions to the Coaching Selection Committee and then to the KPHA Board. This person oversees all coaches throughout the season. Ensuring that all have completed all requirements before they are on the ice with players.

This individual is also responsible for coordinating local coaching clinics, distributing information to the coaches, fielding problems from parents/coaches, recommending material for coaches, receiving and recommending player change of division requests, and scheduling possible player evaluations. The Coaching Director is the liaison for the Coaches Selection Committee and the KPHA Board. The decisions of the Coaching Director are appealed only to the KPHA Board of Directors.

COACHING SELECTION COMMITTEE

A 3-5 person coaching selection committee will be chosen by the Coaching Director and approved by the KPHA Board of Directors for the purpose of reviewing coaching applications, conducting interviews and making recommendations to the board regarding coaching selection for all KPHA teams.

The Coaches Selection Committee will ensure that all coaches recommended to the Board for appointment meet the following selection criteria of KPHA:

1. Fair interview process, may use two interviews
2. Consider years of coaching/playing experience
3. Consider what they have accomplished in the time they have coached, (i.e., state titles, tournament success, coach of the year nomination, etc.)
4. Check coaching qualifications and experience from application information
5. Consider pros and cons of parent evaluations
6. Verify that the applicant understands the commitment
7. Discuss each applicant's strengths and weaknesses before voting
8. Check with other coaches or prior references for additional information and recommendations

TEAM MANAGERS

The Team Manager is selected by the team's Head Coach. This person is responsible for maintaining all documentation necessary for credential review prior to participation in season activities, including tournaments (if applicable). Managers must meet USA Hockey requirements: Registration with USA Hockey, SafeSport certification and Background Check.

All team managers will be provided a team binder for their season. It is their responsibility to have this with them at all games and tournaments.

There is a Managers tab on our website designated for our Team Managers.

SCORE SHEETS

The home team is defined as the team listed first on the game schedule. The home team is responsible for securing a score sheet. Each coach and manager will be provided score sheets for their season. Players must be listed in numerical order. All coaches on the bench must provide their name, CEP#, level, and expiration date. Roster stickers for each team will be created and provided for each manager.

GAME RESPONSIBILITIES

For each game, it is recommended that it be the responsibility of the home team to provide the timekeeper, the visiting team to provide the score keeper, and each team to provide their own penalty box personnel. Team managers should communicate to opposing team manager to verify that all game jobs are being fulfilled. It is each association's responsibility to ensure volunteers are sufficiently trained and able to perform the required duties. Each off-ice official must behave in a non-partisan manner and remain neutral.

Upon completion of the game, it is the responsibility of both team's coaches to check over the score sheet to be certain that all goals, assists, saves, and penalties have been awarded/assessed correctly. If any scoresheet is challenged, the referees must make any change to the official score sheet.

If the referees decide that the questioned award is in fact correct, the score sheet should be corrected and initialed by the referee. All game officials must sign the score sheet. The original is kept by the home or hosting team. Other copies are distributed as noted on the bottom of the score sheet. Winner receives PINK, Loser receives YELLOW and referees are given the GOLD.

PARENT RESPONSIBILITY

Parents are responsible for seeing that their child wears proper safety equipment during all on-ice sessions including practice, scrimmage, or official game. Any child without proper equipment will not be permitted to skate.

Remember, your child's Coach is a volunteer. You can make his/her job easier and your child's experience a more successful one by getting your child to practices and games on time, volunteering to help where possible, and taking time to thank them for their efforts.

Parents are responsible for performing game duties such as running the time clock and keeping score at all games, controlling players in the penalty box, serving as Team Manager, and other duties considered necessary by the Coach. These duties are on a volunteer basis and are very important for a successful season for your team. Please let your Coach know when you can be available and what duties you can perform or are willing to learn.

Parents/Guardians are expected to abide by USA Hockey's Spectator Code of Conduct both while watching practices, games and while volunteering for off-ice jobs.

Being a part of KPHA is a privilege. The actions of either a participant and/or their parents/guardians that are detrimental or disparaging to KPHA membership may cause privileges to be revoked.

KPHA OPERATIONS

FUNDING KPHA

As a non-profit association, KPHA needs money to operate. The three main sources of revenue are registration fees, fundraisers, and sponsorship fees. KPHA welcomes and appreciates monetary contributions in any amount. Contributions will be placed in the general fund for best use or may be designated for specific teams or players at the request of the donor.

REGISTRATION FEES

The registration fees are set annually by the Board of Directors in conjunction with the budget. All KPHA players pay the registration fee in full at time of being rostered on or joining a team and before participating in any team events.

FUNDRAISING PROGRAM

The average cost of hockey is far more than our registration and ice fees. Depending on the season budget, an annual fundraiser may be necessary to help offset the cost of hockey to the KPHA players and families. In the event of this, each player would be required to meet this obligation by raising at least the minimum amount of funds.

Because KPHA recognizes that some families may not wish to participate in fund raising, if a fundraiser is required, each player has the option of paying the minimum required amount for his/her age group instead of participating. KPHA believes that fundraising offers the player the opportunity to fulfill the obligation of meeting the cost of his/her hockey program without relying on the parent to pay, and as such is a character-building opportunity.

SPONSORSHIP FEES

Sponsorship fees are determined on the current season's financial health for KPHA operational needs, but are always welcome and appreciated. Local businesses can donate funds at bronze (\$100), silver (\$500), gold (\$1,000) or platinum (\$2,500) / corporate levels. KPHA encourages its members to support sponsoring businesses and agencies.

Sponsors can be solicited by board members, teams, coaches, parents and the general membership. If you are aware of a potential sponsor, please contact the KPHA Treasurer for any appropriate forms or information needed or to approach the potential sponsor.

CONTRIBUTIONS

KPHA welcomes and appreciates monetary contributions in any amount. Contributions will be placed in the general fund for best use or may be designated for specific teams or players at the request of the donor.

SPECIAL FUND RAISING

Teams wishing to conduct individual fundraising activities shall present their proposals to the KPHA Booster Club for approval prior to conducting the activity. Their email is kphaboosterclub@gmail.com.

Many of these fundraisers are to cover costs for out of state tournaments. The KPHA Board must approve any out of state travel before any fundraising activities are approved or conducted. Only USA Hockey sanctioned tournaments will be considered for approval.

CONDUCT

SPORTSMANSHIP

Fair play and spectating are to be stressed at all times for both participants, coaches and spectators. All shall abide by their designated Code of Conduct. Violation of these may result in removal from the game, stands and/or event by a referee, coach or KPHA Board Member.

RINK

No person shall be on the ice when the zamboni is cleaning the ice surface. There shall be no skating on the hockey rink between periods during KPHA league, tournament, or traveling games by anyone other than players of competing teams unless approved by rink management. There shall be no puck shooting on the rink between periods by players or referees except during authorized warm-ups unless approved by rink management. NOISEMAKERS- mechanical and electrical noisemakers are not allowed at KPHA sponsored events. Use of whistles by anyone other than the referee will not be allowed.

SUBSTANCE ABUSE

The illegal use and/or sale of drugs or alcoholic beverages are not allowed by anyone at any rink used by youth hockey or while engaged in any KPHA youth activity. Violation will result in suspension and possible criminal action.

ABUSIVE LANGUAGE AND BEHAVIOR

The use of profanity, obscene language, or gestures on the ice or anywhere in the rink may cause action by the on-ice official, Head Coach or Team Manager. Additional offenses may result in removal from the rink. If parents ignore warnings about abusive behavior towards players, coaches, or officials they run the risk of having their children removed from the KPHA program.

FIGHTING

During games - A player penalized by the referee for fighting during a game shall adhere to the consequences given to them by the referee and potentially the ASHA discipline committee.

Before and after games -Players fighting on or around the ice before or after a game, shall be suspended for one game. A second offense shall result in an indefinite suspension from the league, with notification made to the player by the Coaching Director. The suspended player, his/her coach, and referee must appear before the KPHA Discipline Committee who will then determine when the player may return to league play. These USA Hockey, Inc. rules regarding fighting will be strictly adhered to.

VANDALISM AND THEFT

Vandalism and/or theft at any ice facility will not be tolerated, and will be dealt with in suspension, restitution, and possible criminal action.

PUCK AND STICK MISUSE

Pucks and sticks will only be used on the ice surfaces or on arena premises under the direct supervision of a coach. Persons caught doing otherwise may be required to forfeit their stick and puck to a rink or KPHA official. Mini-sticks are also subject to this rule.

LOCKER ROOMS

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 KPHA's goals. KPHA 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, KPHA 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. Regardless of the rink (both home and away), this locker room policy is in effect at all KPHA affiliated events.

Locker Room Monitoring

KPHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. All locker room monitors must be the same gender as the room they are monitoring. 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. Only participants (coaches and players), approved team personnel, and approved 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.

Parents in Locker Rooms

Except for players at the younger age groups [6U & 8U], 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, at 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. Where possible, KPHA 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. 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 ALLOWED in the locker rooms. It may be permissible to have team manager collect phones. Locker Room Monitors must also adhere to this policy.

Prohibited Conduct and Reporting

KPHA 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 KPHA 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, you may email USA Hockey at SafeSport@usahockey.org or may call 1- 800-888-4656

GENERAL & SPECIAL RULES FOR ALL DIVISIONS

OUTDOOR ICE GUIDELINES

Parents should use caution when bringing children out in cold temperatures. These guidelines for temperatures are intended for the use of ice at the Kenai rink:

- 1) if the air temperature falls to 0° F or colder
- 2) if the wind-chill is -10° F or colder

These are guidelines only, and the head coach(es) will make the final determination as to whether ice will be cancelled. Managers will need to notify their team and the Rink Advisor as early as possible (minimum of 24 hours is desired).

TEAM ASSIGNMENTS / LATE SIGN-UP

Players signing up for hockey after the team selections have been made must undergo a skills evaluation after which they will be assigned to a team by the Coaching Director. If a player wishes to sign-up after registration has been closed, they must contact the KPHA Registrar. This request will be reviewed by the KPHA Registrar and the Division Representative on a case-by-case basis.

TEAM TRANSFER

In an effort to impartially, and as equally as possible, balance teams in player strength, no transfer will be made between house teams within a division unless extreme hardship would result from a player's original team assignment. Transfers, when required, will only be made with the consent of the Coaching Director who will consult with the Board of Directors and coordinate with the coaches of the pertinent teams. Anyone who feels that they are in need of a transfer should contact the Coaching Director and submit a written request stating the reason(s) a transfer is requested.

CHANGING DIVISIONS

CHANGE OF DIVISION

USA Hockey regulations prohibit players from playing in an age division lower than that established by the player's birth year. Further reference to change of division in this section shall mean playing in an age division higher than that established by the player's birth year.

In general, KPHA discourages change of division. The three levels of participation in KPHA (B, A, AA/Tier II) within each age group are generally appropriate and challenging to that age division's skaters. However, KPHA recognizes that change of division in certain circumstances may be considered depending upon the best interest of needs of the organization. Therefore, if a change of division is to be considered, a Change of Division Request Form must be completed BEFORE tryouts.

That form is available on our website.

The following policies and procedures will be followed:

- No player in a non-checking age group (12U and younger), per USAH rules, may move up to a checking division (Example: 12U to 14U, in any level). There are no exceptions to this rule. Appeals may be made to USAH.
- No player will be allowed to request a move up from 8U(Mites) to 10U(Squirts) to keep in line with the ADM model.
- No player shall be forced to play in an older division against his or her wishes.
- In no case will a player requesting a division change displace an age-appropriate player already on the roster, or displace an age-appropriate player trying out for the team who is sufficiently skilled to make the team.
- If the change of division is approved, a frank discussion should be held with the player and his parents by the Coach and Coaching Director regarding potential injury and playing time.
- Players applying for a change of division must pay, if applicable, non-refundable try out fees, and submit the fees along with the change of division application form available online, to the Coaching Director or Registrar in advance of the tryout dates. If tryout fees are applicable, separate tryout fees must be paid to each team to which the player is applying.
- Goalies are a separate category of "move up." Goalies may move to a higher division to facilitate formation of a team, with the approval of the Coaching Director.
- The above change of division policy does not apply to an advanced mini-mite player who is skilled enough to play at the mite house level, and such a change of division may be considered after consultation with the parents and coaches.
- There are circumstances in which the Coaching Director or the KPHA Board may, in consultation with the player, parents, and coaches of the involved teams, initiate a change of division not based upon skill level but in the interest of fielding a minimum number of players to form a team. In such a situation, the individual skill requirement may be waived.
- The Coaching Director has the discretion to determine if a hardship case exists with an individual player that merits a change of division.
- In the case of Girls Teams, given the fewer number of female players, move ups are more liberal in order to form a viable team.
- Per ASHA and USA Hockey, up to three girls may be moved up for the formation of a team.
- A player who has been granted a change of division but who later desires to return to his or her age-appropriate team must do so before rosters are set per ASHA guidelines, generally December 31 of each year. An effort will be made to place the player on the most appropriate team where space is available, in consultation with the team coach, parents, and Coaching Director.
- One written appeal may be made to the KPHA Board if the decision is not favorable. Only the decision-making process may be appealed. Neither the determination of skill level nor a decision of the coach of the prospective team to not select a move-up player may be appealed.
- All coaches affiliated with the move up and parents must agree to move up and sign the *Division Change* form.
- The KPHA Board of Directors will form a three-person committee, no bias, to observe the tryouts to determine if move up is satisfactory.

DUAL ROSTER PARTICIPATION

KPHA subscribes to USA Hockey, Inc. regulations regarding dual participation. Any eligible player may be dual rostered by emailing the KPHA Registrar and meeting the following criteria:

1. The player must register for, accept all ice fees, team fees, and be responsible for all equipment for both teams.
2. Coaches of both teams must agree that the player can join both teams. Whether through a tryout or by on-ice evaluation.
3. Player, parents and coaches must be aware and understand the rules and regulations for the player participating in state tournaments. Approval by ASHA's Comp or House council may be required.
 - Dual Roster fees:
 1. Rostered on both AA/Tier II & A division teams- the player will pay the \$250 Registration fee for BOTH teams, the monthly ice fees for the higher team (AA/Tier II) and then \$50 a month ice fees for the second team (A).
 2. Rostered on A & B division teams- the player will pay the \$250 Registration fee for BOTH teams, the monthly ice fees for the higher team (A) and no additional ice fees will be charged for B division.
 - Out of Town Players:

Those seeking discounts for their season due to the additional travel costs should fill out the scholarship application and submit it, along with the required documentation, and additionally a letter explain their situation and estimated additional costs due to living outside of the Central Peninsula area. These are to be sent to the KPHA Treasurer for review. These applications are available on the 'Forms' tab on our website. Keep in mind that players must be rostered in order to participate in a nay games, so registering players who plan to follow this process is encouraged. Pending any decision by the board discounts and/or refunds will be granted or payments adjusted on your Sports Engine account.

- Players Practicing with a Team:
 1. Players rostered with any other association- if a player is desiring to practice with a team that is rostered with another association and has the KPHA coaches permission should contact the KPHA board for their case to be reviewed. In most cases, the \$250 Registration fee will be paid and then depending on the amount of estimated practices that will be attendee each month will determine if a monthly ice fee will be changed. Likely the amount will be a max of \$50 a month. Players in this situation MAY NOT participate in any scrimmage or game with the KPHA team.
 2. Players NOT currently registered with any association- players desiring to practice with a team that is not rostered with any association must register with KPHA and pay all applicable monthly ice fees for that team. If their practice attendance will be minimal, they may wish to contact the KPHA board for consideration of a discounted rate. Players in this situation will therefore be considered rostered with this team and may participate in scrimmages and games with the team and will receive jerseys and socks.
 3. Players that are rostered with KPHA on another team- if a player is rostered with a KPHA team and is wanting to skate with an additional team, it is up to that additional teams coach if they will allow the player to skates with their team. The coach may put stipulations on these permissions as well. Players in this situation MAY NOT participate in any scrimmage or game with the second team unless they officially roster with that second team.
 - 4.

ON-ICE COACHING

Approved coaches at the Mini-Mite and Mite Divisions are allowed and encouraged to be on the ice during the scrimmages and/or games to assist and instruct the players, provided an assistant coach remains in the player's bench area.

LINE CHANGES / HOUSE LEAGUE

In the House League, at all divisions, whether B or A, equal playing time is encouraged, especially in regular season games. Coaches may limit playing time for disciplinary reasons. Coaches may elect to use a "shortened bench" at critical points during tournament games for the purpose of winning the game to gain another game of the playoff/championship round, for the benefit of the entire team.

GOALTENDERS

Goal tenders in the House League may participate in practices with any other division appropriate KPHA team with the approval of both coaches and the parents of the child as long as the practice does not conflict with the goal tender's regularly assigned team's scheduled games or practices.

MAKE- UP GAMES

Changes to schedules are sometimes unavoidable. If a change is required, Coaches or Team Managers will be notified by the Rink Advisor of the date set for make-up games. Once season play begins, no changes to the schedule can be made through the ice scheduler or the rinks. Coaches/managers can trade ice with other teams however to accommodate specific needs.

GENERAL

League officials, referees, and medical personnel are the only individuals authorized in the locker room during games and tournaments besides the coaches, team personnel, locker room monitors and players. Parents, other than locker room monitors, must receive the manager or coach's permission to enter the locker rooms.

Only the score keeper, timekeeper, and announcer are allowed in the score box. No children shall be in the scoreboard during games. USA Hockey, Inc. rules outline how many certified team officials are allowed in the player's bench area during a game.

Coaches are responsible to see that their players enter the ice and vacate the ice properly. Teams should be kept in their locker room areas prior to the previous team's exit from the ice. The home team will then be the first to enter the ice and the last to leave the ice.

COMPETITION TEAMS

Competition Teams are developed at the Squirt through Midget division levels. KPHA may also field a comp/traveling team at the 8U division.

At the present time KPHA is represented by AA/Tier II teams. ASHA holds State Tournament competition for Squirt (10U) and above age divisions. USA Hockey, Inc. holds Regional and National Competitions for State Tier I and Tier II winners at the Bantam (14U) and above levels.

COMPETITION TEAM PHILOSOPHY AND GUIDELINES

The Comp program involves a greater investment of time, effort, and expense than does the House program. If a player is offered the opportunity and elects to participate in the comp program, it is essential that the player and parent be aware of the greater time commitment and financial requirements.

KPHA fields one comp team level, which is known by two names depending on age division: AA (10U & 12U) & Tier II (14U & up).

The Comp Teams are required to represent KPHA at any state, regional, or national USA Hockey tournaments for which they qualify. National tournaments are for PeeWee (14U) age divisions and up. KPHA will pay the entry fees for any required USA tournaments, but otherwise, all travel and tournament expenses are the responsibility of the team. However, the KPHA Board has the authority to approve limited financial assistance to teams for required travel. Most teams will participate in elective out-of-town and out-of-state tournaments, and occasionally international travel to games and tournaments. The KPHA Booster Club is available to help teams with their fundraising needs.

TEAM SIZE AND COMPOSITION

Each team is made up of a maximum of 20 players including up to three goaltenders per USA Hockey and Alaska State Hockey Association rules and regulations. A coach may elect to have a team with fewer members.

PLAYING TIME

Coaches have discretion over playing time. Players should expect unequal playing time on a competition team, except that equal playing time in the Squirt (10U) and PeeWee (14U) divisions, which are prime developmental years, is encouraged. If you have concerns or reservations about playing time, consult with the coach about his/her policies before accepting a position on the team.

PARENTS/GUARDIANS

Parents/guardians are an important part of the KPHA Competition program. Participation requires a serious financial commitment and a significant commitment of time and energy; please read the Player Fee and Expenses section below. Each comp team will also be issued Parent/Player Contracts at the beginning of each season. KPHA recognizes the role of parents and encourages their active involvement in the KPHA program. Parents can help the program through the soliciting of sponsorships, actively participating in fundraising events, and by supporting their players emotionally and financially.

Parents/guardians should keep the following points in mind when their child is a player on a KPHA team:

- Players are expected to be on time for and participate in all team events unless excused by the coach.
- The behavior of team parents/guardians should not in any way embarrass the KPHA or the State of Alaska.
- Parents/guardians should be aware that USA Hockey Officiating Rules allow a referee to penalize a team for the unruly behavior or inappropriate language from the stands.
- Parents/guardians should let the coach do his or her job during games and practices.
- If you have a concern about the team or your player, please allow yourself 24 hours before then following the proper channels for addressing concerns or resolving any issues. Please see Page 3 of the KPHA Handbook.
- Parents/guardians not traveling with the team are responsible for arrangements with a parent who is traveling with the team to accept full responsibility for their player including money for daily expenses, medical care, and transportation.

If you and your child elect to participate in the program, then you are accepting all the responsibilities associated with the program.

TEAM TRYOUTS/SELECTIONS

Player selection for AA/Tier II teams is the responsibility of the selected coaches. Players must wear full gear for the tryouts. If applicable, a nonrefundable tryout fee may be collected before the player may go on the ice. The fee will be assessed for each division for which the players tryout. Each player must be registered with USA hockey prior to participating in tryouts. Any outstanding balances must be paid before a player may be on the ice for tryouts. If you are new to KPHA, any outstanding balance with any other association must also be paid in full in order to participate with KPHA. Absolutely no player may be added to a competition team roster after December 31st in accordance with USA Hockey, Inc. regulations.

PLAYER HOCKEY GEAR AND JERSEY

Each player is responsible for providing their own hockey gear including but not limited to HEC approved skates, shin pads, black hockey pants, cup, shoulder pads, elbow pads, ~~gloves~~, black helmet (exception of goalie), mouth guard.

Jerseys are the property of KPHA. No patches are to be placed on any game jerseys other than a name and/or sponsor placard. KPHA provides one set of game socks at no cost. Any additional pairs needed throughout the season will require a \$30 fee per pair.

PLAYER FEES AND EXPENSES

All players will be required to register with USA Hockey, separate fee applies. All players will also be required to pay any KPHA tryout and registration fee in full. All players are responsible for participating fully in the KPHA fundraising, if required. The Alaska State Hockey Association has a reciprocal policy that precludes transfer from one association to another for players whose accounts are in arrears.

The Comp Teams are required to represent KPHA at any state, regional, or national USA Hockey tournaments for which they qualify. National tournaments are for PeeWee (14U) age divisions and up. KPHA will pay the entry fees for any required USA tournaments, but otherwise, all travel and tournament expenses are the responsibility of the team. However, the KPHA Board has the authority to approve limited financial assistance to teams for required travel. Most teams will participate in elective out-of-town and out-of-state tournaments, and occasionally international travel to games and tournaments.

DISCIPLINE

A head coach may suspend a player for up to two weeks and hold that player's team position in response to disciplinary or motivational problems. However, no player twice suspended shall be allowed to return to a team position without a review before the board of directors. A coach can be written up by the Coaching Director or the President for any disciplinary matter. However, no coach written up twice shall be allowed to return to his or her duties until a meeting with the board of directors.

KPHA Members who have issues for which they desire some explanation or resolutions are encouraged to allow 24 hours to reflect on a situation prior to working through the proper channels. Many situations may be with a particular coach, team or the association. Team managers should be able to assist with most of your problems. KPHA asks that you try to resolve your issue or concern off the ice and not in proximity of other parents, players, etc. It is always best to resolve problems at the lowest level possible.

This procedure should only be used in the most serious situations. If your concern is with a team-related situation, the first attempt is to resolve the issue informally with the team

manager. If your concern is a coach related situation, the first attempt is to speak with the head coach.

If this informal discussion does not resolve the matter, there is the option to follow the grievance process as outlined below. If the problem is not resolved by contacting your team manager or coach, please contact the Division Representative/VP of COMP or VP of HOUSE. If there is a player or a coach safety concern, this will be directed to the SafeSport representative.

If still unsatisfied by the third level of the process, recommendation will be to take board action. Depending on the process, it may take up to two meetings for a response.

Board members may speak for the entire Board, only when authorized to do so; otherwise, they are only stating their opinion. A list of Board Members is located on the KPHA website.

The appropriate points of contact are as outlined:

First	Team Manager
Second	Head Coach
Third	KPHA Division Representative (VP of COMP or VP of HOUSE)
Fourth	KPHA Board
Final	Only if all four steps above have been completed, Alaska State Hockey Association (ASHA).

The format for written concern/complaint:

- A member with a formal complaint or appeal must submit in writing within five (5) days of the questionable event. Complaints or concerns should submit to either the KPHA President, Division Representative (VP of Comp or VP of House) or the KPHA Coaching Director.
- The KPHA Board/Concern/Appeal Committee shall make a decision based on the findings within 5 days of the meeting.
- Any further appeals would follow State and/or USA Hockey guidelines.

A majority of the KPHA Executive Board is authorized to make temporary waivers to these rules for special cases where time does not allow for the matter to be reviewed by the full board. The KPHA Board will then review for ratification any permanent changes recommended as a result of experiences with special circumstances.

Approved 9/26/2022

