



Des Moines Capitals Player & Parent Packet

Document Checklist

- Player's Code of Conduct
 - Signed by player and parent on page 2 and page 4
- Parent's Code of Conduct
 - Signed by parent on page 2
- Drug Screening Consent Form
 - Signed by player and parent
- Cell Phone, Camera & Video Policy
 - Signed by player and parent
- USA Hockey Consent to Treat
 - Insurance Information
 - Emergency Contact
 - Parent signature
- Things to Review – No Action Required
 - Locker Room Policy
 - Travel Policy
 - Coach's Code of Conduct

PLAYERS and PARENTS Meeting:

Sunday August 29th 4:00 pm - 6:00 pm
D1 Training @ SportsPlex West 890 Southeast Olson Drive Waukee, IA 50263
Outdoor Picnic Sand Volleyball Area

BRING ALL SIGNED DOCUMENTS (excluding things for review) TO THE MEETING



Des Moines Capitals Player Code of Conduct – Page 1 of 4

I will...

- Respect my coaches, teammates, parents, opponents, and officials.
- Dedicate myself to good sportsmanship, teamwork, and discipline – on and off of the ice.
- Not conduct or take part in any form of player initiation or hazing, in any form (physical, verbal, etc.).
- Be on time for team related activities – practices, games, team meals, etc.
- Communicate with my coaches in advance if I'm going to be late or absent from any team activity. *I understand any unexcused late(s) or absence(s) may result in the loss of playing time.*
- Participate in the Capitals drug-testing program.
- Abide by the rules of my coaches, the Midwest High School Hockey League (MHSHL), and USA Hockey.
- Not lash out at any official, no matter what the call is. If I receive a penalty, I will skate directly to the penalty box. I understand my coaches will handle all matters pertaining to officiating.
- Conduct myself in a respectful and appropriate manner at all times (arenas, locker rooms, the bus, restaurants, hotels, etc.) as a representative of the Des Moines Capitals Hockey Club.

****Any behavior reflecting poorly on the Des Moines Capitals Hockey Club during any team function will result in immediate disciplinary action as determined by the coaching staff and/or Capitals Board.***



Des Moines Capitals' Player Code of Conduct – Page 2 of 4

I have read the Player Code of Conduct (page 1) for the Des Moines Capitals Hockey Team and by signing below I agree to abide by each of the statements listed.

Player name, printed: _____

Player name, signature: _____

Date signed: _____ for the _____ season

Parent/Guardian signature as witness: _____

*A copy of the Des Moines Capitals Player Code of Conduct can be found on the Capitals Hockey website: www.desmoinescapitalshockey.com



Des Moines Capitals' Player Code of Conduct – Page 3 of 4

Midwest High School Hockey League Policy

Section Four: OFF-ICE PENALTIES & DISCIPLINE

401: STANDARD ON TOBACCO USE OR POSSESSION

(a) The first-offense penalty for possession of tobacco products, including vaping of any kind and nicotine products, is suspension for the next 2 scheduled Varsity games and/or the next 2 scheduled Jr. Varsity games. The second-offense penalty for possession includes suspension for the next 4 scheduled Varsity games and/or the next 4 scheduled Jr. Varsity games, plus one-calendar-year probation beginning at the date of the 1st offense. If a 3rd offense occurs during probation, the player is suspended for one-calendar year from the date of the 3rd offense. If the player has no violation within the probation year, full eligibility is restored. Harsher local policies will apply along with League suspensions.

(b) Enforcement begins September 1st and is effective through the dates of USA Hockey America's High School Showcase/USA Hockey High School Nationals.

402: STANDARD ON ALCOHOL/DRUG USE OR POSSESSION, AND OTHER CRIMES

(a) The first-offense penalty for using, or having possession of, alcoholic beverages or illegally controlled substances; or, being legally convicted of a crime (excluding minor traffic violations) or choosing to enter into a diversion agreement in lieu of a conviction, is suspension for the next 4 scheduled Varsity games and/or the next 4 scheduled Jr. Varsity games, plus one-calendar-year probation from the date of the 1st offense. If a 2nd offense occurs during probation, the player is suspended for one-calendar year from the date of the 2nd offense. If the player has no violation within the year after the 1st offense, full eligibility is restored. Harsher local policies will apply along with MSHSL suspensions.

(b) League policy will be in accord with the Iowa High School Athletic Association, which states that discipline is at the discretion of the local school board. The League expects discipline for hockey to be similar for all other interscholastic athletics.

(c) Enforcement begins September 1st and is effective through the dates of USA Hockey America's High School Showcase/USA Hockey High School Nationals.

403: ABUSE AND MISCONDUCT OF SOCIAL MEDIA

(a) Social media and other electronic communication used to commit abuse and misconduct by any participant of a USA Hockey Program are considered violations of USA Hockey's SafeSport Program and are subject to disciplinary action.



Des Moines Capitals' Player Code of Conduct – Page 4 of 4

I have read "Section Four" of the Midwest High School Hockey League regarding the usage of tobacco, alcohol, and drugs.

I understand the consequences if I'm in violation of these policies.

Player name, printed: _____

Player name, signature: _____

Date signed: _____ for the _____ season

Parent/Guardian signature as witness: _____

Updated 7/11/20



Des Moines Capitals Parent Code of Conduct – Page 1 of 2

It is the intention of the Des Moines Capitals Hockey Club to provide a positive experience for all players to enjoy the game of hockey and be great citizens. It's expected that all parents of Capitals players read and understand this Code of Conduct, and observe and follow all of the principles contained in it, throughout the year.

I will...

- **Respect the players, coaches, other parents, opponents, and officials.**
- **Support that my Capital player needs to be on time for all team related activities (practices, games, team meals, etc.)**
- **Support that unexcused lateness or absence may result in the loss of playing time.**
- **Learn the rules set forth by our coaches, the MSHSL, and USA Hockey. I will hold my player accountable for any violation of these rules.**
- **Not lash out at any official, no matter what the call is. I understand our coaches will handle all matters pertaining to officiating.**
- **Not be critical of the Capitals hockey program, coaches, or other players, in front of my Capitals player.**
- **Take any concerns directly to our Team Manager or Board President.**
- **Remember to conduct myself in an appropriate and respectful manner, as a representative of the Des Moines Capitals.**
- **Insist that my Capital player plays in a safe and healthy environment – this includes being sure my player isn't involved in the use of alcohol, drugs, or tobacco.**
- **Authorize my Capital player to participate in the Capitals Drug Testing Program.**
- **Support disciplinary action, as set by the Des Moines Capitals Board of Directors, for any behaviors reflecting poorly on the Des Moines Capitals Hockey Club during an official team function – by myself or my player.**
- **Support that hazing, in any form, is absolutely not allowed. If my player is involved in hazing of any type, I support disciplinary action by the Des Moines Capitals Hockey Board.**



Des Moines Capitals Parent Code of Conduct – Page 2 of 2

****Any behavior reflecting poorly on the Des Moines Capitals Hockey Club during any team function will result in immediate disciplinary action as determined by the coaching staff and/or Capitals Board.***

I have read the Parent Code of Conduct (page 1) for the Des Moines Capitals Hockey Team and by signing below I agree to abide by each of the statements listed.

Player name, printed _____

Parents/Guardians name, printed: _____

Parents/Guardians signature: _____

Date signed: _____ for the _____ season.

***A copy of the Des Moines Capitals Parent Code of Conduct can be found on the Capitals Hockey website: www.desmoinescapitalshockey.com**



Des Moines Capitals Hockey Club Drug Screening Consent Form

I, _____, (players name), knowingly and willingly authorize the Des Moines Capitals High School Hockey Club Board of Directors to conduct specific tests on a urine specimen, which I provide, to ascertain whether there is evidence of my use of tobacco, drugs, and/or alcohol. I also agree to release information concerning the results of such test to the Des Moines Capitals High School Hockey Club Board of Directors, through its agents (Coach(es) Team Manager, or Board members), and to my parents and/ or guardians.

If I am or have been taking prescription medication(s), I agree to provide verification of the prescription medication (either by copy of the prescription or Doctor's authorization), upon request. My refusal could be a factor in determining my privilege to participate with the Des Moines Capitals High School Hockey Club.

This random testing will require a sample to be tested immediately, and in the event of a positive or false negative test, the sample will be sent by the Team representative to an independent lab for verification. Once the second test results are received, then and only then, will the position on the team be effected.

I am aware and agree that this consent form shall be binding as long as I avail myself of the privilege of participating with the Des Moines Capitals High School Hockey Club.

I further understand and agree that the Des Moines Capitals High School Hockey Club is not assuming any medical obligations, but merely acting to help promote my health, safety, welfare, and a safe athletic environment.

Athletes' signature

Date

Parent/ guardian signature

Date

Players Date of Birth MM/DD/ YYYY



Des Moines Capitals Cell Phone, Camera & Video Recorders Policy

Des Moines Capitals members shall observe measures intended to protect the privacy rights of individuals using Des Moines Capitals locker rooms or locker rooms used away from the home arena. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of Des Moines Capitals Hockey Club. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time.
- No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker rooms at any time.
- Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video recorder, cell phone, or other recording device in the locker room requires the prior permission of the Des Moines Capitals Team Manager or Coaches. Anyone who violates this policy shall be subject to Des Moines Capitals Hockey disciplinary action and/or penalties. The Des Moines Capitals Coaches, Team Manager, and Capitals Board shall be responsible for enforcing this policy. This policy shall be posted in the locker rooms. The Des Moines Capitals shall not discriminate in the methods, practices and materials used for ensuring locker room privacy on the basis of sex, race, national origin, ancestry, creed, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

I have read the above and by signing below I agree to abide by each of the statements listed.

Player name, printed: _____

Player name, signature: _____

Date signed: _____ **for the** _____ **season**

Parent/Guardian signature as witness: _____



USA Hockey Consent To Treat/Medical History Form



This is to certify that on this date, I _____, as parent or guardian of _____, (athlete participant), or for myself as an adult participant, give my consent to USA Hockey and its medical representative to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury that could arise from participation in USA Hockey sanctioned events.

If said participant is covered by any insurance company, please complete the following:

Insurance Company: _____

Policy Number: _____

Parent/Guardian/Adult Participant Signature: _____ **Date:** _____

Excess accident insurance up to \$25,000, subject to deductibles, exclusions and certain limitations, is provided to all USA Hockey registered team participants. For further details visit usahockey.com or contact USA Hockey at (719) 576-USAH.

EMERGENCY CONTACT

Name: _____ Phone: _____

Address: _____

Physician's Name: _____ Phone: _____

Hospital of Choice: _____

COMPLETION OF MEDICAL HISTORY INFORMATION BELOW IS OPTIONAL

MEDICAL HISTORY

If the answer to any of the following questions is yes, please describe the problem and its implications for proper first aid treatment on the back of this form.

- | | | |
|---|--|--|
| <input type="checkbox"/> Head Injury
<i>(concussion, skull fracture)</i> | <input type="checkbox"/> Asthma | <input type="checkbox"/> Allergies _____ |
| <input type="checkbox"/> Fainting spells | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Convulsions/epilepsy | <input type="checkbox"/> Kidney problems | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Neck or back injury | <input type="checkbox"/> Hernia | _____ |
| | <input type="checkbox"/> Heart murmur | _____ |

Have you had (or do you currently have) any of the following?

Have you had a recent tetanus booster? Yes No If yes, when? _____

Are you currently taking any medications? Yes No If yes, please list all medications on back.

Has a doctor placed any restrictions on your activity? Yes No If yes, please explain on back.



Des Moines Capitals - 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 the Capitals' goals. The Capitals adhere 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, the Capitals have 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 Buccaneer Arena, we are assigned locker rooms for our use. Each of the locker rooms has its own restroom and shower area. The Capitals will also regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location.

Locker Room Monitoring

The Capitals have 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 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

We prohibit parents from entering locker rooms without prior permission from a member of the Capitals coaching staff, team medical staff, team manager or team president.

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. At the coaching staff's discretion, it may be permissible to have the team manager collect phones prior to entering locker rooms.

Prohibited Conduct and Reporting

The Capitals prohibit all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, coaches or parents in the Capitals program 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.



Des Moines Capitals **Travel Policy**

The Capitals travel regularly to play individual games, two or three games at a time, or in tournaments. The Capitals have 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 the Capitals do 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 coaches and/or volunteers of the Capitals, 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 by the minor player's parent (preferably in writing).
- Where a 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. In any case where coach and/or volunteer are involved in the player's local travel, a parental release should be obtained in advance.
- Coaches and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s). It is recommended that 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 a coach or volunteer of the Capitals 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 the Capitals coordinate or arrange for travel so that our team can compete locally, regionally or nationally. Because of the greater distances, coaches, volunteers and chaperones will often travel with the players.

- The Capitals 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. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- The Capitals will make efforts to provide adequate supervision through coaches and other adult chaperones.
- 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 coach or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' 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 and if possible all team drivers (excluding commercial bus drivers) shall have been screened. 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 will share rooms 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.
- Team personnel may ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach should not occur in hotel sleeping rooms and should be held in public settings and 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.
- 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 team personnel who can either make or assist with making those arrangements.
- 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.
- 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 and Locker Room 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.



Des Moines Capitals Coach's Code of Conduct – Page 1 of 2

I will...

- Be a positive role model for our players.
- Dedicate myself to good sportsmanship, teamwork, and discipline on and off the ice.
- Conduct myself in a respectful and appropriate manner at all times (at the arenas, on the bus, at restaurants, at hotels, etc.).
- Be on time for all team related activities (practices, games, team meals, etc.).
- Be prepared for all practice sessions and games.
- Properly monitor the team locker room.
- Not allow our players to conduct or take part in any form of bullying, player initiation or hazing activities (physical, verbal, etc.).
- Clearly communicate the rules of the coaches, the MSHSL, and USA Hockey to our players, and hold them accountable.
- Not allow players to lash out at any official, without exception.
- Hold players accountable for their effort, behavior and any rules violations (both on and off ice).
- Discipline players when warranted (lack of effort, on ice rules violations, actions detrimental to the team, etc.).
- Understand any behavior reflecting poorly on the Des Moines Capitals Hockey Club during any official team function could result in disciplinary action from the Des Moines Capitals Board of Directors.
- Conduct a coach/player conference with each player at the mid-point of the season, and at the end of the season.
- Communicate and enforce curfews with all players on overnight trips.
- Conduct "bed checks" and "bag checks" with the team manager during every road trip.
- Coordinate, with the team manager, a review of all hotel rooms before the player bus leaves the hotel and will address any situations appropriately.
- Understand at least one coach will accompany the team at all times (at the arenas, in the locker rooms, on the ice, at restaurants, at hotels, etc.)

Des Moines Capitals Coach's Code of Conduct – Page 2 of 2

- **Not consume or have possession of alcoholic beverages, including beer, or illegally controlled substances or tobacco on the team bus.**
- **Report to the President of the Board all types of player or player's parent compensation, either direct or indirect (i.e. trips, tickets, gifts, etc.).**
- **Communicate the roles and responsibilities of the Team Captain and the Assistant Team Captain(s), and hold them accountable to their leadership responsibilities.**
- **Meet with the Coaching Committee and Team Manager periodically through the season and at the completion of the season to discuss my performance.**

Updated 7/11/20