

Kodiak Hockey League

Membership Handbook



www.kodiakhockeyleague.org
board@kodiakhockeyleague.org
Kodiak, Alaska
Updated October 2025

MESSAGE FROM THE BOARD

The Kodiak Hockey League (KHL) Board of Directors is pleased to present the KHL Membership Handbook. We have assembled this handbook to introduce our members to the only youth hockey program on Kodiak Island. KHL has six age divisions, including 8U, 10U, 12U, 14U, 16U & 18U, plus our Learn-to-Play program. We average about 200-players per season, ranging from 5-years old to 18-years old.

Volunteers keep this program going. We are very fortunate to have so many dedicated people in our association. We have nine (9) members on the KHL Board, who meet throughout the entire year. We have coaches who donate endless hours preparing practice plans and being on the ice. We have team managers, who handle practice, game-day, and travel tournament logistics. We have a great partnership with the City of Kodiak Parks and Rec Department, and of course, we have the players and their families, who make it all worth it.

Thank you for your support,

Kodiak Hockey League Board of Directors

Carmel Carty, President
Angela McFarland, Vice-President
Melissa Cook, Treasurer
Breanna Peterson, Secretary
Josh McCarthy, Director of Coaching
Dan Polhemus, Registrar
Devin Skonberg, Board Member
Jenn Caskey, Board Member
Vacant Seat

INTRODUCTION

The Kodiak Hockey League (KHL) is an affiliate of the USA Hockey Association and the Alaska State Hockey Association (ASHA), in good standing. The purpose of KHL is the promotion of youth hockey within the City and Borough of Kodiak, in Kodiak, Alaska. This organization is organized exclusively for charitable purposes, within the meaning of section 501(c) (3) of the Internal Revenue Code. General membership is open to all persons eighteen (18) years of age and older, upon your child's annual KHL registration and a minimum of ten (10) volunteer hours or registration and participation as a KHL volunteer coach, manager, or committee member. General members may participate in all the programs and projects of the association and will be allowed to vote on matters raised at the Annual Membership Meeting, including voting for Board of Directors, and are qualified to hold office.

KHL MISSION STATEMENT

KHL was established in 2014 with the mission to provide a safe, fun, competitive environment, with an emphasis on sportsmanship and teamwork, where hockey players of all ages can develop skills.

KHL GOALS AND OBJECTIVES

KHL is staffed by a volunteer Board of Directors, coaches, parents and family members, and others, who are committed to providing an enriching and challenging program through teamwork, respect, discipline, and a lifelong appreciation of the game of hockey. KHL defines success as continual player development through active participation in the sport of hockey, while building sportsmanship and character. Hockey activities are designed to meet the needs of all levels of youth, with progressive and challenging programs as they move up age divisions.

In accordance with the American Development Model (ADM), KHL expects good sportsmanship from all members and participants, which means all players are given a fair opportunity to play during games. All divisions emphasize skating skills, stick control, puck handling, different player positions, teamwork, and general objectives of the game. Emphasis is placed on the player gaining age-appropriate abilities and enjoying the sport of recreational hockey. It is KHL's goal to deliver the appropriate level of coaching, mentoring, and inspiration, to ensure players have developed the skills and character to continue on to various levels of hockey beyond 18U.

Each Hockey Season, KHL may participate in both Rec A and Rec B of the ASHA State Tournament, as well as off-island invitationals. The Rec A and B levels are tiers that KHL has chosen as a means of continuing a learning and recreational atmosphere for development. Divisions eligible to compete are 10U, 12U, 14U, 16U & 18U. Additionally, 8U participates in the Mac Attack Tournament.

The ability to travel will be based on the commitment of KHL's players, as well as the availability of resources, including coaches and managers. Additionally, final approval for the ASHA State Tournament is required by the KHL Board of Directors.

KHL ADMINISTRATIVE BODY

KHL is managed by a nine (9) member Board of Directors who are duly elected by the General Membership at the Annual Meeting and are volunteers who receive no compensation. The Directors hold their seat for a two- (2) or three- (3) year term. Board of Directors holds regular bimonthly meetings or four (4) meetings per season. Any member of KHL may attend these meetings and address the board during public comment. REF 3.1 KHL Bylaws

President: Carmel Carty

Vice President: Angela McFarland

Treasurer: Melissa Cook

Secretary: Breanna Peterson

Registrar: Dan Polhemus

Board Members: Devin Skonberg,

Director of Coaching: Josh McCarthy

Disciplinary Chair : Jenn Caskey

Vacant Seat:

KHL BOARD COMMITTEESIn accordance with KHL bylaws, the Board will establish standing committees and subcommittees to address specific topics, which may include: Nominating Committee, Bylaw Committee, Finance Committee, Auditing Committee, Discipline Committee, Fundraising Committee, and Operations/Advisory Committee. REF 5.2 KHL Bylaws

RINK

All practices and games, with the exception of off-island games, are played at the Ice Rink at Wamwik Park which is owned by the City of Kodiak. KHL and the City of Kodiak Parks and Recreation Department have a strong working relationship. KHL players, coaches, and spectators will treat the rink with respect. When the Zamboni is resurfacing the ice, no one, with the exception of referees aiding the resurfacing, shall be on the ice. All personal gear and equipment and any garbage will be removed when leaving the rink.

QUESTIONS AND CONCERNS

Questions and concerns are a natural occurrence. Members who have issues for which they desire some explanation or resolution are encouraged to first contact the Team Manager. By doing so, most issues may be resolved. However, if the matter is unresolved, please contact the Head Coach and if no resolution has been met, contact the Director of Coaching. The feedback form on the KHL website may also be used. Serious matters will be brought to the attention of the KHL Board of Directors and may also require disciplinary action, through the Disciplinary Committee. board@kodiakhockeyleague.org

REGISTRATION

Registration for KHL must be done online at www.kodiakhockeyleague.org. The registration fee is set by the Board of Directors each year and is based on the estimated number of participants and annual budget.

PAYMENT POLICY & OUTSTANDING BALANCES

All outstanding balances or invoices must be paid in full by the stated installment deadlines. This includes any amounts due from the current or previous seasons.

Failure to Pay: Any member with an unpaid balance from a prior season will be restricted from practices, invitationals, and state tournaments. Registration for a new season will not be allowed until the account is paid in full. KHL reserves the right to enforce these policies to ensure financial responsibility and fairness across all participating families.

KHL does award financial scholarships. Please contact the President for more information, email: president@kodiakhockeyleague.org. The list of scholarship recipients is kept confidential.

REFUND POLICY

The Board will consider a request for a refund on a case-by-case basis. A written justification must be submitted for the Board's review through email: info@kodiakhockeyleague.org or deliver written justification to the KHL Treasurer. The Board of Directors is responsible for reviewing all refund requests. Approved refunds may be prorated and bank fees deducted. Members should allow up to thirty (30) days to receive refunds from the time the request is submitted. *Please note:* the amount paid to ASHA and USA Hockey is non-refundable, as well as the Parks & Rec ice pass issued as part of registration to KHL registered players and coaches

HEALTH CONDITIONS

Any health or physical impairment, which might potentially affect a player's performance in the sport of hockey, must be noted on the registration and medical release/consent-to-treat form. In the event this did not occur, please contact the Registrar to document. Conditions include asthma, epilepsy, visual or auditory impairment, etc. and should also be reported to the Team manager and Head Coach to ensure they are fully aware.

BIRTH CERTIFICATE AND OTHER DOCUMENTS

Players must be registered using their name as it appears on their birth certificate because a copy of the birth certificate is needed by the ASHA State Registrar, when authorizing the team rosters for the ASHA State Tournaments. The KHL Registrar will coordinate the approval process with the A Manager and Head Coach to ensure all required documents are in order.

INSURANCE COVERAGE

Each registered player and coach is covered by a group insurance policy with USA Hockey. This is 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 that varies year-to-year. In the event that a player suffers an injury, the player or the family must first contact the head coach (if not on the ice); the Head Coach and parent will work with the KHL Registrar to complete the required insurance form; and notify the Board of Directors of the incident at info@kodiakhockeyleague.org.

It is the responsibility of the Head Coach to receive the required claim forms from the KHL Registrar. If a player or coach suffers an injury, even where no intent or need for filing of a claim is perceived at the time of incident, the player, coach, and guardian are required to report the matter to the team's Head Coach and Team Manager, who will also notify the Registrar and the Coaching Education Program (CEP) Coordinator of the incident in case a claim needs to be filed at a later date. Note that in most cases, treatment must be received within 30 days of the incident to receive coverage through USA Hockey insurance policy.

The Head Coach may request that the player or coach be seen by a physician if the injury is deemed potentially serious. Parents will be notified immediately and the consent to treat forms will be used in the event the parent(s) are unavailable. Any player who suffers an injury during a KHL sanctioned session that requires ongoing medical treatment must provide a Doctor's statement of release before they will be allowed to return to and participate in KHL. If the injury prevents the player from returning to the ice for the duration of the season, then a refund may be requested for a prorated amount. *See Refund Policy*. Further information can be found on Concussion Protocol listed under Parent information at www.kodiakhockeyleague.org.

FUNDRAISING

The main sources of revenue for KHL are the Sno-Bruins Crab Fest Booth, Business Sponsorship Grants, City of Kodiak Non-Profit Grant, and Registration.

The KHL Board of Directors must sanction approval of any and all fundraising events conducted by or on behalf of any KHL sponsored team. No individual may fundraise under the KHL name or logo.

KHL's biggest fundraiser is Bruin Burgers. Each KHL player is required to fill a total of four slots at Bruin Burgers, which includes two slots during the prep weekend and two slots during the Crab Fest sales weekend. Players in 12U and older may fill slots. Adults need to fill slots for those players in 10U and younger. For those players who do not participate in Bruin Burgers, they will be charged a \$200.00 volunteer fee for their volunteer hours. If there are extenuating circumstances as to why players cannot participate in Bruin Burgers, please email: info@kodiakhockeyleague.org.

KHL gratefully accepts donations and contributions in any amount. Businesses that are able to donate to KHL receive special recognition on our website. Special contributions may also be

used as scholarships, to allow participation by players who are unable to pay registration or travel fees, or purchase needed equipment. All contributions should be remitted to the KHL Treasurer.

HOODIE HUT

The purpose of the Hoodie Hut is to sell fan gear. The Hoodie Hut will periodically be open at the rink. If you have any questions about it, please email info@kodiakhockeyleague.org.

EQUIPMENT

When players are on the ice, adults are responsible for ensuring their child is furnished with the following mandatory safety equipment:

- helmet with face mask, approved by USA HOCKEY – HECC, with a valid expiration date
- shoulder and chest pads
- elbow pads
- hockey gloves
- athletic supporter with hard plastic cup
- hockey pants
- shin pads
- hockey skates (regular sharpening recommended)
- hockey stick
- neck guard
- mouth guard, required for 12U and up and recommended for all age groups, *clear mouth guards are not permitted*

The safety equipment is made mandatory by USA Hockey Rules and KHL's insurance coverage. Failure to wear this equipment on-ice negates our insurance coverage. At the start of any game, the referee may conduct an equipment check. Any player not wearing mandatory safety equipment will not be allowed to play. If a piece of equipment breaks during the course of a game, it is to be repaired or replaced before the player may continue on-ice. Each Player is responsible for the care of and maintenance of their equipment

JERSEY RESPONSIBILITY

Jerseys and socks are available to purchase at the time of registration. Each player must purchase one white and one blue game jersey, one white and one blue pair of game socks, one reversible practice jersey, and one pair of practice socks. Practice jerseys and practice socks must be worn at each practice and game jerseys and game socks must be worn during each game. Jerseys and socks may be worn across multiple seasons provided they are of the approved design and remain in good condition. Items must be free of excessive wear, holes, tears, fading, or stains and must maintain a neat and presentable appearance in line with team standards. Final approval of item conditions rests with the coaching staff or Team Manager. If jerseys and/or socks need to be purchased throughout the season, please contact your Team Manager.

KHL OWNED EQUIPMENT

KHL owned LTP Starter Gear sets are made available at the beginning of the season for a rental fee plus deposit. These gear sets are intended for first year players and are sized to fit an average 5–7-year-old. Sets do not include skates or a stick. Sets must be returned at the end of the season. Sets cost \$25.00 for the season, plus a \$150.00 refundable deposit. A KHL appointed coach or assigned volunteer will inventory and check out KHL owned hockey equipment at a scheduled time, prior to the start of the season. All LTP gear must be returned at the end of the season, clean and intact in order to guarantee initial deposit refund

Goaltenders require additional specialized equipment, which is much more expensive. KHL will work toward providing as much of this equipment and assistance as possible, up to 12U; however, equipment is limited for 14U, 16U, and 18U. Goaltender equipment will be issued to players on a case-by-case basis by their Head Coach.

GEAR STORAGE

Equipment used for practice and games is stored in the rink storage room . Admittance to storage is by authorized personnel only. .

AMERICAN DEVELOPMENT MODEL

The American Development Model (ADM) is a nationwide model developed by USA Hockey for successfully developing American hockey players. It is a tool that will ensure every kid will have the same chance to succeed.

In accordance with ASHA, KHL has incorporated the ADM into its program for all age groups. Part of the ADM is that players should be well-rounded. Studies have shown that the best developed hockey players are those that participate in multiple sports and activities, not just hockey, which is why we encourage players to stay physically active year-round. The ADM also emphasizes individual skill development and KHL practices emphasize developing each player to their full potential, while having fun. This includes lots of small area drills and games. The result is more puck touches and skating development for every player.

PLAYER ASSESSMENTS

In order to keep balanced competition throughout the season, the Head Coach may deem it necessary to rearrange teams and/or players. This also provides players the opportunity to experience different positions on the ice and play alongside different teammates. Per USA Hockey regulations players are not permitted to participate in a division below their designated age bracket.

Players who demonstrate advanced skills, along with the mental and emotional maturity necessary to compete at a higher level may be considered to “play up” into an older age division. This consideration must come at the recommendation of the players current Head Coach, and is subject to the criteria outlined in KHLs Move-Up Policy, Participation in travel

events with a Recreational team (Rec A or B) is voluntary. Families should be aware that additional expenses are incurred as part of travel participation.

Levels of Play

Under the Alaska State Hockey Association (ASHA), there are three levels in youth hockey: B/A, AA, and AAA. KHL offers a House League program, at the A and B level. Below, you will find a description of each of these.

- **B (House) - Recreational level with the following requirements:**
 - There are no tryouts, everyone plays.
 - Players are able to skate (if unable, they start in Learn-to-Skate/Play and then are moved to their age-group when coaches determine they are ready).
 - Throughout the season, players develop the ability to pass and shoot; they also learn the rules and fundamentals of hockey (per USA Hockey's American Development Model).
 - One to two teams are formed.
 - If enough players for at least three teams, a draft will be used to form teams.
 - At least one B-team from each age-group may attend up to three off-island B-tournaments throughout the season. Managers share travel information at the start of the season.
 - Coaches will determine if they can send a team to the B-level Alaska State Hockey Association off-island state tournament. This will be based on player commitment to travel, including a goalie.

- **A (House) - Recreational level with the following requirements:**
 - Coaches decide if KHL will field an A-level team after p
 - A-level is fast and competitive. Players are strong skaters; they pass and shoot and understand the rules and fundamentals of hockey.
 - At least one A-team from each age-group may attend up to three off-island A-tournaments throughout the season. Managers share travel information at the start of the season.
 - Coaches will determine if they can send a team to the A-level Alaska State Hockey Association off-island state tournament. This will be based on player skills assessment first and then player commitment to travel, including a goalie.

- **AA (Tier 2) - Competitive level with the following requirements:**
 - Teams are formed by tryouts.
 - *Please note: KHL does not offer a Tier 2 program. In accordance with the ASHA Handbook, male players are not permitted to dual roster with KHL and a Tier 2 program.*

 - *To support development opportunities while remaining compliant with ASHA regulations, KHL has established a Guest Player Policy. Under this policy, Tier 1 or*

Tier 2 players may be allowed to participate in KHL practices, but they are not eligible to participate in any official KHL games or competitions.

- *This policy is designed to ensure all participants remain in full compliance with ASHA rules while promoting skill development and community engagement.*
 - *For questions regarding eligibility or guest participation, please contact info@kodiakhockeyleague.org.*
 - **Female Dual Roster Exception:** Female players are permitted to dual roster with both KHL and a Tier 2 program, per ASHA policy. However, all dual roster requests must be submitted to KHL no later than December 1st. Requests should be emailed to info@kodiakhockeyleague.org for review and approval.
- **AAA (Tier 1) - Competitive level with the following requirements:**
 - This is the top level of play and teams are formed by tryouts.
 - *Please note: KHL does not offer a Tier 1 program. In accordance with the ASHA Handbook, male players are not permitted to dual roster with KHL and a Tier 1 program.*
 - *To support development opportunities while remaining compliant with ASHA regulations, KHL has established a Guest Player Policy. Under this policy, Tier 1 players may be allowed to participate in KHL practices, but they are not eligible to participate in any official KHL games or competitions.*
 - *This policy is designed to ensure all participants remain in full compliance with ASHA rules while promoting skill development and community engagement.*
 - *For questions regarding eligibility or guest participation, please contact info@kodiakhockeyleague.org*
 - **Female Dual Roster Exception:** Female players are permitted to dual roster with both KHL and a Tier 2 program, per ASHA policy. However, all dual roster requests must be submitted to KHL no later than December 1st. Requests should be emailed to info@kodiakhockeyleague.org for review and approval.

EQUAL DEVELOPMENT TIME

KHL Player Development & Game Participation Policy

It is the goal and policy of the Kodiak Hockey League (KHL) that all players receive equal development time during both games and practices. This commitment ensures a fair and enriching experience for every athlete in our program.

Exceptions to Equal Play Policy

1. **Age-Group Participation**

Players are allowed to participate in only one (1) age group during the KHL season.

2. **Cross-Age Game Participation (As-Needed Basis)**

In certain situations, coaches may need to supplement a game roster in a different age group. When this occurs, coaches may invite players from a younger age group to temporarily participate in a game with the older group.

- This will be done only as needed and in a manner that is equitable across the player pool.
- No individual player will be permitted to participate in consecutive weekends as a cross-age fill-in. This ensures that multiple players have access to this opportunity over the course of the season.

KHL remains committed to creating a positive, inclusive, and development-focused environment for all athletes. For questions regarding this policy, please contact us at info@kodiakhockeyleague.org.

KHL encourages 13-17 year old players to assist with practices of younger age groups, with head coach approval. Players must be at a minimum one (1) age group older than the group they are assisting, for example: 14U player helping with 12U.

A coach's child may attend out-of-age group practices when the coach is actively coaching on the ice. However, the coach's child may not participate in the practice as a player. The coach's child is only assisting in the flow of the practice, for example: setting up boards, getting pucks, etc. If the coach's child is in 12U, and one age group older, then they may assist with the practice, for example, demonstrating a drill. However, they are not participating in the practice.

TRANSFER WITHIN AGE GROUP

Players improve their skills and mature physically and psychologically at different rates. Coaches are expected to manage the team rosters in a manner that allows all players an opportunity to progress both individually and as a team. Player transfers, when required, will only be made

with consent of the Head Coach of the division, who will coordinate the transfer with the other coaches involved. The Head Coach has the authority to transfer players between teams within their group, as needed, to create balanced teams, in order to improve the quality of the game, foster good sportsmanship, and ensure a positive experience for players, teams, and spectators.

MOVE-UP POLICY

USA Hockey regulations prohibit players from playing in an age group lower than that established by the player's age at the end of the calendar year, December 31, with the exception of 18-year-olds, who have until June 30 of the following year.

Occasionally a talented player may not be adequately challenged in their age group. Coaches wishing to move a player to an upper division or return a player to their respective age division, after receiving approval to change divisions, must follow the KHL Move-Up Policy. *Note: KHL has a strict Move-Up Policy in place to evaluate and move players.*

SKATING AND SKILL DEVELOPMENT PROGRAMS

For the safety of all players, KHL requires new skaters to register for Learn-to-Skate and then progress to Learn-to-Play. Players will learn beginning skating and hockey fundamentals. KHL may offer other skills development opportunities for all players interested in additional hockey instruction, including goaltending. Clinics or camps may be scheduled as coaching and ice availability allows. Additional fees may apply and are in addition to the KHL registration fees.

COACHING

Coaching Philosophy & Evaluation Statement

- The KHL Board of Directors recognizes that coaching hockey is both a rewarding and demanding role. It is the goal of the association to ensure that all coaches are evaluated regularly and provided with constructive feedback on their performance.
- We are committed to promoting a safe, inclusive, and development-focused environment where every player feels welcome, challenged, and part of a team. Coaches play a vital role in shaping not only a player's skills but also their overall experience in the sport.
- Serving as a Head Coach at any level comes with significant responsibility. Head Coaches are expected to dedicate substantial time both on and off the ice to support their players, teams, and the broader goals of the association.
- By supporting, developing, and holding our coaches to high standards, we aim to foster a positive hockey culture for all.

- Some responsibilities of the Head Coach include but are not limited to the following:
 - Strong organizational skills;
 - Strong communication skills;
 - Ensure that all practices are conducted using the USA Hockey American Development Model
 - Strong coaching skills – following lesson plans that build on one another as the season progresses;
 - Ability to build strong rapport with players and parents and establish respectful relationships;
 - Ability to identify a team’s and player’s weaknesses and strengths, and develop practices to build upon them;
 - Ability to fully instruct and communicate with assistant coaches and managers.
 - Provide a list of coaches to the Director of Coaching and Registrar, to ensure all coaches are registered

Being a Head Coach can be challenging, but it can also be extremely rewarding. KHL encourages coaches to step up and embrace this challenge. Upon completion of the season, all coaches will be asked if they would like to serve in the following season as Head Coach and for which age group. If more than one coach wants to serve as Head Coach for the same age group, the Director of Coaching, in consultation with the Board of Directors, will select the Head Coach based on criteria that will include coaching philosophy, years of coaching experience, communication, professionalism, and organization skills. Coaches may be asked to provide this information in writing, in order to be assigned a Head Coach position. Prior to the following season’s start, the Director of Coaching will call a meeting to review coaching requirements and expectations for the upcoming season. All coaches will be notified of the meeting.

DIRECTOR OF COACHING

The Director of Coaching works closely with the Registrar to ensure all coaches are certified to be on the ice. The Director of Coaching also addresses all coaching issues that arise during the course of the season in a timely manner.

- Some responsibilities of the Director of Coaching include, but are not limited to the following:
- Organize Coaches meeting at the beginning of the season and throughout the season
 - Maintain the KHL Coaching Manual
 - Disseminate information to coaches, as-needed
 - Work with coaches to ensure that appropriate skills and drills are being coached for the appropriate age groups, according to the ADM model
 - Ensure fair ice time for all players
 - Assist in dispute resolutions as needed among coaches and/or parents
 - Assist with coaching disciplinary action, as needed
 - Assist with player disciplinary action, as needed

- Conduct parent meetings, as-needed
- Conduct coach meetings, as-needed
- Recruit and retain coaches
- Work with the Registrar, to ensure all coaches are registered
- Correspond with District Coach- in- Chief
- Coordination of on-ice and off-ice classes for coaches
- Attend USA Hockey Coach Education Training, as-needed
- Attend USA Hockey Officials training classes annually
- Assist in selection of Head Coaches and Assistant Coaches
- Enforce USA hockey coaching philosophy among KHL coaches
- Manage the Player Move-Up Policy
- Disseminate information to coaches, as-needed

AGE GROUP MANAGERS

Age Group Manager Role Description

Each year, one Age Group Manager is appointed for each age division by the Head Coach. The Age Group Manager supports the team by handling logistics, finances, and jersey distribution.

Once selected, the Head Coach must notify the KHL Registrar with the manager's name to ensure they are added to the official Registrar database.

The Age Group Manager collaborates closely with the Registrar, the Team Manager Liaison, and the KHL Treasurer:

- With the Registrar: to ensure all required player documents are submitted and up to date.
- With the Team Manager Liaison: to schedule volunteer trainings for the the clock and scorekeeping
- With the Treasurer: to manage the team budget and ensure all financial matters are accounted for.

Additional responsibilities include:

- Assigning scorekeepers for all games
- Ensuring the accuracy and proper submission of all scoresheets

Mandatory Requirements:

All Age Group Managers must complete SafeSport certification and pass a background check prior to assuming duties.

Travel Team Manager Responsibilities

For any off-island tournaments or invitationals, the Team Manager is responsible for coordinating all team-related logistics. Duties include:

- Collecting player and guardian contact information
- Gathering any fees due for travel or tournament participation
- Ensuring all required documents are completed and submitted
- Communicating game logistics and schedules to players and families
- Providing the Head Coach with copies of all necessary paperwork

If applicable, the Travel Team Manager will also:

- Arrange group hotel accommodations and airfare rates
- Coordinate with families on travel plans and lodging options

For travel to the State Tournament, additional responsibilities include:

- Preparing the Official Team Binder
- Attending the pre-tournament meeting and all tournament games
- Collecting game sheets for inclusion in the binder

If the Team Manager is unable to attend a tournament or invitational, they must designate an alternate to fulfill these duties. This alternate must be approved by the Head Coach to ensure continuity and proper coordination throughout the event. Managers and alternates must complete SafeSport certification and pass a background check prior to assuming duties.

Please note: All travel-related fees are the responsibility of the players and their guardians.

SCORE SHEETS

Scoresheet & Game Day Responsibilities – Age Group Team Manager

The Age Group Team Manager is responsible for preparing the scoresheet for each game. Players must be listed in numerical order.

The Team Manager must also:

- Assign a scorekeeper and timekeeper for each game
- Keep a record of all volunteer hours

Note: When an older age group plays a younger age group, the manager of the older age group is responsible for:

- Providing the scoresheet
- Assigning a scorekeeper and timekeeper

Pre-Game Procedures:

- The Head Coach of each team must:
 - Cross out the names of any players not in attendance
 - Sign the scoresheet in the Coach's Signature box

During the Game:

- The Scorekeeper must ensure that all goals, assists, and penalties are recorded accurately.

Post-Game Procedures:

- Referees must:
 - Review the scoresheet to verify the score and penalties
 - Sign the scoresheet at the bottom after verification

Distribution of Scoresheet Copies:

- White (original) – Placed in the Scorekeeper's Box; becomes the property of the Registrar
- Yellow – Given to the Home Coach
- Pink – Given to the Visiting Coach
- Gold – Given to the Head Referee

The Age Group Team Manager is ultimately responsible for the accuracy of the scoresheet.

VOLUNTEERS

The Kodiak Hockey League (KHL) is entirely volunteer-operated, with dedicated individuals donating countless hours to ensure a successful and positive experience for our players and families.

There are many ways to get involved throughout the season—no matter your background or availability. Whether it's helping with game-day duties, team logistics, events, or league operations, your support is essential.

If you're interested in volunteering, please reach out to your Head Coach, Team Manager, or contact the KHL Board at board@kodiakhockeyleague.org for more information.

Your participation is valued and directly contributes to the long-term strength and sustainability of KHL.

SAFESPORT

Participant Safety & USA Hockey SafeSport Policy

The safety of all participants in the Kodiak Hockey League (KHL) is of paramount importance to both KHL and USA Hockey. This commitment extends to on-ice and off-ice environments across all levels of USA Hockey programs.

USA Hockey has established comprehensive policies and procedures aimed at protecting youth hockey players from physical abuse, sexual abuse, and other forms of misconduct or harmful behavior. These safety measures include, but are not limited to:

- Policies addressing physical and sexual abuse
- Background screening for coaches and volunteers
- Locker room supervision protocols
- Anti-hazing policies
- Codes of Conduct for coaches, administrators, officials, players, guardians, and spectators

SafeSport Training Requirements

Each season, USA Hockey and KHL require all coaches and team managers to complete the SafeSport online training module prior to any interaction with players.

Additionally, any off-ice volunteer who has regular contact with players must also be SafeSport certified and familiar with the SafeSport Handbook, which outlines USA Hockey's policies for preventing and addressing misconduct.

The SafeSport Handbook is available on the USA Hockey website (www.usahockey.com) and serves as a comprehensive resource for understanding the safety standards expected across all roles in youth hockey.

All coaches and volunteers are expected to read, understand, and comply with the policies outlined in the SafeSport Handbook.

PARENT OR GUARDIAN RESPONSIBILITIES

Parents and guardians play a vital role in the success and safety of each player, team, and the Kodiak Hockey League (KHL) community. Please review the following expectations:

General Responsibilities

- Ensure your player arrives on time for all practices and games
- Encourage and model good sportsmanship at all times
- Make sure your player wears proper safety equipment during all on-ice sessions (practices, scrimmages, and games). *Players without full, required gear will not be permitted on the ice.*
- If you have questions about required equipment, please contact your Head Coach or Team Manager
- Attendance Requirement: For LTP (Learn to Play), 6U, and 8U divisions, at least one parent or guardian must be present at the rink during all practices and games

Volunteer Involvement

KHL relies heavily on family volunteers to ensure a successful and organized season. We need your help with roles such as:

- Scorekeeping and timekeeping during games
- Serving as an Age Group Team Manager
- Helping as an equipment monitor
- Assisting with other duties as needed by the Head Coach
- No prior hockey experience is required. Training and support will be provided!

If you're available to help or want to share your interests, please talk to your Coach or Team Manager, or email the KHL Board at board@kodiakhockeyleague.org.

Community Acknowledgment

Please take the time to thank coaches, volunteers, and fellow parents for their time, effort, and dedication. Their contributions are essential to making the season fun, safe, and successful for all players.

Parental Presence & Volunteering

For all LTP (Learn to Play), 6U, and 8U age divisions, at least one parent or guardian must be present at the rink during all practices and games. This is for the safety and support of our youngest players.

The Kodiak Hockey League (KHL) depends on volunteers to ensure a smooth and successful season. We need your help with essential game-day duties and team support roles, including:

- Timekeeping and scorekeeping during games
- Serving as an Age Group Team Manager
- Assisting as an Equipment Monitor
- Other tasks as identified by the Head Coach

These volunteer roles are critical to the success of our program—and no prior hockey experience is needed. Training and support will be provided as necessary.

If you're available to help, please let your Coach or Team Manager know your availability and interests. You may also email the KHL Board at board@kodiakhockeyleague.org.

Please remember to thank your coaches, team staff, and fellow parents for their time, talent, and commitment to the players and the league.

SPORTSMANSHIP

Fair play and respect are core values of the Kodiak Hockey League (KHL) and are expected at all times—from both participants and spectators.

KHL enforces a Spectator Code of Conduct, which all visitors to the rink are expected to follow. This ensures a safe, respectful, and positive environment for players, officials, and families.

Spectator Behavior & Referee Authority

- Spectators must not interfere with referees or game officials in any way.
- Referees have the authority to halt play if a spectator's behavior becomes inappropriate or disruptive.
- If this occurs, the referee will notify the Head Coach, who is then responsible for addressing and correcting the behavior of the offending spectator.
- If a referee suspends play due to spectator misconduct, the game will not be replayed or restarted unless approved by the KHL Board, in accordance with USA Hockey rules.

NOISEMAKERS

To maintain a safe and respectful environment for players, coaches, officials, and spectators, objectionable mechanical and electrical noisemakers—including cowbells—are not permitted at any KHL-sponsored events.

Additionally, the use of whistles by anyone other than the on-ice officials during a game is strictly prohibited, as it can cause confusion and disrupt gameplay.

Spectators who fail to follow these guidelines may be asked to leave the facility.

ABUSIVE LANGUAGE AND BEHAVIOR

The use of profanity, obscene language, or gestures on the ice or anywhere in the rink will cause a ten-minute misconduct penalty to be imposed on the offending player for the first offense. A second penalty will result in ejection from the game and a three-game suspension. These USA Hockey rules will be strictly enforced. If parents or spectators ignore warnings about abusive behavior towards players, coaches, or officials, they run the risk of having their children removed from the KHL program.

STICK AND PUCK MISUSE

To ensure the safety of all rink users and to preserve the facility, sticks and pucks are only to be used on the ice surface or in designated areas under the direct supervision of a coach.

Prohibited Use:

- No stick and puck activity is allowed in:
 - Locker rooms
 - Bathrooms
 - Facility entryways
 - Off-ice areas, including the indoor track or spectator viewing areas
- This policy also applies to the use of mini sticks.

Enforcement: Players who violate this policy may be required to forfeit their stick and puck to Ice Rink staff or a KHL official. Continued misuse may result in further disciplinary action.

Respect for the Facility

The City of Kodiak owns the ice rink, and it is managed by Parks and Recreation. As guests of this facility, KHL players, families, and volunteers are expected to treat the rink with respect.

- Do not intentionally shoot pucks at the glass or metal walls
- Help keep locker rooms, benches, and public areas clean
- Show respect for staff, officials, and fellow facility users

Damage Notice: Players or KHL members may be held financially responsible for glass replacement or other damage resulting from direct misuse or neglect.

FIGHTING

A player penalized by the referee for fighting during a game shall receive a game misconduct penalty. A second offense shall result in an indefinite suspension from KHL, with notification made to the player by the Disciplinary Chair. The suspended player, their coach, and the referee must appear before the Disciplinary Committee, who will then decide when and if the player may return to the league.. KHL will not provide refunds to players suspended as a result of a fighting incident. Players fighting before or after a USA Hockey/KHL sanctioned game shall be suspended for one game. USA Hockey rules regarding fighting will be strictly adhered to.

VANDALISM AND THEFT

Vandalism and/or theft at the Ice Rink at Wamwik Park is strictly prohibited and will not be tolerated under any circumstances. Any individual found responsible for such actions will face serious consequences, which may include:

- Suspension from KHL activities
- Restitution for damages or stolen property
- Possible criminal charges, in coordination with local authorities

All players, parents, and volunteers are expected to help maintain a safe and respectful environment for everyone at the facility.

SUBSTANCE ABUSE

The illegal use or sale of drugs, as well as the consumption of alcoholic beverages at the Ice rink at Wamwik Park is strictly prohibited for anyone involved in any KHL activity, coaching or volunteering whether on or off the ice.

Each facility, including the Ice Rink, operates under its own zero-tolerance policy regarding drugs and alcohol. These rules must be followed at all times.

Violations of this policy may result in suspension, removal from KHL activities, and possible legal consequences, depending on the severity of the offense.

PICTURES

Digital team photos will be available at the end of the season for players and guardians. Additionally, individual photo opportunities may be arranged during the season by a professional photographer. Please reach out to your team manager with questions.

GENERAL AND SPECIAL RULES FOR ALL DIVISIONS

USA HOCKEY/ASHA TEAM REGISTRATION AND ROSTERS

All KHL registrations and rosters must be submitted to the KHL Registrar prior to the player being allowed on the ice. The Registrar will ensure the required paperwork is collected from each player or late registrant. The Registrar will provide each Head Coach a roster of players approved to participate. A registration deadline will be established by the KHL Board of Directors.

LENGTH OF GAMES AND SCRIMMAGES

Most games will have an allotted time slot of 60- or 45-minutes, depending on the age group and ice availability. All players shall get equal ice time, when possible. All games will have a designated length and will not be allowed to run over this time. The clock will normally be stopped at the referee's signal to the timekeeper for injury only, except at the 18U level. At all levels, if necessary, the referee will announce a shortened third period to accommodate these time limits. On occasion the referee may allow the "clock to run" to maintain game flow especially when there isn't a large goal differential or when play is continuous.

GENERAL RULES

Game & Facility Conduct Policy

To ensure a safe, respectful, and well-organized environment during games, tournaments, and practices, the following access and conduct policies apply:

Locker Room Access

Access to locker rooms is restricted to the following individuals:

- League officials
- Referees
- Coaches and certified team personnel
- Players
- Medical personnel
- Guardians of players in LTP/6U/8U divisions

All others are prohibited from entering the locker room during games or tournaments.

Score Box Access

Only the following individuals are permitted inside the score box:

- Scorekeeper
- Timekeeper
- Announcer

Player Bench Policy

- A maximum of four (4) certified team officials are allowed in the player bench area during a game.
- No player or team member is allowed on the bench without proper safety equipment, including a regulation helmet.

Sportsmanship & Conduct

- Players and coaches are expected to demonstrate good sportsmanship at all times—before, during, and after games and practices.
- Spectators must set a positive example by behaving respectfully and supportively at all KHL events.
- Coaches and Team Managers are responsible for ensuring players enter and exit the ice surface safely and appropriately.

USA HOCKEY CODE OF CONDUCTS

ADMINISTRATOR'S CODE OF CONDUCT

- Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.
- Support programs that train and educate players, coaches, parents, officials, and volunteers. Promote and publicize your programs; seek out financial support when possible.
- Communicate with parents by holding parent/player orientation meetings, as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics and advise your board members of the necessity for their training sessions.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Read and be familiar with the contents of the USA Hockey Annual Guide and USA Hockey's official playing rules.
- Develop other administrators to advance to positions in your association, perhaps even your own.

Coaches Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all your players to be team players. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

On-Ice Officials Code of Conduct

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations, and their proper application.
- Remember that officials are teachers. Set a good example.
- Make your calls with quiet confidence, never with arrogance.
- Manage and help to control games in cooperation with the coaches to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a “zero tolerance” attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach, or parent/guardian.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player, or fellow official.
- Keep your emotions under control.
- Use only USA Hockey-approved officiating techniques and policies.
- Maintain your health through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance.

Parent’s Code of Conduct

- Do not force your children to participate in sports but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game.
- Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.

- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport.
- Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.

Player's Code of Conduct

- Play for fun.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Be on time.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents, and officials.
- Never argue with an official's decision.

Spectator's Code of Conduct

- Display good sportsmanship.
- Always respect players, coaches, and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches, and officials.
- Be supportive after the game – win or lose.
- Recognize good effort, teamwork, and sportsmanship.

*KHL's Membership Handbook was updated October 2025.
If you have any suggestions, please email the KHL Board of Directors at:
board@kodiakhockeyleague.org*