

Loudoun Knights Hockey Club Handbook

Policies, Procedures, Guidelines

Loudoun Knights Hockey Club

100 ITC 19201 Compass Creek Pkwy, S.E. Leesburg, VA



Table of Contents

| | |
|---|----|
| Overview | 2 |
| Structure | 2 |
| Codes of Conduct | 2 |
| Coaches | 2 |
| Players | 4 |
| Parents / Guardians / Spectators / Volunteers | 6 |
| Officials | 7 |
| Policies and Procedures | 8 |
| Dispute Resolution | 8 |
| Injuries | 8 |
| Locker Room / Facilities | 9 |
| Phones / Cameras | 10 |
| Social Media | 10 |
| Communication | 11 |
| Discrimination | 12 |
| Discipline | 15 |
| Financial | 15 |

Overview

This handbook has been created to capture the policies and procedures that govern the Loudoun Knights Hockey Club and its participants. It contains a variety of information relevant to the Loudoun Knights Hockey Club as can be used as a resource to hockey participants and stakeholders. The Loudoun Knights Hockey Club is committed to providing our athletes with modern facilities and professional training within a family atmosphere designed to maximize development and enjoyment. The Loudoun Knights Hockey Club fully adheres to USA Hockey Rules and Regulations and is a supporter of the American Development Model (ADM).

Please note that in many of the sections below, especially within the codes of conduct, the policies and procedures may not overtly call out every aspect of USA Hockey guidance. This is done to limit redundancy and does not in any way indicate anything less than 100% compliance of and support for USA Hockey guidelines, rules, and regulations. The Loudoun Knights Hockey Club is committed to providing our participants a positive environment in which to experience the sport of hockey and is in line with USA Hockey ideals and guidance.

Structure

The Loudoun Knights Hockey Club is owned and operated by Ion International Training Center, LLC. The owners of Ion ITC and by extension, the Loudoun Knights Hockey Club, employ a Hockey Director, as well as several professional staff members that include a Director of Scouting & Programs, a Director of Player Development, coaches, trainers, and a limited number of volunteers. The Hockey Director is responsible for the entirety of the Loudoun Knights Hockey Club operations, development approach, and activities. The Hockey Director is also responsible for the management of its professional staff as well as any willing participant in Loudoun Knights Hockey Club activities. The Hockey Director is also subject to guidelines of USA Hockey and its local affiliate, the Potomac Valley Amateur Hockey Association (PVAHA), and has the authority to enact reasonable policy, procedures, formal or otherwise, as well as to enact sanctions on Loudoun Knights Hockey Club participants in order to ensure adherence to USA Hockey guidance as well as the overall mission of the Loudoun Knights Hockey Club. The acceptance of a position with the Loudoun Knights Hockey Club, whether paid or unpaid, is also an agreement to adhere to the policies and procedures of both USA Hockey and the Loudoun Knights Hockey Club. These policies and procedures will be reviewed at a minimum annually and updated as often as necessary under the authority of the Loudoun Knights Hockey Club.

Codes of Conduct

This section of the Loudoun Knights Hockey Club handbook covers the code of conduct for participants in the hockey club in any capacity. All participants will adhere to the policies and guidance specified therein as well as all relevant USA Hockey Rules and Regulations. The code reflects the Loudoun Knights Hockey Club's commitment to maintaining a positive environment on and off the ice and upholding the standards befitting of a leading hockey club. The code is designed to enable and enforce standards set forth by USA Hockey, PVAHA, and the Loudoun Knights Hockey Club. Any participant found in violation of the code(s) may be subject to the sanctions set by USA Hockey and as deemed appropriate by Loudoun Knights Hockey Club leadership. As noted in the relevant sections below, any concerns about policy or procedures can be communicated to the Loudoun Knights Hockey Director and will be addressed accordingly.

Coaches

Participants acting in the role of coach includes but is not limited to the professional coaching and training staff of the club as well as volunteer assistants operating in any authoritative capacity relative to a Loudoun Knights Hockey Team and its relevant hockey related activities. Each Loudoun Knights Hockey Team will have a designated Head Coach, however all supporting participants acting in the role of coaches are expected to maintain a high standard of conduct both on and off the ice whether at or away from the rink.

All participants acting in the role of Coach in the Loudoun Knights Hockey Club will adhere to the USA Hockey Coaching Ethics Code as well as the USA Hockey SafeSport Handbook in all aspects. The Loudoun Knights Hockey Club as a USA Hockey Member Program, as a condition of sanctioning by USA Hockey or any Affiliate, must agree to and must comply with the SafeSport Program Policies and all requirements of the SafeSport Program Handbook.

The USA Hockey Coaching Ethics Code can be found on USA Hockey's website (<https://www.usahockey.com/coachingethics>) and covers a variety of topics under both General as well as Ethical Principals and includes guidance around Resolving Issues. The SafeSport Program and Handbook was adopted by USA Hockey in 2012 and includes the various Policies that apply to all USA Hockey Member Programs. It further includes the available resources and required Training of USA Hockey and its Member Programs' employees, volunteers, administrators, coaches, parents and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey's Screening and Background Check Policy; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey, its Affiliates and Member Programs should Respond to allegations of abuse and misconduct; and how USA Hockey, its Affiliates and Member Programs will Monitor and Supervise this program to help ensure its effectiveness. To ensure adherence to SafeSport and USA Hockey guidance, the Loudoun Knights Hockey Club has developed specific policies and procedures captured within this handbook.

In addition to the USA Hockey Coaching Ethics Code and SafeSport Handbook, all Loudoun Knights participants acting as a coach are expected to adhere to the following standards of conduct:

- C1. All coaches will be familiar with and adhere to USA Hockey Rules and Regulations as well as all relevant Loudoun Knights policies and procedures. This includes the General Principles and Ethical Standards specified in the USA Hockey Coaching Ethics Code and the USA Hockey SafeSport Program and Handbook.
- C2. All coaches are responsible for making a sincere effort to ensure that their players, parents, guardians, volunteers, and other support understand and adhere to the relevant USA Hockey and Loudoun Knights guidelines with particular emphasis on player safety, locker room / facilities, social media / communications, and travel policies where relevant.
- C3. All coaches are responsible for making sure key support functions are performed to include team scheduling, roster management, locker room supervision / monitoring, and other game day responsibilities.
- C4. If any coach witnesses what they believe to be a violation of a relevant Loudoun Knights policy (and/or USA Hockey standard) or has reasonable suspicion that a violation has likely occurred based on information given to him/her to include Parent/Guardian notification or otherwise, he or she should at a minimum formally report a potential violation via email to the Loudoun Knights Hockey Director. In the case of a violation, additional reporting to bodies including but not limited to local law enforcement agencies and/or USA Hockey may be required depending on the nature of the violation in accordance with the USA Hockey Coaching Ethics code, USA Hockey guidance, and Bylaw 10 and SafeSport reporting procedures. Any coach, in line with the USA Hockey Coaching Ethics code, may consult a fellow coach if they are uncertain whether or not a violation has occurred. If a coach witnesses an in-progress violation that is placing any participant in immediate harm, the coach should immediately call the police.
- C5. If a coach is notified by another participant of a potential violation of a relevant Loudoun Knights Hockey Club and/or USA Hockey Standard, he or she need to determine if they have reasonable suspicion a violation has likely occurred. As noted above, the coach, in line with the USA Hockey Coaching Ethics code, may consult a fellow coach if they are uncertain whether or not a violation has occurred. If the head coach believes they have reasonable suspicion a violation has likely occurred, he or she should report the potential violation via the guidance in C4 above.
- C6. If a coach believes a participant may have suffered a significant injury at any time, he or she will take immediate action in line with USA Hockey Guidelines and Loudoun Knights Hockey Club injury protocol (see the Injuries section for more details). At a minimum, if a coach believes a participant has suffered a significant injury that requires medical attention, he or she will immediately remove the participant from activities and not permit return unless cleared by medical personnel in line with USA Hockey guidelines. Coaches shall also adhere to the Safety / Injury policies includes those governing concussions and mental health. The Loudoun Knights Hockey Club believes player safety is of the utmost importance and should not be compromised for any reason whatsoever.

C7. For any situations not explicitly covered by USA Hockey or Loudoun Knights Hockey Club guidelines, Loudoun Knights coaches will make every effort to act in a practical and reasonable manner in the spirit of the rules/regulations of the Loudoun Knights Hockey Club and USA Hockey guidelines.

C8. In situations of allegations of policy or procedural violations committed by a coach, the Loudoun Knights Hockey Director is responsible for addressing all allegations in a timely fashion. Any allegations or concerns should be submitted via email to the Loudoun Knights Hockey Director. The Hockey Director will respond in writing to any allegation involving a Loudoun Knights Hockey Club coach within 48 hours.

C9. All coaches will respect, adhere to, and reinforce where necessary decisions and guidance passed down from the Loudoun Knights Hockey Director and Loudoun Knights Hockey Club leadership. This includes guidance ranging from player development to sanctions of players and/or coaches. If coaches have any unresolved concerns or issues with the Loudoun Knights Hockey Director, they are encouraged to contact ION ITC Leadership.

C10. All coaches will at a minimum be appropriately certified by USA Hockey at the suitable level for his or her relevant coaching role. The certification requires registration as a member of USA Hockey, completion of a background screening, completion of USA Hockey Safe Sport Training, successful completion of the relevant online age-specific modules, and successful completion of the required certification (CEP) clinic.

C11. All coaches acting in the capacity of head coach shall make a reasonable attempt to convey basic expectations to its participants including but not limited to players, guardians, coaches, key support functions and relevant Loudoun Knights officials at the onset of the team season. These expectations should include at a minimum the preferred means of interaction and team communication, the need and performance of support roles whether volunteer or otherwise, his or her attitude on playing time as well as important concepts such as player development vs. team results, any potential travel requirements if relevant, and the key policies/procedures/guidance from the Loudoun Knights Hockey Club and/or USA Hockey governing participant behaviors.

C12. All coaches shall strictly adhere to USA Hockey guidelines on drugs and alcohol. The Loudoun Knights Hockey Club recognizes that the greater ION ITC facility has a restaurant and bar that serves alcoholic beverages. However, even when not acting in an official club capacity within the ION ITC facility, coaches should carefully consider their environment and the presence of players, guardians, and spectators before consuming any alcoholic beverages and always do so in a responsible manner without exception.

C13. All coaches that engage in social media or electronic communications are prohibited from referencing the Loudoun Knights Hockey Club or its activities in any capacity beyond what is deemed permissible under the Social Media Policy without the express approval of both the Loudoun Knights Hockey Director and any direct or indirect participants.

C14. All coaches are prohibited from taking photos, video, or using any other form of media that involves or references the Loudoun Knights Hockey Club whether personal or otherwise beyond what is deemed permissible under the Social Media Policy and the Phones / Camera Policy without express approval of both the Loudoun Knights Hockey Director and any direct or indirect participants.

Players

Any player currently participating in the Loudoun Knights Hockey Club in any capacity are expected to maintain a high standard of conduct both on and off the ice whether at or away from the rink. All players in the Loudoun Knights Hockey Club will adhere to USA Hockey guidelines including but not limited to those captured in the Hockey SafeSport Handbook in all aspects as well as the USA Hockey Players Code of Conduct.

The Loudoun Knights Hockey Club, as a member of USA Hockey, and as a condition of sanctioning by USA Hockey or any Affiliate, must agree to and must comply with the SafeSport Program Policies and all requirements of the SafeSport Program Handbook. These guidelines cover both on and off ice behaviors and specifically describe and prohibit physical and emotional misconduct, Bullying, threats, harassment, Hazing, and other relevant behaviors to include use of electronic devices, social media, and hockey facilities as well as equipment. The guidelines are applicable to player interactions when participating in Loudoun Knights Hockey Club activities on and off the ice with all Loudoun Knights Hockey Club participants and associates to include teammates, coaches, volunteers, parents, guardians as well as opposing players, coaches, officials, and other points of contact.

In addition to USA Hockey guidelines, all Loudoun Knights players are expected to adhere to the following standards of conduct:

- PL1. All players will adhere to USA Hockey guidelines and relevant Loudoun Knights policies and procedures as well as the Loudoun Knights Hockey Club Hockey Director formal guidance and decisions. Players should direct any questions about these guidelines to the relevant coach or other Loudoun Knights Hockey Club member. While it is the responsibility of the coach to communicate these guidelines, all Loudoun Knights Hockey Club participants are required to make a reasonable effort to be familiar with them.
- PL2. All players will treat all Loudoun Knights Hockey Club activity participants as well as all staff associated with Ion ITC at or outside the Ion ITC facility with respect both on and off the ice. This includes, but is not limited to, officials, opposition coaches and players, and spectators.
- PL3. All players who engage in social media or electronic communications are prohibited from referencing the Loudoun Knights Hockey Club or its activities in any capacity beyond what is deemed permissible under the Social Media Policy without the express approval of both the Loudoun Knights Hockey Director and any direct or indirect participants.
- PL4. All players are prohibited from taking photos, video, or using any other form of media that involves or references the Loudoun Knights Hockey Club whether personal or otherwise beyond what is deemed permissible under the Social Media Policy and the Phones / Camera Policy without express approval of both the Loudoun Knights Hockey Director and any direct or indirect participants.
- PL5. All players are prohibited from engaging in any form of Bullying, Hazing, or misconduct as defined by the USA Hockey SafeSport Handbook and the Loudoun Knights Hockey Club.
- PL6. All players are prohibited from using alcohol, drugs, or tobacco in any form while representing the Loudoun Knights Hockey Club in any capacity.
- PL7. All players are responsible for their behavior on and off the ice and may be subject to sanctions as deemed necessary by the Loudoun Knights Hockey Club for violating any USA Hockey and Loudoun Knights Hockey Club guidelines.
- PL8. If any player witnesses or believes that another participant might be injured, he or she is required to notify his or her relevant coach as soon as possible. As previously noted, the Loudoun Knights Hockey Club believes player safety is paramount and is a shared responsibility. It is not possible, nor should it be expected, for coaches to see every participant action or incident on and off the ice.
- PL9. If any player witnesses a violation of USA Hockey or Loudoun Knights guidelines, he or she is required to notify the Loudoun Knights Hockey Club either through their guardian or other method of their choosing.
- PL10. All players are responsible for putting on and maintain his or her equipment properly in line with Loudoun Knights Hockey Club Policy. This includes all proper equipment for all Loudoun Knights players including goalies for all training sessions and games.
- PL11. All players are prohibited from acting in any manner detrimental to the Loudoun Knights Hockey Club.

Parents / Guardians / Spectators / Volunteers

As previously noted, all individuals participating in the Loudoun Knights Hockey Club in any capacity will adhere to USA Hockey guidelines including but not limited to the Hockey SafeSport Handbook and associated codes of conduct. This includes parents, guardians, or other volunteers performing in non-coaching roles previously defined as key supporting functions. Although the USA Hockey SafeSport handbook does not directly govern parental / guardian behavior, it does include information on parents' and guardians' rights in key areas as well as sets critical standards by which coaches need to adhere. USA Hockey does have a Parent's and Spectator's Code of Conduct that directly addresses most non-participant behaviors. Loudoun Knights Hockey Club as a member of USA Hockey, and as a condition of sanctioning by USA Hockey or any Affiliate, must agree to and must comply with the SafeSport Program Policies and all requirements of the SafeSport Program Handbook. It must also adhere to all USA Hockey Rules, Regulations, and Guidelines, including all codes of conduct.

The Loudoun Knights Hockey Club has the following specific policies and procedures to ensure adherence to USA Hockey and SafeSport guidance. In addition to the aforementioned USA Hockey SafeSport Handbook and Codes of Conduct, all Loudoun Knights parents, guardians, and volunteers participating in supporting functions as well as non-participant parents, guardians, and spectators attending Loudoun Knights Hockey Club events including but not limited to games, practices, and other functions are expected to adhere to the following standards of conduct:

PG1. All parents, guardians, volunteers, and spectators will be familiar with and adhere to USA Hockey guidelines to include the Parent's and Spectator's Codes of Conduct and relevant Loudoun Knights Hockey Club policies and procedures as well as formal Loudoun Knights Hockey Director guidance and decisions. Parents and/or Guardians should address any questions about these guidelines to the relevant coach and if he or she is not able to address questions adequately, to the Loudoun Knights Hockey Director.

PG2. Each Parent and/or Guardian is responsible for making a sincere effort to understand the guidelines and to indicate as soon as possible if they have questions or concerns that prohibit their understanding. Even in lieu of direct communication from coaches, Parents and/or Guardians are expected to have read the USA Hockey Parent's Code of Conduct as well as the USA Hockey Parents Handbook available on the USA Hockey website.

PG3. Parents and/or Guardians are responsible for making sure any invited guest participating in any Loudoun Knights Hockey Club events to include as a spectator and/or volunteer understand and adhere to USA Hockey and Loudoun Knights Hockey Club guidelines.

PG4. All parents, guardians, volunteers, and spectators will treat all Loudoun Knights Hockey Club activity participants as well as all staff associated with Ion ITC at or outside the Ion ITC facility with respect both on and off the ice and in strict alignment with USA Hockey Spectator's and Parents Codes of Conduct. This includes officials, opposition coaches and players, and spectators.

PG5. Parents, guardians, and/or spectators if observed as violating the USA Hockey Spectators Code of Conduct and/or conducting themselves in a lewd, obscene, threatening, or offensive manner during a Loudoun Knights Hockey Club function may be asked to cease activities and/or leave by a Loudoun Knights Hockey Club coach or official. In these cases, the individual(s) will respect and follow the guidance of the Loudoun Knights Hockey Club official or coach and if requested, will leave the premises immediately without argument or question and will respect USA Hockey guidelines as well as Loudoun Knights Hockey Club policies on Dispute Resolution as noted in the Policy and Procedures section of this handbook.

PG5. All parents, guardians, and/or volunteers that have agreed to participate in Loudoun Knights Hockey Club activities and perform in any supporting function including but not limited to team manager, scoreboard operator, scorekeeper, penalty box operator, locker room monitor, etc. will make every effort to perform the function as requested and will address any questions or concerns to the relevant coach in a timely manner.

PG6. If a Parent/Guardian witnesses what they believe to be a violation of USA Hockey or Loudoun Knights Hockey Club guidelines by a participant other than a coach, he or she is required to notify the relevant head coach. If the relevant head coach is unable to adequately address the potential violation within a reasonable time frame, the Parent/Guardian reserves the right to directly report the potential violation via email to the Hockey Director Operations. In the case of a violation, additional reporting to bodies including but not limited to local law enforcement agencies and/or USA Hockey may be required depending on the nature of the violation in accordance with USA Hockey guidance and Bylaw 10.

PG7. All parents, guardians, volunteers, and spectators will respect and adhere to decisions and guidance made by the relevant team head coach as well as those passed down from the Loudoun Knights Hockey Director. This includes guidance ranging from player development to sanctions of players and/or coaches. This also includes any immediate action a coach takes to address violations in codes of conduct such as but not limited to requests for removal of parents, guardians, volunteers, or spectator behaviors that he or she deems in violation of USA Hockey and/or Loudoun Knights Hockey Club guidance. If Parents/Guardians have any unresolved concerns or issues with any Loudoun Knights coach, he or she may contact and report the issue via email to the Hockey Director Operations. If Parents/Guardians have unresolved issues with the Loudoun Knights Hockey Director, they are encouraged to contact Ion ITC Leadership.

PG8. All parents, guardians, and/or volunteers when participating in a supporting function as referenced in PG5 above, will strictly adhere to USA Hockey guidelines on drugs and alcohol and will not at any time be under the influence of alcohol or drugs while performing their duties. The Loudoun Knights Hockey Club recognizes that the greater ION ITC facility has a restaurant and bar that

serves alcoholic beverages. However, even while not directly participating in Loudoun Knights Hockey Club activities, parents, guardians, and/or spectators should always carefully consider their environment and the presence of players, guardians, and spectators before consuming any alcoholic beverages and always do so in a responsible manner without exception.

PG9. All parents, guardians, volunteers, and spectators that engage in social media or electronic communications are prohibited from referencing the Loudoun Knights Hockey Club in any capacity beyond what is deemed permissible under the Social Media Policy without the express approval of both the Loudoun Knights Hockey Director and any direct or indirect participants.

PG10. All parents, guardians, volunteers, and spectators are prohibited from taking photos, video, or using any other form of media that involves or references the Loudoun Knights Hockey Club or its participants whether personal or otherwise beyond what is deemed permissible under the Social Media Policy and the Phones / Camera Policy without express approval of both the Loudoun Knights Hockey Director and any direct or indirect participants.

PG11. If any parent, guardian, and/or volunteer participating in Loudoun Knights Hockey Club activities witnesses or believes that another participant might be injured, he or she is required to notify his or her relevant coach as soon as possible. As previously noted, Loudoun Knights Hockey Club believes player safety is paramount and is a shared responsibility. It is not possible, nor should it be expected, for coaches to see every participant action or incident on and off the ice.

PG12. All parents are prohibited from acting in any manner detrimental to the Loudoun Knights Hockey Club.

Officials

The various participant codes of conduct along with USA Hockey guidance should adequately cover interactions with hockey officials both on and off the ice and ensure they are treated with the utmost respect. All Loudoun Knights Hockey Club coaches and players are expected to be familiar with the USA Hockey rulebook and the rules on unsportsmanlike conduct penalties.

Hockey officials are also expected to conduct themselves in a businesslike, sportsmanlike, impartial, and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. Any complaints around officials behaving in a manner that does not align with the above may be addressed to the head coach of the relevant Loudoun Knights team. The head coach may recommend to the Hockey Director that a complaint be filed to with the referee association via PVAHA or other appropriate entities.

Policies and Procedures

The Codes of Conduct govern the vast majority of participant behavior. However, in line with USA Hockey and by extension the SafeSport Program Handbook, PVAHA, and Ion International Training Center, the following Policies and Procedures capture the fundamental principles by which the Loudoun Knights Hockey Club and its participants will adhere to in all aspects.

Dispute Resolution

The practice of reporting all potential code, policy, and procedure violations are captured within the various codes of conduct. These codes of conduct are designed to be in adherence to the extensive requirements passed down from USA Hockey and governed by the local affiliate PVAHA. In general, issues and concerns should attempt to be resolved between immediate parties. If issues cannot be resolved between immediate parties, please follow the guidance captured in the appropriate code of conduct.

Regardless of the parties involved and the cause of action, the following rules apply to all disputes and grievances:

24 Hours Rule. Unless the nature of the dispute or grievance requires immediate attention, the Loudoun Knights Hockey Club, and USA Hockey, requires participants to wait at least twenty-four hours after the event or incident before moving forward with specified resolution actions. This is also intended to be a period of reflection to consider all aspects of the dispute or grievance and all parties involved.

Mutual Respect. The Loudoun Knights Hockey Club requires that all actions related to disputes are handled with the utmost respect amongst all parties and that in any sort of interaction related to the club, all policies on behavior still apply.

Retribution/Justification. Even outside of the 24-hour period, regardless of what the root of the dispute may be, a violation of policy or guidance by one party does not justify violation by another.

Focus. Please consider the purpose of the engagement, which is to resolve an issue or problem with the best interest of all parties in mind. This may require compromise or considerations beyond just the individual(s) in question(s), especially if it could impact a greater team or the organization.

Listening to Others. Please consider all parties perspectives in attempting to find a resolution. There may be various aspects of the situation including information that all parties are not privy to.

Take Responsibility. Consider your own behavior and how it may or may not have contributed to situations.

The Loudoun Knights Hockey Club intends to foster a positive environment around the great game of hockey and encourages participants to attempt to resolve all issues to maintain that environment. The Club believes the guidance within this handbook is adequate in resolving any dispute and discourages allowing issues to build up without resolution.

Safety / Injuries

The Loudoun Knights Hockey Club puts a premium on safety of all participants and requires full adherence to all USA Hockey policies both on and off the ice.

Injury Prevention. The Club recommends all participants to be familiar with USA Hockey and SafeSport guidance on injury risk and prevention. In addition, it is recommended to make coaches aware of any unique health or safety concerns of any participants. Beyond that, while Ion International Training Center's facility is equipped with the necessary medical equipment in compliance with USA Hockey policy, the coaches are responsible for ensuring away facilities are safe for participation.

Equipment. Participants shall properly wear the appropriate equipment both on and off the ice for any official Loudoun Knights training sessions or games. This includes protective equipment for all games, warm-ups and practices. Such equipment should include gloves, shin pads, shoulder pads, elbow pads, hip pads or padded hockey pants, protective cup, tendon pads plus all properly certified head protective equipment, and proper goalie equipment as required by USA Hockey rules.

Treatment. The Club will adhere to the USA Hockey Resource Guide for Injury Management that provides guidance on First Aid, Wound Care, Injury Evaluation, Initial Treatment, Emergency Action Plans, and Concussion Resources (see below). If there is belief that a participant has suffered a significant injury that requires medical attention, he or she will immediately be removed from activities and will not be permitted to return unless cleared by medical personnel in line with USA Hockey guidelines. In addition, any player that is injured to the extent that practice or a game needs to be stopped will be removed from the activity at least temporarily so that he or she can be assessed by the coaching staff. In accordance with the Loudoun Knights code of conduct, player safety will not be compromised for any reason.

Concussions. The Club will follow all USA Hockey concussion guidance and protocol. All coaches will be familiar with the signs and symptoms of a concussion and if the coach suspects the player may have a concussion, he or she will be immediately removed from play and his or her guardians will be notified. The Loudoun Knights Hockey Club believe in the USA Hockey attitude that it is "better to miss one game than the whole season". The Club will require approval from a health care professional before the player is permitted to participate in hockey related activities including practice, off-ice training, or games.

Locker Room / Facilities

In line with USA Hockey, the SafeSport Handbook, and all relevant codes of conduct, the Loudoun Knights Hockey Club understands the risks and vulnerabilities of youth players in locker rooms and changing areas. As a result, the Club require adherence to all aspects of USA Hockey guidance with emphasis on the Locker Room Policy as specified in the USA Hockey SafeSport Program Handbook. This guidance is applicable to any participant at all facilities in conjunction with Club activities.

Supervision. It is the responsibility of the coaching staff of each team and the overall professional staff of the Loudoun Knights Hockey Club to ensure at least one responsible screened and trained adult will act as Locker Room Monitor for the locker room during all Club events. A Locker Room Monitor will be present at all relevant times and ensure that only team participants, approved personnel, and direct family members are permitted into the locker room in line with both USA Hockey guidance and the head coach's advisement.

Locker Room Monitors. Locker Room Monitors will also monitor locker room activity and ensure participants are properly supervised in line with USA Hockey and SafeSport handbook guidance. They will need to position themselves in close proximity to the room and have the ability to detect what is going on inside and ensure that non-related adults are not alone with individual minor participants in locker rooms. They are also responsible for securing the room when participants are on the ice.

Interaction with Minors. At no point are unrelated adults permitted to be alone in a locker room or changing area with a minor. There should always be a second adult present. Coaches and participants should always do their best to eliminate any situation that puts a minor at risk for abuse. It is generally permissible for younger participants to have family members or guardians help put on and take off equipment. However, family members should adhere to any protocol established by the head coach that may prohibit parents from entry into the locker room such as pre or post game discussions provided the environment is safe in line with USA Hockey and SafeSport guidance.

Devices. In general, the use of cell phones and electronic devices that are not used in relation with hockey activities is not permitted in the Locker Rooms. This includes the strict prohibition of the usage of recording capabilities in any form. There may be an exception for special occasions, but these must be deemed appropriate by the Hockey Director and still strictly monitored and supervised in line with the USA Hockey Guidance.

Dress. Participant coaches and other adults should strictly adhere to USA Hockey and SafeSport Handbook guidelines on indecent exposures and must wear proper attire including a base layer of clothing if he or she needs to get dressed before or after practice in the same locker room as players.

Co-Ed Locker Rooms. It is not permissible for persons to observe the opposite gender while they dress or undress. At the Loudoun Knights Hockey Club home rink at Ion International, a separate locker room will be made available for co-ed teams, which will also still be subject to the same USA Hockey and Loudoun Knights Hockey Club guidelines noted above. In other facilities in line with USA Hockey, the head coach of the relevant Loudoun Knights Hockey team will first request a separate locker room and ensure it is monitored appropriately in line with the guidance above. If a separate changing facility is not available or not adequate, the head coach will follow the proper protocol as specified in USA Hockey and SafeSport guidelines to ensure an acceptable alternative (minimum attire, alternate use) is chosen and that the chance of misconduct or abuse is reduced.

Phones / Cameras

The Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on photography, video recording, and audio recording. This section explicitly covers the act of recording images or other media. The usage of this media and communication is captured in the subsequent sections on Social Media and Communication. No recording of any kind whether audio, video, or imagery is permitted in the locker room or any changing areas without express approval of the Hockey Director. The Hockey Director may make an exception in the case of a celebration or special occasion; however all activities need to strictly conform to the Locker Room policy, all participants must be properly dressed, and no media will be used by the club without express permission of the participants.

Social Media

The Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on Social Media. This section explicitly covers social media applications such as but not limited to Facebook, Twitter, and Instagram, used for indirect communication purposes over networks. Electronic Communication to conduct official Loudoun Knights business and activities amongst teams and/or individuals through the aforementioned social media applications or Team Snap, SportsEngine or other team specific applications are governed in the "Communication" section below. Regardless, in line with USA Hockey guidance, adults associated with the Loudoun Knights Hockey Club as a participant or otherwise are prohibited from having social media connections directly with minors.

In line with USA Hockey, Loudoun Knights Hockey Club recognizes that social media can be an enjoyable way for parents, guardians, and players to share their experiences with others. This immediate and public forum provides unique opportunities for networking and promotion; however, it also provides an unsupervised medium for inappropriate conduct to occur. This conduct may be deemed detrimental to the welfare of the Loudoun Knights Hockey Club and not in the spirit of the Club and its mission. Loudoun Knights Hockey Club holds its entire membership who participates in online social networking to the same standards as it would with all forms of communication including television, radio, and print. These policies are designed to protect all parties from harassment, Bullying, stalking, inappropriate contact or behavior, however they are intended.

Any unofficial use of social media that involves the Loudoun Knight Hockey Club regardless of whether it is explicitly tagged or mentioned without express approval of the Hockey Director can be subject to disciplinary action by the Club and the Hockey Director, especially if the usage includes any of the following:

- Posting or divulging confidential information that includes but is not limited to: member's personal information, contact information, medical conditions, injuries and/or other sensitive matters pertinent to the Loudoun Knights Hockey Club;
- Posting negative or derogatory comments about any of the Loudoun Knights Hockey Club or competing programs' staff, programs, members, stakeholders, or program participants;
- Posting photographs, video or comments regarding fights, penalties, or other in-game incidents

- Posting photographs, video or comments promoting negative influences or criminal and/or other behavior not in line with the spirit of USA Hockey and Club policies including but not limited to: drug use, alcohol abuse, public intoxication, sexual exploitation, etc.;
- Posting any inappropriate, derogatory, racist, or sexist comments contradictory to USA Hockey and Loudoun Knights Hockey Club;
- Unauthorized use of the Loudoun Knights name, logo, or associated images.

Loudoun Knights Hockey Club participants should assume at all times that they are representing the Loudoun Knights Hockey Club. Members are expected to demonstrate discretion and respect over these sites; if a photo or comment would be inappropriate for all other forms of media, then it should be considered inappropriate for online social networking sites.

The following rules apply to all social media posts related to the Loudoun Knights Hockey Club:

- The LK name and logo are the sole property of the organization and subject to copyright and/or trademark protection.
- No one other than the LK owners and management is authorized to use the LK name, logo, likeness, or derivation thereof (such as “Knights”) on any social media account without the express permission of the LK Hockey Director.
- No one other than the LK owners and management is authorized to speak or write publicly on behalf of the LK or any of its teams, or present himself or herself as a representative of the LK without the express permission of the LK Hockey Director.

If any individual observes social media communication that he or she believe may violate USA Hockey and/or Loudoun Knights Hockey Club guidance, they are required to directly report the potential violation via email to the Hockey Director Operations. Any material, comments or actions identified will be reviewed by members of the Loudoun Knights Hockey Club and if deemed to violate USA Hockey or Loudoun Knights Hockey Club guidance, the responsible individual(s) will be subject to disciplinary actions.

Communication

The Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies that capture Communication to include all types of interactions whether or not explicitly noted below. The nature of communication and interactions are captured throughout USA Hockey guidance and Loudoun Knights Hockey Club policy and should never include any messages that could be perceived as discriminatory, Bullying, Hazing, abusive, disrespectful, or anything other than with the best intent in line with the greater club mission. Below contains guidance on several common communication scenarios and mediums, in line with USA Hockey guidance, however is not designed to be comprehensive. USA Hockey guidance contains in some cases more explicit guidance, however not every individual scenario can be perfectly captured in policy. All participants need to use his or her best judgment to conduct communication in a practical and reasonable manner in the spirit of the rules and regulations of the Loudoun Knights Hockey Club and USA Hockey guidelines.

One-on-One Interactions. Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on One-on-One interactions. Of particular focus is reducing interactions between adults and minors to minimize the risk of child abuse in all forms. This includes the following types of One-one-One interactions.

Direct. Direct interactions between an adult and a minor participant are strongly discouraged and only permitted under unique circumstances in line with USA Hockey guidance. They are only permitted if they occur at an observable and interruptible distance by another adult that is aware of the interaction. Adults are responsible for making sure all such interactions are easily observable.

Meetings. For meetings that occur in confined spaces such as conference rooms or offices, in addition to the requirements above, doors must always be open and spaces should always include windows that are easily visible to the outside and not obstructed. The only exception to the open door rule is may be specific meetings with health care professionals in line with USA Hockey guidance that have been formally approved by the guardian or parent of any minor participant.

Individual Training. Individual training sessions between adults and minor participants must also be observable and interruptible by another adult, require prior written approval from a minor's guardian or parent, and any guardian or parent is always given the opportunity to observe the session. Permission for recurring sessions needs to be given in writing at least every 6 months and always if conditions such as but not limited to location, participants, or times materially change.

Athletic Training Modalities. As denoted in USA Hockey guidance and the SafeSport Handbook, any activity that includes massage, rubdowns, taping, or any sort of physical contact beyond the typical hockey practice interaction must be conducted in an open and interruptible location, must have explicit approval in writing from a minor's guardian or parent with specifics involving the nature and full circumstances around the treatment, and any guardian or parent is always given the opportunity to observe the session. These situations should only arise if completely necessary as they create significant risks to minor participants and should be treated with the utmost level of transparency and caution.

Non-participant. Any adult participant is prohibited from having direct interaction with an unrelated minor participant in settings outside of normal program activities that does not occur at an observable and interruptible distance by another adult that is aware of the interaction unless expressly permitted via formal parent or guardian consent in writing to an appropriate Loudoun Knights Hockey Club coach or official. The Club recognizes that there are instances of convenience such as transportation, but all still require formal consent and are still discouraged by the Loudoun Knights Hockey Club.

Telecommunication. Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on participant interaction. All verbal communication via telecommunication instruments including but not limited to phone calls and voice messaging between Loudoun Knights Hockey Club participants and minor participants is discouraged. However, if deemed necessary, with prior approval from a parent or guardian, Adult participants are permitted to contact the minor's parent or guardian and communicate directly with the minor participant provided the parent or guardian is able to listen to any interaction. Verbal communication must always be non-personal in nature and solely for the purpose of communicating information regarding official club business or activities.

Electronic. Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on electronic communications. This includes any emails, texts, or similar communication. Regardless of mechanism, no electronic communication between Adult and minor participants may occur without including a minor participant's parent or guardian. All communication must be non-personal in nature and solely for the purpose of communicating information regarding official club business or activities. Professional Loudoun Knights Hockey Club staff should make every attempt to use the professional email address associated with the Club for any electronic interaction. It should be clear to all parties that the Adult participant is acting in a professional manner as representative of the Loudoun Knights Hockey Club and in no personal capacity. These guidelines are extended to group chats or interaction among minor participants to include social media or email accounts, gaming interactions, or similar electronic mediums. Loudoun Knights Hockey Club and USA Hockey related guidance including but not limited to those prohibiting discrimination, Bullying, Hazing, and abuse extends to any such interactions among minor participants. Loudoun Knights Hockey Club participants should assume at all times that they are representing the Loudoun Knights Hockey Club and any behavior deemed inappropriate that can have negative impact on the Club is subjective to potential sanction.

Discrimination

The Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on discrimination. The Club will ensure all participants are treated equally and not subject to any discrimination or harassment due to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Any act or practices that violates this tenant may be subject to sanction by the Loudoun Knights Hockey Club, USA Hockey, and/or law enforcement.

Bullying

Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on Bullying. In line with USA Hockey and related SafeSport guidance, the Loudoun Knights Hockey Club prohibits Bullying of any kind. Bullying is defined by USA Hockey as repeated and/or severe behavior that is (a) aggressive, (b) directed at a minor, and (c) intended or likely to hurt, control, or diminish the minor emotionally, physically, or sexually. Any similar behavior that meets the above definition, the USCSS Code definitions, or federal/local legal definitions conducted by any Loudoun Knights Hockey Club participant will be categorized as Bullying. Some behaviors may fit the definitions of other sections within this and USA Hockey guidance, but all abuse is strictly prohibited by the Loudoun Knights Hockey Club.

Bullying can include but is not limited to physical, verbal, social, sexual, or exclusion. Further definitions, examples, and information on Bullying can be found in USA Hockey guidance including the SafeSport Handbook section and the Quick Reference Guide on Bullying. Any participating Adult is required to report any observed or known actions that meet the definitions above and should take action to intervene if necessary, in line with the Coaches Code of Conduct.

Hazing

Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on Hazing. In line with USA Hockey and related SafeSport guidance, the Loudoun Knights Hockey Club prohibits Hazing of any kind. Hazing is defined by USA Hockey as conduct that occurs within a context that is reasonably related to hockey and that subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger, abuse, humiliate, degrade or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization. Purported consent by the person subject to Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate. Any similar behavior that meets the above definition, the USCSS Code definitions, or federal/local legal definitions conducted by any Loudoun Knights Hockey Club participant will be categorized as Hazing. Some behaviors may fit the definitions of other sections within this and USA Hockey guidance, but all abuse is strictly prohibited by the Loudoun Knights Hockey Club.

Hazing can include but is not limited to contact, non-contact, sexualized, criminal, or exclusion related acts. Further definitions, examples, and information on Hazing can be found in USA Hockey guidance including the SafeSport Handbook section on Hazing and the Quick Reference Guide on Bullying. Any participating Adult is required to report any observed or known actions that meet the definitions above and should take action to intervene if necessary, in line with the Coaches Code of Conduct.

Harassment

Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on Harassment. In line with USA Hockey and related SafeSport guidance, the Loudoun Knights Hockey Club prohibits Harassment of any kind. Harassment is defined by USA Hockey as any repeated and/or severe conduct that occurs within a context that is reasonably related to hockey and that:

- a. causes fear, humiliation, or annoyance.
- b. offends or degrades.
- c. creates a hostile environment.
- d. reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability; or
- e. any act or conduct described as harassment under federal or state law.

Any similar behavior that meets the above definition, the USCSS Code definitions, or federal/local legal definitions conducted by any Loudoun Knights Hockey Club participant will be categorized as Harassment. Some behaviors may fit the definitions of other sections within this and USA Hockey guidance, but all abuse is strictly prohibited by the Loudoun Knights Hockey Club.

Further guidance on what is and what is not Harassment as well as examples and additional information on Harassment can be found in USA Hockey guidance including the SafeSport Handbook section on Harassment. Any participating Adult is required to report any observed or known actions that meet the definitions above and should take action to intervene if necessary, in line with the Coaches Code of Conduct.

Physical Misconduct

Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on Physical Misconduct. In line with USA Hockey and related SafeSport guidance, the Loudoun Knights Hockey Club prohibits Physical Misconduct of any kind. Physical Misconduct is defined by USA Hockey as any intentional contact or non-contact behavior by a Participant that occurs within a context that is reasonably related to hockey and that causes, or reasonably threatens to cause, physical harm to another person. Any similar behavior that meets the above definition, the USCSS Code definitions, or federal/local legal definitions conducted by any Loudoun Knights Hockey Club participant will be categorized as Physical Misconduct. Some behaviors may fit the definitions of other sections within this and USA Hockey guidance, but all abuse is strictly prohibited by the Loudoun Knights Hockey Club.

Physical Conduct can include but is not limited to contract, criminal, or exclusion related violations. Further definitions, examples, and information on Physical Misconduct can be found in USA Hockey guidance including the SafeSport Handbook section on Physical Misconduct. Any participating Adult is required to report any observed or known actions that meet the definitions above and should take action to intervene if necessary, in line with the Coaches Code of Conduct.

Emotional Misconduct

Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on Emotional Misconduct. In line with USA Hockey and related SafeSport guidance, the Loudoun Knights Hockey Club prohibits Emotional Misconduct of any kind. Emotional Misconduct is defined by USA Hockey as any conduct by a Participant that occurs within a context that is reasonably related to hockey and includes (a) Verbal Acts, (b) Physical Acts (c) Acts that Deny Attention or Support, (d) Criminal Conduct and/or (e) Stalking. Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior. Any similar behavior that meets the above definition, the USCSS Code definitions, or federal/local legal definitions conducted by any Loudoun Knights Hockey Club participant will be categorized Emotional Misconduct. Some behaviors may fit the definitions of other sections within this and USA Hockey guidance, but all abuse is strictly prohibited by the Loudoun Knights Hockey Club.

A single inappropriate verbal or physical act may not constitute Emotional Misconduct. Most conduct between opponents that occurs within a game is usually governed by USA Hockey Playing Rules and does not constitute Emotional Misconduct. Further definitions, examples, and information on Emotional Misconduct can be found in USA Hockey guidance including the SafeSport Handbook section on Emotional Misconduct. Any participating Adult is required to report any observed or known actions that meet the definitions above and should take action to intervene if necessary, in line with the Coaches Code of Conduct.

Sexual Misconduct and Child Abuse

Loudoun Knights Hockey Club follows all USA Hockey and related SafeSport policies on Sexual Misconduct and Child Abuse. In line with USA Hockey and related SafeSport guidance, the Loudoun Knights Hockey Club prohibits Sexual Misconduct and Child Abuse of any kind.

Discipline

If any participant is found in violation of any Loudoun Knights Hockey Club or USA Hockey policy or provision, he or she may be subject to club sanctions, USA Hockey sanctions, and referral to law enforcement authorities.

Oversight. The Loudoun Knights Hockey Club recognizes in the instances of abuse and other relevant violations its responsibility to report to the US Center for SafeSport (USCSS), USA Hockey and its local affiliate PVAHA, as well as other relevant oversight organizations to *include* law enforcement. The Loudoun Knights Hockey Club is committed to adhering to USA Hockey and SafeSport guidance on aiding and abetting as well as reporting to the USCSS. In addition, the Loudoun Knights Hockey Club in agreement with the USCSS policy has a no retaliation policy against anyone who reports an alleged violation in good faith. The Loudoun Knights Hockey Club also will respect oversight decisions and adhere to all policies and procedures regarding those decisions.

Violations. The Loudoun Knights Hockey Club will review any reported potential violations. All potential violations and/or incidents should be captured via email and sent to the Hockey Director.

Financial

The Loudoun Knights Hockey Club reserves the right to provide scholarships or waive fees for any player within the club dependent on a myriad of variables. Those variables will indubitably be personal, and that information will not be divulged to any individuals or groups for any reason.

Social Responsibility

Community Outreach:

Players will be responsible for Community Outreach each season to two of the following – homeless shelter, nursing homes, terminally ill, less fortunate, childrens hospital, etc.... Players at least twice a year will be responsible, as a team, to participate in some type of community outreach to the aforementioned groups. Team managers and or parent volunteers on each team will help coordinate these activities. The activities are mandatory for all players and coaches.

Travel

All players are required to travel to any team sanctioned game or practice. If a team is assessed tournament fees for additionally scheduled tournaments, all players will be responsible to pay their portion of extra fees regardless of participation in the tournament/event.