

Dear Parent:

Thank you for taking the time to review this reference guide. Whether you are new to the Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center program or have been involved with any other hockey association, we believe the information contained here will be invaluable. The purpose of this document is to familiarize you with the policies, procedures, expectations and guidelines of the KCHA. It is our hope that your son or daughter will enjoy their hockey experience. Since you are an integral part of that experience, we want you to enjoy it as well. In order for that to happen, we want you to have as much information as possible regarding the framework and some details of our program.

The KCHA is proud of the dedication and hard work that our volunteer coaches, parents, and family members provide. We also know that as good as our organization may be, we need input and suggestions. Please feel free to contact the Arena Hockey Director or Arena Manager with your feedback regarding this handbook or any aspect of Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center.

Thank you for your support in building a Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center tradition.

Sincerely,

Bremerton Ice Skating Center

KCHA Philosophy

The philosophy of the Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center and the premise for its existence is that the participation in an organized youth hockey program should be healthy, educational and fun. Mastery of the skills of the game and the fun of playing and competing are essential to the

development of a lifelong interest in hockey. All players shall be given opportunities to develop to the limits of their potential, regardless of their ability, in an environment free from the distractions that are often associated with an over-emphasis on winning and excessive competition. The KCHA programs must be conducted to accommodate the number and range of players who wish to play hockey and reduce the number of players who become disenchanted and drop out.

In keeping with this philosophy, KCHA is organized to provide eligible players with many hours of healthful enjoyment in a team experience to:

Teach - good sportsmanship, the desire to play fairly, and the ability to accept victory or defeat graciously.

Develop - each participant to the limits of their potential, regardless of their ability.

Develop - a healthy philosophy toward winning that focuses on the improvement and mastery of skills, striving to win, and giving one's best effort rather than emphasizing the number of victories.

Develop - individual and team skills, knowledge of the game, and an attitude of team participation, loyalty and responsibility.

Develop - a respect for coaches, referees, and other players and self that promotes discipline, increasing maturity and a good reputation.

The goal of the KCHA will always be to create an atmosphere of sportsmanship, self-confidence and self-discipline in hope of preparing players not only for the game of hockey, but also to become well rounded and contributing members of the community. While this philosophy is directed at our youths that play hockey, it must also be implemented by adult volunteers. Coaches, parents

and administrators must all do their part to ensure that this philosophy and the following policies and procedures are upheld.

"Athletes first, good sportsmanship second, winning third"

Costs

The goal of the Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center is to provide the best program at the most reasonable cost to its participants. The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center are a profitable organization. **Participants Fees will include ice time for practice, tryouts, and games. Other expenses include referees for games, jerseys, pucks, USA Hockey team Registrations, any league fees, printing, advertising, and trophies.**

(Due to the Association falling under a profitable organization there is no Fundraising Requirements)

Participant Fees / Registration

Registration are paid at the time of sign-ups in July. **(All registration are non – refundable)**. The Registration fees will be deducted from your remaining participant fees Total.

Please note that the registration fee's does not cover USA hockey insurance, which is required to play no exceptions!

All Participants will receive a KCHA I D card At Registration to identify member Discounts / Privileges for C an D.

Note: outside ran camp or clinics run by outside agencies are not included in this discount program!

Tournaments

Throughout the season, the Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center will host a tournament at each level, Mites through Midget. Any team who participate in tournaments either at home or in other community's teams will be responsible for their entry fee. **(Note the Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center will make every attempt to get sponsorship for each tournament to cover the cost of the home teams)**. Relative to away tournaments, The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center recommends that each team participate in one overnight tournament and two tournaments within a few hours driving distance.

Tryout / Evaluation Process & Team Selection

The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center have an established process for conducting team tryouts. The objective of the tryout/ evaluation process is to ensure that each player is given a fair tryout / evaluation and that all players are placed at the most appropriate level for their abilities by:

- Provide a fair and unbiased approach to evaluate overall hockey skills.
- Assist the head coaches of each tryout teams in assessing the players.
- Evaluate the players skating skills.

- Evaluate individual hockey skills, which include puck handling, passing, receiving, and shooting.
- Evaluate team skills, both offensive and defensive.
- Evaluate positional play, teamwork, game skills, awareness.
- Ensure that the integrity of the process is maintained, the tryout drills are designed to test both individual skills and team play. Desire, hard work, and self-control are also determining factors in evaluation and selection. The tryouts consist of several separate sessions, usually over a course of one week.

Tryout / evaluation will be conducted by the Head coaches in their respective division and the Hockey Director from the stands. The on ice evaluation session will be run by either the assistant coaches and or the head coaches from a different division. These coaches will be responsible for the organization and execution of the whole on ice event. This will allow the head Coaches and the Arena Hockey Director make sure they are able to Evaluate all skill of the players.

Players unable to attend at least one session of each segment of their respective tryout process must obtain prior approval for an excused absence from the tryout committee. Players unable to attend at least one session of each segment of their respective tryout process will not be given a makeup session. Placement on a team will be made based on their performance during the session(s) attended.

- Any player unable to participate in tryouts due to injury or illness will be evaluated based on their prior year performance and coaches' recommendations to determine team placement.

There will be disappointments. It is inevitable that some players will not make a level that he or she thought they would make in the tryout

process. As a parent, you need to make sure that you step back and understand the words you choose and feelings you reflect to your child and realize the impact on them going forward. By positively reinforcing your child's play rather than critiquing the tryout process or criticizing other players, can only assist the player's development. As we all know, once the new teams are formed and the first practices begin, the optimism of having a successful season becomes the focal point.

If a player does not make the travel team they will be placed on the house team which participates in the NPSHL. We will not be able to refund the registration fee if a player does not make the travel team and chooses to play else where.

Coaches

Coach Selection

Coaches are selected based on a number of criteria. The Hockey Director looks for coaches that are age appropriate. We recognize that some coaches are better suited to working with younger players and it is The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Centers intent to place coaches at the most appropriate level. Having experience working with children at the appropriate levels will be a key factor in the assessment as to where coaches should be placed. In selecting a coach, The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center will also look at past hockey coaching experience, personal philosophy and support of KCHA philosophy and principles.

Coaches selected will reflect The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center vision and philosophy; they will demonstrate good character and support, The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center, and USA Hockey Rules and Regulations.

- Coaches are selected for a one-year commitment. Having continuity from season to season is a significant strength to the overall program.
- Coaches are subject to a year-end surveys,
- This will give valuable feedback to the Hockey Director and personal observation will be determinate factors in bringing back the same coach the following year.

Assistant Coach Selection

Two assistants are the recommended numbers per team. More than two assistants tend to be confusing to the players. Assistant coaches are also registered and insured with USA Hockey. The head coach will select the assistant coaches. All selected assistant coaches will have to be approved by The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center before their position is guaranteed.

Coach/Player Development

The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center have found through experience that it is extremely important to have qualified coaches for all levels. This means that while a head coach may be very good in their teaching ability, if they don't have the ability to relate to the particular level and age of the child, it would be inappropriate to match that head coach with a group of players. Having experience working with children at the appropriate levels will be a key component in the overall assessment as to where head coaches should be placed.

The head coach is the person recognized by The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center as having total responsibility for the team.

With this responsibility comes the need for a wide range of teaching, organizational, interpersonal, and parental skills in order to have a

successful season. To meet the high expectations is one of our Association's greatest challenges.

USA Hockey and The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center require all coaches to be certified through USAH Coaches Education Program (CEP).

All coaches must be certified with USA Hockey to at least the "Associates" level

Coaches Rights

- Be treated with respect by players, parents, and The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center
- Access to necessary safety and practice equipment.
- Access to all resource material available through The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center
- ♦The KCHA has given the right for the HEAD COACH to enforce disciplinary measures necessary to correct behavior not tolerated by USA hockey. Coach's also have the right and encouraged to create team rule that need to be signed by the players and parents made aware of. If a parent feels that teams rules are unfair they have the right to schedule a meeting with the coach and the Director of Hockey operations to get further clarification.

DRESSING ROOM CONDUCT:

At all times an adult supervisor will be in the locker room while players are present. At no time will an adult be alone with any single player in the locker room except for medical emergencies.

A team supervisor will make every effort to find a separate locker room for our female competitors. If a separate locker room is not available then the female competitor will get partially dressed in the female bathroom and once the male competitors are considered decent enough (pants on) then the team supervisor will invite the female competitor into the locker room for pre game/pre practice functions.

The coaching staff is overall responsible and accountable for locker room actions and must report any violations to the Director of Hockey operations immediately for discussion.

Any player found responsible for damaging or trashing any locker room home or away must go to a KCHA disciplinary review board before they go back onto the ice. Player may receive a one week suspension for first offense, and more for a second. A player found responsible for damaging any facility in which they are playing in as part of the KCHA will assume the financial responsibility for fixing the damage.

MOVE UP POLICY

There come a time where a player may feel it is necessary to move up to the next age group to further enhance their abilities as a player. When registering we ask that every parent register their player for the age group in which their player is assigned per USA Hockey age groups. If a parent wishes to have their player play at the next level then the following must happen:

There must be room on the team in which the player wants to move up to.

Parent annotates on the registration paper work of their desires

Player goes to evaluations with their appropriate age group

Coach from level of current play and possible future play and the Director of Hockey Operations will meet and discuss all possibilities and decide what is in fact the best route for the player and the association.

Parent and the Director will have a sit down meeting and talk about what was discussed.

Players moving up will be responsible for any increased fees that may be included.

Weapons at the Bremerton Ice Skating Center

Weapons of any kind (air guns, pellet guns, BB guns, knives greater than 3 inches, and other hand held object that could be classified as a weapon under Washington State law will not be permitted in any facility or team meeting area in which involves the KCHA.

First offense: Player found to be in violation of this rule will have a written warning placed in their player's record of a personnel counseling session and player will be suspended for two weeks from any KCHA function (practice, game, or team meetings).

Second offense: Player found in violation of this rule for a second time will be suspended for the remainder of the season and no refund will be provided.

Alcohol, Tobacco and Drugs in Sports at KCHA

The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center expressly prohibits the use of mood-altering chemicals, i.e. alcohol, tobacco, drugs and marijuana. During the playing season, regardless of quantity, a player shall not: (1) use a beverage containing alcohol; (2) use tobacco (including chewing tobacco) or, (3) use or consume, have in possession, buy, sell or give away any other controlled substance defined by law as a drug. This rule applies to the entire season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her physician.

Penalties

- 1). First violation – penalty: after confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater.
- 2). Second violation – penalty: after confirmation of the second violation, the player shall lose eligibility for the next six (6) consecutive games or two (6) weeks of a season, whichever is greater.
- 3). Third violation – penalty: a). after confirmation of the third or subsequent violations, the player shall lose eligibility for the remaining of the season. The player will then have to be reviewed and approved to be reinstated into KCHA for the next season.

NOTE: There are no Refunds for breaking the Alcohol, Tobacco and Drugs rule.

Interpretation

"Game" in this rule means regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension. Associations or individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule.

Denial Disqualification

Players should be disqualified from all activity for nine (9) additional weeks beyond the player's original period of ineligibility when the player denies violation of the rule, is allowed to participate, and is then subsequently found guilty of the violation.

Discipline Issues

It is the goal of the Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center to provide all participants (players, coaches, and parents) with the highest level of personal productivity.

Coaches and parents should set a positive example of sportsmanship and good conduct and, in general, be a credit to The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center and our community.

The head coach is the person recognized as having responsibility for the team. The coach is not required to bend to parental pressure, but shall be available to discuss any situation with the players and/or parents, keeping in mind their responsibility is to coach the whole team and not any one individual. A coach shall have the flexibility to reduce a player's ice time to solve a disciplinary problem in the best interest of the team.

Abuse or discipline issues should follow the "Grievance Policy" process found in this handbook.

Sexual Abuse Policy – As Adopted By USA Hockey

It is the policy of The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs. Sexual abuse of a minor participant occurs when a volunteer touches

a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the volunteer. Sexual abuse of a minor participant also occurs when a minor player touches a volunteer for the sexual arousal or sexual gratification of either the minor participant or the volunteer if the touching occurs at the request or with the consent of the volunteer.

Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or programs of its Affiliate Associations.

Physical Abuse Policy – As Adopted by USA Hockey

It is the policy of The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center that there shall be no physical abuse of any participant involved in any of its sanctioned programs. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communication with or directing participants during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

Other Harassment – As Adopted By USA Hockey
Coaches do not engage in or condone behavior that is harassing or demeaning to persons with whom they interact in their work based on factors such as a person's age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socioeconomic status.

Players 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 for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, and your parents, opponents and officials.
- Never argue with an official's decision.

Parent's Responsibilities & Rights

Responsibilities:

In accordance with our policies regarding alcohol and tobacco use by The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center players, we strongly recommend that coaches, managers and parents refrain from consuming or having tobacco or alcohol in the presence of The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center players. In all cases, no alcohol or tobacco should be consumed or be present at games, practices, team meetings or in transportation vehicles to and from games, tournaments, or practices.

- Do not force your children to participate in sports, but support their desires to play their chosen sport. 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.

- Don't compare your child with other players. Be honest with yourself when it comes to your child's capabilities.

- Take care of your financial responsibilities.

Parent's Rights:

- Have the player treated fairly and with respect.

- Have the player playing and practicing in a safe and healthy environment.

- Have the player coached by an effective and qualified adult leader.

- Have the player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.

- Know what is happening from the coach.

Parent/Spectator Behavior

In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey has instituted a program of Zero Tolerance for parental and fan behavior that has been adopted by The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center. The Referees, at their discretion, may have parents/spectators removed from the arena. The Kitsap County

Hockey Association (KCHA) / Bremerton Ice Skating Center support this program and requests that all parents be supportive of the team, the players AND the OFFICIALS.

Players and officials all strive to perform at the highest possible level and deserve our support.

On-ice officials will stop the game when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center. This inappropriate and disruptive behavior shall include:

- Use of obscene or vulgar language in a boisterous manner to anyone at anytime.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectator's viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center Sportsmanship Agreement

The sportsmanship agreement is being implemented in 2005 - 2006. Unfortunately, parental behavior has become one of the biggest detriments in youth sports and The Kitsap County Hockey

Association (KCHA) / Bremerton Ice Skating Center is not immune. Players and parents will be asked to sign the following agreement at the Parent's Meeting as well as a *Player's Code of Conduct and a Parent's Code of Conduct*.

We are in agreement:

1. That it is a privilege, not a right, for our child to play youth hockey.
2. That sportsmanship and fair play are essential to the sport of hockey.
3. That sportsmanship and fair play are the most important skills that our child can possibly learn from youth hockey.
4. That, because children learn by example, parents and coaches need to exemplify the highest level of sportsmanship and fair play. It's a game for the youth.

Therefore, we agree as follows:

1. **SPORTSMANSHIP:** That we will dedicate ourselves to serve as good examples of sportsmanship and fair play in all of our dealings with coaches, referees, and others associated with youth hockey.
2. **REFEREES:** That, recognizing that no one is perfect; we will refrain from vocal criticism of referees and trying to influence a call during the game and, instead, will use only the formal process established by The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center to voice criticism in a constructive way on refereeing issues.
3. **GRIEVANCE PROCESS:** That we do hereby agree to follow the Rules of USA Hockey, The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center We agree to honor the

rulings of the Grievance Boards of said associations. We specifically recognize that the sanctions that can be imposed against us include being restricted from participation as a spectator. We recognize that our child may be restricted from participation in hockey events for his or her misconduct and/or for our misconduct as parents.

Grievance Policy

The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center provide an orderly procedure for the discussion and resolution of all problems, concerns and formal grievances. The objective is to resolve issues at the most immediate level. The key criteria and any resolution of an issue is what are best for the respective player, his or her team and what are in the best interest of The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center.

Problems or concerns that have to do with the coaching of the team, such as playing time, positions, practices, etc. should be taken to the coach or The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center Director of Hockey.

Problems or concerns that have to do with any other team issue that cannot be resolved by The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center director of hockey, or is a broader issue, should be directed to the Bremerton Ice Skating Center General Manager. (If needed the general manager can put together a board to hear the grievance where a majority rule is required)

It is suggested that before any grievance is presented to a coach, The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center Director of Hockey, or the Arena General Manager, a one-day cooling off period be observed.

A written accounting of the grievance should be sent to The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center. The grievance should outline an accounting of the incident; include the parties involved, and names of witnesses.

Once received, The Kitsap County Hockey Association (KCHA) / Bremerton Ice Skating Center Director of Hockey, or the Arena General Manager will review and start the process in resolving the problem.

NPSHL PLAY:

Because we must follow the rules of both the NPSHL PNAHA, we feel that pointing out the major differences is very important. A fight in the NPSHL results in a 3 game suspension which can be reviewed at the player's expense

The association **WILL NOT** cover the cost of a fighting review. A second fight will result in a season long suspension from NPSHL play. The KCHA will not refund a player's registration because of fighting. The KCHA disciplinary committee reserves the right to increase any suspension given out during game play.