

1) INTRODUCTION

Knoxville Amateur Hockey Association (KAHA) is a nonprofit, all-volunteer organization which has been in operation in Knoxville since 1964. KAHA encourages, develops, advances and administers amateur youth hockey in Knoxville and its surrounding communities. KAHA strives to provide an environment which allows players to learn the fundamental skills of hockey and experience the fun of playing the game.

It is KAHA's intention to promote the development of character, integrity, good sportsmanship and an appreciation for teamwork. Knoxville Amateur Hockey Association does not discriminate on the basis of a person's race, religion, sex, national origin, or mental or physical disability, or any other status protected by applicable law.

In an effort to promote a greater working relationship between Cool Sports and KAHA, in 2008, KAHA joined in a partnership with the Cool Sports' organization, providing greater strength for the two organizations as they serve a common customer and need.

2) MISSION AND VISION

Provide the families of East Tennessee with a quality, visible, youth hockey program targeting continued population growth, skill development and stability for each skater and coach.

Steadily grow youth hockey in East Tennessee resulting in:

- Overwhelming demand on available ice
- Improvement in the quality, skill and capability of each skater
- Improvement in the quality, skill and capability of each coach
- Developing each skaters character and maturity
- Expanding the number of available hockey programs
- Expanding the level of volunteerism
- Maintaining financial growth and stability for the program

3) KAHA COMMUNICATION

KAHA communications will be managed through two methods:

- General membership mass e-mail communications
- Team Manager
- KAHA Website: www.kaha.org

4) KAHA GOVERNING BODY

The KAHA Executive Board and supporting Committee Leaders can be found on the KAHA website ("Executive" page). Additionally, the KAHA Bylaws can be found on the website as well ("KAHA Documents" page).

5) PROGRAM STRUCTURE AND PLAYER CLASSIFICATIONS

- a) Program Structure - KAHA is structurally consistent with the recommended structure established by USA Hockey. Specific categories include:
- Cross Ice - Designed to meet the needs of the beginning player learning to skate. Basic hockey skills are taught equally in a noncompetitive environment. Fun, physical development and sociable environment are stressed.
 - House - The foundation of youth hockey is recreational hockey. This program encourages internal or House League play for all skaters ages 7 through 18. This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. Skill development and team concepts are emphasized with winning being a secondary focus.
 - House Select/Travel - Established to provide players who have the desire and ability for a competitive hockey experience. Coaches will teach at a higher skill development level. A balance will be stressed between winning and sportsmanship. Team objectives can include local, league, district, regional and national championships.
- b) Player Classifications - Youth hockey player classifications are also commonly referred to as Divisions. The classification of a player is determined by his/her age attained after January 1st of the upcoming playing season.

The classifications/divisions are:

- MIDGET 18U: 15 to 18 years of age
- MIDGET 16U: 14 to 15 years of age
- BANTAM: 13 to 14 years of age
- PEEWEE: 11 to 12 years of age
- SQUIRT: 9 to 10 years of age
- MITE: 7 to 8 years of age
- CROSS ICE (Rookie and Vet) - 9 years of age or younger

6) PROGRAMS DEFINED

- a) HOUSE LEAGUE - The goal of KAHA House League is to provide an opportunity for individual and team skill development, and an equal opportunity for each player to enjoy ice hockey for fun and exercise. The House League program includes Initiation and Recreational levels of play, as defined by USA Hockey.

All players (excluding Cross Ice participants) will be assigned to a team after the House League evaluation. Depending upon the number of registered players, House teams will average 12 to 14 players, including one goalie. The House League will practice and play games at Cool Sports.

The House League program structure will generally adhere to the program structure and player classifications as set forth by USA Hockey. KAHA and the Hockey Director reserve the right to establish, combine and/or eliminate playing divisions. House League player rosters may be changed

and players transferred from one team to another at any time before or during a season to ensure fair play and league balance. This may include allowing players upon request or requiring players under certain circumstances to play up/down from their normal age division. All recommendations will be managed by the Hockey Director with oversight provided by the KAHA Board.

Five House League sessions will comprise a hockey season:

- Fall - (August through October)
- Winter 1 - (October through December)
- Winter 2 - (January through March)
- Spring - (March through May)
- Summer (May through August)

At the beginning of each “session”, the Hockey Director and House League committee will establish an evaluation team consisting of coaches and/or other qualified individuals. All players (excluding Cross Ice participants) will be evaluated to determine their skill level. The results of this evaluation will be used to conduct a draft and assemble evenly matched teams. Players will be evaluated within their division based on the following skills:

- Skating
- Shooting
- Passing and receiving
- Puck handling
- Goal tending
- General awareness and knowledge of the game

Teams will be drafted in a fair and equitable manner to ensure competitive, evenly matched teams are achieved. Attempts will be made to place members of the same family, who are playing or coaching within the same division, on the same team to ease the travel burden on families. Special requests for team assignments can be presented to the Hockey Director, however, because of the many variables involved in ensuring league balance and equality, it may not be possible to accommodate all requests. Final decisions on requests received will be managed by the Hockey Director with oversight being provided by KAHA.

The House League generally follows the official playing rules published by USA Hockey. There are exceptions, however, to some of these rules to allow the House League to function as intended. Specific deviations will be managed by the Hockey Director and the coaching staffs within the league (e.g. penalty times imposed; limitations on the number of goals scored by an individual player; length of time which players are on the ice "shift time"; etc.). These rules may change or vary from season to season/session to session.

Each season/session the KAHA Board and Cool Sports' Hockey Director establishes registration fees for the House program. These fees represent the costs to provide a quality House program and include costs for, but are not limited to, ice fees, referees, jersey/socks, admin fees, etc. Specific costs will be published through membership communications and the KAHA website well in advance of the registration process occurring.

- b) HOUSE SELECT AND TRAVEL - KAHA offers programming for skaters who wish to play at a more competitive level. The number and type of travel program will be dependent on the number of skaters at the House Level and talent level of interested participants. The Hockey Director will work closely with the Travel League Director and House League Director to determine the number of Select and Travel teams established during each season.

Specific guidelines about the select/travel program will be published annually by the Hockey Director and Travel League Director. Several special/mandatory guidelines will be administered and will not be altered. These include:

- All age eligible high school skaters (14-18), who have been selected for a position on a Bantam or Midget Travel team, must be enrolled and actively participate in the High School Hockey League. The only exception to this guideline will address skaters which attend High School and live more than 50 miles from the Cool Sports facility. Any skater meeting this criteria must petition the KAHA Board to receive a waiver from this policy.
 - Skaters who are by age considered to be eligible for a Select Team must be registered and actively involved in the winter 1 and 2 house hockey programs. The only exception to this guideline will address skaters who live more than 50 miles (one way) from the Cool Sports facility. Any skater meeting this criteria must petition the KAHA Board, Hockey Director and Head Travel Coach for the team being pursued to be considered for a waiver from this policy.
 - Try-outs will be held for both Select and Travel teams at the Squirt through Midget level, occurring no earlier than May 31 of each season, in accordance with USAH guidelines.
- c) HIGH SCHOOL - KAHA's High School League is an extension of the house league and thus provides another foundation of youth hockey in East Tennessee. All skaters currently enrolled in high school are eligible to participate in the High School Hockey League. Specific team placement will depend on the school attended as well as the league structure defined for the current year. Specific guidelines supporting the High School program will be published prior to the registration process. A few facts/guidelines about the program include:

- Teams will compete during the season for the opportunity to represent East Tennessee in the Predator's Cup High School State Tournament held in Nashville.
- The High School League, while considered a House Program, operates autonomously.
- A separate KAHA High School Director will oversee the operation of the league in conjunction with a High School Committee consisting of representatives from each team.
- All age eligible high school skaters (14-18), who have been selected for a position on a Bantam or Midget Travel team, must be enrolled and actively participate in the High School Hockey League. The only exception to this guideline will address skaters which attend High School and live more than 50 miles (one way) from the Cool Sports facility. Any skater meeting this criteria must petition the KAHA Board, Hockey Director and Head Travel Coach for the team being pursued to be considered for a waiver from this policy.

7) PLAYER and PARENT RESPONSIBILITIES

As with most activities, the benefit the player and parents will receive through KAHA is directly related to the amount of effort they put into it. The player's and parent's responsibilities listed here will help these

individuals know what is expected of them and what they can do to get the most out of their ice hockey experience.

- All players are required to follow the KAHA and USA Hockey playing rules and KAHA Player's Code of Conduct (found on the KAHA website).
- All parents are required to follow KAHA and USA Hockey playing rules and KAHA Parent's Code of Conduct (found on the KAHA website).
- While it is fun to play hockey and win, players should understand that winning is not the most important thing in youth hockey. It is more important for players to improve their skills, learn about teamwork, loyalty and discipline, and to have fun, whether they win or not!

To help understand what the players' responsibilities are, it is helpful to consider the USA Hockey Core Values:

- **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat we will foster friendships with teammates and opponents alike.
- **RESPECT FOR THE INDIVIDUAL** - Treat all others as you expect to be treated.
- **INTEGRITY**- We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- **PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS** - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **ENJOYMENT** - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
- **LOYALTY** - We aspire to teach loyalty to the ideals and to the fellow members of the sport of hockey.
- **TEAMWORK** - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

Specific player responsibilities include:

- All players should be supportive of their coaches and teammates. All comments should be supportive, positive, constructive and enthusiastic.
- Players should give their best efforts during games and practices.
- Players are expected to be at all games and practices. They should arrive well ahead of time so that they can get dressed and be ready to participate in team activity as decided by the coach. If a player will be late or miss a game or practice, it is that player's responsibility to inform the coach ahead of time.
- Players are responsible for their own equipment. They should make sure they have all their required equipment present and in good condition for every game and practice. Required equipment includes:
 - a) HECC-approved helmet with face mask that provides full facial protection, and any chin protection that accompanies the face mask.
 - b) Internal mouthpiece
 - c) Neck guard
 - d) Shoulder pads
 - e) Elbow pads

- f) Shin pads
 - g) Gloves
 - h) Padded hockey pants or hip pads
 - i) Skates
 - j) Stick
 - k) Hockey tape
 - l) Supporter and cup
 - m) Jersey and socks
- It is important that hockey players keep in shape. This includes following a proper diet, especially before games and practices. Players should exercise and stretch to keep physically fit between games and practices. For maximum benefit and improvement, players should also ice skate for recreation, such as at public sessions, skill sessions and other instructional programs.
 - All concerns, problems and questions should be directed to one of the coaches at the proper place and time. Problems should also be discussed with parents who, in turn, can discuss them with the coaches at the appropriate place and time.
 - When traveling for competition, players must behave properly. Players must keep in mind that they are representatives of Knoxville and KAHA and act accordingly. All players must read and comply with the Players' Code of Conduct. Players should also read and follow this Handbook of Rules, Policies and Guidelines.
 - 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.

8) KAHA COACHES PHILOSOPHY AND RESPONSIBILITIES

KAHA recruits and develops volunteer coaches whose role is to help players get the most out of their participation in ice hockey and to set a positive role model and example for the players. Coaches are encouraged to participate in training programs designed for coaches, including the required Coaching Education Program clinics offered by USA Hockey.

Each team will normally be assigned a head coach and at least one assistant coach. While each coach may share equally in the duties required to run the team, the final responsibility for the team belongs to the head coach. Coaches are to ensure that all KAHA and USA Hockey standards are adhered to by themselves and their players.

Coaches should develop relationships with players so that they can teach, lead, protect and care for them. Coaches must also develop relationships with parents to provide a fruitful and enjoyable experience for everyone involved. Coaches and parents should develop a working relationship that will help the player achieve his or her maximum benefit from playing ice hockey.

The on-ice conduct of hockey teams is frequently a reflection of the coach's attitude toward the game. Excessively penalized play, unnecessary roughness, verbal abuse of officials and opponents and toleration of profanity will be considered a product of the coach's approach to the game. Coaches will share responsibility with the parents and players for players' actions during games and practices and while in any ice facility. Travel coaches also share responsibility with parents and players for the conduct of their players when they travel for KAHA competition.

Coaches should try to be good communicators. The coach must make sure that all players and parents are aware of the practice/game schedule. The coach should be able to clearly communicate practice and game objectives to players and parents. Coaches should listen to concerns expressed by players and parents to maximize the hockey experience for all involved.

Although all KAHA coaches are volunteers who are not compensated for their time and effort, they are nevertheless expected to remember that they are entrusted with the minds and hearts of children who want to learn to play hockey and have fun. With this in mind KAHA encourages its coaches to adhere to the following KAHA Coaching Philosophy:

- Coaches should be reasonable in their demands on young players' time, energy and enthusiasm and remember that they have other interests.
- Coaches should teach players that rules of the game are mutual agreements which no one should deliberately evade or break.
- Coaches should avoid over-playing the experienced or exceptionally talented players. The "just-average" players need and deserve equal time and attention.
- Coaches should remember that children play for fun and enjoyment and that winning is only part of it. Coaches should not ridicule or verbally abuse children for making mistakes or losing a competition.
- Coaches should insure that equipment and facilities meet safety standards and are appropriate for the age and ability of the players.
- Coaches should develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
- Coaches should remember that children need a coach they can respect. They should be generous with praise when it is deserved and set a good example.
- Coaches should make a personal commitment to keep themselves informed on sound coaching principles and the principles of growth and development of children.

Coaches should be present before, during and after games and practices to coach their players. A coach should always be present on the ice when players are on the ice for practice, and on the bench when players are on the ice for a game. Dressing rooms should be supervised by team coaches while in use before and after games and practices. If a coach cannot be present, he should try to arrange for a suitable adult replacement.

Coaches should see to it that no one is on the bench unless they are players or coaches on the teams that are currently playing or practicing or are authorized to keep score or serve as timekeeper.

Coaches are responsible for providing the game score-sheets. This responsibility may be delegated to a team manager.

Coach/managers should see that:

- Score-sheets are properly filled out with the team name, division, date and players' names and numbers
- Score-sheets are signed after a game by the referees and scorekeeper
- Score-sheets are copied and distributed to the visiting coach and to the appropriate league official
- One volunteer adult is identified to serve as either the scorekeeper or timekeeper during games and one volunteer adult is identified to supervise the team's penalty box.

It is the coach's responsibility to be prepared with game or practice plans before his team goes on the ice. Practices should be fun and challenging for the players. Coaches should maximize the use of ice time and organize practice so that it builds on game philosophy. The use of scrimmages at practice should be minimized so that more emphasis can be placed on development of individual skills. If a scrimmage is necessary, it should be controlled and add to the players' learning experience.

Coaches and officials both are teachers of the game and their communication with each other will go a long way in creating a positive atmosphere. Officials should communicate with coaches who are behaving in a non-threatening manner. Oftentimes, a coach may simply need a brief explanation of the rule or a reminder as to the proper interpretation. Officials who honor these requests from coaches are establishing a mutual level of respect that benefits everyone involved.

Some coaches are assessed penalties because they perform in an abusive or threatening way. Screaming at the official from across the ice, berating an official for a judgment call or standing on the dasher boards are all threatening situations that officials are instructed to penalize. These confrontational situations do not portray a positive image and often will lead to very little constructive communication with the official.

KAHA coaches are expected to be familiar with KAHA Player's Code of Conduct and to enforce this code where applicable.

9) TEAM MANAGERS

KAHA relies on House League and Select/Travel Team Managers to organize team information, team functions and communicate important information from Coaching Staff and KAHA. Each season/session, KAHA will solicit volunteers to fill this critical role.

10) USA HOCKEY INSURANCE

A portion of your child's registration fee to play hockey in KAHA goes to purchase Excess medical and catastrophic insurance to cover the skater or coach in the event of a hockey related injury. This insurance is provided through USA Hockey. Since the details of the applicable insurance policy are subject to change, they will not be detailed in this handbook. However, a summary of the insurance program is contained here. The insurance information contained here is not legally binding and is subject to change without notice.

- Excess Medical insurance is secondary, meaning that it only covers certain expenses NOT COVERED BY YOUR INSURANCE POLICY. There is a maximum limit to this coverage, usually up to \$25,000/medical and \$1,000/dental NOT COVERED BY YOUR INSURANCE POLICY. There will also be a deductible, normally between \$100 to \$250. The excess medical coverage does not cover physical therapy or chiropractic expenses.
- Catastrophic Insurance also is secondary to your primary coverage. There is normally a \$25,000 deductible. The policy currently covers lifetime medical, dental, and rehabilitation expenses of \$1,000,000 per accident.
- These two types of insurance cover your son or daughter in North America at USA Hockey sanctioned games, tournaments and practices. In any event, IF YOUR SON OR DAUGHTER

IS INJURED, YOU SHOULD REPORT ANY INJURY TO YOUR CHILD'S COACH OR TO A MEMBER OF THE BOARD OF DIRECTORS. Then, YOU SHOULD COLLECT UNDER YOUR PRIMARY INSURANCE POLICY and then UNDER THE POLICY provided through USA Hockey if certain expenses are not covered under your policy.

11) USA HOCKEY LOCKER ROOM SUPERVISION POLICY - LOCKER ROOM SUPERVISION

- USA Hockey is concerned with locker room activities between minor players; minor players and adult players; adults being alone with individual minor players in locker rooms; and with nonofficial or non-related adults having unsupervised access to minor participants at sanctioned team events.
- It is the policy of USA Hockey and USA Hockey InLine that all Affiliates, Districts, leagues, and local hockey programs have at least one responsible adult present directly monitoring the locker room during all team events to assure that only participants, (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.
- Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.
- KAHA and Cool Sports further stipulate that all females remain outside of the locker room unless invited in by team staff, after may enter only if all male players/staff are fully dressed.

12) PAYMENT OF FEES

- All payments for hockey fees are payable to Cool Sports, NOT KAHA, unless notified differently.
- Players are expected to pay registration fees according to payment scheduled published by Cool Sports/KAHA. This money is necessary to pay for the ice for practices, games, skills sessions, etc.
- Cool Sports and KAHA hold the right to assess a late fee.
- Consideration of a credit or refund will be considered by Cool Sports for the house league (not including High School, Select or Travel) if:
 - a) player sustains an injury that would prevent continuation of play
 - b) re-location of player and family due to parent/guardian's job
 - c) verified illness preventing player from continuation of play (requires written notice from physician outside of player's family).
- Deposits which may be required for uniforms or rented equipment will be cashed and deposited by KAHA and/or Cool Sports if KAHA's uniforms and/or equipment are not returned at the time and place designated by KAHA.
- Participants who have not fully paid all applicable registration fees or have not returned KAHA uniforms or equipment, or who are otherwise indebted to KAHA may be precluded from registering for any KAHA activities until they have paid all fees and satisfied their entire indebtedness.

13) FINANCIAL ASSISTANCE

KAHA offers financial assistance to participants of the House League Program who submit an application (Financial Assistance will not be awarded to Travel League participants). All applications will be brought before the KAHA Executive Board for review and rejection/acceptance. Applicants will be contacted by one of KAHA's Executive Board Members regarding the status of their request. The Financial Assistance form can be found on the KAHA website.

14) KAHA FUNDRAISING

KAHA offers a series of fundraising opportunities which are specifically designed to help offset the hockey fees for KAHA participants. All current fundraising programs are listed below. Individual fundraising (FR) program descriptions can be found at the KAHA website.

- Kroger Bucks 5% Back – participant can earn 5% in FR credits
- Coliseum Concession Stand - eligible participant can earn FR credits for volunteering at the Coliseum (less a 1% KAHA admin fee)
- SCRIPS – participant can earn a pre-defined percentage in FR credits (1% - 25%)
- Enjoy the City Savings Book – participant can earn 40-50% in FR credits (less a 1% KAHA admin fee)
- Texas Hold'em Tournament - participant can earn 10 credits for each individual they secure to attend the tournament
- KAHA Skate-a-Thon - participant can earn FR credits by soliciting/securing pledges (less a 1% KAHA admin fee)

***FR CREDITS EARNED HAVE NO CASH VALUE.** In the event that a participant withdraws from KAHA/Cool Sports hockey program for more than 24 months, the KAHA Board of Directors will issue any unused credits to other areas within the KAHA program. The individual earning the credits will forfeit their rights to those credits.*

KAHA's Board of Directors may change or revise its policies, rules and guidelines at any time as deemed necessary by the Board of Directors and without prior notification to KAHA participants. These changes or revisions may be included in revised editions of this Handbook when published by the Board of Directors.