



# Kraken Youth Hockey Association (KYHA)

## Association Handbook

Last Updated May 5, 2022

The purpose of this handbook is to provide an outline of policies that the Kraken Youth Hockey Association (hereby known as KYHA) Board of Directors require all players, coaches, parents and volunteers to follow. The Board of Directors includes three Officers (President, Vice President, Secretary and Treasurer). These positions are appointed by the Kraken Training Center LLC.

Rob Lampman	President	<a href="mailto:rlampman@seattlekrakenhockey.com">rlampman@seattlekrakenhockey.com</a>
Martin Hlinka	VP/Hockey Director	<a href="mailto:mhlinka@seattlekrakenhockey.com">mhlinka@seattlekrakenhockey.com</a>
Krista Leesment	Secretary/Treasurer	<a href="mailto:klesment@seattlekrakenhockey.com">klesment@seattlekrakenhockey.com</a>
Andrew Birnbrich	Registrar/Office Admin	<a href="mailto:abirnbrich@seattlekrakenhockey.com">abirnbrich@seattlekrakenhockey.com</a>
David Min	Youth Development Coach	<a href="mailto:dmin@seattlekrakenhockey.com">dmin@seattlekrakenhockey.com</a>
Katelyn Parker	Youth Development Coach	<a href="mailto:kparker@seattlekrakenhockey.com">kparker@seattlekrakenhockey.com</a>

KYHA offices will be located at the Kraken Community Iceplex.

Address: 10601 5th Ave NE, Seattle, WA Ste 200  
Website: <https://www.krakencommunityiceplex.com/>  
Phone: (206) 279-7771

## **1. Membership**

### ***1.1 Code of conduct (team officials, parents, spectators)***

All KYHA team staff, parent volunteers and spectators are expected to follow the code of conduct outlined by USA Hockey ([Codes of Conduct](#)) while at team games both home and away, practices and any other place (restaurants, hotels, airports, etc). Failure to follow these guidelines could result in membership suspension or even termination as determined by KYHA administration upon review.

During games, only KYHA team staff should be speaking with other game parties (including other team staff, referees and staff in the scores box). If a KYHA member has an issue with the conduct of the referees, opposing team staff or players, game volunteers or any spectator; they should report it to their head coach or team manager. KYHA parents are responsible for any spectator guests that come to any practice or game. If a parent or guest of a KYHA parent is removed from a game by a referee for inappropriate conduct, then the KYHA parent may receive a suspension from team activities.

### ***1.2 Registration and player fees***

Registration for all players is subject to availability. Returning members will be given priority access for a set amount of time determined by the Hockey Director. Should there be space available for additional players once the priority window has passed, new members will be allowed to register for the season.

When a player registers for the season with KYHA they are committing to play only for the KYHA during that current season. The season is defined as the first team practice to the last

practice or game. Female players may receive an exception to play on two rosters and those families should consult the Hockey Director for the process.

In order to register for the season, players must be in good standing with their most recent association. Players are in good standing if all program and team fees are paid in full or are current with the predetermined payment schedule set by the association. New members will be required to provide a player release from their previous association.

### **1.3 Refund policy**

Once a player has registered for the current hockey season, they have committed to pay for the program in full as outlined in the registration and will not be released from that agreement until all balances are paid. In the event that a player leaves KYHA before the season is over and has not paid their balance in full, they will not be issued an unconditional release that will be required to play at the next association.

KYHA understands that families cannot control everything and so prorated refunds will be issued when one of the following occurs.

- Season ending injury. A doctor's note that prohibits a player from returning to competition for the remainder of the season will be required in order for a refund to be issued.
- If a player's family changes their permanent address and KYHA determines that it would create a significant hardship for the family to continue to play for the team, then a prorated refund will be issued based on the numbers of weeks played in the current season.
- Act of God. In the event that KYHA are not able to continue running youth hockey programming, KYHA admin may issue a prorated refund in the form of a credit for the following season.

### **1.4 Volunteering - requirements**

All KYHA volunteers (coaches, team managers, game officials and anyone else in regular contact with the team) are subject to all USA Hockey credentialing requirements.

Coaches: USA Hockey number, background check performed through USA Hockey, SafeSport course, Age-Specific Module and valid CEP level

All other volunteers: USA Hockey number (free), background check performed by USA Hockey and the SafeSport course.

Failure to complete these requirements prior to the beginning of team activities will prohibit the KYHA member from participating with the team.

### **1.5 Defacement of Association or Facility Property**

Any act of defacing Association or Kraken Community Iceplex property will result in immediate disciplinary action. The level of punishment will correspond with the infraction of the offender.

## **2. Locker Rooms**

### **2.1 Policy**

Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because players are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not in a position to observe – this is especially true in locker rooms.

Adherence to a locker room policy enhances privacy and significantly reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury. USA Hockey is concerned with locker room activities between minor Participants; minor Participants and adult Participants; adults being alone with individual minor Participants in locker rooms; and with non-official or non-related adults having unsupervised access to minor Participants at team events.

### **2.2 Locker Room Logistics**

There is a total of 12 locker rooms to be used by teams at the Kraken Community Iceplex. Locker rooms 1-4 are only changing rooms and have no bathroom facilities. Locker rooms 5-6, 7-8, 9-10, 11-12, all have shared/combined bathroom and shower facilities.

### **2.3 Locker room monitoring - Safesport**

It is the policy of USA Hockey and KYHA that all teams have at least one responsible screened adult present 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. Acceptable locker room monitoring could include having locker room monitors in the locker room while participants are in the locker room or could include having a locker room monitor in the immediate vicinity (near the door) outside the locker room that also regularly and frequently enters the locker room to monitor activity inside. If the monitor(s) are inside, then it is strongly recommended that there be two monitors, both of which have been screened. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult is present. The responsible adult that monitors and supervises the locker room shall have a background check completed by USA Hockey and received a SafeSport certification.

### **2.4 Officials Locker room**

Kraken Community Iceplex will have separate locker rooms designated for both female and male officials. Both officials' locker rooms are equipped with sink, toilet and shower facilities.

In situations with Minor officials working with or sharing locker rooms with adult officials, the adult officials should take precautions to minimize and avoid extended unobserved time alone with minors. This can be addressed by:

- A. Inviting the parent into the locker room;
- B. Asking another official to wait in the locker room before leaving; and/or
- C. Leaving the locker room door open.

Supervisors and assignors of officials must always avoid any one-on-one interactions with any official (regardless of age or gender) unless such interactions occur at an observable and interruptible distance by another adult.

## **2.5 Locker room access**

Locker rooms at Kraken Community Iceplex will be locked when not in use. Room keys can be checked out at the front desk. Youth teams will need a certified coach or team official with a completed background check and SafeSport certification to check out the room keys. Locker rooms are generally available 30-40 minutes before the scheduled ice session.

Prior to returning the key, the team is responsible for cleaning up any trash and placing it in the receptacle. Should the facilities staff find any damage done to the locker room the offending team may be responsible for any damages sustained to the locker room.

## **2.6 Parents/Guardians**

Except for players at the younger age groups (8U and younger) we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may, at his or her discretion, prohibit parents from a locker room.

## **2.7 Co-ed locker rooms**

The KYHA is proud to provide the opportunity for all youths to play the game of hockey. This means that teams will likely have both male and female players. The KYHA recognizes that there are gender equity issues to deal with when managing co-ed locker rooms. We will consider the privacy rights of both male and female players and provide the appropriate arrangements when available.

USA Hockey has listed the following solutions as acceptable approaches when dealing with co-ed locker rooms.

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pre-game meeting;
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room,

while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.

- D. Following the game and the coach's post-game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

## **2.8 Cell Phones or electronics in the room**

The use of cell phones or other electronics in the locker room should be discussed with the team by the coaching staff. It is the admin staff recommendation that cell phones be given to parents or turned off before entering the locker room. Any player, coach, parent or other team official that is caught using any recording device inclusive of audio, photography and/or video in the locker room will be suspended for a minimum of 1 game and may be subject to further disciplinary/legal action.

## **2.9 Prohibited Conduct and Reporting**

KYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in KYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. All members are encouraged to report allegations of misconduct to their team manager who will then forward to the SafeSport Representative for investigation.

## **3. Team Travel**

The KYHA has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. The KYHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

### **3.1 Local Travel**

Local travel occurs when the KYHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's

license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

- The employees, coaches, and/or volunteers of the KYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of the KYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

### **3.2 Team Travel**

Team travel is overnight travel that occurs when KYHA or one of its teams' sponsors, coordinates or arranges travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, team staff (coach, manager, travel coordinator) will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Team staff will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. The team will make efforts to provide adequate supervision through coaches and other adult chaperones. Adequate supervision consists of at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team

activities and assist with supervision/monitoring of the players but will not be permitted to have any one-on-one interactions with players.

- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

## **4. Players**

### **4.1 Age group “move ups”**

USA Hockey’s philosophy of player development is that it is best for all players to play within their respective age group.

1. No 8U age group player or younger, may be moved up regardless of circumstances to a higher division.
2. No player may be moved up from a non-checking division to a checking division.
3. To request a “move up” a player’s parent and/or legal guardian must submit in writing to the Hockey Director a request to move up at least 2 weeks prior to try-outs.



4. Requests to “move up” will be reviewed and approved/denied by the Hockey Director. Final written approval will be made by the Hockey Director.

From time to time, the Association may necessitate a player “playing up” temporarily or permanently. In such cases, the Hockey Director shall weigh the impact on any involved players and teams.

#### **4.2 Participation**

It is expected that all registered KYHA players maintain at least a 75% participation rate for all scheduled practices and games. Failure to maintain minimum participation may result in player suspension and/or full membership termination for the season. Depending on the situation the player may be eligible for a prorated refund as determined by the Hockey Director.

Coaches who suspend a player under this policy must provide documentation to support the claim that the player is not meeting the minimum participation requirement. This can be done with practice attendance sheets and game sheets.

#### **4.3 Player roster changes**

Once the Division Rep has submitted the team league rosters to the Hockey Director they are considered final. Any changes must be submitted to the Hockey Director for approval.

#### **4.4 Playing time**

At the ‘C’/Recreation level the ultimate goal of the coach should be to fairly allocate time amongst all players. Certain situations such as special teams and the final period in a Championship game can be used as incentive or reward for players. This time does not have to be allocated equally. Coaches may also choose to reduce playing time due to behavior or attendance issues.

If a coach or team is found to be in violation of the spirit of this policy then the KYHA Staff should be notified so that an investigation can be started.

#### **4.5 Release policy**

Players seeking their release from the KYHA must be paid up on all financial obligations while a member of the KYHA.

If the player seeks their release and is not paid in full, the release will not be issued until the transactions have cleared, zeroing the player balances.

#### **4.6 Double rostering Girls Hockey**

In accordance with USA Hockey and PNAHA policies the Jr Kraken will allow female players to roster on both a girls’ team and a coed team in the same season.

Players must declare one team their primary team before December 31st for Nationally bound teams, and that team takes precedence when there is a conflict with either Tournament, League games or practices. If this declaration is not made, the team that was registered for first will be considered the primary team.

If the Secondary team requires players for League or Tournament games, double rostered players may be added to the roster of the Secondary team at the Hockey Director's discretion. Roster decisions made by the Hockey Director are final.

All double rostered players must participate in practices prior to a game to become familiar with systems, teammates, and strategies. It is up to the discretion of the Coach to determine whether a player is ready to participate in games.

Girls who choose to double-roster will need to register for both teams and will be charged a second season fee.

#### **4.7 Alcohol and drug use**

It is the considered judgment of the Board of Directors of USA Hockey that consumption/use/abuse of mood-altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of alcohol, tobacco, smoking products or drugs, as these terms are defined below, during participation in its programs as follows:

1. Zero tolerance for possession or use of drug by any participant unless participant is currently under a doctor's care and the medication is required for treatment of an illness or injury;
2. Zero tolerance for providing or condoning the use of alcohol, tobacco, smoking products or drugs to or by a minor athlete by a coach, assistant coach, manager, official or any other person who is in a position of authority over that athlete;
3. Zero tolerance for being under the influence of alcohol, tobacco, smoking products or drugs while supervising minor athletes or while participating in a USA Hockey practice, game or event; and
4. Abuse of alcohol, tobacco, smoking products or drugs by a participant while participating at a USA Hockey event other than that prohibited by #3 above.

Violation of this policy shall subject the participant to disciplinary action up to and including suspension or disqualification from membership.

## **5. Teams**

### **5.1 Official Rosters**

Teams will be required to obtain an official roster from USA Hockey before attending any USA Hockey sanctioned games and/or tournaments. Rosters must have a minimum of two coaches and one team manager. One person cannot be both a coach and team manager. All roster changes must be submitted to the association registrar for approval.

### **5.2 Coaching selection**

Any and all individuals looking to help with on-ice instruction need to submit an application to the Hockey Director for review. All KYHA Coaches are required to have all necessary credentials for their age-group as outlined on USAHockey.com. Coaches will be selected based on a number of factors including, but not limited to, experience, years with KYHA and availability throughout the season. KYHA staff will notify coaches of their assignment once all coaches have been reviewed.

### **5.3 Manager Selection**

The Head Coach of each team will select a team manager for the season. This person must be SafeSport certified and complete a background check.

### **5.4 Away Tournaments**

Teams need to obtain permission no less than 30 days prior to a tournament from KYHA staff in order to attend. Team managers should submit all attending players and staff members when gaining approval. Recreation teams will abide by the following policies regarding traveling to away tournaments during the season.

1. KYHA staff must approve of all tournaments.
2. Teams will be responsible for all fees and expenses in order to attend away tournaments.
3. Tournaments cannot be scheduled on weekends that are designated as 'league play' weekends. Check with KYHA staff for open weekends.
4. Teams may not require players to attend tournaments. Participation will always be optional.
5. Teams that want to add players to a tournament roster must obtain approval from the KYHA Registrar.

### **5.5 Team Fundraising**

With prior approval from KYHA staff, teams are allowed to host team fundraisers during the season in order to supplement costs to team events. Participation of families is 100% voluntary for all fundraising events. Regardless of participation, fundraising activities must benefit all players on the team. Teams are responsible for all personnel and resources to organize and conduct activities.