



# MANAGER'S HANDBOOK

The team manager is one of the most important roles on a KOHA hockey team. As a manager, you are the go-between for parents and coaches ensuring good communication and team organization. This guide will help assist you through your season, and the KOHA staff is available to help answer any questions you may have.

**Dave Toth**

Travel Director

House B Director

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Executive Director

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# Index

<a href="#">Required Credentials</a>	Page 1
<a href="#">Travel Hockey Getting Started</a>	Page 2
<a href="#">Travel Hockey Season Timeline</a>	Page 3 - 4
<a href="#">Travel Hockey Scheduling</a>	Page 5
<a href="#">Travel Hockey Maximum Game Count</a>	Page 6
<a href="#">Junior Varsity</a>	Page 7
<a href="#">House B Getting Started</a>	Page 8
<a href="#">House B Season Timeline</a>	Page 9 - 10
<a href="#">House B Scheduling</a>	Page 11 - 12
<a href="#">Team Expenses / Budget</a>	Page 13 - 14
<a href="#">Check Request Form (Sample)</a>	Page 15
<a href="#">Home Games</a>	Page 16 - 17
<a href="#">Donations and Fundraisers</a>	Page 18
<a href="#">Tournaments</a>	Page 19 - 20
<a href="#">Team Credentials Book</a>	Page 21
<a href="#">End of Season</a>	Page 22

## Appendixes

<a href="#">Coaches Age Specific Modules</a>	Page 23
<a href="#">USA Hockey Registration</a>	Page 24 - 25
<a href="#">SafeSport Training</a>	Page 26 - 27
<a href="#">MAHA Background Check</a>	Page 28
<a href="#">KOHA Forms Page</a>	Page 29
<a href="#">KOHA Yearbook</a>	Page 30
<a href="#">KOHA Locker Room Policy</a>	Page 31 - 33
<a href="#">KOHA Deposit Record (Sample)</a>	Page 34
<a href="#">Notes</a>	Page 35

# Required Credentials

Coaches, Managers and Volunteers need certain credentials to be rostered or in locker rooms. Below are instructions and links to the required credentials.

**Coaches** - Need current USA Hockey number, SafeSport and background along with the completion of the proper USA Hockey Age Specific Module prior to rostering with the team.

**Managers** – Need current USA Hockey number, Safe Sport and background. Managers are rostered as Manager and need these prior to rostering with team.

**Volunteers/Locker room Monitors**- Need current USA Hockey number, Safe Sport and background.

USA Hockey Registration:

- [www.usahockey.com](http://www.usahockey.com)
  - click: Membership -> Register Online then Register Now or click the following link: [USA Hockey Registration](#) Or go to the [USA Hockey Registration appendix](#)
  - Managers and Volunteers register as Ice Manager / Volunteer
  - Coaches register as Ice Players & Coaches.

SafeSport Training:

- Managers, Coaches and Volunteers must complete **SafeSport** training with USA Hockey
  - [www.usahockey.com](http://www.usahockey.com) (Must have USA Hockey registration number first)
  - Click: Membership -> SafeSport Training, go to the bottom of the page and click Register for SafeSport Training or click the following link: [SafeSport Training](#) or go to the [SafeSport Training appendix](#)

Background Check:

- Managers, Coaches and any locker room volunteers must complete the MAHA **Background** check on the MAHA website [www.MAHA.org](http://www.MAHA.org) (Must have USA Hockey registration number first)
  - Click: Parents and Players -> Safety -> Background check or click the following link: [Background Check](#) or go to the [Background Check appendix](#)
  - The conformation number is your current USA Hockey registration number.

Age Specific Modules (Coaches):

- Coaches Age Specific Modules [www.usahockey.com](http://www.usahockey.com)
  - Click: Coaches -> Age-Specific Modules or click the following link: [Age Specific Module](#) or go to the [Age-Specific Modules appendix](#)

All Paid Coaches will need to fill out a [W-9](#) and have it on file with KOHA **Prior to receiving any pay checks**

**Coaches, Managers and team families should be clear on the [KOHA Locker Room Policy](#). Coaches are responsible for all locker rooms and should be following the policy at all times.**

# K-Wings Travel Hockey

## Getting Started

After tryouts are completed and the team is formed there are duties that need to be started to get the team ready for the season that will begin in August for 16U and 18U Split Season & September for all other teams. The following list are things that managers will need to work on through the summer.

- Start your team website with [Team Snap](#). From talking with previous managers, the paid “basic” version is more than adequate to provide the communications needed for your team. This will allow you to have a calendar of all your games and practices for your families to follow. You will also be able to communicate with everyone to keep them aware of any changes that are made to your schedule. There are more expensive upgraded versions, however this will use more of your miscellaneous expenses from your team budget.
  - **Monitor the KOHA website team schedule for the most accurate up to date schedule. Do not print the schedule and assume it will not change. The schedule changes often throughout the season and we try to make sure we communicate all changes but it is important you monitor the online schedule to make sure it matches your team calendar.**
- Managers, Coaches and locker room Volunteers must have required credentials. ([See required credentials page](#))
- Get a list of all your families’ emails. KOHA can supply you with a list but it might be best to get everyone to give you the email they check the most.
- Assist KOHA with team fittings. Once fittings are completed, Hockey Services will send a list of everyone’s orders for verification. **This must be sent to all your families to confirm the order is correct.**
- Coordinate with the coach regarding the year’s events
  - Who is going to schedule games for the season?
  - Blackout days for scheduling (coach conflicts)
  - Possible tournament dates
- Gather coach’s USA Hockey Numbers and Full Name for roster and send to KOHA.
- All paid coaches need a [W-9](#) which can be found on KOHA website. (See [Forms appendix](#))
- Register team with LCAHL [www.lcahl.org](http://www.lcahl.org). Registration will open in July, Managers should coordinate with Coach to decide what division the team will register in. Coach may choose to register the team to ensure appropriate placement in the league.
  - **DO NOT PAY ON-LINE.** Choose the association will pay option when registering your team. Once completed, forward your registration confirmation to KOHA Director of Travel Hockey [d.toth@koha.com](mailto:d.toth@koha.com). KOHA will send one check for all the teams in the association.
- Get familiar with the LCAHL website. The calendar has important dates for the season. There is also information about league boundaries, rules and other useful information.

# Travel Hockey Season Time Line

Below is a general timeline for a KOHA Travel Hockey Team. Note that from season to season some of the times will change slightly and managers and coaches should keep an eye on the LCAHL calendar and KOHA website for any changes.

## **MAY:**

Tryouts (Usually starts the Monday of the third week)

## **JUNE:**

Team fittings, Contract signing and Team meetings (meetings determined by coach)

Collect coach info for roster

Build team website

## **JULY:**

Season monthly payments begin

Register team in LCAHL **Travel/Girls** (Opens Mid to Late July)

**Junior Varsity** Preliminary Meeting (Late July)

## **AUGUST:**

Begin to look at tournaments and coordinate scheduling blackout dates with coaches

LCAHL registration closes - **Travel/Girls** (Mid Aug)

Preliminary alignments posted (Mid Aug)

Alignment appeals due to Division Directors (Mid to Late Aug)

**Girls** Preliminary alignments posted, **Travel** Revised alignments posted (Late Aug)

**Junior Varsity** Pre-Season scheduling (Late Aug – Early Sept)

## **SEPTEMBER:**

KOHA season starts following Labor Day holiday

Travel team pictures (Early Sept)

Play-in games Begin (Early Sept)

**Girls** exhibition Scheduling and scrimmages (Early Sept)

LCAHL Season kickoff meeting (Early Sept) Teams will pick up binders and score sheets

Final regular season alignments posted (Mid Sept)

Schedule regular season league games (as soon as alignment is determined)

Regular season Begins - **Travel**

# Travel Hockey Season Time Line Cont.

## **OCTOBER:**

**Girls** Regular season scheduling meeting, Location TBD (Mid to Late Oct)

**Junior Varsity** Pre-Season ends (end of Oct) **high school tryouts**

## **NOVEMBER:**

**Girls** Regular season begins (Early Nov)

**Junior Varsity** Regular Season tryouts (Early Nov following high school tryouts)

**Junior Varsity** Regular season scheduling meeting (Early Nov)

## **DECEMBER:**

Final season payment is due Dec 1<sup>st</sup>. (Travel Teams Except JV Reg- Season)

Holiday Break

## **JANUARY:**

District Play in (First weekend in Jan) Teams registered for District tournament only

Regular season ends (Mid Jan)

Regular season Make-Up days (Mid Jan)

Playoff alignments posted (Mid to Late Jan)

Schedule playoff games once alignments are posted

Playoffs 1<sup>st</sup> round begin (Late Jan)

## **February:**

District tournament (First weekend in February)

First round of playoffs end (Late Feb Early March)

**Junior Varsity** Tournament Meeting (Mid to Late Feb)

## **March:**

State tournament (first weekend in March)

Playoff Quarter Finals, Semi Finals and Championships (Mid to Late March)

**Girls** LCMGHL playoffs start (Mid-March)

Season ends (Mid to Late March)

Plan team end of season party if team is having one. Determine available funds with KOHA

**Junior Varsity** League Tournament (Mid-March)

**Junior Varsity** Year end season recap meeting (Late March)

# Travel Hockey Scheduling

Team scheduling is one of the most important duties the Manager will do. Determine with the Coach if you or the Coach will be doing the schedule. Become familiar with the [LCAHL calendar](#) so you know when the alignments should be posted. Once the alignment is posted you can begin to schedule your regular season league games. First round of playoffs are done the same way once playoff alignments will be posted and you can begin to schedule those games.

**KOHA budgets the following home games (10U, 12U & 14U – 15), (Girls-15), (16U & 18U – 6)**

## The following is how you will request home game ice:

You must first contact the opposing team and determine a day and time that will work for both teams. You can send multiple days and times when requesting game slots but you will be offered one slot to give to the opposing team.

## Format your email as follows:

In the subject line place the following information in this order:

**Date of game, your team vs visiting team, type of game (league, non-league playoff or play-in game)**

In the body of the email please tell us a time frame that you are looking for and include any special circumstances such as a team that is playing a game before or after this game and will need to have 4 hours between games to adhere to MAHA rules. Example below:



The screenshot shows an email client interface with the following fields:

- To...:** Dave Toth Operations Director (d.toth@koha.com);
- CC...:** (empty)
- Subject:** 10/6 12U A K-Wings vs Belle Tire League Game
- Body:** Looking for game ice in 10/6 between 11am – 2pm

Once we determine an available time slot we will send you an email confirming the game time, location and teams that are playing. We will also schedule referees for the game when we send you this confirmation.

**Girls** teams will be given game blocks to enter into the signup genius to schedule their games. Once league games are scheduled, unused blocks must be turned back in to KOHA to be returned to the facilities. **Unused game blocks cannot be held onto for future use.** All non-league games or other games scheduled outside of league scheduling, managers will follow the email scheduling format above.

**Make sure that you are checking the KOHA schedule for your team often to ensure your schedule and the KOHA schedule match. Changes are made frequently and email notification of changes can get missed. Checking the schedule often will help avoid game time issues.**

# Travel Hockey Game Counts

## Tier II

10U A & AA - 45 game max

12U A & AA - 55 game max

14U A & AA – 60 game max

16U & JV – 65 game max

## Girls Tiers II

10U - 45 game max

12U - 55 game max

14U – 60 game max

16U – 65 game max

## Girls Tier III

10U - 40 game max

12U - 40 game max

14U – 45 game max

16U – 50 game max

All tournaments shall count for four (4) games maximum regardless of actual number of games (Example: 3 games counts 3, 5 games counts 4)

The above maximum game counts shall not apply to MAHA Play-in games, MAHA district tournament, State tournament and national tournaments

# Junior Varsity

The JV team operates differently from the other Travel Hockey teams. JV plays in the ADRA Y league while the other travel teams play in LCAHL. JV Managers should refer to the Travel Hockey season time line page for season events.

JV Managers should monitor the ADRA Y website [www.ADRAYhockey.teamsnapsites.com](http://www.ADRAYhockey.teamsnapsites.com)

## Junior Varsity Scheduling

Managers will be able to schedule for the pre-season in late August and early September. The team will have to play a handful of games in the pre-season to determine their seeding for the Regular season.

- **7 Home game maximum in pre-season**

In early November the JV league will have a scheduling meeting. At this meeting managers will schedule their league games for the season. Managers may be able to schedule some of the non-league games at the meeting as well.

- KOHA will provide the JV Manager with a block of game times for the scheduling meeting.
- **JV has 12 Home game maximum for the regular season.**
- Once the meeting is completed Managers should return with the list of scheduled Home games and give them to the House B Director for entry into the KOHA schedule.
- Each team manger should review the League website to make sure all games are correctly scheduled.
- **All unused ice times must be returned to KOHA and cannot be kept for future scheduling.**

Once the scheduling meeting is completed, you will have other games to schedule. For those games you should follow the [game scheduling email format](#) found in the Travel hockey scheduling section.

## Parents Volunteering

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### SOCIAL MEDIA

- Photography
  - In game
  - Team events
- Posting to the KOHA & Team (Optional) Social Media account(s)
  - Facebook, Instagram, & Twitter.
- If you want updates and pictures posted to the KOHA social media accounts you must send info and pictures to [social@koha.com](mailto:social@koha.com)
- anyone can send this info to be posted it does not have to be a manager or coach

# K-Wings House B Getting Started

After Evaluation skates and the teams are drafted and formed, there are duties that need to be started to get the team ready for the season that will begin in September. The following is a list of things that managers will need to work on.

- Start your team website with [Team Snap](#). From talking with previous managers, the free version is more than adequate to provide the communications needed for your team. This will allow you to have a calendar of all your games and practices for your families to follow. You will also be able to communicate with everyone to keep them aware of any changes that are made to your schedule. If you choose to pay for the upgraded version, you can submit for reimbursement, however, this will come from your miscellaneous expenses from your team budget.
  - **Monitor the KOHA website team schedule for the most accurate up to date schedule. Do not print the schedule and assume it will not change. The schedule changes often throughout the season and we try to make sure we communicate all changes but it is important you monitor the online schedule to make sure it matches your team calendar.**
- Managers, Coaches and locker room Volunteers must have required credentials. ([See required credentials page](#))
- Get a list of all your families' emails. KOHA can supply you with a list, but it might be best to get everyone to give you the email they check the most.
- Assist KOHA with team fittings. Once fittings are completed, BJ Sports will send a list of everyone's orders for verification. **This must be sent to all your families to confirm the order is correct.** **Warm up Jackets** are optional and not required
- Coordinate with the Coach regarding the year's events
  - Who is going to schedule games for the season?
  - Blackout days for scheduling (coach conflicts)
  - Possible tournament dates
- Gather coaches USA Hockey Numbers and Full Name for roster and send to KOHA
- Get familiar with the ADRAY Community Hockey League Website, [www.ADRAYhockey.teamsnapsites.com](http://www.ADRAYhockey.teamsnapsites.com). The calendar has important dates for the season. There is also information about league boundaries, rules and other useful information.

**ADRAY West Tournament definition.** This tournament is for the ADRAY League only. The top teams are placed in the Gold division which have a chance to move on to the ADRAY League State Championship. The other teams will compete in the Silver, Bronze and possibly Copper Divisions (Do not advance any further). Teams are placed by the league into the divisions.

**MAHA District 6 Tournament definition.** This tournament is the Michigan Amateur Hockey Association District 6 Championship Title. You will compete with up to eight teams rostered as House B from District 6. This not only includes the ADRAY League teams from District 6 but also other organizations in District 6 with House B rostered teams (ex. Chelsea, Ann Arbor and Jackson). You will participate in MAHA District play in tournament to determine the eight teams in each age division. The Champion of District 6 moves onto the MAHA State Tourney to compete for MAHA House B State Champions.

# House B Hockey Season Time Line

Below is a general timeline for a KOHA House B Hockey Team. Note that from season to season some of the times will change slightly and Managers and Coaches should keep an eye on the ADRAY West calendar and KOHA website for any changes.

## **MAY/JUNE:**

Evaluation Skates for players (Late May)

Contract signed at first Evaluation Skate

Team fittings take place at first and possibly second Evaluation Skate by BJ Sports. Anyone who was not fitted will need to go to BJ Sports on Kilgore Road to be fitted within the last week of evaluation skates

## **JULY:**

Season monthly payments begin (15<sup>th</sup>)

## **AUGUST:**

2<sup>nd</sup> monthly payment due (15<sup>th</sup>)

## **SEPTEMBER:**

3<sup>rd</sup> monthly payment due (15<sup>th</sup>)

KOHA season starts following Labor Day holiday

Player draft is completed, and teams formed

Team Meetings (meetings determined by coach)

Collect coach info for roster

Build team website

ADRAY West Scheduling Meeting takes place the last Sunday at Patterson Ice Center. Times will be announced for each age group.

## **OCTOBER:**

4<sup>th</sup> monthly payment due (15<sup>th</sup>)

ADRAY West Hockey League games start (First Saturday)

House B team pictures (Mid October)

## **NOVEMBER:**

5<sup>th</sup> monthly payment due (15<sup>th</sup>)

# House B Hockey Season Time Line Cont.

## **DECEMBER:**

Final payment due (15<sup>th</sup>)

Holiday break

## **JANUARY:**

MAHA District B Play in games Completed by the 2<sup>nd</sup> weekend if required

End of League Play (Last weekend)

Playoff alignments posted (Mid to Late Jan)

Schedule playoff games once alignments are posted

Playoffs 1<sup>st</sup> round begin (Late Jan)

Playoff Seeding's will be announced via email (Late January)

## **February:**

MAHA District tournament (First weekend in February)

ADRAY West Tournament Playoffs (10U-2<sup>nd</sup> weekend and U12/U14-3<sup>rd</sup> weekend)  
(1<sup>st</sup> and 2<sup>nd</sup> place in each gold division will play in ADRAY States vs. 1<sup>st</sup> and 2<sup>nd</sup> in Metro League.)

## **March:**

MAHA State Tournament (1st weekend)

ADRAY State Championship Tournament (3<sup>rd</sup> weekend)

Season ends (Mid to Late March)

Plan team end of season party if team is having one. Determine available funds with KOHA.

# House B scheduling

ADRAY has a scheduling meeting at the end of September each year. At this meeting the teams will schedule all their games for the season. KOHA will provide each team with a block of times to take to the meeting. The KOHA Director of House B will attend the meeting with a book of all the game blocks given to the teams. As you schedule your games you will be able to trade game slots with other KOHA teams if needed. Once the ADRAY league games are scheduled you can schedule non-league games to fill the remaining home game allotments

## Game Allotments

- 10U - 11 home and 11 away, 8 Tournament games\*\*, 3 to 4 ADRAY playoff games.  
Total of 31-36 games.
- 12U - 11 home and 11 away, 8 Tournament games\*\*, 3 to 4 ADRAY playoff games.  
Total of 31-36 games.
- 14U - 12 home and 12 away, 8 Tournament games\*\*, 3 to 4 ADRAY playoff games.  
Total of 32-38 games.

Not included in above game count are the MAHA play-in games, Districts and State Tournament.

### \*\*Maximum season game count

**10U - 45 Games (Pilot Program 9/1/24 – 3/31/26)**

**12U - 50 Games (Pilot Program 9/1/24 – 3/31/26)**

**14U - 45 Games**

All tournaments shall count for four (4) games maximum regardless of actual number of games (Example: 3 games counts 3, 5 games counts 4)

The above maximum game counts shall not apply to MAHA Play-in tournament, MAHA district tournament, and State tournament.

Once the games are scheduled, they will be entered into the KOHA schedule. We will need clear notations on which games are League games or Non-league games. Because the travel teams have not scheduled all league games when the ADRAY scheduling meeting takes place. Some non-league games may have to be moved for league games for travel teams. We make every attempt to not move games once they are scheduled but we do have to make changes in game times as the arena scheduling dictates. We will make sure that you are notified of game changes as they occur. It is very important that you are checking the KOHA website schedule for your team to confirm all games in the week prior to the game.

Once you have scheduled at the scheduling meeting you will find occasions that you want to schedule more games if you have open slots. You will do this by following the scheduling procedures outlined below.

- Please direct schedule changes/request to Dave Toth [d.toth@koha.com](mailto:d.toth@koha.com)

# House B scheduling Cont.

Format your email as follows:

In the subject line place the following information in this order

**Date, your team vs visiting team, type of game (league, non-league, playoff or play-in game)**

In the body of the email please tell us a time frame that you are looking for and include any special circumstances such as a team that is playing a game before or after this game and will need to have 4 hours between games to adhere to MAHA rules. **Example below:**



The screenshot shows an email client interface with the following fields:

- To...:** Dave Toth Operations Director (d.toth@koha.com);
- CC...:** (empty)
- Subject:** 10/6 12U A K-Wings vs Belle Tire League Game
- Body:** Looking for game ice in 10/6 between 11am – 2pm

Once we determine an available time slot we will send you an email confirming the game time, location and teams that are playing. We will also schedule refs for the game when we send you this confirmation.

## Parents Volunteering

### SOCIAL MEDIA

- Photography
  - In game
  - Team events
- Posting to the KOHA & Team (Optional) Social Media account(s)
  - Facebook, Instagram, & Twitter.
- If you want updates and pictures posted to the KOHA social media accounts you must send info and pictures to [social@koha.com](mailto:social@koha.com)
- anyone can send this info to be posted it does not have to be a manager or coach

# Team Expenses / Budget

During the season you will make purchases for the team, register for tournaments or require payment from KOHA to a vendor. Managers are responsible for the team's expenses and are the only person authorized to make purchases for the team. Coaches are not authorized to purchase items from the local hockey shops, they must direct the manager to buy the needed items. The manager then submits for reimbursement or will have the hockey shop bill KOHA directly. These are the guidelines and procedures for KOHA to send payment or reimburse expenses.

Go to the KOHA website and on the [Forms page](#) (also See [Forms appendix](#)) complete the check request. Once completed you can email or deliver a copy to the appropriate Director:

K-Wings Travel and House B - Travel & House B Director, Dave Toth

The following is a general list of things that you will need to submit a check request for:

- Tournament registration
- Coach hotel reimbursement
- Team Snap
- USA Hockey Registration/Background Checks
- Coach Education reimbursement (Not a Budget item but needs the same request)
- Team Equipment
- Year End Parties

There may be additional items that need to be paid for during the season, if you have questions about check requests please contact Dave Toth.

## Coach tournament hotel reimbursements:

- Once the tournament is completed gather the hotel receipt from the coach. Complete a check request form and submit to the appropriate KOHA Director along with the hotel receipt for reimbursement. (See [check request form below](#) )
- **KOHA will only reimburse 1 room per tournament stay. If there are multiple coaches on the team they must room together or determine whose room will be paid for.**
- **The Hotel receipt must be sent with the reimbursement request [KOHA will not accept online reservation conformations as a receipt](#)**
- There is a limited amount of money available in the budgets to reimburse coaches for rooms. If teams are staying in hotels for league games out of town or league playoff games, those funds may run out before all tournaments are completed.

**All Reimbursement requests must be submitted to KOHA [within 20 days](#) of the payment. Anything submitted after that time is subject to denial or to be held until the end of the season to ensure enough money is available in the team budget**

## Team Expenses / Budget Cont.

Most Budget items are fixed costs. The following items are expenses that can have amounts that fluctuate from year to year and require the team Manager to track expenses. The following are items that the manager should be aware of in current year budget and track spending throughout the season. Misc. expenses - \$300

- Equipment - \$100
- Coach hotel reimbursement:
  - 10U A & AA - \$1000
  - 12U A & AA - \$1200
  - 14U A & AA - \$1200
  - Girls \$500
  - JV - \$1200
  - 16U - \$1000
  - All House B Teams \$500 Max

All other costs are fixed and will not be adjusted. **Ice time must be used or it will be lost. KOHA has contracts with the facilities to rent ice for the season and will not use budgeted ice expenses to pay for other team functions.**

**Teams do not need to purchase pucks or coaching boards for the season, KOHA will provide these items to the coaches at the beginning of the season.**

**Teams may not purchase game wear outside of the approved KOHA game uniform.** KOHA will mandate players wear the approved game jerseys, pant shells and socks. Also teams must wear the approved KOHA warm ups, other warm ups cannot be purchased and worn by KOHA Travel or House B teams. **Teams may not purchase a 3<sup>rd</sup> game jersey.**

**All KOHA Travel uniforms and apparel must be purchased from Hockey Services.**

- **Contact Matt Schaeffer – (269) 375-3313**

**All KOHA House B and JV uniforms and apparel must be purchased form BJ Sports.**

- **Contact Nick Kakabeeke – (269) 342-2415**

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**Required equipment for All Travel and House B players starting 2024-25**  
**KOHA Logoed Game Jerseys, Issued Game Socks, KOHA Logoed and approve equipment bag, Pant shells and White Helmet**

Below is an example of a check request to have payment sent or someone reimbursed for expenses. It is important that we have as much information as possible to track expenses. Also make sure there is an address on the form for anyone that you want the checks mailed to. If you want them to pick the check up in the KOHA office, note that in the address line on the form. Proper Receipts must be provided with each request.

## Sample Check Request

### Kalamazoo Optimist Hockey Association Check Request

<b>Tournament Request</b>			
Team Name: <u>12U A K-Wings</u>		Date Submitted: <u>09/26/2019</u>	
Dates of Tournament	Tournament Company and Location	Remit Check to: Name and Mailing Address	Total
<u>11/23/19 Through 11/25/19</u>	<u>MyHockey, Chicago IL</u>	<u>MvHockey</u> <u>1234 Chicago Drive</u> <u>Chicago, IL 12345</u>	<u>\$1,300.00</u>
Mail Check to (check one): <input type="checkbox"/> Tournament Company		<input checked="" type="checkbox"/> Manager: <input type="checkbox"/>	
Dates of Tournament		Remit Check to: Name and Mailing Address	
<u>1/18/20 Through 1/21/20</u>	<u>MyHockey, Detroit MI</u>	<u>Managers Name</u> <u>Managers address</u>	<u>\$1,300.00</u>
Mail Check to (check one): <input type="checkbox"/> Tournament Company		<input type="checkbox"/> Manager: <input checked="" type="checkbox"/>	

**Other Check Request** (include a copy of receipt for each entry)

Description	Hotel Room	Equipment	Other Expense	Total
<u>Team Snap</u>			<u>\$50.00</u>	<u>\$50.00</u>
Check remitted to and address: <u>Manager Name Pick Up in office</u>				
<u>Coach Hotel</u>		<u>\$200.00</u>		<u>\$200.00</u>
Check remitted to and address: <u>Coach Name and Address</u>				
<u> </u>				<u>\$0.00</u>
Check remitted to and address: <u> </u>				
<b>TOTALS</b>				
				<u>\$200.00</u>
				<u>\$0.00</u>
				<u>\$50.00</u>
				<u>\$2,850.00</u>

**Total Amount of Voucher**

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business; That the amounts are correct, and that they represent proper charges against the KOHA.

Signed: Signed by Manager Print name: Printed Name

Approved: \_\_\_\_\_

KOHA Division Director

Office use only


# Home Games

Managers will be responsible for home game preparations which includes the following:

## Score Sheets:

- All leagues are using GameSheets to score games. If you have an iPad you can download the GameSheets app otherwise KOHA will have iPad at the rinks for home game scoring
- KOHA has score sheets available in the KOHA office for non-league games if needed.
- Managers should prepare labels for the score sheet where GameSheets is not used. This will make it easy as you will not have to hand write the players and coaches' names on the sheet for each game. Use Avery Label #5163 (10 per sheet 2x4). A template for the labels can be found on the KOHA website [forms](#) page. There is also a background for the labels if you choose.
- Make sure the labels have the following: Player #, Player name. Following the players you should list the coaches noting head coach (HC), Assistant coach (AC) with their USA Hockey coaching level and CEP number and Manager's name and phone #. This will aid teams in contacting you to schedule games at a later date (info is on template).

Score sheets need to be signed by the coaches prior to the game. The coaches' signature is verifying the players and coaches on the score sheet are participating in the game. Any player or coach that will not be participating in the game must be crossed off the score sheet prior to the game.

If the head coach is not going to be at the game he must be crossed off the score sheet or shown as Away in GameSheets and one of the assistant coaches must be noted as head coach for that game.

If a player or coach is serving a game misconduct penalty they must be crossed off the score sheet and a note with the players/coaches name stating player number \_\_\_ is serving game misconduct from (date). This should also be shown to the ref prior to the game so they can initial it and make sure it is noted properly.

## Game Period Length

All games 3:00 min warm-ups

## Travel Teams

10U - 13 Min (75 Minutes of ice)

12U/ 14U/16U - 15 Min (75 Minutes of ice)

## House B Teams (No Exception for league games)

10U - 13 Min (75 Minutes of Ice)

12U - 14 Min (75 Minutes of Ice)

14U - 15 Min (75 Minutes of Ice)

# Home Games Cont.

You will need volunteers for the following positions:

- **Game clock operations.** Instructions are at each facilities game clock. You can also find instructions on the KOHA website [forms page](#).
- **Score Keeper.** Score keepers should have an understanding of the rules of the game to fill out the score sheet properly with correct penalties. The score keeper is considered an off ice official and they should not be coaching, or attempting to talk to refs during the game unless there are questions pertaining to the official scoring of the game.
- **Penalty box attendant.** You will need one person in the penalty box for your team. The visiting team will provide a person for their box. This person is an off ice official and will not be permitted to coach or confront referees during the game. Their responsibility is to open the door for players entering or exiting the penalty box area. They will coordinate with the score keeper on the time players will be leaving the penalty box.

**Following the game coaches should be checking the score sheet for the following to make sure that the penalties are correctly entered on the score sheet:**

Game misconducts noted on score sheet as **GM**. If there are any GM penalties on the sheet the player would have been removed from the ice. Do not confuse the Game Misconduct (GM) with the Misconduct (M) or (MISC).

Misconducts are usually a 10 or 8 minute penalty depending on period length and do not require the player to be removed from the game.

If a 1.5 minute penalty and an 8 minute Misconduct is called they should be noted on the score sheet as 2 separate penalties (1.5 min boarding and 8 min misconduct). This will matter as a player that gets 4 penalties in a game will get a Game misconduct penalty and have to sit the following game.

Any player or coach that had received a GM from a previous game needs to sit out the following game. **A notation needs to be made on the bottom of the score sheet for that game noting the coach/player name, # and sitting GM from game on (Date). Do not just cross them off the label**

If a problem is found you should contact the refs before they leave the rink.

Refs sign the score sheet following the game and are verifying that all the entries are correct. Please take the time to check the sheet to make sure they did not miss something that was entered incorrectly.

## Post-Game Score sheet Entries

All teams are now required to use the GameSheets app and the scores for the game are automatically uploaded to the league standings

# Donations and Fundraisers

Your team may choose to have fundraisers or get donations to help reduce cost for the families. All fundraiser and donation money needs to be turned into KOHA to be put into your team account for future use or distributed to individual player accounts.

Donations can be solicited from local businesses or individuals for specific team items (See Below). If needed KOHA can send an invoice to those donors. Managers will need to contact KOHA and request the invoice be sent. KOHA will need the contact person and Business name (if donor is a business) and the address of the donor along with the specific dollar amount and what the donation is for. We will email to the contact so their email is also needed.

If you have a team fundraiser and want the proceeds to go directly to player accounts to pay for season fees, you will collect all the money and submit to KOHA with a [deposit sheet](#) (see KOHA website [forms page](#) or see [forms appendix](#)) with the players' names and amounts to be applied to each player account.

When a donation or fundraiser money is given to KOHA for deposit to the team account you should advise the Travel Hockey Director what the funds will be used for. If you don't know what the team will use the funds for at the time of deposit, you will need to make sure that when you submit a request to use the donation or fundraiser money, that it is clearly noted on the check request that you want that money to be used.

**Teams can purchase the following team items using fundraiser or Donation funds:**

- **Equipment bags**
- **Off Ice workout apparel**
- **Team warmups for the entire team**
- **Gloves**

These items must be the approved items and purchased through Hockey Services or BJ Sports.

**Sponsor names may be placed Bags, warm ups or work out apparel, but not on any game jerseys, socks or helmets.**

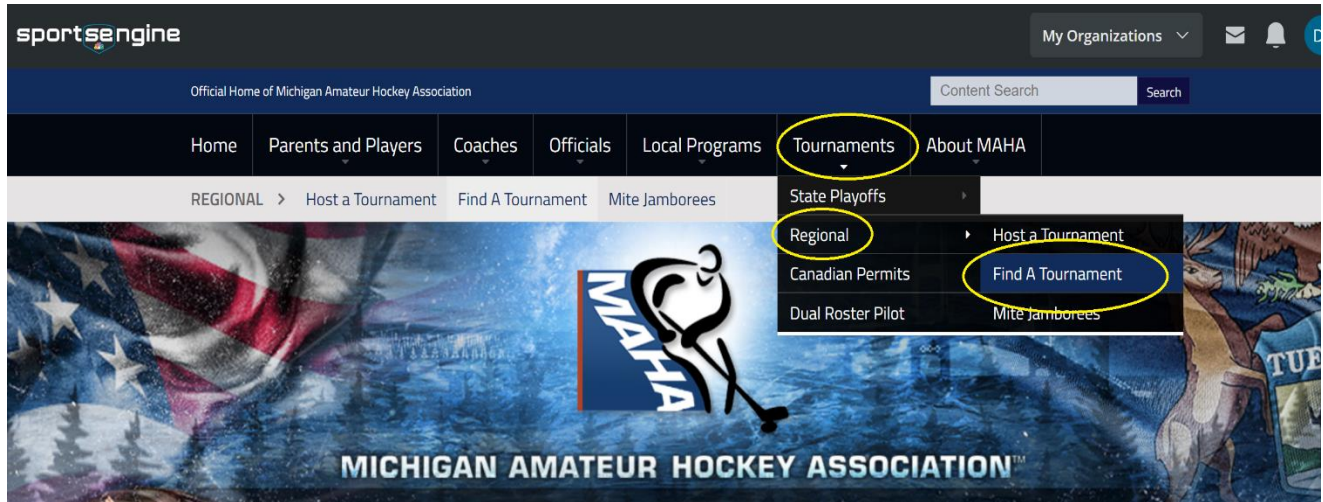
Fundraiser or donation money that is deposited into the team account must be used during the season that it was obtained. Money cannot be saved and moved to the next year's team. If money is not used during the season it will go into the KOHA general fund. Donation money cannot be moved into individual player accounts.

The KOHA yearbook is a great fundraiser for families to help offset costs for the season. Dave Toth, the KOHA Operations / Travel Hockey Director manages the yearbook and all families should be directed to Dave for assistance if needed. All the yearbook forms can be found on the KOHA website [Forms](#) page or [see Forms Appendix](#).

# Tournaments

Finding tournaments can take some time so you will want to start looking for tournaments that fit into your schedule early in the season. The MAHA website ([www.MAHA.org](http://www.MAHA.org)) will have a list of sanctioned tournaments in the state that you can look at. Once on the home page click the following:

[www.MAHA.org](http://www.MAHA.org) Tournaments -> Regional -> Find A Tournament



You can find tournaments outside the state by googling youth hockey tournaments or finding tournament sites from, [MyHockey Tournaments](#), [Big Bear Tournaments](#), [Elite Amateur Sports \(The Show Tournaments series\)](#), etc.

Once you register your team for a tournament, send a completed Check request form and the tournament email conformation to KOHA Director of Travel Hockey or House B Director (See [Team Expenses Page](#)). KOHA will send a check to the tournament company or reimburse you for the fee if you paid it.

**HockeyTime tournaments in South Bend should be avoided as we have found they remove our teams at the last minute because we are inside the stay to play radius and they prefer teams that have to stay in their hotels**

**[A Travel Permit is required for any teams that travel to Canada to play. A fee is required as well and this needs to be coordinated through KOHA before the games or tournaments will be authorized.](#)**

## Tournament count and cost

10U A & AA – 2 Tournaments plus Districts (approx. \$1700 per tournament)

12U and 14U A & AA - 3 tournaments plus Districts (approx. \$1800 12U, \$1900 14U per tournament)

Junior Varsity – 2 Tournaments one Pre-Season and one Regular Season

All House B teams are limited to 2 Tournaments plus Districts and ADRAY Tournament

(Approx cost per tournament 10U - \$1700, 12U - \$1800 and 14U - \$1900)

# Tournaments Cont.

**KOHA WILL NO LONGER BE PAYING FOR BUY ONE GET ONE FREE (BOGO) TOURNAMENTS.** If you choose to enter one of these it will be up to you to pay out of pocket. KOHA may consider reimbursement once the BOGO fee is refunded by the tournament company. In previous season we have lost money that was due to be returned because teams could not meet the hotel room rental requirement which left the team over budget.

## Dates to avoid for tournaments

### Travel Hockey

First Weekend in January (District Play in game) If needed

First Weekend in February (District Tournament).

End of January LCAHL playoffs begin. There are limited weekends to get the playoff games scheduled and the first weekend in February is MAHA District tournament. The first round playoffs have to be completed by the end of February so scheduling a tournament during that time can cause issues in playoff game scheduling. LCAHL directors will tell you that the playoff scheduling will take precedence over tournaments for which have registered.

First or second weekend in March MAHA State Tournament.

### House B

First Weekend in January (District Play-in game) If Needed.

First Weekend in February (District Tournament)

Second or Third Weekend in February (ADRAY Playoffs)

Third Weekend in March (ADRAY States)

Beginning of March MAHA State Tournament

**Make sure that you read the tournament rules carefully regarding the number of hotel rooms that need to be booked for each night of the tournament. Also understand the distance you are away from the tournament as this can impact whether you need to stay in a tournament hotel. Most tournaments require the families to stay in certain hotels, this cannot be avoided and if the room block requirements are not met fees can be applied.**

When selecting tournaments you should try to find locations that will not cause families to incur extra costs in order for their player to participate. Traveling extended distances can add cost to families above what they can afford. KOHA has adopted the following guidelines to prevent families from missing budgeted tournaments.

# Team Credentials Book

Managers must maintain and carry with them the team credentials binder. This book will need to be presented for review in Mid-January before the team can participate in the district tournament. Teams not participating in the district tournament will also have their books reviewed at this time. Any book violation may result in a coach suspension.

The credentials book must contain the following:

**For the purpose of the below rules National Bound Teams are 14U AA and older**

## **MAHA Game log:**

- This form is on the KOHA website [forms page](#) (also see [Forms appendix](#)) and must document all your teams games in order for the entire season. Each entry must have a corresponding score sheet.

## **Score Sheets:**

- All game score sheets must be retained and kept in the credentials book in order that appears in the game log.

## **Consent to treat form:**

- This form only needs to be completed for each player on National Bound teams.

All other forms that will be needed for the book will be sent out with instructions on what needs to be done prior to the credential review.

## **District Tournament Requirements**

Each **Team** is required to have played the following number of games by February 1<sup>st</sup> to qualify:

- **National Bound Teams – 17 Games**
- **Non National Bound Teams and Girls Divisions – 14 Games**

Exceptions will be filed for any team that feels that they will not have the minimum game count by February 1<sup>st</sup>.

Each **Player** is required to have played in the following number of games by February 1<sup>st</sup> to qualify:

- **National Bound Teams – 10 Games**
- **Non National Bound Teams and Girls Divisions – 7 Games**

Exceptions will be filed for any team that feels that they will not have the minimum game count by February 1<sup>st</sup>.

Exceptions to the above rules may be granted by the State Playoffs Committee.

# End of Season

As the season nears an end the Manager should start preparing to make sure that KOHA can close the season.

The following is a list of items that Managers should make sure they are prepared for:

- Yearend tournament
- Player awards
- Team party

Managers should check with KOHA Travel Hockey Director or House B Director to determine the amount of remaining funds that can be spent on the above items. There is not a great deal of money in the team budgets for extra spending so it is important that Managers know the amount remaining before spending money that may not be reimbursed. Remember, **Ice time must be used or it will be lost. KOHA has contracts with the facilities to rent ice for the season and will not use budgeted ice expenses to pay for other team functions.**

Once all the above items are completed, you need to make sure that you have submitted all the check request reimbursements that you need to turn in for the season. Once all the requests have been submitted let the KOHA Travel Hockey Director or House B Director know that your season is completed so that KOHA can close the book on your team.

Team parties should be completed before the end of April. All reimbursement requests must be turned in by April 15<sup>th</sup> so the season can be closed.

# Coach Age Specific Modules

[www.usahockey.com](http://www.usahockey.com) -> Coaches -> Age-Specific Modules

click the link to log into your Coaching Profile from there you will access the modules needed

The screenshot shows the USA Hockey website dashboard. The top navigation bar includes the USA Hockey logo, 'My Organizations', and a user profile 'DT'. Below this is a secondary navigation bar with icons for 'Players & Parents', 'Coaches' (circled in yellow), 'Officials', 'Team USA', 'Membership', and 'More'. A dropdown menu is open under 'Coaches', listing various resources. 'Age-Specific Modules' is circled in yellow. Other items in the dropdown include Coaching Certification, Training Materials, Dryland Training, Manuals & Guides, and More Resources.

The screenshot shows the 'AGE-SPECIFIC MODULES' page header. It features the USA Hockey logo, navigation icons for 'Players & Parents', 'Coaches', 'Officials', 'Team USA', 'Membership', and 'More', and a 'Become A Member' button. Below the navigation is a banner with the text 'AGE-SPECIFIC MODULES' and a background image of hockey players.

Age-Specific Modules > E-Learning FAQ



The new USA Hockey e-Learning System, which includes the USA Hockey Coaching Education Program Age-Specific Modules courses, is available to all users.

Log into your Coaching profile to begin: <https://courses.usahockey.com/public>

1. Log in using your email address and password.
2. If you cannot log in, choose **forgot password**, if that doesn't work contact Support at **1-800-566-3288 ext. 123** or **memberservices@usahockey.org**
3. Once logged in, browse to your profile and click the link for the **Foundations of Player Development Module** (this must be completed before purchasing your Age Specific Module). Once you complete the Foundations of Player

## Quick Links

- [Become A Coach](#)
- [Coaching Certification](#)
- [Practice Planner Guides](#)
- [Age Specific Modules](#)
- [Training & Practice Materials](#)
- [Coaching Manuals & Guides](#)
- [Mobile Coach App & Desktop](#)

# USA Hockey Registration

Coaches, Managers, Players Locker Room Monitor and Volunteers

[www.usahockey.com](http://www.usahockey.com) -> Membership -> Register Online -> Register Now

The screenshot shows the USA Hockey website's navigation menu. The 'Membership' link is highlighted with a yellow circle. Below the navigation menu, a grid of links is displayed, with 'Register Online' also highlighted with a yellow circle.

Registration	SafeSport	Membership Benefits	Membership Resources	Insurance
<a href="#">Register Online</a>	<a href="#">Making a Report</a>	<a href="#">Brochures</a>	<a href="#">Membership FAQs</a>	<a href="#">Filing a Claim</a>
<a href="#">Reg. Confirmation</a>	<a href="#">SafeSport Training</a>	<a href="#">Publications</a>	<a href="#">Find Hockey</a>	<a href="#">Request for Certificate</a>
<a href="#">Membership Statistics</a>	<a href="#">Affiliate Coordinators</a>	<a href="#">USA Hockey Magazine</a>	<a href="#">Address Changes</a>	<a href="#">D&amp;O Guidelines</a>
	<a href="#">Background Checks</a>	<a href="#">Special Offers</a>	<a href="#">Club Excellence</a>	
	<a href="#">U.S. Center SafeSport</a>	<a href="#">Travel Offers</a>	<a href="#">Background Screening</a>	
		<a href="#">Posters</a>	<a href="#">Initiatives &amp; Programs</a>	

The screenshot shows the USA Hockey website's registration page. The page features a large banner with the text "2024-2025 Season Member Registration" and a prominent red "Register Now" button highlighted with a yellow border. The banner also includes the text "Join as a player, coach, referee or volunteer".

Once on the registration page choose Ice Player/Coach or Ice Manager/Volunteer

**USA HOCKEY** 2024-2025 Season Registration Support FAQ

STEP 1 Register STEP 2 Verify STEP 3 Payment STEP 4 Checkout

**Are you 18 years of age or older?**

You must be 18 or older to complete an online registration for yourself or your child.

If you are not, a parent or guardian must complete this registration for you.

I am currently 18 years of age or older \*

Next

**USA HOCKEY** 2024-2025 Season Registration Support FAQ

STEP 1 Register STEP 2 Verify STEP 3 Payment STEP 4 Checkout

**What type of member are you registering?**

Player/Coach  
 Manager/Volunteer  
 Official/Referee

Previous Next Cancel

# SafeSport Training

## Managers, Coaches and volunteers

[www.usahockey.com](http://www.usahockey.com) ->Membership -> SafeSport -> Register for SafeSport Training

sportengine My Organizations

USA HOCKEY Players & Parents Coaches Officials Team USA **Membership** More

Registration	SafeSport	Membership Benefits	Membership Resources	Insurance
Register Online	Making a Report	Brochures	Membership FAQs	Filing a Claim
Reg. Confirmation	<b>SafeSport Training</b>	Publications	Find Hockey	Request for Certificate
Membership Statistics	Affiliate Coordinators	USA Hockey Magazine	Address Changes	D&O Guidelines
	Background Checks	Special Offers	Club Excellence	
	U.S. Center SafeSport	Travel Offers	Background Screening	
		Posters	Initiatives & Programs	

USA HOCKEY Players & Parents Coaches Officials Team USA **Membership** More

### SAFESPORT PROGRAM TRAINING

Safe Sport > Making a Report **SafeSport Training** Background Screen Affiliate Coordinators More +

#### Required SafeSport Training

[CLICK HERE FOR U.S. CENTER FOR SAFESPORT TRAINING](#)

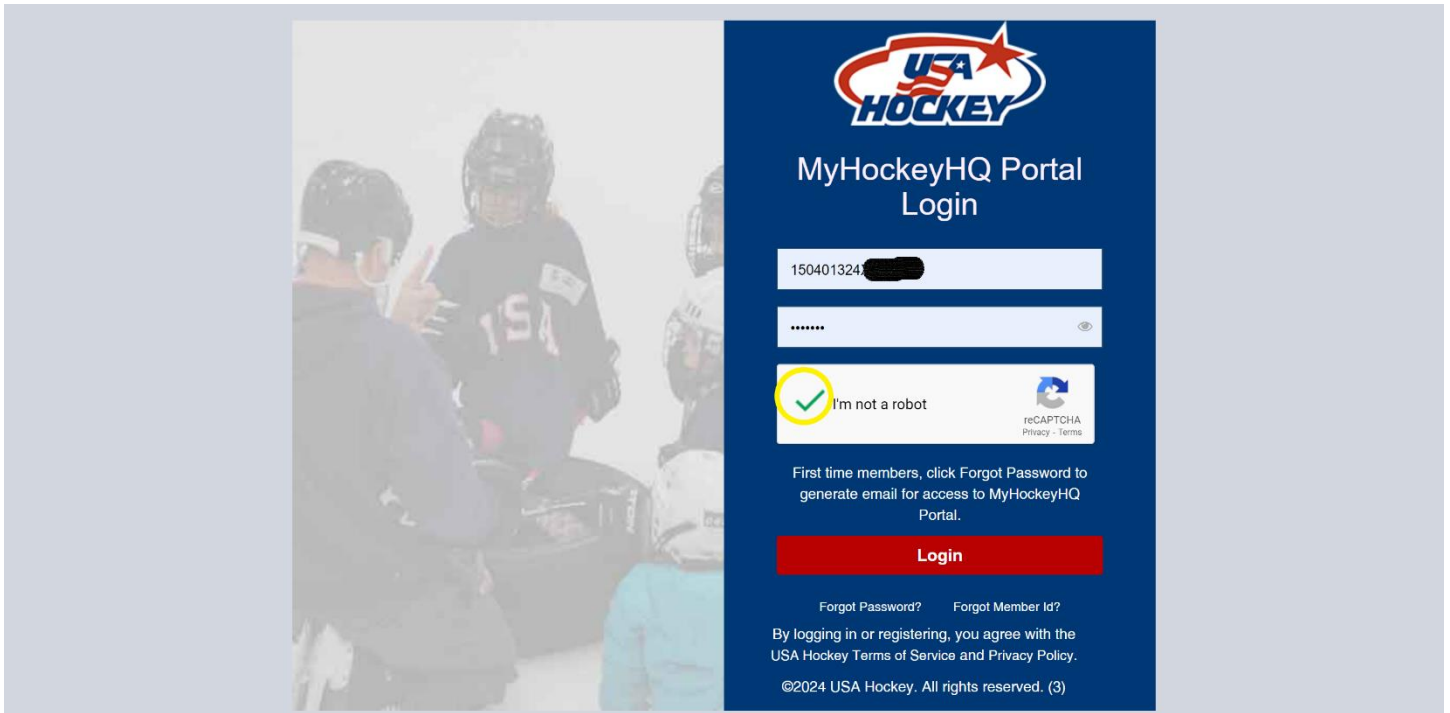
Please note, if you are a 2007 birth year or earlier, you will be required to take the SafeSport Core Training or Refresher Course prior to participation for the 2024-25 season.

#### Quick Links

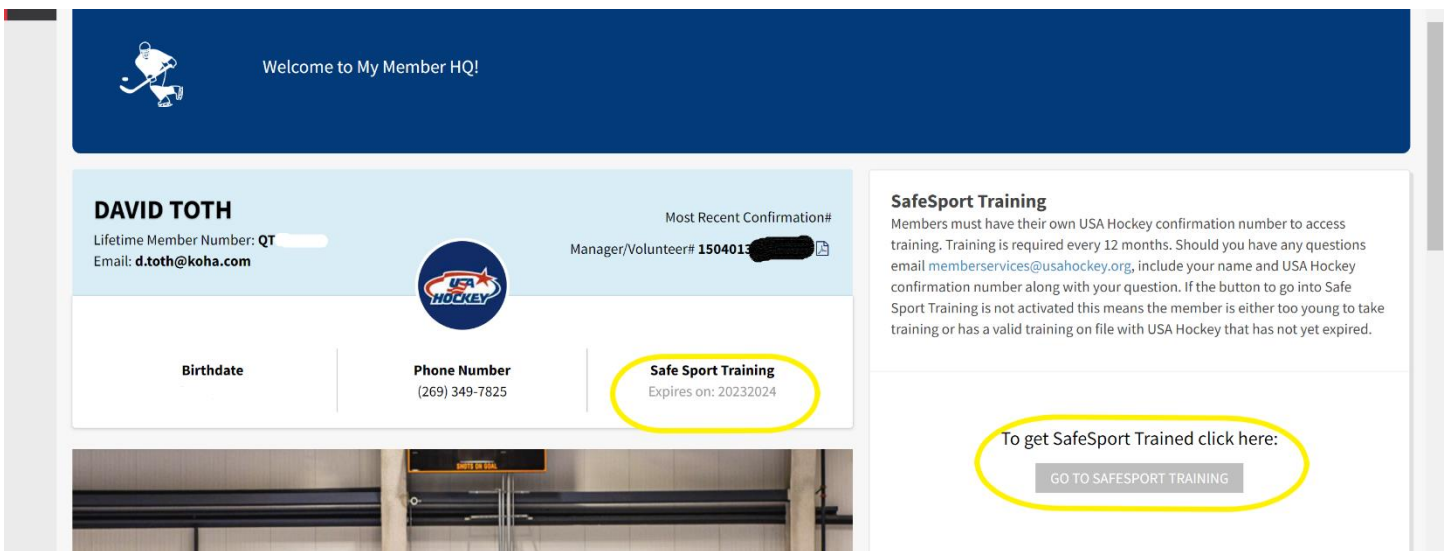
- [Become A Member](#)
- [Membership Resources](#)
- [Address Changes](#)
- [Membership Statistics](#)
- [Insurance & Risk Management](#)
- [Special Offers for Members](#)

Need Help?

Once the Membership box comes up log in using your current USA Hockey Number and password also check the box to show you're not a robot.



Once you're in the Membership HQ you will find your profile info and there will be an expiration for your current SafeSport. SafeSport is valid for 12 months and they will send an email to you starting 60 days before it expires at which time the "GO TO SAFESPORT TRAINING" button will become active and you can renew your SafeSport.



# MAHA Background Check

## Managers, Coaches Locker room Monitors and Volunteers

[www.MAHA.org](http://www.MAHA.org) -> Parents and Players -> Safety -> Background Check

The screenshot shows the MAHA website interface. At the top, there is a 'sportengine' logo and navigation links for 'My Organizations', a search bar, and a user profile 'DT'. Below this is a main navigation bar with 'Home', 'Parents and Players', 'Coaches', 'Officials', 'Local Programs', 'Tournaments', and 'About MAHA'. The 'Parents and Players' dropdown menu is open, listing 'Adults', 'Youth', 'Girls/Women's', 'Disabled', 'MAHA SELECTION CAMPS', 'Safety', 'Try Hockey for Free', 'Find Hockey', and 'Parent FAQ's'. The 'Safety' option is highlighted with a yellow circle, and its sub-menu is open, showing 'STAR', 'SafeSport Program', 'Concussions', 'Heads Up Don't Duck', 'Background Check', and 'Risk Management'. The 'Background Check' option is also highlighted with a yellow circle. To the right, there is a banner for 'UPCOMING EVENTS' featuring 'Girls National Player Development Camp Tryouts' on APR 26 in Novi, MI.

## Background Check

### BACKGROUND SCREENING FOR COACHES

The safety of its participants is of paramount importance to MAHA & USA Hockey. This includes not only on-ice safety, but also off-ice safety in any part of our programs. MAHA has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators.

An Important part of our SafeSport program is the volunteer background screening, which has been in place for many years. MAHA & USA Hockey's screening policy includes set criteria for which a person may be disqualified and prohibited from serving as an employee or volunteer of MAHA/USA Hockey. Under the policy, MAHA will not authorize or sanction any employee or volunteer who has routine access to children unless that person consents to be screened and passes a criminal background screen conducted by the Affiliate or USA Hockey.

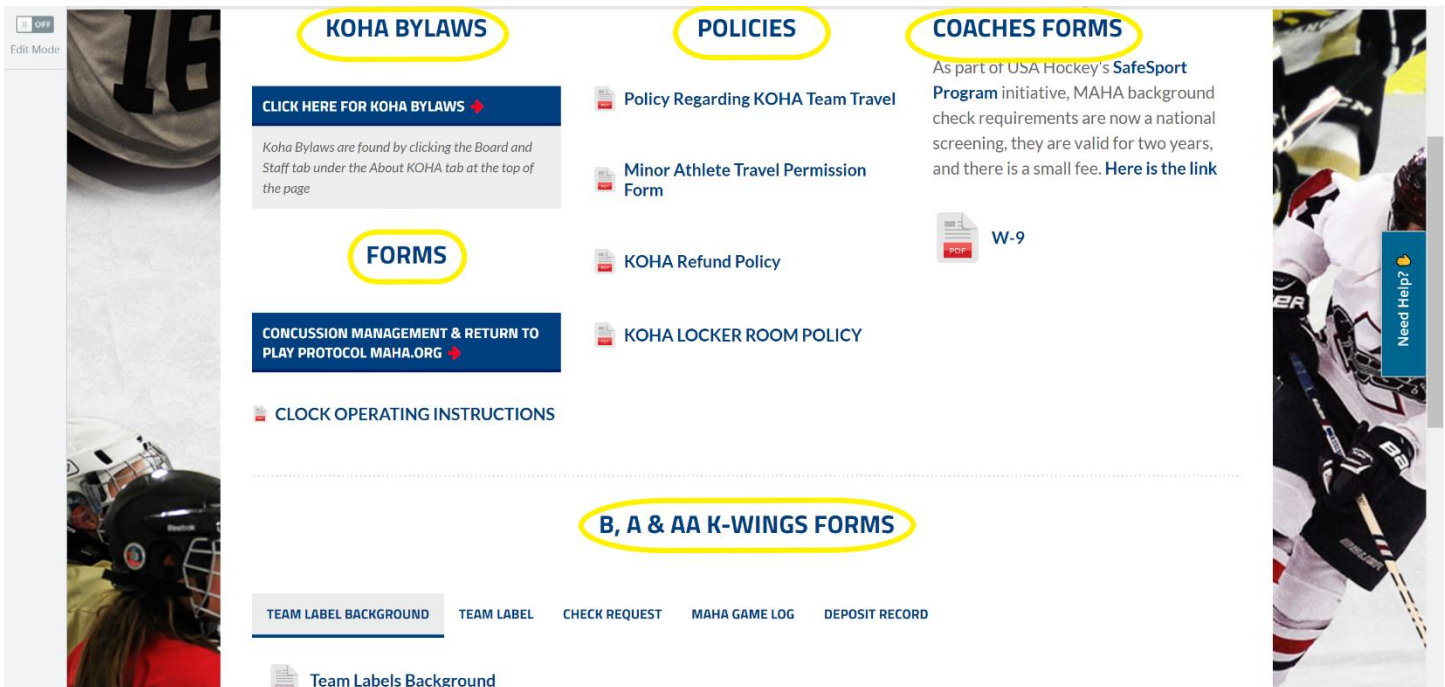
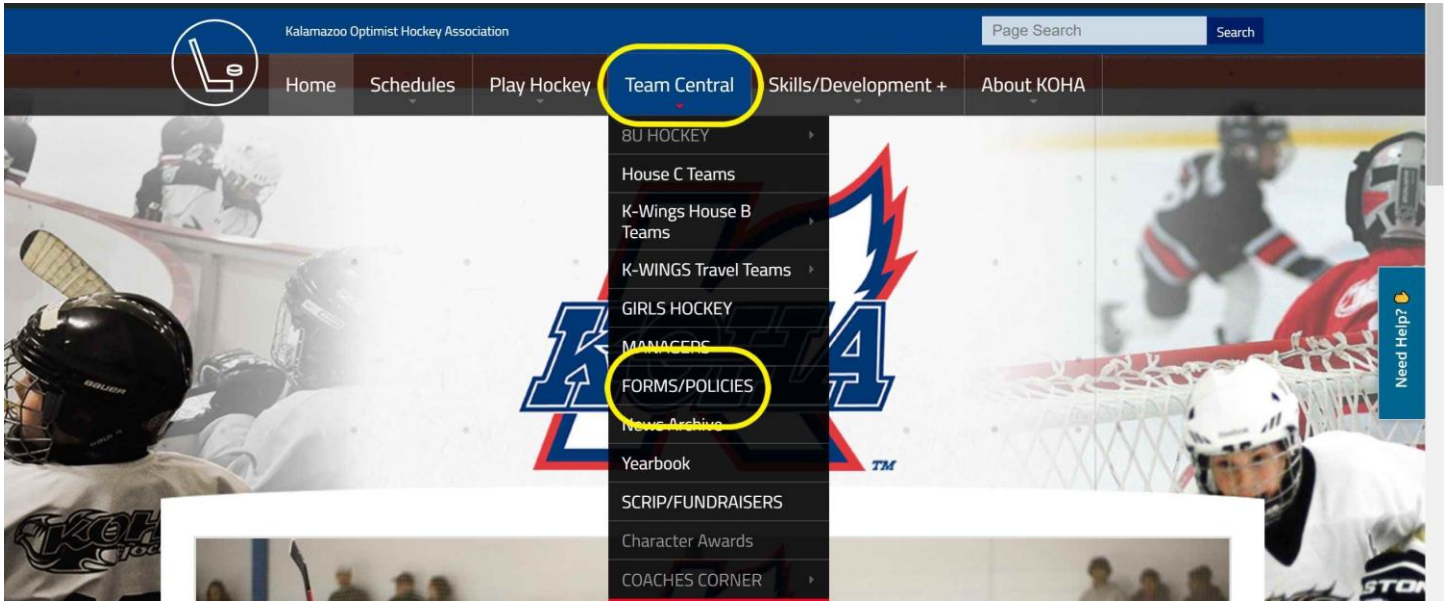
[Click Here to Begin Your Background Screening](#)

Your screening will be good for two years.

# FORMS

To Access forms and policies that you will need throughout the year, go to the KOHA website. From the home page Hover Over Team Central then Click:

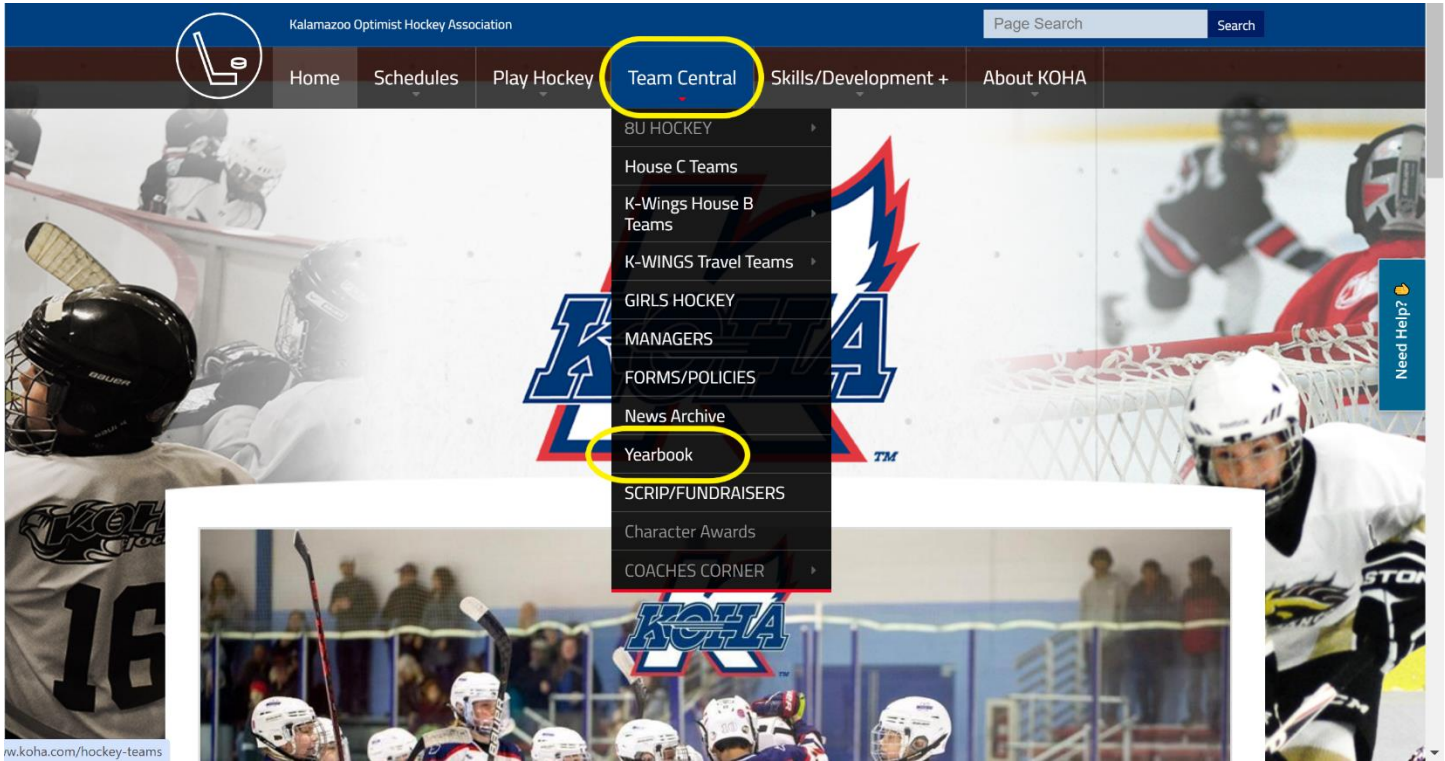
-> **Forms/Policies**



# YEARBOOK

To Access Yearbook information, go to the KOHA website. From the home page Hover Over Team Central then Click:

-> **Yearbook** once on that page all the information and forms are available and the turn in deadline will be posted



## Yearbook

### 2023-24 YEARBOOK INFORMATION

The KOHA yearbook is a great way to help offset the cost of playing Travel or House B Hockey.

Families can sell advertising that will be displayed in the book along with team and individual player pictures. The price of the add is split 75%/25% with the 75% going the player as a credit to the season fees and 25% to the cost of producing the book.

KOHA will print and distribute between 800 and 900 books with each player in KOHA receiving one along with each advertiser.

KOHA Yearbook Ad sales are open to Travel (A/AA) and House B families to help offset their season fees.

You **MUST BE REGISTERED** with your team for the upcoming season before you can start selling ads.

If you have any questions, please contact Dave Toth at [d.toth@koha.com](mailto:d.toth@koha.com)

### AD TURN IN DEADLINE IS DECEMBER 15TH 2023

<a href="#">23/24 SELLING RULES</a>	<a href="#">23/24 ADS ALREADY CLAIMED</a>	<a href="#">23/24 RATE SHEET</a>	<a href="#">23/24 AD CONTRACT</a>
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[2023-24 Yearbook Selling Rules](#)



## **Kalamazoo Optimist Hockey Association's (KOHA) Locker Room Policy**

**In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to KOHA's goals.**

**KOHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, KOHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.**

**At Wings West, Wings Event Center and Lawson Ice Arena there are a number of locker rooms available for our program's use. Most of the locker rooms have its own restroom and shower area or shares a restroom and shower area with one or more locker rooms. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.**

### **Locker Room Monitoring**

**KOHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30 to 45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.**



**If the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.**

### **Parents in Locker Rooms**

**Except for players at the younger age groups (8U and Under), we discourage parents from entering locker rooms unless it is truly necessary. If a player above 8U needs assistance with his or her uniform or gear, they should leave the locker room to get a parents help if the coach(s) cannot assist them, 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. Starting at the 10U age groups any adult in the locker room must be on the official team roster which means they have completed a background screening and SafeSport training and validated to be placed on the roster.**

### **Mixed Gender Teams**

**Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, KOHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting.**



Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change rotating which gender uses the room first so that the same gender is not always last. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

### **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

### **Prohibited Conduct and Reporting**

KOHA 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 KOHA 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. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

# Sample Deposit Record

## KOHA DEPOSIT RECORD

TEAM:

DATE:

PERSON SUBMITTING DEPOSIT:

**List Deposits**

Name of Donor / Fundraiser	Check #	Amount
<b>Total Deposit</b>		\$ 0.00

**List players for account credits or indicate budget item for deposit**

PLAYER / TEAM BUDGET		AMOUNT
<b>TOTAL DISTRIBUTION</b>		\$ 0.00

Submit this form along with deposits to: Travel Hockey Director or House B Director

