



Parent and Player Handbook

Key West Florida | October 2026

This handbook covers SMHC participation, equipment, game procedures, safety, conduct, communication, privacy, and travel. Read it with your player and complete the required registration documents before participating. The heat safety protocol and full parent and guardian code of conduct are included at the end.

1. Club Identity Mission and Scope

1.1 Mission

The mission of Southernmost Hockey Club is to build on the foundation established by our league's founders in 1994 by growing inline hockey in Key West and making the sport accessible year-round for children, adults, and families throughout Key West and the Lower Keys.

We are committed to providing a safe, affordable, welcoming, and family-centered program where players of all ages, abilities, and experience levels have opportunities to learn, play, compete, and develop a lifelong connection to hockey. Through quality instruction, recreational and competitive opportunities, clinics, camps, tournaments, and community partnerships, we strive to develop hockey skills while promoting teamwork, sportsmanship, character, confidence, responsibility, respect, and mentorship.

Our goal is to bring inline hockey to Key West year-round and build a sustainable hockey community where players can progress from youth hockey into adult participation and remain involved as teammates, coaches, mentors, volunteers, and leaders. By honoring what our founders started in 1994 while creating new opportunities for today's players, Southernmost Hockey Club seeks to ensure that hockey remains a lasting part of the Key West and Lower Keys community for generations to come.

1.2 Program Scope

Youth recreational and travel hockey, when participation, coaching, finances, and scheduling permit.

An in-house adult league and one or more adult travel teams.

Clinics, camps, tournaments, open skates, training sessions, community events, and fundraising activities authorized by SMHC.

Cooperation between adult and youth programs, including mentoring, coaching, volunteering, officiating, and event support.

1.3 Core Principles

Safety before play.

Player development, enjoyment, teamwork, inclusion, and sportsmanship.

Respect for athletes, families, opponents, coaches, officials, volunteers, facilities, and community partners.

Responsible use of Club resources to support players and programs.

2. Membership Registration and Participation

2.1 Eligibility and Registration

Participation is subject to completed registration, age verification, required waivers and acknowledgments, fees or an approved payment arrangement, roster capacity, appropriate division placement, and any required membership or insurance coverage. SMHC may verify eligibility and move a player when necessary for safety or competitive balance.

2.2 Attendance and Team Commitment

Families and adult participants should make reasonable efforts to attend scheduled activities and promptly notify the coach or team contact of absences. Travel participation may carry additional deadlines, costs, and attendance expectations disclosed before commitment.

2.3 Fees Refunds and Financial Assistance

SMHC establishes fees, refund deadlines, payment plans, scholarships, and returned-payment charges. Consult the published registration policy for current terms. Unless a published registration policy states otherwise, no refund is guaranteed after teams, uniforms, insurance, officials, facilities, or tournament commitments have been paid. Any exception should be documented and applied consistently.

2.4 Inclusion and Reasonable Support

SMHC seeks a welcoming environment and prohibits unlawful discrimination. Families should privately share disability, medical, communication, or access needs that may affect safe participation. SMHC will consider reasonable supports consistent with safety, staffing, facilities, applicable rules, and law.

3. Divisions Teams and Game Administration

3.1 Youth Divisions

Division	Age	Format	Standard Game Time
6U	6 & under	4v4 + goalie	15-minute running clock*
8U	8 & under	4v4 + goalie	15-minute running clock*
10U	10 & under	4v4 + goalie	2 × 12-minute stop-time periods
12U	12 & under	4v4 + goalie	2 × 12-minute stop-time periods
14U	14 & under	4v4 + goalie	2 × 12-minute stop-time periods
16U	16 & under	4v4 + goalie	2 × 12-minute stop-time periods
18U	18 & under	4v4 + goalie	2 × 12-minute stop-time periods

For 6U and 8U, the clock runs continuously. During the final two minutes, stop time applies only when the score differential is one goal or less; it returns to running time if the differential becomes two goals or more.

3.2 Standard Game Procedures

Warm-up: 3 minutes.

Intermission: 1 minute between periods for 10U through 18U.

Timeouts: one per team per game.

Round robin: ties are allowed.

Playoffs: if tied after regulation, 3-on-3 sudden-death overtime unless event rules state otherwise.

SMHC may adjust groupings, schedules, formats, or game lengths for safety, weather, rink conditions, registration numbers, or event logistics.

3.3 Rules Authority

SMHC follows the playing rules selected for the applicable league, division, tournament, or sanctioned event. The Club must identify the current rulebook and any local modifications before play. External rulebooks remain separately published materials and are not reproduced in this handbook. Officials' decisions during play are subject to the event's stated protest procedure. Safety and misconduct concerns may always be reported.

4. Equipment Uniforms and Facilities

4.1 Required Player Equipment

Properly fitted hockey helmet with required face protection, chin cup, and secured straps.

Mouthguard when required by the applicable rules.

Hockey gloves and elbow pads.

Pelvic protector/cup or appropriate protective garment.

Hockey knee/shin pads.

Inline hockey skates.

Inline hockey pants that safely cover and contain protective equipment are required at practices and games.

Stick suitable for the playing surface; an ABS blade is recommended for outdoor use.

Goalies: appropriate mask/helmet, throat/neck protection where required, chest/arm protection, blocker, catcher, goalie pants/girdle, pelvic protection, leg pads, and skates.

Shoulder pads are recommended and may be required by a team, event, insurer, facility, or playing rule. Officials or SMHC representatives may prohibit unsafe, damaged, improperly fitted, or noncompliant equipment.

4.2 Uniforms and Club Property

Families and adult participants are responsible for sizing information, announced order deadlines, costs, and care of issued items. Borrowed equipment and uniforms remain Club property unless expressly sold or awarded and must be returned in reasonable condition, ordinary wear excepted.

4.3 Facility Care

Follow posted facility and City rules.

Keep benches, rink areas, restrooms, and surrounding property clean.

Do not enter closed areas or use equipment without authorization.

Report damaged surfaces, goals, boards, lighting, or hazards immediately.

No alcohol, illegal drugs, weapons, tobacco, or vaping at youth activities, subject to applicable law and facility policy.

5. Coaches Officials and Volunteers

5.1 Approval and Screening

Effective July 1, 2026, covered current and prospective youth athletic coaches must successfully complete Level 2 background screening under sections 943.0438 and 435.04, Florida Statutes, before SMHC authorizes them to serve. This includes authorized coaches, assistant coaches, managers, and referees who have direct contact with minors. SMHC must administer screening through the required Clearinghouse process and may not delegate its statutory duty to individual teams. Applications, safeguarding education, and applicable training must also be documented before service. Other designated volunteers must satisfy the requirements applicable to their roles.

5.2 Two-Adult and Electronic Communication Practices

When reasonably possible, youth activities should include at least two approved adults.

Avoid isolated one-on-one interactions with a minor that are not observable and interruptible.

Use parent/guardian-inclusive or team communication channels for minor athletes; do not use disappearing or secret messages.

Transportation by coaches or volunteers is not automatically provided. Any exception requires parent/guardian knowledge and compliance with SMHC, insurance, and applicable safeguarding requirements.

5.3 Coaching and Officiating Standards

Model sportsmanship, age-appropriate instruction, and safe skill progression.

Do not use humiliating, threatening, discriminatory, or retaliatory methods.

Enforce equipment, injury-removal, heat, weather, and emergency procedures.

Officials apply adopted rules impartially and may remove any person whose conduct threatens safety or orderly play.

6. Health Medical and Emergency Safety

6.1 Emergency Action Plan

Call 911 for life-threatening emergencies; provide the exact venue and access point.

Identify the responsible adult, first-aid supplies, nearest AED, emergency access route, and participant emergency contacts before organized activity.

Begin appropriate first aid/CPR/AED use within the responder's training while awaiting EMS.

Send an adult to meet and direct responders when possible.

Notify the parent/guardian and Club safety contact as soon as practicable.

Document the incident before the end of the day or as soon as circumstances reasonably allow. Preserve witness names and do not speculate about fault.

6.2 Concussion and Sudden Cardiac Arrest

Immediately remove any athlete with a suspected concussion, fainting, collapse, or concerning cardiac symptoms. SMHC prohibits same-day return after suspected concussion or exertional fainting. For a suspected youth concussion, the coach must receive written clearance stating that the athlete no longer exhibits signs, symptoms, or behaviors consistent with concussion. Clearance must come from an appropriate health care practitioner trained in concussion diagnosis, evaluation, and management, as defined by the Florida High School Athletic Association Sports Medicine Advisory Committee. After a diagnosed concussion, follow the treating provider's graduated return-to-sport plan; elapsed time alone does not authorize return. Cardiac concerns require medical evaluation and written clearance appropriate to the condition. Call 911 for collapse, unresponsiveness, seizure, breathing difficulty, or chest pain with distress. For suspected cardiac arrest, start CPR and use an AED as directed by the dispatcher, the device, and the responder's training.

Each year, before any youth athletic activity, obtain a signed parent or guardian consent explaining the nature and risks of concussion and head injury, including continuing to play after an injury. Educate coaches, officials, administrators, athletes, and families about recognition and response. Complete the separate annual concussion and head-injury consent during registration.

6.3 Injury Illness and Return to Play

Participants must report injury, illness, medication-related concerns, and worsening symptoms. Coaches do not diagnose or override medical restrictions. SMHC may require written clearance when safety is uncertain. Emergency medication remains the responsibility of the participant/parent unless a separate written plan is accepted by SMHC and permitted by policy and law.

6.4 Heat and Weather

The full Heat Safety and Heat Acclimatization Protocol appears later in this handbook. SMHC may modify, delay, relocate, suspend, or cancel activity whenever heat, lightning, flooding, wind, air quality, surface conditions, or another hazard makes play unsafe. Participants must promptly leave the rink or open area when directed.

7. Conduct Sportsmanship and Safeguarding

7.1 Participant Standards

Treat others with dignity and respect.

No bullying, hazing, harassment, discrimination, retaliation, threats, fighting, sexual misconduct, or abusive language.

No intentional dangerous play, equipment abuse, theft, vandalism, or conduct that materially disrupts an activity.

Follow reasonable directions from coaches, officials, administrators, safety personnel, and facility staff.

Report serious safety or safeguarding concerns promptly.

7.2 Mandatory and Good-Faith Reporting

Anyone who knows or has reasonable cause to suspect child abuse, abandonment, neglect, or sexual abuse must report immediately as required by section 39.201, Florida Statutes. Call the Florida Abuse Hotline at 1-800-962-2873. If a child is in immediate danger, call 911 first and then the Hotline. An internal report, Club review, or 24-hour cooling-off period never substitutes for or delays a required report to authorities. SMHC prohibits retaliation for good-faith reporting.

7.3 Parent and Guardian and Spectator Conduct

Parents/guardians and spectators must comply with the full Parent and Guardian Code of Conduct at the end of this handbook. They must let coaches coach, respect officials, avoid confrontations, use appropriate language, and support the physical and emotional well-being of all players.

8. Communication Grievances and Discipline

8.1 Communication and 24-Hour Rule

Except for immediate safety, abuse, harassment, discrimination, or serious misconduct, participants should allow a 24-hour cooling-off period before raising emotionally charged concerns. Concerns should move from the coach or activity leader to the program director or designated SMHC contact, and then to Club leadership if unresolved or if the earlier level is implicated.

8.2 Fair Review

Complaints should identify the conduct, approximate date, people involved, witnesses, and requested resolution.

The Club may take temporary protective measures while reviewing a concern.

The person whose conduct is questioned should receive notice and a reasonable chance to respond when circumstances allow.

Decision-makers should disclose conflicts and recuse when appropriate.

Confidentiality will be respected to the extent practical, but cannot be guaranteed when investigation, safety, insurance, or law requires disclosure.

8.3 Corrective Action

Depending on severity, history, and safety needs, corrective action may include instruction, a warning, a meeting, removal from an activity, suspension, loss of spectator or volunteer privileges, team reassignment, restitution, or termination of membership. Serious misconduct may require immediate action. Submit requests for review through SMHC's grievance process and any procedure stated in the decision.

9. Privacy Media and Records

9.1 Photos Video and Social Media

SMHC seeks written permission before intentionally featuring a participant's photograph, video, name, voice, or likeness in Club-controlled public communications. The separate media permission form provides permission language for the website, social media, newsletters, and promotional materials. A parent or guardian may withdraw permission for future use in writing. SMHC cannot control independent third-party recording or incidental appearances at public events. Store completed permissions privately and check them before publication.

9.2 Records and Confidentiality

Registration, medical, incident, screening, financial, discipline, and internal Club records should be accessible only to persons with a legitimate Club need and retained according to the Club records schedule, legal requirements, insurer instructions, and active claims holds. Sensitive records should not be stored in public team chats or personal social-media accounts.

9.3 Public Communications

Only authorized persons may speak on behalf of SMHC, use Club branding for official purposes, announce discipline, solicit sponsorships, or publish participant information. Club communications must respect privacy, copyrights, trademarks, and sponsor agreements.

10. Travel Tournaments and Special Events

Travel participation requires event-specific registration, payment, waivers, roster verification, and conduct compliance.

Parents/guardians ordinarily remain responsible for transportation, lodging, supervision outside team activities, and travel costs unless SMHC states otherwise in writing.

Rooming, supervision, and communication arrangements for minors must follow SMHC safeguarding practices.

SMHC may organize youth and adult tournaments, clinics, and special events with the City, Monroe County School District, and other partners, subject to written approvals, insurance, and facility terms.

11. Fundraising and Sponsorships

All fundraising must be authorized by SMHC and coordinated through the designated fundraising contact.

No person may open an account, collect money in SMHC's name, promise sponsorship benefits, use donor lists, or issue tax acknowledgments without authorization.

Cash and electronic receipts should be documented, reconciled, and deposited promptly under SMHC financial procedures.

Restricted gifts must be accepted and used consistently with written donor terms and law.

Sponsorship artwork, recognition, uniform placement, and production timing are subject to Club approval.

Use the current separate SMHC sponsorship or donation form and confirm available recognition before contributing.

12. Using the Handbook and Acknowledgment

12.1 Requirements and Updates

Applicable law, playing rules, facility requirements, and insurance conditions apply to participation. When safety requirements differ, follow the more protective requirement consistent with those authorities. Ask your coach or designated SMHC contact to resolve uncertainty before activity.

Review current registration notices and SMHC communications each season for fees, deadlines, forms, schedules, and policy updates. Substantive updates should identify their effective date.

12.2 Participant Acknowledgment

Registration or participation may require signed acknowledgments. A signature confirms receipt and agreement to comply; it does not waive rights except where a separate valid waiver expressly provides. Complete the separate registration waiver, annual concussion consent, parent conduct agreement, and media permission as applicable before participation.

Heat Safety and Heat Acclimatization Protocol

South Florida heat and humidity can create dangerous conditions. Southernmost Hockey Club will monitor the Heat Index, temperature, humidity, and weather conditions before and during all outdoor practices, clinics, and games.

Southernmost coaches will closely monitor all players throughout every activity, regardless of the Heat Index, for any signs or symptoms of heat-related illness. Player safety always comes first.

Player Responsibilities

Players should:

Arrive well hydrated and begin hydrating the day before activity.

Bring a full water bottle or electrolyte drink.

Wear light-colored, breathable clothing when possible.

Take all scheduled water and recovery breaks.

Immediately report dizziness, headache, nausea, cramps, unusual fatigue, or feeling unwell.

Never attempt to "play through" symptoms of heat illness.

Heat Acclimatization

At the beginning of each season, or following an extended period away from outdoor training, players should gradually adapt to exercising in hot and humid conditions.

During the first 10–14 days of heat exposure, coaches will gradually increase activity duration and intensity while providing frequent hydration and recovery breaks.

Days 1–5

Light to moderate intensity

Frequent water breaks

Limited conditioning

Additional recovery periods as needed

Coaches closely monitor all players

Days 6–14

Gradually increase practice intensity and duration

Continue frequent hydration and recovery breaks

Adjust activity based on weather conditions and player response

Immediately reduce or stop activity for any player showing signs of heat stress

Heat Index Action Plan

SMHC action thresholds. The following Heat Index plan is a Club operating policy, not a guarantee that conditions below a threshold are safe. Heat Index is generally calculated for shade; direct sun, protective equipment, exertion, humidity, and individual health can increase risk. Coaches may shorten, delay, relocate, or cancel activity at any reading when conditions or symptoms warrant.

Heat Index	Risk Level	Southernmost Hockey Club Action
Below 90°F	Low	Normal practices and games. Unlimited water available. Coaches continuously monitor players.
90–94°F	Moderate	Mandatory water breaks every 20 minutes. Coaches closely monitor all players.
95–99°F	High	Water breaks every 15–20 minutes. Reduce high-intensity drills, shorten practice if necessary, and increase player substitutions.
100–104°F	Very High	Water breaks every 10–15 minutes. Shortened practices only. No conditioning drills. Cooling towels, shade, and extended recovery breaks encouraged.
105°F or Higher	Extreme	Outdoor practices and games will be postponed, rescheduled, moved indoors when available, or canceled until conditions improve.

Know The Signs Of Heat Illness

Stop Play Immediately And Notify A Coach

Dizziness

Headache

Nausea or vomiting

Muscle cramps

Excessive fatigue or weakness

Confusion

Fainting

Emergency Response

If a player becomes confused, collapses, loses consciousness, has a seizure, or is suspected of having heat stroke:

Call 911 Immediately

Move the player to a cool or shaded area.

Begin rapid cooling with cold water, ice, or cold towels.

Continue cooling while awaiting Emergency Medical Services.

Do not delay emergency medical care.

Heat stroke is a life-threatening emergency requiring immediate medical attention.

Research-Based Heat Safety

Use current public-health and sports-safety guidance when reviewing this Club protocol. Gradual acclimatization, access to fluids and shade, recovery breaks, environmental monitoring, and prompt emergency response help reduce risk; no policy eliminates heat illness.

Additional Resources

Johns Hopkins Medicine – Heat-Related Illness

<https://www.hopkinsmedicine.org/health/conditions-and-diseases/heatrelated-illness>

USA Hockey – Player Safety & Health

<https://www.usahockey.com/playersafety>

Parent and Guardian Code of Conduct

Southernmost Hockey Club is committed to providing a safe, respectful, positive, and family-friendly environment for all players, coaches, officials, parents, volunteers, fans, and spectators. Verbal abuse, threatening behavior, harassment, discrimination, or disruptive conduct will not be tolerated.

1. **Respect Coaches, Players, and Others:** Parents/guardians will not criticize coaches, players, officials, volunteers, or other participants in front of spectators or players. Constructive concerns should be addressed privately and respectfully. Profane, indecent, threatening, racist, sexist, religiously discriminatory, or otherwise abusive language or gestures are prohibited.
2. **Respect Officials and Game Decisions:** Parents/guardians will accept the decisions of referees, coaches, and game officials as being made to the best of their ability. Verbal or non-verbal abuse directed toward officials will not be tolerated.
3. **Respect Opposing Teams:** Parents/guardians will not criticize or verbally abuse opposing players, coaches, parents, spectators, or officials at home or away events.
4. **No Physical or Verbal Abuse:** Physical intimidation, fighting, threats, abusive language, profanity directed toward others, or inappropriate gestures are prohibited at all Southernmost Hockey Club activities.
5. **Alcohol and Drugs:** Parents/guardians will not consume or be under the influence of illegal drugs or alcohol in a manner that creates an unsafe, disruptive, or inappropriate environment during Southernmost Hockey Club youth activities.
6. **Do Not Interfere With Games or Practices:** Parents/guardians may not interrupt games, practices, or coaching activities and may not enter the playing surface, bench area, penalty box, scorer's area, or other restricted areas unless specifically authorized by Southernmost Hockey Club staff.
7. **Complaints and Concerns:** Concerns regarding games, coaching decisions, league operations, player treatment, or other Southernmost Hockey Club matters should not be addressed during a game or practice. Concerns should be submitted to the appropriate coach, league director, or designated SMHC representative at an appropriate time and will be reviewed as fairly and promptly as possible.
8. **Attendance and Team Commitment:** Parents/guardians are expected to communicate with coaches regarding absences from practices, games, tournaments, or other team activities. Players and families are expected to honor the commitments associated with their team and league participation.
9. **Player Well-Being Comes First:** Parents/guardians will place the emotional and physical well-being of their child above winning, individual statistics, standings, or competition.
10. **Concussion and Injury Safety:** A player with a suspected concussion must be removed immediately. Parents and guardians must support removal, medical evaluation, written clearance, and the graduated return process in Section 6 and the separate concussion consent. SMHC prohibits same-day return after suspected concussion. Other significant head, face, or neck injuries also require prompt assessment and restrictions appropriate to the injury.

Violations of the Parent/Guardian Code of Conduct

Southernmost Hockey Club reserves the right to take disciplinary action when this Code of Conduct is violated. Depending on the seriousness of the conduct, discipline may include:

- **First Violation:** Private consultation with the coach and/or Southernmost Hockey Club representative. This may serve as the parent's or guardian's formal warning.
- **Second Violation:** Removal from the facility or event and possible suspension of attendance privileges.
- **Third Violation or Serious Misconduct:** Suspension or removal of Southernmost Hockey Club privileges for a period determined by SMHC, which may include a minimum one-year suspension.

Southernmost Hockey Club reserves the right to bypass progressive discipline when conduct involves violence, threats, harassment, discrimination, serious safety concerns, or other behavior determined to warrant immediate action. Refunds are not guaranteed when participation or attendance privileges are suspended or revoked because of a violation of this Code of Conduct.

All parents and guardians are required to acknowledge and sign the Southernmost Hockey Club Parent/Guardian Code of Conduct before the start of each season.

Always Remember

- The players are children learning and enjoying the game of hockey.
- Our coaches and many of our staff members are volunteers.
- Our referees are human and will not make every call perfectly.
- Encourage effort and development without placing unrealistic pressure on players.
- Winning is important, but sportsmanship, development, safety, and fun are more important.
- Roller hockey should be a positive experience for everyone involved.

Thank you for helping Southernmost Hockey Club maintain a safe, respectful, and enjoyable environment for our players and families.

Parent/Guardian Name: _____

Player Name(s): _____

Parent/Guardian Signature: _____

Date: _____