



PLATTSBURGH YOUTH HOCKEY

Come skate with us!

Organization Handbook
Version: 2025/2026 Season

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- Grievance Form
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Plattsburgh Youth Hockey Association is a local youth hockey organization dedicated to teaching young people the game of Hockey.

The USA Hockey mission statement for its youth programs is as follows:

1. *To provide an improved grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey.*
2. *The objectives of the organization shall be to foster, advance, develop, encourage and regulate the game of ice hockey for the benefit of the youth of the city of Plattsburgh and the surrounding area, to include any and all activities on behalf of ice hockey within the greater Plattsburgh area.*

PYH follows USA Hockey's American Development Model (ADM).

USA Hockey's ADM model is an athlete-centered, coach-enhanced, administrator-supported framework that aims to help all individuals realize their athletic potential and utilize sport as a path toward an active and healthy lifestyle.

BUILDING BLOCKS OF ADM

PLAY

Playing the game is where kids learn that the game is, in its simplest form, fun. And if you can mix in age appropriate training and practice with skills and athleticism introduction, kids will have even more fun. And to keep it fun, there should be a low priority placed on winning and losing and a high priority placed on just introducing the game to a young kid.

LOVE

Once a kid learns to play the game and begins to develop skills and athleticism, hockey starts to take priority among other activities. Skills become more refined, their physical and mental makeup is stronger and the friendships they developed early on continue to grow. The games become more important and hockey in general becomes a bigger part of their life.

EXCEL

Now that they play and love the game, a higher premium is placed on excelling at it. Tougher competition and more of a focus on mastering skills play an increased role in their development. Hockey starts to take a larger priority over other activities. But, above all, the game is still fun and the friendships that were forged back in Mites are as strong as ever.

Parent/Guardian Code of Conduct

- Support your child's enthusiasm to play hockey. Be positive and make it fun!
- Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
- Model appropriate sportsmanship. Yelling at players, coaches, other parents, or officials is not acceptable. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize the importance of practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups. Practices are where skills are developed and games are where skills are implemented.
- Be aware of the rules and support the officials on and off the ice. Any criticism of the officials only hurts the game.
- Applaud a good effort even in defeat and emphasize the positive points of the game.
- Do not confront a coach, team or league official to discuss any "negative" game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice
- Never yell at or physically abuse your child after a game or practice - it is destructive. Physical and verbal abuse has no place in youth sports.
- Accountable for the actions and behaviors of the spectators you invite to PYH events. Making spectators aware of the code of conduct for the organization.
- Bullying of any kind will not be tolerated. This includes social, verbal, physical, and cyberbullying. Parents should never attempt to threaten, embarrass, or intimidate others.
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!

Signature: _____

Date: _____

Player Code of Conduct

- Play for FUN! If playing isn't fun, then something is wrong.
- Show discipline - Work hard to improve your skills, both on and off the ice. Be on time for practices and games.
- Be a team player - Get along with your teammates and demonstrate a team first attitude. Build your teammates up!
- Be a good sport - Play fair and by the rules. Model good behavior even when it's hard.
- Respect your coach, your teammates, your parents, opponents and officials.
- Discrimination of any kind will not be tolerated. Any racial slurs against a player, coach, or official may result in a match penalty and can go to NYSAHA for further review.
- Bullying of any kind will not be tolerated. This includes social, verbal, physical, and cyberbullying. Players should never attempt to threaten, embarrass, or intimidate others.
- Never argue with the official's decision.
- There will be no use of drugs, alcohol, tobacco, e-cigarettes, or vaping products.

Signature: _____

Date: _____

Coaches Code of Conduct

- Prioritize player development over a winning record. Foster a love of the game.
- Be a positive role model to your players and display emotional maturity.
- Follow SafeSport Guidelines and be alert to the physical safety of players.
- Be a positive and encouraging coach. Provide feedback that is consistent, constructive, and fair.
- Be mindful of the unique needs of each player. Give all players the opportunity to improve their skills, gain confidence, and develop self esteem.
- Never verbally or physically threaten or abuse players, officials, parents, spectators, or coaches.
- Organize practices that are fun, challenging, and developmentally age-appropriate consistent with USA Hockey's American Development Model.
- Encourage your players to be team players, good sports, respectful, and disciplined.
- Maintain an open line of communication with your players' parents, fellow coaches, the team manager, and the Board. Keep all interactions respectful.
- Encourage healthy habits, both on and off the ice.
- There will be no use of drugs, alcohol, tobacco, e-cigarettes, or vaping products while on the ice or in the locker rooms. Coaching while intoxicated or under the influence of drugs is not permitted.
- Coaches are role models and representatives of our organization. Please conduct yourself accordingly.

Signature: _____

Date: _____

Board Member Code of Conduct

Board members are the faces of our organization. As such, we require that you agree to:

- Be a positive role model
- Conduct yourself in a manner that best serves the interest of all participants in the program.
- Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other PYH sponsored event.
- Encourage teamwork and camaraderie
- Represent the PYH organization within the community with positivity, dignity, and professionalism.
- Attend ALL scheduled board meetings – if unable to attend, prior notice needs to be provided to the Secretary.
- Respect the confidentiality of the executive session of our board meetings and keep all items discussed within the confines of the board unless it has been discussed that the item be communicated to the appropriate audience.
- Disclose any duality of interest or possible conflict of interest whenever it pertains, and abstain from votes on such matters.
- Demonstrate professionalism and positivity when approached by a member of PYH or the community who has a concern, question, or recommendation. Encourage the person to send an email to board@plattsburghyouthhockey.com and if appropriate, share the information with other members of the board.

Signature: _____

Date: _____

Grievance Process

Objective

It is the intent of the Plattsburgh Youth Hockey Board of Directors to provide an opportunity for members (coaches, parents, players) to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the board requests that coaches, parents, players and board members follow the grievance procedures as presented.

Grievance submission forms are available if any member of the organization is concerned that a bylaw violation has occurred.

Grievance Procedures

The grievance procedures involve a protocol that must be followed so that grievances may be resolved fairly, consistently, and in a timely manner. The board will respect the confidentiality of all parties involved.

Step 1: 24-Hour Cooling-Off Period

No spontaneous grievance related conversations should take place immediately after a game or practice. Players and parents agree to wait at least 24 hours after a game or practice before initiating a conversation with a coach, team manager or board member.

Step 2: Grievance Form

If a grievance form is deemed appropriate, the form must be completed and emailed to the PYH Vice-President at vicepresident@plattsburghyouthhockey.com. The grievance form can be found on the Plattsburgh Youth Hockey website or obtained by the board. The Vice-President will confirm receipt of the grievance submission form by email, assign a grievance submission number, and notify the board of the grievance. If the Vice President is involved in the grievance, another board member will be assigned. Found on the organization website - [Plattsburgh Youth Hockey | Important Forms](#)

Step 3: Initial Meeting

A minimum of three board members will meet with all involved parties, either individually or as a group, in order to discuss the issue. All individuals agree to conduct themselves professionally and respectfully at all times. If the grievance can be resolved informally through conversation, the grievance is closed. If resolution is not reached, the grievance process continues.

Step 4: Board Meeting

Within 10 days of the initial meeting, the board will meet in person or virtually to review the grievance and discuss findings from the initial meeting. A resolution/decision regarding the grievance will be determined based on the PYH Code of Conduct and bylaws. The resolution/decision will be communicated to the complainant and any other involved parties by the Vice President. The grievance will then be deemed closed.

Step 5: Appeal Process

If any involved party is not satisfied with the resolution/decision of the board, they may appeal the resolution/decision by completing the Plattsburgh Youth Hockey Grievance Appeal Form. The Grievance Appeal Form should be completed and emailed to the PYH board. The appeal form can be found on the PYH website.

- The appeal must be filed within 7 days of the resolution/decision. If not, the resolution/decision will stand.
- Upon receipt of a timely filed appeal form, the board will convene another meeting with all necessary parties present to discuss the appeal.
- After this meeting the board will make a decision to support the initial grievance resolution/decision or issue a new resolution/decision. The outcome will be communicated to all involved parties.
- Any resolution/decision issued following the appeal process is final and is not subject to further appeal.

All grievances will be dealt with in a reasonable time frame. The grievance procedure does not provide specific timeframes nor deadlines for resolving grievances. Found on the organization website - [Plattsburgh Youth Hockey | Important Forms](#)

Penalties. Terms and Conditions:

The following penalties can be issued, but final decisions are at the discretion of the Board.

1. Formal Verbal Warning
 - a. An action that does not rise to the severity of a Level 1 penalty and requires no further action. Repeated verbal warnings or a combination of multiple lower level infractions may result in a higher level disciplinary action. The Board retains the right to make this determination.
 - b. When a violation of the Code of Conduct is observed, all coaches have the right to give players a clearly heard and acknowledged VERBAL warning. If the individual repeats the violation, they will be asked to leave the ice, gather their belongings, and leave the rink. Further disciplinary action or the grievance process may result.
2. Grievance Process due to a possible violation of the PYH Code of Conduct.
 - a. Level 1: written response with action plan.
 - b. Level 2: up to 5-days suspension.
 - c. Level 3: up to 10-days suspension. Any additional infraction may result in a termination of membership
 - d. Level 4: up to 20-days suspension. Any additional infraction may result in termination of membership.
 - e. Level 5: may result in termination of membership, indefinite suspension, or suspension up to 100 days. Any member receiving a Level 5 penalty must obtain approval from the Board before returning to involvement within PYH.

Player Movement from Level to Level

It is the philosophy of the PYH board that teams should be divided by ability. It is appropriate to create team scenarios that challenge players at their level of play.

Decisions will be based on:

- Formal evaluation, if applicable
- Coaches discretion
- Players ability based on observation
- Player readiness

Philosophy on Playing Time

The PYH board believes that all players have the right to participate in hockey. We believe that all players should play regularly in games. Regular shifts mean that players play in a normal rotation and do not sit on the bench during competition. There are certain instances that coaches have more leeway in issuing playing time.

PYH realizes that there needs to be consistency when it comes to the number of games played by each team. This consistency needs to exist from year to year and from coach to coach. As a player progresses from level to level their game total should naturally increase. Coaches should also have some flexibility in creating an appropriate schedule for their team. Considering USA Hockey recommendations and objectives of our own program the following guidelines have been established for game totals; including tournament play:

Mite (6/8U)	15-25 games
Squirt (10U)	30-40 games
Peewee (12U)	40-50 games

PYH realizes that the best development for young players comes with productive practices. USA Hockey recommends, and PYH attempts to achieve, a 3:1 practice to game ratio.

It is implied that all players will attend all practices unless other arrangements have been made with their respective coach. In an effort to ensure fairness and equality to all players on a team, players who miss significant practice time may have that reflected during games at the coaches' discretion.

Player Evaluation Procedures

Overall Goal

The goal of PYH is to provide tryouts that are fair and balanced to everyone involved. While there is no exact science for rating and placing players, we feel that the following description will help PYH members understand the process. By running tryouts in this manner, players will be placed on the proper teams that will best benefit their developmental strengths and it will allow the player's time to foster the skills they need in becoming a more experienced player. The process takes time and the evaluators and coaches are using their best judgment through observation, scoring, as well as feedback from their prior coaches in the placement of the players.

We feel that it is important to remind everyone the tryout process is the hardest part of the hockey experience. Decisions can be hard, but the sportsmanship and conduct that all members of the PYH community model from will help shape our children's outlook and attitudes as athletes for years to come.

Evaluations will be conducted for levels 10U and higher when registration numbers mandate multiple teams. Evaluations will be mandatory for players wanting to play on the higher-skilled team. Coaches will be responsible for running on-ice drills. A minimum of 3 objective evaluators will use a publically-available rubric to assess player ability.

Independent Evaluators

The selection pool of potential independent evaluators may include, but is not limited to, current or previous members of PYH and other individuals with thorough knowledge of hockey. The evaluator will be independent in that he or she will not have children participating in the tryouts or any other personal interest in the outcomes.

Team Sizes

The target team size for Squirt, PeeWee, and Bantam is 11-14 skaters, 1-2 goalies, and 3 alternates per team.

However, there is no requirement that a team have this number of players. Coaches will determine each individual team's size. The number of skaters will be determined based on the skill level of each player and the potential for each player to compete at the level of the team.

Evaluation Scoring

The evaluators, observing and scoring independently, will score each player on the level of his or her performance during the sessions. The evaluator is instructed to rate players using a standardized system and evaluation form, with an overall score incorporating all of the following:

- Skating ability
- Puck handling ability
- Situational ability
- Character

The most difficult component of the tryout process is placement of "bubble" players. Bubble players are defined as those who are bunched around the margin between two

levels. These selections will be made with assistance of prior year coaches who can provide insight to the following criteria:

- Ability to follow instruction
- Consistent effort
- Consistent attendance (practices / games)
- Disciplinary, behavioral, and maturity considerations

Second-year Players

All players will be placed according to their ability and evaluation performance, regardless of the team on which they played during the prior season.

Players Who Miss Tryouts

Players who do not attend evaluations are generally limited to the “B” team as roster space permits. A player who is unable to attend the evaluations due to extenuating circumstances (i.e. – due to an injury or relocation) may be considered for “A” team selection at any level through evaluations during age-level appropriate practices, and may be placed on a team by approval of the Board. Former coaches and assistant coaches may be consulted to determine proper placement for that player.

Notification of Rosters

Notification of rosters will occur as early as possible following adequate time for evaluators and coaches to review all assessment data. Final team selections will be posted online and/or an email will be sent to parents regarding player placement.

Fundraising

Fundraising requirements for the season will be voted on by all members at the annual meeting. For the 2025-26, we are excited to offer our RoadRunner families the option of participating in multiple fundraisers to help offset the cost of registration. Please review pricing options and copy and enter the discount code that works best for you during the registration process:

Option 1: If you would like \$100 off registration, you can participate in a single raffle fundraiser where you will be required to sell 10 tickets.

Discount Code: 10TIX

Option 2: If you would like \$225 off registration, you can participate in a single raffle fundraiser where you will be required to sell 10 tickets and one dinner fundraiser at Mainely Lobster where you will be required to sell 20 dinners.

Discount Code: 10TIXDINNER

Option 3: If you would like \$325 off registration, you can participate in a raffle fundraiser where you will be required to sell 20 tickets and one dinner fundraiser at Mainely Lobster where you will be required to sell 20 dinners.

Discount Code: 20TIXDINNER

Our biggest fundraisers of the season are our tournaments. All members are asked to assist in providing raffle baskets/volunteering/finding sponsors for these events. Tournament profits are split with 50% going to our general fund to cover organizational costs, and 50% divided evenly between all players as a crossbar credit for the following season.

Miscellaneous fundraisers at restaurants/stores may occur throughout the season. All fundraising efforts must go through the fundraising director and be board approved.

Uniforms

Uniforms are required for all players (excluding Learn to Play). Uniform stores open for two weeks at a time. First in summer, and again before season play. Uniform orders can take 6-8 weeks to arrive so ordering promptly is a priority. Jerseys and socks are the requirement. Pant shells may be available in the uniform store and are optional unless otherwise told by coaching staff.

Apparel and swag items will be available through online stores multiple times throughout the season. Additional items (hats/t-shirts) may be available at PYH events as well.

Any additional equipment or uniform items that a team would like to order must be requested through Hockey Operations.

Communication

In order to ensure a successful season, all members of PYH must make communication a priority. PYH utilizes the following forms of communication to relay important information and updates throughout the season:

Board meetings and minutes

Regular meetings of the organizations will be held at least four times per year. Notice of meetings will be announced one week prior to and on the day of the meeting via email or on the PYH website calendar. Meeting locations will also be shared at this time. Some meetings are public and attendance is encouraged on these occasions. Meeting agendas and minutes are located on the PYH website. Meeting agendas will include time for public comments. Parents and caregivers may voice suggestions, questions, and concerns at this time.

Email

PYH maintains mailing lists for all current and past PYH members. Parent/caregiver emails provided at registration will be utilized. It is CRITICAL that emails are promptly read as this is the main form of communication from the PYH Board of Directors and messages regarding important organization updates, deadlines, and opportunities for organization participation. The Board of Directors email is: board@plattsburghyouthhockey.com

Website

The organization website is: www.plattsburghyouthhockey.com

On the website, you will find:

- An updated calendar of events which includes Board meetings, practices, games, and other PYH events.
- Registration
- Team rosters
- Coach bios

- Board meeting agenda and minutes
- Board of Directors biographies and contact information
- PYH Bylaws
- Rink information
- Links to apparel sales
- And much more!

Facebook

Follow our Plattsburgh Youth Hockey & Plattsburgh Junior Cardinals Facebook pages to stay up to date on PYH announcements and team updates and pictures.

To send pictures to be included-

Roadrunners - <https://tinyurl.com/Roadrunners-Pictures>

Junior Cardinals - <https://tinyurl.com/Junior-Cardinals>

Team communication application (ex: Crossbar)

Every team, including Learn to Play, will utilize a communication app. Before the start of the season, information will be sent via email about how to register and login. The app is utilized for critical day-to-day communication between coaches and parents including:

- Rosters
- Parent and coach contact information
- Schedule and Attendance - All parents/caregivers must RSVP their players for all games and practices, and update when changes such as illness or injury that impact attendance occur. It is through the RSVP function that coaches are able to determine attendance and structuring for games and practices. In addition, all coaches and helpers must also RSVP to practices and games.
- Team Chat - Parents and coaches utilize this feature to:
 - Share Tournament or game updates like rink locations, locker room assignments, missing or found gear, team event planning, carpooling, positive feedback after games, and photos.
 - Team Chat is NOT to be utilized for: non-team related conversations, negative comments regarding coaches, players, parents, opposing teams, or referees. Please speak with a board member for questions or concerns regarding any of the above individuals.
 - Bullying of any form will not be tolerated and will result in grievance proceedings as this is a violation of the PYH Code of Conduct.

Plattsburgh Youth Hockey



Learn to Play

Ages 3-8

No pressure program

2 Ice slots per week

USA Hockey Certified

Coaches/Helpers

ADM Station Based Practices

Skates, helmet, gloves, neck

guard required, full

equipment by end of season

8U Mites

Ages 5-8

Red/White/Blue Levels

3 Ice slots per week

Occasional Tournaments

USA Hockey Certified

Coaches

ADM Station Based Practices

Full Hockey Equipment

Required

10U Squirts

Ages 9-10

Evaluations for
team placement

3 Ice slots per week

Extra skills clinic

Tournaments

USA Hockey certified
coaches

Full hockey equipment
required

12U Peewee

Ages 11-12

Evaluations for
team placement

3 Ice slots per week

Extra skills clinic

Tournaments

USA Hockey certified
coaches

Full hockey equipment
required

Board Positions and Descriptions

1. **President**: Shall preside at all meetings of the membership and of the Board of Directors; sign contracts, leases, deeds and also notes and other evidences of indebtedness upon approval of the Board; sign checks; call PYH member and Board meetings; have general supervision of affairs of PYH.
2. **Vice President**: Shall assist the President in the discharge of his/her duties and in his/her absence or disability to assume his/her duties and officiate in his/her stead. Responsible for disciplinary action.
3. **Treasurer**: Shall have charge of the funds of PYH and keep a record of all receipts and disbursements, and shall render a written report monthly or when requested by the President of the Board of Directors. They are responsible for receiving all funds due the organization and deposit these funds in the bank designated by the Board and make payment for all expenses authorized by the board. The Treasurer will prepare an annual income and expense report and make sure that all Federal and State Corporate tax returns are filed accordingly. In addition, the Treasurer shall serve as the advisor for insurance policies.
4. **Registrar**: Shall create and maintain an active membership list and ensure that all the requirements of the NY District and USA Hockey are adhered to by all the members and the Association. The Registrar shall be responsible for the completion and submission of all required documents and informational reports, including official team rosters, as required to the NY District and USA Hockey.
5. **Secretary**: Shall keep the minutes of PYH members and Board meetings and keep all reports and documents connected with the business of the PYH. Shall maintain a role of membership; post minutes and notices of regular meetings and special meetings of PYH and Board; send the same minutes to the Board of Directors. Whenever notice is required under these Bylaws, such notice may be given by regular mail, by electronic mail, by publication in area newspapers, or by any combination of such methods the Board shall determine to be appropriate.
6. **ADM Coordinator**: Shall be the main point of contact in regard to USA Hockey's ADM program and officials. The ADM Coordinator will assist PYH in all aspects of ADM compliance, including education of the coaching staff on ADM and how it is applied, promoting parent education relative to ADM, and providing clear goals and objectives for player skill development. The ADM Coordinator must be comfortable communicating with coaches, players, and parents. The ADM Coordinator's main goal is to maintain PYH as a USA Hockey Model ADM Association in good standing. Specific responsibilities include; Keep parents educated on ADM and development of players, ensure PYH stays in compliance with USA Hockey's ADM program, and meet with coaches if necessary to make sure practices/games follow the ADM.
7. **ACE Coordinator**: Shall Communicate certification requirements to organization coaches and ensure compliance with USA Hockey and affiliate certification levels . As well as communicate with the District ACE Director, their Affiliate ACE Coordinator, and USA Hockey on all issues related to coaching at the local association level.
8. **Fundraising Coordinator**: Responsible for conducting the day-to-day operational management and implementation of all PYH activities pertaining to fund development and fundraising. As well as develop the PYH annual fundraising strategy and budget.

9. **Scheduling Coordinator** : Responsible for coordinating with coaches, referees, and local rinks to schedule practices, games, and special events. Shall update PYH calendar with games, practices, and meetings as well as document ice usage for each PYH team.
10. **Director of IT**: Responsible for maintaining and managing the organization's website, sports management system, Google Workspace Administration, email accounts, file access, permission and moderating distribution lists, and other IT systems. The IT Director assists the registrar with registration setup and buildout in our sports management system as well as working with schedulers to set up website calendars and integrate with team pages and our sports management system. Responsible for researching and recommending new IT services.
11. **Hockey Operations Coordinator**: Responsible for overseeing day-to-day operations, growth and well-being of the organization. Some tasks include assigning numbers, managing equipment inventory on the storage locker and obtaining evaluators and coaches for tryouts annually.
12. **Marketing Coordinator**: *NON VOTING* - Responsible for the strategic use of various media channels, including social media, digital advertising, traditional media, and public relations, to promote a hockey team, league, or event, aiming to build fan engagement, and increase brand awareness, by leveraging the excitement and passion surrounding the sport of hockey. Main focus Facebook.
13. **Program Coordinators**: *NON-VOTING* - Individuals who express interest shall be voted on by the board of directors. Coordinators are needed for ALL programs including - Junior Cardinals Girls, Junior Cardinals Co-Ed, Roadrunners, Mites, and Learn To Play. Responsible for attending board meetings and reporting positive and/or negative feedback. Helping assist with all the duties that the specific program needs.

Team Manager: The primary role of this volunteer position is held by a parent/caregiver of a rostered player is to support coaches with off-ice tasks such as:

- Collecting and tracking signed Code of Conducts, birth certificates, registration consent forms, and tournament fees if needed.
- Ensuring time clock, scorekeeper, and penalty box attendant roles are filled during each game.
- Sharing information on behalf of the coaches on team chats.
- Assisting with and potentially leading team meetings
- Coordinating and making arrangements for away games or tournaments such as hotel block reservations or team lunches or dinners.
- Also responsible for scheduling when coaches choose to have you support them with that role.
- Communicate with the Scheduling Coordinator about ice time needs.
- Schedule tournaments.
- Schedule competitive games in accordance with coaching staff schedules.
- Add games and events to Crossbar schedule

USA Hockey Concussion Protocol

Concussion Signs and Symptoms

Signs Observed by Coaching Staff

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

Action Plan

If you suspect that a player has a concussion, the following steps should be taken:

1. Remove athlete from play
2. Coach completes Return to Play form
3. Ensure the athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
4. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
5. Allow the athlete to return to play only with written permission from an appropriate health care professional.