



## **Ice Hockey (B&G) Sport Handbook**

### **Winter of 2025-26**

#### **Section 1: Rules**

All contests under the jurisdiction of the RIIL shall be played according to the National Federation of State High School Association Rules, except for any special rulings adopted by the RIIL and listed in this handbook below.

#### **Section 2: Mandatory Coaches Certification & Continuing Education**

- A. ALL Coaches must be appointed by their School Administration and upload their valid certificates to the Coaches' Certification website below. A coach is any adult with access to student-athletes through an education-based athletic program.
  - a. Including, but not limited to: Volunteer Coaches, Assistant Coaches, and Head Coaches.
- B. Coaching Requirements: Article 13
- C. Coaching Out of Season Rules: Article 7, Section 8
- D. Rules on Recruitment: Article 3, Section 11
- E. Sportsmanship Expectations for Coaches: Article 12, Section 3

#### **Section 3: Medical Coverage/Emergency Action Plans**

- A. Medical Coverage should be provided by the host school, be in attendance and on duty for the duration of all interscholastic scrimmages and games during the regular season and all tournament round games. The medical personnel must introduce themselves to both coaches and referee prior to the start of the game.
  - a. Article 2, Section 2.G : In the absence of medical coverage for any home contest in the sport of Football, Ice Hockey, Wrestling, and Lacrosse, the home school Athletic Director shall notify the visiting Athletic Director no later than 48 hours prior to the event.
  - b. Pre-Game Safety Checklist
- B. Schools are responsible for providing Medical Coverage for their team throughout the playoffs, including the Semis and Finals/Championships.
- C. Home team medical coverage shall be responsible for both teams unless the visiting school provides its own medical coverage.
- D. The judgment of the medical person will be final with regard to the medical condition of a player. No player may continue to play against the medical person's advice under any circumstance.

E. Levels of Medical Coverage:

<b><u>Medical Professional:</u></b>	<p><i>A. Education/Schooling/Training &amp; Licensure</i></p> <p><i>B. Scope of Practice</i></p> <p><i>C. Able to Return to Play</i></p>
<b>Medical Doctors- MD/DO</b> <b>Advanced Practice Provider-NP/PA</b>	<p>A. Advanced degree (Medical School/Successfully passed the licensing board, and RI Licensed)</p> <p>B. Preventative Care, On field Evaluation, Immediate Care, Diagnosis</p> <p>C. Can they Return to Play – Yes</p>
<b>Athletic Trainer RI Licensed</b>	<p>A. Minimum Bachelor's Degree (Successfully pass the BOC exam, and RI licensed)</p> <p>B. Preventative Care, On field Evaluation, Immediate Care, Assessment of injury, referral for further diagnosis</p> <p>C. Can they Return to Play during a game/contest? – YES</p>
<b>Physical Therapist RI Licensed</b>	<p>A. Degree varies from BS, MS to DPT (Successfully pass the board exam, and RI licensed.)</p> <p>B. Preventative Care, Rehabilitation, Orthopedic exam evaluation</p> <p>C. Can they Return to Play during a game/contest? – NO</p>
<b>Physical Therapist w/ Orthopedic Clinical Specialist (OCS) credential &amp; RI Licensed</b>	<p>A. Advanced Certification (Successfully pass the board exam, successfully complete requirements for and pass the OCS exam, and RI licensed)</p> <p>B. Rehabilitation, Orthopedic exam evaluation. On the field coverage - not qualified, no emergency training incorporated into initial certification or required to be annually updated.</p> <p>C. Can they Return to Play – NO (During a Game/Contest), Yes (In Clinical Setting)</p>
<b>Physical Therapists w/ Sports Certified Specialist (SCS) credential &amp; RI Licensed</b>	<p>A. Advanced Certification (Successfully pass the board exam, successfully complete requirements for and pass the SCS exam, and RI licensed)</p> <p>B. Rehabilitation, Orthopedic exam evaluation. On-the-field coverage – Qualified</p> <p>C. Can they Return to Play during a game/contest? – YES</p>
<b>EMT - Basic, Intermediate &amp; Paramedic</b>	<p>A. Successfully complete the EMT program, pass the board exam, and RI licensed)</p> <p>B. Emergency care</p> <p>C. Can they Return to Play during a game/contest? – NO, per RI EMS laws/regulations/protocols</p>
<b>School Nurse (RN)</b>	<p>A. Successful completion of a nursing program (Successfully pass the board exam, and RI licensed)</p> <p>B. Emergency care, referral for further treatment/diagnosis</p> <p>C. Can they Return to Play during a game/contest? – NO</p>

G. **In the sports of Football, Ice Hockey, Wrestling, and Lacrosse:** Medical Coverage should be provided by the Home team for all contests/games. In the event that the home team can not provide medical coverage for any home game, the host Athletic Director must inform the visiting school of the lack of coverage 48 hours in advance.

H. An Emergency Action Plan with clearly defined written and practice protocols as required by RI General Laws must be developed and in place at every high school.

- a. When possible, an athletic trainer should be present at all practices and games. An athletic trainer is a key component in any strategy to minimize injury risk and optimize safety for all participants.
- b. *Rationale:* An effective emergency action plan (EAP) must be in place as a prompt and appropriate response to any emergency situation that can save a life. The EAP should be designed and practiced to address all teams (freshman, junior varsity, and varsity) and all practice and game sites.

#### **Section 4: General Regulations for all Sports**

- A. Heat Acclimatization: Article 7, Section 3
- B. Definition of a Game/Scrimmage: Article 7, Section 2
- C. Use of Equipment During the Summer: Article 6, Section 13
- D. Sportsmanship Expectations for Coaches, Student-Athletes, & Spectators: Article 12, Section 3
- E. Loyalty to Home School: Article 7, Section 7
- F. National Events: Article 7, Section 11
- G. Penalties for Ejections: Article 6, Section 7
- H. Protest Procedure: Article 5

## **Section 5: Sport Advisory Committee**

A. Each Sport Advisory Committee is comprised of Member School Administrators, Athletic Directors, Coaches, Officials, and other relevant individuals who work with and report to the RIIL on all matters concerning their sport.

B. Ice Hockey Sport Advisory Committee Membership:

a. Girls Ice Hockey Sport Advisory Committee Membership:

Committee Role	Member	School
Sport Director	TBD	
Administrator	Kevin McNamara	Lincoln
PCOA Representative	Toby Gibbons	Pilgrim
Co-Director (RIIAAA)	Terry Lynch	South Kingstown
Athletic Director	TBD	
Official	Chris Lussier	
Official	Mike Schmidt	
Coach	Courtney Lacey	Burrillville
Coach	Kerri Nadeau	Smithfield

b. Boys Ice Hockey Sport Advisory Committee Membership:

Committee Role	Member	School
Sport Director	TBD	
Administrator	Kevin McNamara	Lincoln
PCOA Representative	Toby Gibbons	Pilgrim
Co-Director (RIIAAA)	Terry Lynch	South Kingstown
Athletic Director	TBD	
Coach	Mike Brannon	Cranston West
Coach	Rob Jackson	Smithfield
Coach	Mike Soscia	Hendricken
Official	Chris Lussier	
Official	Mike Schmidt	

C. The 2024-25 and 2025-26 Alignment received the following endorsements & approvals:

- a. Sport Committee Approval: 04/22/24
- b. Survey of all Member Schools: 04/26/24
- c. RIIAAA E-Board Approval: 05/17/24
- d. PCOA Approval: 06/17/24

**Section 6: Regular Season:**

- A. Score Reporting for all Regular Season and Postseason League Games: In accordance with Article 6, Section 14, all contest scores are to be reported on-line on the RIIL Website. Coaches obtain access to the system through their Athletic Director.
- B. It shall be the responsibility of school officials/administrators/supervisors to provide a safe and secure environment for the teams and officials by ensuring the playing field and sidelines are continuously cleared of everyone except certified & appointed coaches, team managers/scorers, student-athletes, medical personnel, and school designated personnel. Media are allowed with prior permission of the host school.
- C. Overview of Preseason, Regular Season, and Postseason:

<b>School Year</b>	2025-26
<b>Sport</b>	<b>Ice Hockey</b>
<b>Gender</b>	Boys & Girls
<b>Start Date</b>	Monday, December 1, 2025
<b>Days in the Preseason</b>	10
<b>Games Can Begin</b>	Thursday, December 11, 2025
<b>Week #1 Begins On</b>	Monday, December 15, 2025
<b>Week #2 Begins On</b>	Monday, December 22, 2025
<b>Week #3 Begins On</b>	Monday, December 29, 2025
<b>Week #4 Begins On</b>	Monday, January 5, 2026
<b>Week #5 Begins On</b>	Monday, January 12, 2026
<b>Week #6 Begins On</b>	Monday, January 19, 2026
<b>Week #7 Begins On</b>	Monday, January 26, 2026
<b>Week #8 Begins On</b>	Monday, February 2, 2026
<b>Week #9 Begins On</b>	Monday, February 9, 2026
<b>Week #10 Begins On</b>	Monday, February 16, 2026
<b>Last Day of the Regular Season</b>	Friday, February 20, 2026
<b>Days in the Postseason</b>	16
<b>Championships Concluded By</b>	Sunday, March 8, 2026

a. Postseason:

- i. D2 Preliminary Play-in games (single elimination) on Monday, February 23, 2026
- ii. Quarterfinal 3-Game Series begins on Friday, February 27, 2026
- iii. Semifinal (single elimination) on Wednesday, March 4<sup>th</sup> to Friday, March 6<sup>th</sup>
- iv. Championships at Schneider Arena, Providence College on Sunday, March 8, 2026

D. Divisions:

- a. Boys Ice Hockey has 21 Teams and Two (2) Divisions

<b><u>State Championship Division (D.1)</u></b>	<b><u>Division 2</u></b>
<b>8 Teams</b>	<b>13 Teams</b>
Barrington	Coventry
Bishop Hendricken	Cranston/Scit/Woon Coop
Burrillville	Cumberland
LaSalle	East Greenwich/Toll Gate Coop
Moses Brown	Lincoln HS
Pilgrim	Narragansett/Chariho Coop
Prout	North Kingstown
Smithfield	Ponaganset
	Portsmouth
	Rogers/Middletown/Tiv/MtHope/EP Coop
	South Kingstown/Westerly Coop
	St. Rays/PCD/No.Smith/No.Prov/John Coop
	West Warwick/ EWG Coop

- b. Girls Ice Hockey has 6 Teams and One (1) Division

<b><u>State Championship Division (Div. 1)</u></b>
Barrington, Portsmouth, Mt. Hope, East Providence, Providence Country Day Co-op
Burrillville, Ponaganset, Bay View, North Smithfield, Lincoln, Cumberland Co-op
Cranston West, Cranston East, East Greenwich, Scituate Co-op
LaSalle, Pilgrim, Toll Gate, West Warwick Co-op
Smithfield, Coventry, Moses Brown Co-op
South Kingstown, North Kingstown, Narragansett, Chariho, Prout Co-op

**E. Game Cap: 24 Regular Season Games prior to the start of the playoffs**

**F. Home teams shall set a date/time for all contests.**

- a. If there is a conflict in the date/time of the contest with the visiting team(s) and mutual agreement cannot be reached, the visiting school Principal/Athletic Director shall submit ***a written request*** to the RIIL to review the circumstances of the disagreement and render a decision. **This must be done prior to the submission of the Home Confirmation Schedule.**
- b. Once the Home Confirmation Schedule is submitted, ***changes will not be allowed unless there are extenuating circumstances.***

**G. Postponement of Regular Season Varsity Games after the confirmation deadline:**

- a. Where unusual circumstances prevail or where weather conditions are unfavorable, a game may be postponed by mutual consent of the Principals and/or Athletic Directors
- b. Postponed games shall be rescheduled to the next day when the teams, facility, and officials are available.
  - i. Includes weekends and/or school vacations.
  - ii. League games must take precedent over non-league games or lesser events
  - iii. Rescheduled games must be within all other guidelines contained in this handbook and the RIIL Rules & Regulations.
- c. Additional Officials Fees charged for games changed within Two Weeks of original date/time:  
Article 6, Section 5

**H. Practice Limitations:**

- a. Preseason Practice Limitations are also located in Heat Acclimatization: Article 7, Section 3
- b. Scrimmages allowed after 5 days of practice
- c. Games allowed after 10 days of practice

I. Rosters shall be completed via the RIIL website and made available to the public no later than 10 days after the start of practice. Rosters must be updated when students are added/removed from the team.

- a. Rosters must include: name, grade, and jersey number.

**Section 7: Postseason Qualification & Format:**

**A. Boys Ice Hockey: League Games Required to Qualify for the Postseason: 16 league games**

**B. Girls Ice Hockey: League Games Required to Qualify for the Postseason: 14 league games**

**C. Teams will be ranked according to their RPI in all league games**

**D. Single Elimination throughout the playoffs**

**E. Postseason Qualification:**

- a. Division 1
  - i. Eight teams qualify for the playoffs
  - ii. Quarterfinal 3 Game Series – Semifinals - Finals
- b. Division 2
  - i. Ten teams qualify for the playoffs
  - ii. Preliminary Game (7v10, 8v9)
    1. Reseed after the Preliminary Game into the Quarterfinal Series

iii. Quarterfinal 3 Game Series – Semifinals - Finals

F. Postseason Tiebreaker

- a. Playoff Seeding will be determined by a team's RPI as calculated on the RIIL website.
- b. RPI Tiebreaker:

- 1) Head-to-Head result(s) in League Games between the tied teams
- 2) Winning Percentage in all League Games vs teams in your division
- 3) Wins in all League Games vs teams in a higher division
- 4) Win Percentage in all League Games
- 5) Opponents' Win Percentage
- 6) Highest-rated win (according to the final RPI standings)
- 7) Next-highest-rated win (exhaust all possibilities)
- 8) Coin Toss

**Section 8: RIIL Rules & Regulations Specific to Ice Hockey**

A. The penalty schedule is as follows:

- a. Fifteen (15) minute periods
- b. Minor penalty – two (2) minutes
- c. Major penalty – five (5) minutes
- d. Misconduct penalty – ten (10) minutes, team will not be short-handed
- e. Game Misconduct – a player is out of the game, team will not be short-handed
- f. Game Disqualification – A player is out of the game and the next regular scheduled RIIL League game and this disqualification will count toward a season disqualification. (Article 6)
- g. Any athlete or coach who receives a Game Disqualification penalty from any contest (non-league or league game) at any level (freshman, junior varsity, and varsity) shall be ineligible to participate until they sit out the required number of League games including all games in between. In addition, the athlete or coach must fulfill all other requirements as listed in Article 6 prior to becoming eligible to resume participation. Because multiple games can be played on the weekend, schools are responsible to enforce the Game Disqualification penalty when Game Disqualifications occur.
- h. Anybody receiving a penalty for fighting will automatically receive a Game Disqualification penalty.
- i. *When a disturbance occurs, no player shall try to break it up or join it. All players must go to their own bench and either be at their bench, or heading toward it while the officials break up the disturbance. In no case may a player or coach leave the bench. Any player(s) not following this regulation may be subject to a Game Disqualification penalty.*

B. Penalty Rules for players who have exceeded the allowed number of penalty minutes during the regular league season and playoffs. Penalty Minutes must be reported using MaxPreps within 24 hours of the completion of a game. Rationale: Penalize players who continue to accumulate major penalties, which are extreme by definition and jeopardize the health and safety of others.

- a. It is the responsibility of the school to enforce these rules and sit out any player who accumulates exceeds any of the penalty minute levels below. As outlined in Article 6: Penalties: If a school

allows any player or coach to participate when they are required to sit out, the game(s) shall be forfeited.

b. Progressive Consequences:

- i. All penalties and penalty minutes for all players must be recorded on the hockey scoresheet by the officials
- ii. Any player who accumulates 50 or more penalty minutes during the 18 game regular season will be suspended for the next two (2) league games and any non-league games in between (including playoffs).
- iii. Teams that schedule more than 18 league or non-league games can accrue an additional 2.5 minutes for each game played up to the game cap.
- iv. The following penalties that accrue towards the limits:
  1. Minor penalties (2 minutes)
  2. Double-Minor penalties (4 minutes)
  3. Major penalties (5 minutes)
  4. Game Misconducts (10 minutes)
  5. Game Disqualifications (5 minute major and 10 game misconduct)
    - a. Game Disqualifications count as an Ejection and the student must sit the next league game
- c. At the conclusion of the regular season, the first level of penalty minutes will be raised from 50 penalty minutes to 60 penalty minutes for the playoffs. Any player who accumulates 60 or more penalty minutes (regular season and playoffs combined) will be suspended for the next (2) playoff games.
- d. In addition, any player who accumulates a total of 70 or more penalty minutes will be suspended for the remainder of the hockey season (including playoffs).
- e. If the player accumulates the 50/60/70 penalty minutes level during the last game of the season, he/she will sit out the first two (2) league ice hockey games in the next year or if a senior, they must sit out the first two (2) league games in the next sport season.
- f. Penalty Special Circumstances:
  - i. Players that accumulate 4 minor penalties in one game = game misconduct (10 minutes) and must sit out the next league game. (Does not count as an ejection).
  - ii. Players that accumulate 2 major penalties will be counted as a game disqualification of 15 minutes plus 10 minutes equaling 25 minutes.
  - iii. A player who is called for a major, misconduct, double minor or roughing in the last minute of the game will be ineligible to play the first five minutes of the next scheduled game. The team, however, will not be short-handed. It is the responsibility of the school coach or AD to make sure that the player is placed in the Penalty Box at the beginning of the next game and may not leave the Penalty Box until the first whistle signifying a stoppage of play after the penalty has elapsed. Failure to adhere to this stipulation must be reported to the RIIL and the student will be mandated for the next game with additional consequences to the coach.

C. **Penalty Reporting Process:**

- a. Students who attain 50/60/70 penalty minutes must be reported by the school to the RIIL office.
- b. The RIIL will assign a Penalty Minute Coordinator (PMC).
- c. The Home team Head Coach is responsible for sending the scoresheet for every game to the Penalty Minute Coordinator in a legible, digital format (scan or photo preferred).
  - i. Exception: When a game is played out-of-state or at a non-RIIL school, the RIIL member school is responsible to send the scoresheet to the PMC
- d. The PMC will enter all Penalty Minutes that accrue into MaxPreps on a weekly basis.

D. **Hockey Coach Ejection** – A hockey coach who is ejected from any game is subject to penalties listed in Article 6 of the Rules and Regulations of the RIIL. In addition, a major penalty will be assessed on the team at the time of the ejection.

E. **Player ejection:** a player ejected from an ice hockey game must leave the ice and bench area immediately. The ejected player is to go to the locker room in the accompany of an adult school official/school supervisor/coach for the remainder of the game. Failure to report will result in further penalties as listed in Article 6, Penalties.

F. A player who is called for a minor penalty after a whistle is blown shall be assessed a double minor penalty unless the penalty called for is a major penalty.

G. Any player cited for malicious use of the stick at any height and distance shall receive a game disqualification penalty. A player shall be disqualified for swinging his/her stick even though she/he does not strike his/her opponent. Intentional spearing and or butting is malicious use of the stick and will be penalized accordingly.

H. In order to avoid any liability for dental injuries as well as to ensure no unfair competitive advantage to teams not observing the rule, “All players, including goalkeepers, shall wear and have properly inserted into their mouth during the course of play a properly fitted tooth and mouth protector” that meets all standards and regulations listed in the most recent NFHS Ice Hockey Rules Book. Violations will result in the penalties listed in the most recent NFHS Ice Hockey Rules Book.

I. It is the school's responsibility to ensure that NO player shall be allowed on the ice without proper protection as listed in the most recent NFHS Ice Hockey Rules Book.

J. The RIIL allows 23 students to be dressed in uniform for ice hockey games.

K. Helmets must be worn by all players while on the bench and at all times on the ice, which includes the congratulatory handshake at the end of the game. Failure to adhere to this rule will result in a bench minor (penalty).

L. Goaltender's helmets must be in complete compliance with the standards listed in the most recent NFHS Ice Hockey Rules Book.

M. **Mercy Rule in All Divisions**. In the third period only, running time will commence if there is an eight (8) goal difference in the score. If, during the third period, the score becomes less than eight goals, regular stop time will be re-instituted.

N. **Game Format:**

- a. Each regular game will play (3) three 15 minute periods.

O. **Regular Season Overtime Procedure:**

- a. If it is necessary to break a tie at the end of regulation, one five (5) minute sudden death overtime period will be played with each team fielding 4 players for the overtime period.
- b. Team first scoring in the overtime period wins, ending the game.
- c. If the game remains tied at the end of the single Overtime Period, a Five person shootout will follow.
  - i. Which team shoots first will be decided by the home team.
- d. If the game remains tied at the end of the shootout, the game will be declared a tie.
- e. Teams that win League games in overtime will earn a full win in the regular season standings.
- f. Teams that lose in an overtime League game will earn the equivalent of a tie in the regular season standings.
- g. If the overtime and shootout ends in a tie, each team will earn a tie in the regular season standings.

P. Playoff Overtime Procedures:

- a. If a tie exists at the end of regulation, the following format will be followed during all playoff games except the championship game:
- b. First Overtime Period: If the game remains tied at the end of Regulation, teams will play one seven and one half (7 1/2) minute sudden death period. Each team will field 5 players for the first overtime period.
- c. Second Overtime Period: If the game remains tied at the end of the First OT, teams will play a second seven and one half (7 1/2) minute sudden death period. Each team will field 4 players for the overtime period.
- d. Third Overtime Period: If the game remains tied at the end of the Second OT, teams will play a third seven and one half (7 1/2) minute sudden death period. Each team will field 3 players for the overtime period.
- e. Shootout: If the game remains tied at the end of the Third OT, each team will provide 5 players for a shootout. Which team shoots first will be decided by the home team. Team scoring the most goals will be declared the winner of the game.
- f. If the game remains tied at the end of the First Shootout, a Second Shootout is approved with each team providing one shooter. Which team shoots first will be decided with a flip of a coin. The winner of the tossed coin will choose to take the first shot or allow the looser of the coin flip to take the first shot. The team scoring a goal after both teams have an opportunity to shoot will be declared the winner of the game. Each set of two shooters will be treated as a separate shootout and continue until a winner is declared.

Q. Championship Game Overtime Procedures:

- a. If a tie exists at the end of regulation during a Championship Game, the following format will be followed:
- b. First Overtime Period: If the game remains tied at the end of Regulation, teams will play one seven and one half (7 1/2) minute sudden death period. Each team will field 5 players for the first overtime period.

- c. Second Overtime Period: If the game remains tied at the end of the First OT, teams will play a second seven and one half (7 1/2) minute sudden death period. Each team will field 4 players for the overtime period.
- d. Third Overtime Period: If the game remains tied at the end of the Second OT, teams will play a third seven and one half (7 1/2) minute sudden death period. Each team will field 3 players for the overtime period.
- e. If the game remains tied at the end of the Third OT, teams will play seven and one half (7 1/2) minute sudden death periods UNTIL A GOAL IS SCORED AND WINNER IS DECLARED.

R. No team shall play more than three (3) games in any one (1) week (Sun – Sat).

S. No game shall consist of periods longer than fifteen (15) minutes.

T. Warm-up time between 2<sup>nd</sup> and 3<sup>rd</sup> periods: Upon stepping onto the ice between 2<sup>nd</sup> and 3<sup>rd</sup> periods, players can skate around the arena, providing time for stretching and warming up. When the whistle is blown to begin play, those who will be playing go directly to the face-off area and all others return to the bench.

U. The definition of time-outs between periods is as follows: Two (2) minutes between regular periods and two (2) minutes before each overtime.

V. The home school should provide the services of a licensed doctor and/or a licensed athletic trainer at all hockey games. The medical personnel must introduce themselves to both coaches and referee prior to the start of the game. They shall sit on their respective team bench so that they will be available at all times.

## **Section 9: Officials**

- A. RIIL assigned official's authority extends to pre and post-game oversight. Fighting and unsportsmanlike penalties will be within the authority of the officials at all times at the contest site.
- B. Police protection, when necessary, must be provided by the home school. The home school is responsible for all crowd control measures. There is an urgent need for increasing vigilance in this matter. Schools must make every effort to ensure that players, officials, and spectators are protected. Duties of the police will be determined and outlined by the home school.
- C. With the assistance of the home team supervision, it shall be the responsibility of the officials to see that benches are cleared of everyone except certified & appointed coaches, team managers, scorers, players, medical personnel, and school designated personnel.
- D. The home team should provide an adult game supervisor at all home events. In particular, an adult game supervisor must be present at ice hockey, basketball, field hockey, lacrosse, baseball, softball, football, soccer, volleyball and wrestling contests. The supervisor shall not be a student nor a coach involved with the game. The supervisor shall identify himself or herself to the game officials thirty (30) minutes prior to the start of the game. The supervisor shall be responsible for game administration and crowd control. They should notify police, and rink representatives to seek appropriate assistance when applicable. In the event of a problem, the Principal/Athletic Director must notify the RIIL office the next day and submit a written report detailing the incident(s).