

- Policies & Procedures -

THE IDAHO FALLS YOUTH HOCKEY ASSOCIATION, INC.

Idaho Falls, Idaho

An Affiliate of **USA Hockey**

Revision 4

July, 2009

Approved by IFYHA Board Action – June 28, 2009

1.0 INTRODUCTION

These policies and procedures were initiated and established to provide written guidance for the Idaho Falls Youth Hockey Association (IFYHA). In no way should these policies and procedures be construed as formal requirements or supersede the by-laws (where conflict exists), but rather a tool providing guidance for consistency from one year to the next. They should be considered dynamic, subject to change, and revised as necessary to meet the needs of the IFYHA.

2.0 IFYHA PHILOSOPHY

The philosophy of the IFYHA is consistent with that of USA Hockey for its Youth Programs:

"To provide an improved grass-root 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."

2.1 USA Hockey Core Values:

- a) SPORTSMANSHIP:** *Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.*
- b) RESPECT FOR THE INDIVIDUAL:** *Treat all others as you expect to be treated.*
- c) INTEGRITY:** *We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.*
- d) PURSUIT OF EXCELLENCE:** *Each member of the organization, whether player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.*
- e) ENJOYMENT:** *It is important for the hockey experience to be fun, satisfying and rewarding for the participant.*
- f) LOYALTY:** *We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.*
- g) TEAMWORK:** *We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.*

2.2 USA Hockey Guidelines

- a)** A safe and healthy environment for all.
- b)** An opportunity for all new players who wish to play hockey.
- c)** Fair and equal opportunity for all to participate in our sport.
- d)** An opportunity to learn the basic skills without an over-emphasis on winning.
- e)** A philosophy which attempts to reduce the number that become disenchanting and drop-out.
- f)** An opportunity for those who wish to advance in a more competitive

environment, to do so.
g) Qualified adult leadership.

3.0 DIRECTOR'S RESPONSIBILITIES

The Division Directors have the largest influence on how the IFYHA Philosophy is carried out, because of this, specific Director responsibilities need to be defined. The following is a list of the Division Director's responsibilities:

- a) Selection of coaches
- b) Selection of house-league teams to ensure parity
- c) Unbiased selection of travel teams
- d) Preparation of a practice/game schedule for the division.
- e) Establish season objectives
- f) Maintain Division locker and equipment (e.g., goalie gear, pucks, first aid kits, etc...)
- g) Attendance at all IFYHA Board meetings and sub-committee meeting (as appropriate)
- h) Attendance at all games (if possible)
- i) Ensure off-ice officials are available of knowledgeable of their duties during games and tournaments
- j) Preparation of score sheets prior to each game
- k) Maintain score sheets for awards
- l) Maintain current "*Consent-to-Treat Forms*" for all players of their respective division
- m) Provide statistics to the Publicity Manager for publication in the local media
- n) Approve the recipients of individual trophy awards
- o) Cleanliness of the facilities following their divisions use
- p) Resolve game protests by coaches
- q) Provide additional ice time usage beyond IFYHA scheduled ice to the Ice-Time Billing Coordinator
- r) Must resolve confrontations between teams, parents, and coaches and be able to communicate IFYHA philosophies and policies
- t) Must educate the parents and coaches that the house-league is a recreational league and stress the minor importance of winning as compared to the development of the player
- u) Provide final approval of travel-team schedules commensurate with the season objectives for that travel-team
- v) If a director or member of the Board is nominated to serve as a voting member of the Idaho Amateur Hockey Association, the Idaho Falls Youth Hockey Association will reimburse the expenses of those Board members who represent IFYHA at the IAHA meetings. The Association will reimburse Board members, as long as those expenses are not unusual or extraordinary, for travel and/or mileage and lodging expenses, by using the USA Hockey approved reimbursement form and not to exceed IRS guidelines.

This guide for Director's Responsibilities is just that, a guide. Many of these responsibilities may be delegated by the Director to various volunteers within their respective Division.

4.0 TEAM SELECTION

4.1 House-League Teams

- a) Teams should be equally balanced using a method to mix talent and resources (e.g., coaching staff) within a division. If it is evident once the season

progresses that such a balance was not achieved, the Director should make adjustments as necessary. Teams consist of Mite (U8), Squirt (U10), Pee Wee (U12), Bantam (U14), Girls, and Midget/High School (U16, U18).

b) Midget/High School Division – Teams will be organized by state guidelines for qualification for the state tournament. This includes utilization of the goalie pool.

c) Due to changing demographic situations from year to year, 9th grade Bantam age players may try out and be selected to play house league hockey for their respective high school. Trying out, does not guarantee selection for a high school team. 9th grade Bantam age players will not be allowed to play up if the numbers will seriously degrade the bantam division population, overpopulate the high school teams, or pose a serious risk of injury to the individual if their skill level does not warrant playing at a higher level. Selections must be agreed to by the Bantam Director, Midget Director, President and Board each year.

4.2 Competition/Travel Teams

a) Selections should be as unbiased as possible and utilize an open tryout of 2-3 sessions, if possible. Prior to trying out, candidates (including their parents) should be made aware of what is expected during the season (e.g., financial and time commitments). Travel team costs will be incurred by the candidates, and not house-league funds. Providing travel team jerseys and associated equipment will be the responsibility of the IFYHA.

b) Travel team players must be active participants of the IFYHA house-league. Selection will be based upon skill, experience, and attitude. Travel team play is a privilege and not a right.

c) A minimum scholastic grade point average (GPA) will be requested for travel team players, consistent with the criteria established for participation in sports at local schools. Travel schedules should minimize occurrences where players must be pulled out of school for travel.

d) Travel team participants are expected to honor their commitments to the IFYHA travel program 100%. Conflicts with house vs travel teams must be minimized and coordinated through the Division Director and Team Head Coach.

e) If the Midget Division forms a U16 travel team, 2nd year Bantams may tryout and be selected for the team. This will only be allowed if it doesn't displace Midget players who would have been selected for a travel team and consequently not be selected for any travel team. In addition, this will not be allowed if it leaves Bantam players without a travel team to play on. This assumes a normal travel team consisting of 15 skaters and 2 goalies. The objective of this is to balance the changing demographics between the Midget and Bantam division and afford more players the opportunity to travel.

5.0 PLAYER AND TEAM REGISTRATION

5.1 Player Registration

a) All players must complete an Individual Membership Registration (IMR) form (made available from USA Hockey) and submit to the Idaho State Registrar

through the IFYHA Registrar prior to any IFYHA play for the ensuing year. Only one IMR is required for players competing on more than one IFYHA team (e.g., house & travel teams).

b) All players must complete a USA Hockey Consent-to-Treat form (made available from USA Hockey) and have all fees paid prior to any IFYHA hockey play for the ensuing year. Deviations to the fee policy should be forwarded to the IFYHA President for approval.

c) IFYHA youth members shall not participate in/or on any other youth hockey association (dual association/team registration) during the regular season of the IFYHA. IFYHA season nominally runs continuous from mid-November through late-March. Violation of this policy will result in the member being dismissed from the IFYHA with forfeiture of all registration fees.

d) Exceptions to the dual-association registration policy will be made on a case-by-case basis if the youth member commits fully to the IFYHA house and travel programs and further agrees that any conflicts which may arise will not restrict their ability to participate with the IFYHA. Exceptions will be approved by the IFYHA Board, Director and Coaches.

e) Players playing out of their age classification will be approved on a case-by-case basis with the following guidelines:

1) Playing "Down": Players wishing to play "down" a division will be allowed for valid medical reasons. Requests must be in writing from both the player's parents and a qualified medical doctor stating the reason. This will be tentatively approved by the affected Division Directors and final approval will be granted by the USA Hockey District Registrar.

2) Playing "Up": Player wishing to play "up" a division will be allowed if the player has demonstrated superior skill and possesses the physical size to compete with a higher age classification. Requests must be in writing from the player's parents, by May of the upcoming season, stating their understanding of the risks associated with playing with potentially faster, stronger, and higher skilled players. This request will be approved by the IFYHA Board of Directors only if both affected Division Directors fully agree to the request and the player meets the criteria established by the IFYHA Board of Directors and ACE coordinator. Please submit requests in writing to the IFYHA ACE coordinator. (except as provided in 4.1c)

NOTE: A player will only be allowed to play "up" one year above their current age (e.g., a first year Pee Wee will not be allowed to play "up" as a Bantam) and a player will not be allowed to play "up" into a checking division from a non-checking division (e.g., a second year Squirt playing "up" into the Pee Wee division).

f) All players are responsible for upholding the USA Hockey Core Values as stated in the USA Hockey Annual Guide and this document. These ideals should be communicated to the player through their respective coaches.

5.2 Team Registration

- a)** All players must be assigned to a team. The team must have completed the applicable team membership applications (USA Form 1-T or equivalent as defined by USA Hockey). This form must be signed and dated by the District Registrar to be valid.
- b)** The player's name must be on the player roster form (USA Form 2-T or equivalent as defined by USA Hockey) for the team they have been assigned to. This form must be signed and dated by the District Registrar to be valid.
- c)** All IFYHA teams must have the applicable USA Hockey player rosters and team membership application forms or other documentation as defined by USA Hockey to the IFYHA President no later than December 8 and shall then be forwarded to the Idaho State Registrar no later than December 15 of the current playing year.

6.0 COACHING POLICIES

6.1 Insurance

- a)** All coaches must file an IMR and should have certification via the USA Hockey Coaching Achievement Program. Coaches less than eighteen years old will be used at the discretion of the Division Director and also must be IMR'd as a coach and wear as a minimum a helmet and facemask while on the ice. IFYHA encourages coaches to maximize their coaching opportunities.

6.2 Coaching Clinic

- a)** All team head coaches should achieve, as a minimum, USA Hockey Associate Level and actively pursue Intermediate Level certification. Clinics will be provided as required to provide USA Hockey certification. The IFYHA will fund all associated costs for the clinics. Clinics will be operated by the State Coaching Program Director.

6.3 First Aid

- a)** All coaches should familiarize themselves with basic first aid procedures and should make every effort to attend first aid clinics provided by the IFYHA, as they become available.

6.4 Coaching Conduct

- a)** All coaches will become familiar with the Coaches Code of Conduct as stated in the USA Hockey Annual Guide and Attachment 1.
- b)** All coaches are responsible for making their players aware of and encouraging the USA Hockey Players Code of Conduct as stated in the USA Hockey Annual Guide and Attachment 2.

7.0 PLAYER ACCOMMODATIONS

All female players will have designated an adequate area in which to dress. Coaches and managers will ensure a "gender neutral" environment for all team meetings and discussions. "Gender neutral" is defined as: Fully clothed, excluding gloves, helmets, and skates. All coaches and players will follow USA Hockey Guidelines (Annual Guide) in preventing gender harassment and discrimination.

8.0 IFYHA ADMINISTRATIVE RULES

8.1 Participants and Spectators

a) Participants are defined by the IFYHA Disciplinary Rules and are subject to those rules and the By-Laws and policies implemented by the IFYHA Board of Directors. All IFYHA players shall abide the USA Hockey Players Code of Conduct as stated in the USA Hockey Annual Guide and Attachment 2.

b) Full protective gear is required for the Squirt age classification and above. IFYHA helmets and jerseys will be provided to the Mite participants.

c) Spectator and playing areas must remain separate for the safety of all persons. If any spectator goes onto the ice surface or interferes with the game, the referee may stop the game until the spectator is ejected from the rink. IFYHA Board members have the authority to eject an individual from the rink. If the spectator interference continues, the referee has the authority to suspend the game and spectator may be subject to action by the IFYHA Disciplinary Board.

Parents and spectators shall abide by the Parents and Spectators Codes of Conduct as stated in the USA Hockey Annual Guide and Attachments 3 & 4.

d) Players will not be allowed on the ice surface unless a USA Hockey registered coach is present either on the ice or players bench.

e) No persons are allowed on the ice surface and the rink doors shall remain shut while the Zamboni is resurfacing. The only exception is an adult IFYHA member or game official who shall remain on the ice only long enough to move the goals.

8.2 Conduct of IFYHA Games

a) All current USA Hockey Rules apply, except those specifically addressed in the IFYHA Disciplinary Rules.

b) Games should be conducted, as appropriate, for the skill level involved (e.g., stop play for Termites or shift-on-the-fly for Squirts).

c) Equal ice times for all players. However, in the midget/high school division, this ideal may be modified to meet the challenges of certain game situations. This should be an exception and not necessarily the rule for conduct of teams. All IFYHA coaches shall make every attempt to encourage the philosophies of the IFYHA.

d) Games must be completed within the allotted time. No overtime or shootouts allowed in house-league games.

e) All disputes or protests shall be resolved by the respective Division Director.

9.0 SCHEDULES

9.1 House-League Schedules

a) House-league schedules will be revised and adjusted from one year to the next to accommodate changes in ice-time availability and division size. A draft schedule should be

proposed prior to any sign-ups and shall be finalized after sign-ups. This schedule should be agreed upon by all Division Directors and take into account the following guidelines:

1) Weekdays (school nights)

- Mite ice time no later than 7:00 pm start.
- Squirt ice time no later than 8:00 pm start.
- Pee Wee ice time no later than 9:00 pm start.
- Bantam ice time no later than 10:00 pm start.
- Midget ice time no later than 10:30 pm start.
- Girls ice time no later than 10:00 pm start.

2) Weekend ice time should be utilized by Mite and Squirt Divisions as much as possible.

3) Directors should establish a house-league schedule based on the game-to-practice ratio as defined by USA Hockey

9.2 Travel-Team Schedules

a) Available travel tournaments will be presented to the applicable Division Director and travel-team head coach by the IFYHA Scheduler. Travel-team schedules will be determined by the team head coach and the team parents. A delicate balance must be maintained with increasing levels of competition between the objectives for the season and the financial constraints experienced by the participants. The Division Director will approve the final travel-team schedule.

b) Each Division should appoint a tournament director and/or a travel-team coordinator. This individual shall be responsible for making commitments for the applicable travel-team and coordinating the home tournament.

c) Travel-team participants (i.e., parents and players) should be made aware of a proposed travel schedule as soon as it is available and if possible, prior to participation on a travel-team.

d) IFYHA travel-team commitments must be honored by the respective travel-team. Failure to honor such commitments may result in suspension of all travel-team play unless specifically released from said commitment by the host association.

e) Travel-team formation and schedules shall be developed to promote increasing levels of competition. Commitments for travel-team play for state and regional leagues will be determined by the IFYHA Board of Directors on a season by season basis.

10.0 IFYHA TOURNAMENTS

10.1 Home Tournament Schedule

a) IFYHA tournaments should be scheduled to accommodate the following:

- 1) Mite (1) house tournament**
- 2) Squirt (1) house tournament & (1) travel tournament**
- 3) Pee Wee (1) house tournament & (1) travel tournament**
- 4) Bantam (2) travel tournaments ("A" and "B")**
- 5) Midget (2) travel tournaments ("A" and "B")**
- 6) Girl (1) house tournament**

b) Each Division Director should assign a tournament director. IFYHA tournament guidelines (Attachment 5) should be utilized in conducting IFYHA tournaments. The respective Division Director shall approve any deviations from these guidelines.

c) All play outside the IFYHA house-league schedule shall be funded by the participants directly, via tournament fees, or through fund-raising efforts. IFYHA funds shall not be used.

11.0 TRAVEL-TEAMS

11.1 Travel-Team Guidelines

a) Each IFYHA travel-team will be responsible for their own business and shall be coordinated with the IFYHA to ensure no conflicts exist. Each travel-team should have assigned Head and Assistant Coaches, Hockey Mom/Dad, and Coordinator.

b) Equal ice times for all players. However, in competitive environments (e.g., travel-team situations), this ideal may be modified to meet the challenges of certain game situations. This should be an exception and not necessarily the rule for conduct of travel-teams. All IFYHA coaches shall make every attempt to encourage the philosophies of the IFYHA.

c) The Division Director and Head Coach are ultimately responsible for conduct of the travel-team. This includes:

- 1) Final approval of the travel schedule.
- 2) Meeting the commitments of the travel-team.
- 3) Providing necessary correspondence with other Associations (e.g., fees, player rosters, etc.)
- 4) Maintaining a travel-team binder with copies of the player's IMR and birth certificate, game documentation (re: 5/10 and 10/20 Rules for State and Regional competitions), Consent-to-Treat forms, and Travel Permit (as required).

11.2 Travel-Team Funding

a) Funding for travel-team functions will be provided by the travel-team participants.

b) Fund-raising efforts are authorized for travel-team participants. The IFYHA Board will approve these fund-raising efforts on a case-by-case basis to ensure no conflicts exist between IFYHA and travel-team efforts.

c) Team sponsorships are authorized for IFYHA travel-teams and subject to approval by the IFYHA Board of Directors with the following guidelines:

- 1) IFYHA will not allow sponsorships from businesses which directly endorse the use of alcohol, tobacco, or drugs. The IFYHA Board reserves the right to reject any team sponsorship.
- 2) Sponsor logos may be displayed on travel-team jerseys or the travel-team banner in a manner such that no permanent damage occurs to IFYHA equipment (e.g., Velcro attachment to the shoulder, chest, or tail of a jersey). Any special patches or logos should be provided by the sponsor and approved by the IFYHA Board of Directors. Other forms of sponsor recognition shall be approved by the Division Director and shall follow the spirit of these guidelines.

11.3 Conduct and Appearance

a) Conduct of the IFYHA travel-team participants shall always be of the highest standards. IFYHA travel-team participants are tasked with setting an example for other associations to follow.

b) Both players and coaches should maintain a neat appearance to and from the rink facilities during travel-team competition. The level of appearance shall be delineated by the Division Director/Travel-Team Head Coach.

c) Travel-team colors shall be a combination of black, gold, or white and shall be easily identified as an IFYHA travel team. All travel teams jerseys must have the approved IFYHA Logo. If a travel team has a sponsorship, that team must still maintain travel team colors.

12.0 STATISTIC AND AWARDS

12.1 House-League / Travel-Team Statistics

a) House-league statistics (both team and individual) should be maintained for the tracking of individual awards only and shall not be displayed at the rink for the Mite, Squirt, Pee Wee and Girl divisions. Midget and Bantam divisions' statistics may be displayed at the discretion of the Directors. Game results and highlights (e.g., hat-tricks, play-makers, shutouts, etc.) should be forwarded by the Division Director to the Publicity Manager for dissemination to the local media.

b) Travel-team statistics (both team and individual) should also be maintained for tracking of individual awards and may be displayed at the rink. Game results and highlights (e.g., hat tricks, play-makers, shutouts, etc.) should be forwarded by the Division Director to the Publicity Manager for dissemination to the local media.

12.2 Awards

a) The Division Director is responsible for providing individual award information to the IFYHA President. This consists of players eligible for hat-trick, play-maker, and zero awards with appropriately marked score sheets of USA Hockey sanctioned play.

b) All IFYHA players will receive an individual trophy for participation throughout the season. Each IFYHA house-league team shall award a "*Sportsman*" trophy. Each division (Squirt through Bantam) shall present one award per Division for "*Most Improved*," "*Best Defense*," and "*Most Valuable*." In the Midget/high school division, awards are given for each high school team. The Division Director has final approval for all recipients of individual trophy awards.

c) The "*Golden Eagle Award*" is presented each year to a graduating male senior player who has consistently demonstrated over his years of participation outstanding sportsmanship and improving skills (both in hockey and in leadership). This award is selected by the IFYHA President.

d) The "*Presidents Award*" is presented each year to a graduating female senior player who has consistently demonstrated over her years of participation outstanding sportsmanship and improved skills (both in hockey and leadership). This award is selected by the IFYHA President.

e) The "*Sheri Hughes Memorial - Volunteer of the Year*" award is presented to an IFYHA volunteer who embodies the spirit of volunteerism. This award is based upon several years of dedicated and selfless service to the youth of the IFYHA.

Nominations for this award are accepted from the IFYHA general membership and must be received no later than March 1 for the current season. Recipients are chosen by the current and immediate past Presidents of the IFYHA and MOOCH. These individuals while serving in these capacities are not eligible for this award.

f) The "*John McConnell Award*" is presented each year to a graduating senior player who has consistently demonstrated good sportsmanship.

g) In the Midget/High School Division, players have the opportunity to receive a "letter" from their respective school based on playing on a varsity team and guidelines set forth by the varsity coaches and the Director. In the girls division, players in the 9th grade or higher have the

opportunity to receive a “letter” from their respective school based on playing on a varsity team and guidelines set forth by the varsity coaches and the Director.

h) All awards and trophies will be presented at the close of the season and will be provided by the IFYHA.

i) Any additional awards or gifts shall be funded by those involved and should be presented separately (e.g., coach's gift following the last game in the locker room, special or unique individual player awards at a team pizza party, etc.).

Attachment 1

Coaches Code of Conduct

Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.

Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.

Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be more effective communicator and coach; don't yell at players.

Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.

Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.

Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.

Be concerned with the overall development of your players. Stress good health habits and clean living.

To play the game is great, to love the game is greater.

Attachment 2

Players Code of Conduct

Play for FUN!!!

Work hard to improve your skills.

Be a team player - get along with your teammates.

Learn teamwork, sportsmanship and discipline.

Be on time for practices and games.

Learn the rules and play by them. Always be a good sport.

Respect your coach, your teammates, your parents, opponents and officials.

Never argue with an officials decision.

Attachment 3

Parents Code of Conduct

Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it FUN.

Encourage your child to play by the rules. Remember, learn best by example, so applaud the good plays of both teams.

Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.

Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in younger age groups.

Know and study the rules of the games, and support the officials on and off the ice. This approach will help in development and support of the game. Any criticism of the officials only hurts the game.

Applaud a good effort in victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work toward removing the physical and verbal abuse in youth sports.

Recognize the importance of volunteer coaches. They are 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!

Attachment 4

Spectators Code of Conduct

Display good sportsmanship. Always respect players, coaches and officials.

Act appropriately; do not taunt or disturb other fans; enjoy the game together.

Cheer good plays of all participants; avoid booing opponents.

Cheer in a positive manner and encourage fair play; refrain from using profanity, objectionable cheers, and gestures that may be offensive.

Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.

Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.

Support the referees and coaches by trusting their judgment and integrity.

Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.

Respect locker rooms as private areas for players, coaches and officials.

Be supportive after the game . . . win or lose . . . recognize good effort, teamwork and sportsmanship.

Attachment 5

IFYHA Tournament Guidelines

To be determined by the IFYHA Division Director's & Tournament Directors.
