

International Falls Recreation Hockey Association

Policy Handbook 2024-2025

Please be advised that the International Falls Recreation Hockey Board will only address criticisms, complaints and concerns detailed on the Complaint Form on Page 16 of this Handbook.

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I. PHILOSOPHY

The aim of the Recreation Hockey Association of International Falls is to provide a well-balanced, competitive hockey program creating opportunities for all, aiding in the enrichment of the lives of the players and their realization of individual and team achievements of worth - accomplished through one's own efforts. These achievements are to be attained through the guidance of our recreation hockey coaches.

II. OBJECTIVES

A COACH IN THE INTERNATIONAL FALLS RECREATION HOCKEY PROGRAM WILL HELP:

1. To provide an enjoyable introduction and experience in ice hockey and encourage every player to continue to play hockey.
2. To help the player develop self-control, self-discipline, and good sportsmanship.
3. To expose the athlete to an environment in which his or her health and welfare are always of primary concern.
4. To develop total fitness for efficient and effective performance.
5. To develop an understanding of the theory of play, a thorough knowledge of the rules of the game, mastery of skills, and mental alertness to enable the recreation hockey player to perform successfully at the player's level of learning.
6. To provide the recreation hockey player with a program in which they are coached by qualified personnel whenever and wherever possible.

III. HIGH SCHOOL COACHES INVOLVEMENT IN YOUTH HOCKEY

1. Prior to the season, the High School Hockey Coach shall be involved at all levels.
2. The High School Coach shall review the Board Policy Book.
3. The High School Coach shall be involved in the try-out process or the division of teams for their respective team.
4. The High School Coach shall be involved with the on-ice operations of the team, which may include giving drills, tactics, or any other hockey related information in which the team coach may desire.

5. **All Rec. Hockey Coaches must attend the fall clinic put on by the High School Coaches prior to the season.**
6. High School coaches will attend games, when possible, throughout the season. The High School and Rec. coaches shall meet briefly following the game to discuss any hockey related issues they deem necessary.
7. All hockey related questions should be brought to the designated High School Coach...**NOT** the Recreation Hockey Board.
8. The High School coach shall attend the Recreation Hockey Board Wrap-Up meeting at the end of the season.

IV. COACHES – THE BOARD SHALL APPOINT THE HEAD COACH AT EACH LEVEL. NO OTHER PEOPLE SHALL BE ALLOWED ON THE ICE UNTIL APPROVED BY THE BOARD.

1. Coaches applications will open March 31 and be reviewed at the June meeting.
2. All coaches and managers in the Recreation Hockey program will be selected and approved yearly by the Rec. Hockey Board.
3. All Recreation Hockey coaches shall attend the October and April board meetings.
4. All Recreation Hockey coaches will follow all the policies, rules, and regulations established by the Recreation Hockey Board. If any Recreation Hockey coach does not follow all the policies, rules and regulations established by the Recreation Hockey Board, that coach may, at the discretion of the Recreation Hockey Board, be relieved of his/her coaching responsibilities.
5. Coaches at the Mini Mite and Mighty Mite levels shall ensure that every player on their team will play, as nearly as possible, an equal amount of time on the ice, regardless of if it be a regular game or a tournament game.
6. Coaches at the Mini Mite and Mighty Mite level play each player at all team positions, including goalie.
7. No coaches shall schedule games without the inclusion of the paid schedulers.
8. Coaches of all Recreation Hockey teams should attempt to coordinate their philosophies with that of the High School coaches and should make use of materials and suggestions from the High School coaches. (See High School Coaches Involvement

in Youth Hockey)

9. Recreation Hockey coaches at all levels will be expected to refrain from using any profanity in front of their players before, during or after any practice or game. The coaches are also asked to refrain from violating any smoking rules of the arena.
10. There shall be at least (1) certified head coach and (2) certified assistant coaches designated to any one team, with those persons being responsible for the coordination of all team practices, so that the ice time can be utilized to the fullest. There will be no more than (3) adults in the player's box during the game.
11. Any time a coach has the lobby opened for use by their team, an adult supervisor must be present. The custodian should be contacted to lock up the lobby immediately after the team is through using it.
12. All IFRHA coaches shall abide by USA Hockey Coaches Conduct Policy:

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 and honest; be fair and just; do not criticize players publicly; learn to be a 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 players 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.

13. The Board will let each coach know the minimum number of players that should be selected for each level after the October board meeting, when player numbers are known.

**** These items will be required in writing to the Board.**

V. MANAGERS

1. There will be one manager designated for each team, to be approved by the Board upon the coach's recommendation. This team manager will, with the coach's approval, coordinate all game schedules, traveling, etc. for each team and will work closely with the team to provide a total understanding of all team activities for coaches, team members and parents. The team manager will be responsible for having the lobby open and someone to operate the score clock for all home games.
2. The manager is required to meet with a board member to go over tasks related to the position.
3. The manager is required to give all rosters, schedule, and scores to the Webmaster.
4. The manager is responsible for reminding the parents of concession hours needed to be worked and turning in raffle ticket stubs and money.
5. At the end of each hockey season, it will be necessary for each designated team manager to prepare and distribute a financial statement to all parents connected with their designated team and to the Board of Directors.
6. No managers shall schedule games without the inclusion of the paid schedulers.
7. No team shall be allowed to require team gear/apparel.
8. **Only Board members may solicit funds.**

VI. REGULATIONS

1. The Association recognizes, supervises and is responsible for competition in the following team categories. All levels ages are set by Minnesota Hockey. All rules and regulations apply to both girls and boys at their corresponding age level equally.

GIRLS 8U: The total number of games shall not exceed 15, no more than 10 can be full ice after January 15th. They can participate in 1 out of town Jamboree.

GIRLS 10U: The total number of games shall not exceed 35. Out of town tournaments shall be no more than 2.

GIRLS 12U: The total number of games shall not exceed 45. Out of town tournaments shall be no more than 3.

GIRLS 15U: The total number of games shall not exceed 60.

MINI MITE: There will be no competition at this level and no traveling. Emphasis will be on skating skills with some introduction to shooting and stickhandling. Mini Mites

will be allowed to participate in the Fort Frances and home jamborees. The Mini Mite coach will set up with high school coaches two exhibitions in between periods at home Bronco games. The emphasis at this level will be on participation and enjoyment of the game. Cost for the Jamboree will be assessed to the parents.

MIGHTY MITES: Emphasis will be on skating and stickhandling. Players will be exposed to all positions including goalie position. There will be limited competition at this level with a maximum of 15 games approved by the board, not more than 10 can be full ice after January 15th. Mites can participate in one out of town Jamboree (must be Jamboree format and approved by the Board). All costs for the Jamboree will be assessed to the parents.

SQUIRT: Emphasis will be on team play and skill development. At Squirt levels, it shall be insured that every player on the team shall play, as nearly as possible, an equal amount of time on the ice, regardless if it be a regular season game or a tournament game. At the Squirt level the total number of games will not exceed 35. Out of town tournaments shall be no more than two. If more than two, board approval is needed. All costs for tournaments will be assessed to the parents.

1. If there is more than one goalie, they will rotate on an equal basis.
2. If participation of players exceeds eighteen (18) there will be two Squirt teams.

PEEWEE: Emphasis will be on skills and development along with team play. This is the first level of District League and playoff games. At the PeeWee level, the total number of games to be played during a season shall not exceed 45 games without Board approval. Out of town tournaments shall be no more than three. If more than three, board approval is needed. District and playoff games do not count towards this total.

BANTAMS: Emphasis will be on skills and development along with team play. At this level the total number of games shall not exceed 60 games. District and playoff games do not count towards this total.

2. All players are required to have a helmet, approved mask, and mouth guard before they are allowed to participate on the ice at any level.
3. If a team advances to the Regional or State Minnesota Hockey competition, these additional games shall not be considered a violation of the limitation on the number of games to be played during the season.
4. International Falls Recreation Hockey Association (IFRHA) fees shall be set at the first meeting after Minnesota Hockey announces its fees for the coming season. In calculating the registration fee, the board shall add any fee increases passed on to the association for Minnesota Hockey, USA Hockey, or the Recreation Director. These fees also will be used to provide medical insurance for the players, coaches, and directors. Any balance will be put into the General Fund.
5. Non-residents may participate in the Falls Recreation Hockey program provided there is no program available to them in their School District at the appropriate level or if they have approved documentation, ex: US Birth Certificate, or any other documentation showing residency.
6. When the number of participants allows, at the Bantam, PeeWee & Squirt levels, there will be A and B teams selected. The A team coach will be allowed to select the players he/she wants for the team.

7. Organized tryouts will begin in October. Teams will be picked by the coaches and evaluators. The coaches, under no circumstances, shall announce any players as having been selected for the team prior to the announcement of the entire team.

THE INITIAL ROSTER IS TO BE ANNOUNCED NO LATER THAN THE FIRST THURSDAY OF NOVEMBER.

8. Any player movement after tryouts between teams at like levels must be done by November 30th and a reason for movement must be provided in paper and submitted to the board for approval. A private meeting between both team coaches and all affected families will be had before the players movement will be allowed. Any exceptions must have board approval.
9. No games will be played by any team, unless pre-approved by the Falls Recreation Hockey Board, until after October 15th.
- 10.No players will be allowed to be a team member of more than one age level or traveling team.
- 11.A designated Scheduler shall be responsible for scheduling games and tournament hotel blocks at all levels. All games must be approved by the Board of Directors. In the absence of a coach or manager, the Board Chairperson shall appoint a Board member to attend the district scheduling meeting.
- 12.No recreation hockey funds shall be used for individuals participating in any hockey programs/teams other than a Falls Recreation Hockey team or Falls High School team.
- 13.The IFRHA season in Bronco Arena may begin on the third or fourth Monday of October and continue through the third Sunday in March of said year. IFRHA shall not give up Bronco Arena ice time to any party during said season to hold an event which does not include IFRHA player participation.
- 14.No Home games are allowed Monday – Thursday unless they are during your scheduled practice time. Away games are allowed if you do not interrupt practice times.
- 15.The number of games to be played as stated above for all levels is a guideline that should be adhered to. However, the board has the authority to allow more or less

games, so long as the number of games fall within the Minnesota Amateur Hockey Association's guidelines.

16. Kerry Park Arena locker room doors will be locked until an appropriate locker room attendant for each team (coach and/or manager with background check) is at the rink to get a key to unlock the door and then remain in the locker room until all players are on the ice, and will then return to the locker room after practice until all players have left the locker room, then return the key to the Zamboni office. All locker room attendants must complete BOTH a background check and Safe Sport. All locker room attendants MUST be present for all locker room use in home or away events in compliance with USA Hockey.
17. All teams shall have no more than 3 parent, safe sport certified, locker room monitors that are to be listed as a team staff member.

VII. MOVEMENT OF PLAYERS (Factors and Priorities)

Any movement of players to another age level of participation shall be made by the Board. The coach recommends who will move up if one age group does not have enough players, they are with the players during practice. The parents do not get to dictate a move up. Any exceptions to this policy will be a case by case decision made by the Board.

VIII. ATTENDANCE POLICY

1. All players are expected to attend all team practices indoors or outdoors.
2. If a player cannot attend a practice the coach MUST be notified before practice time, or the player will not be excused.
3. Players unexcused from practice will sit at least one period of the next game or more, if the coach deems necessary.
4. A coach, at his own discretion, may sit a player for any amount of time, up to (2) full games, for disciplinary infractions on or off the ice.

IX. DISCIPLINE

1. All players are expected to maintain passing grades in the classroom. If a player does not maintain passing grades, said player will be suspended from playing games and not allowed on the bench during games or be allowed to travel to out-of-town games for a two-week period. At the end of the two-week period, a player achieving a passing grade will again be allowed to participate. However, any player not receiving

a passing grade at this point will be suspended for an additional five (5) week period.

CHEMICAL/TOBACCO USE/ABUSE OR RACIAL AND SEXUAL HARASSMENT AND VIOLENCE POLICY

1. Any player at any level involved in chemical/tobacco use/abuse or acts of racial, sexual harassment, and/or violence will be suspended according to Minnesota State High School League rules.
2. During the school year, meaning the entire school year and any portion of any activity season which occurs prior to the start of the school year or after the close of the school year. REGARDLESS OF QUANTITY, A STUDENT SHALL NOT:
 - a. Use a beverage containing alcohol
 - b. Use tobacco or tobacco products
 - c. Use or consume, have in possession, buy, sell, or give away any other controlled substance or,
 - d. Be involved in acts of racial or sexual harassment and violence as detailed in the School District #361 policy.

PENALTY

FIRST VIOLATION: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of the season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

SECOND VIOLATION: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

THIRD AND SUBSEQUENT VIOLATIONS: After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant. If, after the third or subsequent violation, the student on his/her own violation becomes a participant in a chemical dependency program, the student shall be certified for reinstatement in said activity after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

THEFT, VANDALISM OR SEXUAL HARASSMENT

If you are caught engaging in any of these activities, you can be suspended or terminated by the decision of the Hockey Board of Directors.

X. GAMES AND TOURNAMENTS

1. All games or tournaments at all age levels are subject to approval by the Board of Directors.
2. Special advanced permission by all teams from the Board of Directors will be necessary for any games or tournaments beyond 250 miles.
3. Referees shall be appointed by the Recreation Director or an appointed Referee in Chief. There should be one certified referee on the ice of all Peewee games and two certified referees on the ice of all Bantam games. A board member shall be appointed as a liaison to the Recreation Director in helping coordinate the referees.
4. Ten degrees below zero or twenty degrees below with wind chill is the temperature for calling outdoor games and practices. The coaches, by mutual agreement, may cancel games or practices due to inclement weather. This should be done at least one hour before the scheduled game or practice.
5. All tournaments will be conducted or co-sponsored by the Recreation Hockey Association. The board will appoint a Tournament Director at the June election of officers meeting. A parent of a player or players participating in the tournament shall be appointed Tournament Chairperson. The person appointed will seek guidance from the IFRHA Tournament Director.

FAILURE TO PROVIDE A CHAIRPERSON FROM TEAM OR TEAMS PARTICIPATING IN A TOURNAMENT CANCELS THE TOURNAMENT.

6. The Board will approve a program wide tournament budget prior to the season start. The week following tryouts each team will have a meeting with the tournament director to review tournament dates and discuss budget spending.
7. Home tournaments are the team fundraiser for end of season parties. Monies raised during the home tournaments will be turned in immediately following the closing game to a Board member. The Board member and team manager will verify the money raised. Up to 25% of that team's profit will be available for end of season team parties. Money spent will be documented and receipts turned into the Treasurer.

The tournament director will purchase the following:

1. Trophies

- a. **The number of trophies will be determined with the number of teams**

2. Medals

- a. **Mini Mite and Mighty Mites will all receive medals.**
- b. **Squirts, Peewees and Bantams will only receive medals as deemed by the Board.**

XI. FUNDRAISERS

1. Any person or persons wishing to conduct a fundraiser for any recreation hockey team, including tournaments, must have approval from the Board of Directors to conduct such fundraiser and such permission must be given before any arrangements for that certain fundraiser are made.
2. Any monies received from such approved fundraiser shall immediately upon conclusion of said fundraiser be turned over to the Recreation Hockey Board of Directors.
3. *Fundraisers play an important part in our program.* Full participation and cooperation IS required from players and parents/guardians. If you do not participate in any fundraising that is required through Rec Hockey, there will be an assessment to your next participation year for monies not raised.

XII. REFUNDS

1. Refunds will be granted by the Rec Hockey Board on a case-by-case basis prior to January 1st of participation year. After January 1st, there will be NO REFUND. Prepaid registration money to USA and MN Hockey are not eligible for refund at any time.

XIII. ARENA CONCESSION

1. The following are the number of concession hours required to be worked by parents of players at these levels of every session:

Mini Mite	8
Mighty Mite thru Bantam	12
Girls 8U – 12U	12

How the hours will be designated will be decided by the Recreation Board and arranged through team managers and conveners.

Prior to the beginning of the season, we will be collecting a post-dated personal check to cover the cost of unworked hours. Personal checks will be returned upon completion of required concession hours, or less any hours not worked at the rate of \$25.00 per hour.

Coaches and managers will have their hours waived if they so choose.

No family should have to provide more than 24 hours of service at the arena concession. No parent shall work in the arena during his or her child's tournament unless he or she has satisfied their tournament obligations. The Tournament Chairperson will give approval to work in concession once obligations have been satisfied.

2. *In order for your child to play you must NOT have any OUTSTANDING BALANCE due for hours not worked, or past due assessments, from the previous year.*

XIV. SOLICITING FUNDS

Only Board members may solicit funds.

XV. TEAM FUNDS

The allocation of team loans each season to the individual teams from the monies raised within the program shall be as follows:

1. All teams are responsible for any expenses incurred during team play during the year. If the team advances past District play they will also be responsible for all expenses for coaches meals/mileage/rooms.

2. Reimbursement to coaches will be as follows for 1 head coach and 1 assistant coach only:

Non-parent Coaches:

(1) hotel room per night of tournament

Meal reimbursement: (1) game per day - \$25 (2) games per day - \$60

Mileage will be paid at \$0.50 per mile to both the head and assistant coaches if traveling separately; mileage over 165 miles requires Board approval.

Parent Coaches:

Hotel room for (2) nights for the season

3. All coaches shall have current USA Hockey coaching certificates for the level they are coaching. No person without a USA Hockey coaching certificate will be allowed on the ice at any time without board approval.

XVI. TEAM JERSEYS

1. Special care should be taken of all jerseys during the hockey season. Parents/guardians will be held responsible for the costs of damaged or lost jerseys. A Jersey Waiver will be signed and turned in at the start of the season for each child. At the end of each season, all jerseys are to be collected by the team manager or coach (if the team has no manager) and will be turned over to the Board-appointed equipment manager for storage.
2. All International Falls Recreation Hockey teams will wear their designated team jerseys for all games during their entire season.
3. Jerseys are to be worn for GAMES ONLY. Any exception needs board approval.
4. Purple and Gold equipment are mandatory once the player reaches Peewee level: helmet, gloves, breezers, game socks.

XVII. PARENTS

The International Falls Rec Hockey Board of Directors has the power to suspend Parents, Players, Coaches, Directors, or Managers by the majority vote.

1. Parents are encouraged to become familiar with the policy and assist in the attainment of the objectives of the International Falls Recreation Hockey program.
2. It is encouraged that all parents of recreation hockey players feel free to attend recreation hockey meetings during the hockey season.

3. *Complaint procedure:* If you have a suggestion, concern, or complaint fill out the Complaint Form provided by the Board of Directors as directed. The Complaint Form must go to your team's Convener. They will discuss the issue within five (5) days of receiving the form with the chairperson. If the issue cannot be settled, the full board will discuss the issue at the next scheduled board meeting. A copy of the Complaint Form is also available at the end of this handbook.
4. Below is the Conduct letter adopted by International Falls Recreation Board members. In the event that the Board needs to address a situation concerning a parent or fan, the Conduct letter below will promptly be sent to the individual(s).

CONDUCT LETTER FOR INTERNATIONAL FALLS RECREATION HOCKEY

Dear _____,

Your conduct at the _____ has been brought to the attention of the International Falls Recreation Hockey Association.

Our hockey association has always encouraged parent involvement in our program. We will NOT tolerate abusive behavior toward players, coaches, team members, board members, or fans during any activity which is connected with our hockey association. Parents have no business interfering with the players during practice, during games, or in the players' box. Please let our coaches coach and our players play.

A parent needs to provide support, positive encouragement, and outstanding role modeling for the athlete. Hockey is not life or death. The rewards for a young athlete starting out in a hockey program should be immediate. These rewards are not just winning. There are many more ways to be a part of a team and have fun: learning about the game of hockey, enjoying time with teammates, competing in games, and learning to play by the rules.

Parents must realize that their actions affect not only their child, but other children on the team. Parents' conduct can and will affect the way in which their child is accepted socially by his or her teammates.

We as a board will not penalize the player for a parent's conduct. If this issue arises again, you will be banned for the remainder of the playing season from all International Falls Recreation Hockey sponsored activities.

We hope this resolves this issue and will allow you to better enjoy your child's time in recreation hockey.

Respectfully,

International Falls Recreation Hockey Association Board of Directors

XVIII. TEAM CONVENERS

A Board member will be appointed as liaison to each team. The team manager will contact the Board representative with issues or give him/her a written complaint form to be turned into the Complaint Committee. The Board representative should not have a son or daughter on the team they are appointed to.

XIX. MEETING

The Recreation Hockey Board will hold monthly meetings. The meeting dates, times, and minutes will be posted on the Web Page: www.ifallsrechokey.com. The Board reserves the right to close any meeting for personal reasons.

XX. POLICY HANDBOOK CHANGE

The Policy Handbook may be changed by one reading at a meeting of the Board of Directors, at which time a two-thirds affirmative vote of the Board of Directors present, will affect the Policy Handbook change.

The reading of the additions or changes to the original Policy Handbook, dated September 25, 1995, was done in December 2024, after which a vote of the Board of Directors was taken with the outcome being all Board members present voted in favor of the additions or changes to the existing Policy handbook, whereby the additions or changes to the Policy Handbook as set forth herein, were adopted on December 18, 2024.

International Falls Recreation Hockey

CRITICISMS, COMPLAINTS, AND CONCERNS FORM

The International Falls Recreation Hockey board members welcome constructive criticism and encourage you to express your concerns so they can address them.

This form is a collaborative effort in making the youth hockey program the best it can be. Without input from concerned individuals, collective points of view are often never discussed or acknowledged.

If you feel you would like to have the International Falls Recreation Hockey board address a concern of yours, please fill this form out in its entirety.

Use the back if necessary.

1. Describe in detail your concern(s).
2. In your opinion, what would a possible solution to your concern(s) be **and** how will it improve the program.
3. Please discuss how you plan to contribute towards the effort of solving this concern or problem.

Signature _____ Date _____

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY OR IT WILL BE DISCARDED

INTERNATIONAL FALLS REC. HOCKEY

**BOARD MEMBERS & SUPPORT STAFF
COACHES & MANAGERS
TEAM ROSTERS & SCHEDULES**

Located on the website:
www.ifallsrechockey.com

**International Falls Recreation Hockey Association
Policy Handbook Agreement
2024-2025**

All athletes must have this signed and returned before participating in practices or games within the International Falls Recreation Hockey Association.

I agree to read the International Falls Rec Hockey Policy Handbook for the 2024-2025 season. I commit to cooperation and philosophical support of its content as well as to adhere to the policies, standards, and guidelines as detailed in this handbook.

Student's Name (Please print)

Grade

Student's Signature

Date

I agree to read the International Falls Rec Hockey Policy Handbook for the 2024-2025 season. I agree to partner with the hockey board and coaches in upholding the rules and procedures outlined. I understand that these rules and procedures will be enforced.

Parent/Guardian's Name (Please print)

Date

Parent/Guardian's Signature