



Inver Grove Heights Hockey Association

Member Handbook

Revision 2
February 2019

Inver Grove Heights Hockey Association

IGHHA is a non-profit organization, governed by the rules of District 8, Minnesota Hockey and USA Hockey. Our goal is provide a positive and competitive hockey opportunity for all boys and girls with the expressed result to be a tradition of excellence at the High School Level. There will be an emphasis on developing hockey and life skills for all players. The needs of all players will be met whenever possible, but the focus and priority of IGHHA will be to develop skilled players in a competitive environment.

The purpose of this handbook is to communicate the goals, expectations and responsibilities of everyone associated with the Inver Grove Heights Hockey Association. Most problems can be headed off or diminished by good communication, and we hope this handbook is a step in that direction.

Please note that this handbook may have changes or alterations as we go along.

The IGHHA Board's mission is to lead and manage the IGHHA Planning, organizing, implementing, and maintaining policies/guidelines that support IGHHA vision.

IGHHA Website: www.IGHHA.org

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General Information

Mission Statement

The Inver Grove Heights Hockey Association (IGHHA) wishes to instill in each child a life long love for the game of ice hockey, the ideal of fair play and sportsmanship, and the development of personal and social skills.

IGHHA Core Values

The core value defined by USA Hockey, and adopted by IGHHA are our guide in planning, program development, and expectations for play:

Sportsmanship: Foremost of all values is to learn a sense of fair play. Be humble in victory, gracious in defeat. We will foster friendships with teammates and opponents alike.

Respect for Individual: Treat all others as you expect to be treated.

Integrity: We seek to foster honesty and fair play beyond mere strict interpretation of rules and regulations of the game.

Pursuit of excellence: Individual, Team, and Organizational levels: 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.

Enjoyment: It is important for the hockey experience to be fun, satisfying, and rewarding for all participants.

Loyalty: We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

Teamwork: We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

History

The tradition of hockey in Inver Grove Heights began with the construction of Simley High School in 1960. The inaugural season for the boy's began that very year and some thirty-five years later was the inaugural season for the girl's of Simley High School. As the high school grew, so did the need for support at the association level.

In 1965, Inver Grove Heights Hockey Boosters were formed by a handful of parents. Games were played at Wakota Arena in So. St. Paul and practices were held outside at local parks. In 1981, the unincorporated Inver Grove Heights Hockey Association was formed as a 501 (c) (3). As more and more kids wanted to participate in hockey, the need for Inver Grove Heights' own hockey arena was apparent. Thus, the "Bubble" was born!

Sixteen years after forming the hockey association, the concept of a hockey arena in the form of a large "Bubble" was brought to fruition. It was one of the coldest facilities around and with extreme, snowy conditions on occasion would collapse, but the "Bubble" belonged to the dedicated hockey families of Inver Grove Heights. From 1981 to 1997, the "Bubble" was home for our hockey players. Today, the Inver Glen Library is located where the "Bubble" used to sit with all of its white dominance!

With the need to raise funds in support of youth hockey in Inver Grove Heights, the association incorporated in 1984 and kept their non-profit 501 (c) (3) status.

1996 brought a partnership with the City of Inver Grove Heights. The hockey community came together with the "Buy a Brick" program to help construct the now "Veterans Memorial Community Center", complete with 2 sheets of ice. The hockey association provides over hundreds of hours of ice each year to its participants. Many hours of practices and games are offered to the Association's boys and girls teams from ages 5 to 18. Many tournaments, district, and regional play-offs are hosted at the "Vets Arena" each year, coordinated through the IGH Hockey Association.

The Inver Grove Heights Hockey Association and its Board Members are continuing in their pursuit to provide a youth hockey program in which the players of today can learn not only the game of hockey, but also the respect, loyalty, sportsmanship, and teamwork it takes to be successful!

Registration

All participants in IGHHA are required to register for participation at the annual open registration typically held late summer. Members will be notified of the dates and times by e-mail and the IGHHA website. Registration will be conducted online via the association website. If you do not have access to a computer, please contact the registrar to who can assist with completing the online registration. Payment of all fees must be arranged at the time of registration, either via credit/debit card or PayPal transaction direct from member bank account. Payment plans may be offered for an additional fee. There may be a fee for late registrations. See Fee and Payments section.

New participants are required to submit a copy of their child's birth certificate, as these will be needed for USA Hockey records. Participants not born in the United States must provide government issued documentation of both birth date and the current status of legal residency.

Registration information will be available on the IGHHA website. You **MUST** register your child for the appropriate age level. Any level move ups will be addressed by the parties involved and handled as outlined in the Move-Up Policy Section.

IGHHA is open to all families who reside in the ISD #199 area or attend school within District 199. Any youth meeting the age requirements for a traveling team may try out for that team.

The IGHHA Board of Directors retains the right to refuse membership to any family for any reason it feels is in the best interest of the association.

Fees and Payments

The registration fee for IGHHA is based on projected operating costs for the upcoming year including IGHHA administrative expenses. Members that have outstanding fees from the prior year will not be allowed to register until those fees are paid in full. A portion of the annual registration fee, to be determined annually by the Treasurer/Director of Finance, is due at registration and payment of all fees must be arranged at the time of registration. Payment options include credit card payment or PayPal payment linked to the member's bank account. One or more payment plan options may be offered and may include an additional fee. Players not paid in full will be allowed to tryout; however, players will not be placed on a team roster or have access to association ice time and/or other events if any electronic progress payments fail due to insufficient funds or a declined credit card. Any such payment failures must be remedied with the Treasurer/Director of Finance.

Timely registration is necessary to formulate teams, levels of play, and schedule ice time, tournaments, etc. There will be a late fee assessed to all returning players registering after the registration deadline unless arrangements have been made with the Registrar prior to or during open registration.

Volunteer fees are committed to at the time of registration, but not collected, unless the association offers a volunteer "buy out", in which case the buy out will be collected at the time of registration. The refund of the volunteer fee will not be prorated. You must complete the minimum required volunteer credits for your family, or the fee will be charged at the end of the season to the payment method chosen at the time of registration. See **Volunteer Hours** for more information.

If your child is moved to a different level, no matter what the reason is, the final fees for the season will be based on the level of play that your child is moved to. The Registrar or Director of Finance will adjust the online registration and collect any difference in fees or issue a refund if applicable.

When hosting a Jr. Gold or U16 teams. Registration fees are due in-full at their sign-up (typically mid November after high school tryouts).

The only payment plans offered are those selectable at the time of registration. If the association offers a need based scholarship program, any members approved for a scholarship will be provided a discount code to apply at the time of registration, which will reduce the fees by the approved amount. To the extent a scholarship is approved after registration is completed and payment completed, the scholarship amount will be refunded.

Refunds

To obtain a refund of a portion of hockey fees in the event a player chooses to no longer participate in IGHHA Hockey, a refund request must be submitted to the Director of Finance, preferably via email (email address posted on IGHHA website). Requests received prior to the first scheduled warm-up or practice, as applicable will be subject to a full refund, less the non-refundable registration commitment fee, and less the mandatory fundraising fee.

Once tryouts or practice has started, refunds will be calculated as total fees billed, less the registration commitment fee and less the mandatory fundraising fee. The remaining amount will be refunded at 50%.

No refund requests will be accepted after December 31 of the current hockey season.

*In the event of a season ending injury or other unforeseen life event, a refund may be made at the discretion of the IGHHA Board of Directors that could exceed the amounts described above. The amount refunded, if any, will be based on several factors such as the date of the injury or life event and the costs incurred by the Association on behalf of the player. No refunds will be given for injuries that occur after December 31st.

Any player officially being selected for and choosing to participate with any High School Varsity or Junior Varsity team may receive a refund at the discretion of the IGHHA Board. The refund will be less the non-refundable registration commitment fee, less the mandatory fundraising fee, and less an estimate of expenses incurred by the association for partial participation in ice-time for the year. These refunds must be approved by the IGHHA President.

The Director of Finance will process refunds within 30 days of request or approval, as applicable, and only after confirming all association owned equipment has been returned to the association hosting the player's team.

Volunteer Hours

In an effort to provide a quality and positive experience for our players, IGHHA requires that each family contribute their time. Volunteer opportunities include concession stand, tournaments, fundraising, tryouts, clinics or other activities that may arise during the hockey season. Notification of upcoming volunteer opportunities will be posted via e-mail and on the website. Each volunteer function will have a contact name and number.

Volunteer credit requirements (based on association needs) and volunteer fee will be determined annually by the Board of Directors and will be billed at the end of the season. The association may choose to offer a volunteer buyout fee, exempting the family from volunteer requirements. Any volunteer buyout fee will be payable with registration fees.

IGHHA hosts a minimum of 3 tournaments per year. IGHHA also operates the concession stand at Veterans Memorial Community Center (VMCC). These are some of our Association's major fundraisers. In order to make these a success, volunteer commitments are required. The volunteer credits earned per hour worked may be different for the different events to ensure adequate incentive to fill all volunteer needs. We encourage everyone to become familiar with running the clock and doing the scorebook as these are usually the last slots to fill. Once you have signed up for a tournament or event, you are responsible for that time slot and for finding a replacement if needed.

IGHHA will use the "Dibs" tool on the IGHHA website to post all volunteer shifts available. The credits earned will be clearly posted as well. Registered members may "claim" shifts via the online tool. Online help is available or you may contact the Volunteer Coordinator for assistance as needed.

The association reserves the right to schedule members who have committed to working volunteer hours to specific shifts. If a scheduled or claimed shift cannot be worked, it is the member's responsibility to release their claim on the shift 7 days prior to the scheduled shift or the member will be subject to a \$25 fine for failure to report to a scheduled shift.

Volunteer forms are no longer required as all shift tracking is done online. At the end of the season, any families who have not completed their required volunteer credits will be charged the volunteer fee payable by the method chosen at the time of registration.

Rostered head coach and first assistant coach, team managers, coordinators, and board members are allotted some volunteer credits, but in most cases the credit given for these roles will not fully meet the minimum requirements. Time spent by parents serving as locker room monitors and working the clock for home games **DOES NOT** count towards volunteer credits, and is expected to be covered by parents throughout the season. Managers should coordinate scheduling these shifts for the team.

Volunteering should not be considered optional. IGHHA is focused on the development of our players with a quality program. In order to execute our plans, including; clinics, tournaments, and providing quality uniforms and proper equipment, we must be responsible with our budget and drive fundraising events to deliver incremental funds. We completely depend on the support of the IGHHA parents and all association members in order to accomplish our goals. We thank you for your past support and hope for continued growth in this aspect of our organization in the future!

Fundraising

Sponsorship/solicitation of local businesses to support IGHHA planned fundraising events organized for all player participation, to benefit all IGHHA players. Fundraising activities will be determined prior to the start of the hockey season. Activities in the past have included selling calendars and raffle tickets. Fundraising is not considered optional. All players are expected to participate in the execution of designated yearly programs to ensure we can manage our budget and keep fees reasonable. No independent fundraising activities by an individual and/or team will be allowed without the prior approval of the IGHHA Board of Directors.

Communication

Communication leads to resolution. Respectful and direct communication is essential to our program. In the event of questions or concerns, the procedures to follow are:

Take the concern directly and privately to the party, coach, parent, official, etc. If the issue cannot be satisfactorily resolved, then:

Take the concern to the Level Coordinator, Director of Coaching and Player Development. See Grievance Policy.

Tryouts and Team Selection

Player evaluators will be comprised of experienced, unbiased (no parents), individuals with extensive hockey knowledge, with experience in previous evaluations (whether with this association or another) to ensure fair and consistent player selection process, to be selected by the Director of Hockey Operations and Director of Coaching and Player Development.

No matter what the position that is held by the individual, it is recommended no parent of a player at that level will be involved in the tryout evaluations and selections of their players level (i.e. level coordinator has a player at that level, returning evaluator from previous year, Board Member, head coach, etc). The potential coaching candidate or non-parent head coach will be involved for the selection of up to the last three players.

All the players per playing level may choose to participate in the tryout process. If the player chooses not to participate in the tryout process, that player will be placed on a "C" Team for his/her playing level, or the lowest level of play for that level for the upcoming season.

The assignment of players to teams to represent the IGHHA shall be made on the basis of ability as determined by the evaluators and ratified by the Board of Directors according to the requirements of this policy. This policy shall remain in effect for subsequent seasons in original form or in such revised form as may be adopted by majority vote of the Board. The IGHHA Board of Directors shall have the sole authority to establish team sizes taking into account the number of players and their skill levels relative to the level (A, B, C) of teams being fielded and the recommendation of the Director of Hockey Operations, Director of Coaching and Player Development, and the HAC. The standard teams will be an A, B and C level of play at each level unless a sound business case is made to the HAC Committee and the Board of Directors will be the deciding body to change the standard.

Selection sessions will be established annually based on the respective number of players anticipated at each age level and shall be set forth in the annual selection policy.

The adoption, rescission, or amendment of this policy shall be done at the discretion of the Board.

Players – please arrive:

1 hour before first grading session to register

30 minutes before remaining sessions

ALL registered youth hockey players will participate in a skills evaluation program. This program will have three segments: individual skills, position/situation play and scrimmages. Placement on teams will be determined by scores achieved during this program. If a group (Bantams, Peewees, Squirts or Girls) only have enough players to field one team, there will be no evaluations for that group.

Player's attire at tryouts must be neutral. No name on the jersey or helmet. The evaluation process will consist of the following:

- Compulsory skills (i.e. skating, stick handling).
 - Demonstrating specific position and situation skills (i.e. 1 on 1, 2 on 1, breakouts, etc.).
 - Exhibit their hockey skills in game situations.
1. A/B pool rosters will be communicated to participants.
 2. Following the A pool scrimmage, the top rated skaters and goalie(s) are assigned to the top level team.
 3. The number of players assigned to teams will be determined by the IGHHA Board.
 4. The process will be repeated for the remaining players for the next level of play.
 5. In the event that two teams are being selected for same level of play, players will be divided equally.
 6. Upon checking in for the first hour of ice, players will be issued pullovers.
 7. Pullovers will be different colors but will have the same number.
 8. PULLOVERS WILL NOT BE COLLECTED AT THE END OF EACH SESSION. It is each player's responsibility to make sure they bring both colors to every session.
 9. Players will be billed for any pullover not returned.
 10. All pullovers will be printed with high-contrast numbers both front and back.

All spectators are asked to remain outside of the rinks during the try-out process

Any player not wanting to play on a team they have been assigned to must make their request to Director of Hockey Operations or in writing. The recommendation will be presented by the Director of Operations to the IGHHA Board of Directors by the next scheduled IGHHA Board of Directors meeting following team selection.

Injury Exemptions

Injury exemptions may be granted prior to or during the start of the selection process by the Board of Directors in cases where an injury or illness, supported by written documentation from a physician, prevents a player from participation in the selection process or impairs the player's ability to perform at his/her level of proficiency.

All injured players will be given adequate time based on the nature of the injury to be evaluated by the selection committee. Until that time, they will be placed on the lowest level team and work their way up based on evaluations. All rosters need to be finalized by December 31st per District 8 policy.

Ratification of Rosters

The Board of Directors shall ratify the team rosters at the next scheduled Board meeting following the conclusion of team selections. The Director of Operations and the Director of Coaching and Development shall be present to advise the Board as to any additional comments provided by coaches and to make the official recommendations of the Selection Committee. Based upon the recommendation of the Selection Committee and all pertinent information, the Board shall then ratify each roster. The Board reserves the right to amend rosters up to December 31st.

Move Up/Move Down Policy

It is IGHHA's policy that players should play on teams as defined by Minnesota Hockey age groups and classifications. While some players may be more advanced at a particular age than others, the IGHHA agrees with USA Hockey that overall development of the player emotionally and physically is best served by having him or her progress normally through age levels and team classifications. The IGHHA does recognize situations could arise beyond the normal scope of this policy. Some situations in which a player move-up would be considered are: (1) the player wishes to play with his/her grade level, (2) players are needed at an older level to complete a team, or (3) a last year Mite/U8 level player is advanced enough to play at the Squirt/U10 A level.

Last Year Mite/U8 Player Advancement

In the interest of providing the best opportunity for the most advanced players in the IGHHA Mite/U8 program, any last year Mite/U8 participant that is advanced enough both emotionally and physically to play at the Squirt/U10 A level will be given the opportunity to tryout for the respective top level team. The decision to allow a last year Mite/U8 player to tryout for the Squirt/U10 A level will be at the discretion of the IGHHA Board of Directors with guidance from the IGHHA Director of Coaching and Player Development and the HAC. If, upon completion of the tryout process, the last year Mite/U8 participant does not make the Squirt/U10 A level team, the participant will return would return to the Mite/U8 level to play with their peers unless another move up scenario would apply.

Player Movement By Grade Level

Traditionally, the IGHHA has had a strict policy of placing a player within their age appropriate level. The IGHHA has implemented a plan which gives consideration to moving up within our programs. For the player that is not eligible for the level of their “peer grade” per the birth date parameters, they will have the opportunity to play up a level should they choose. This affects young aged players relative to their grade as follows:

Player not eligible (per birth date) for:	But Entering:
Mites	2nd Grade
Squirts & Girls 10 & Under	4 th Grade
Pee Wee & Girls 12 & Under	6 th Grade
Bantams & Girls 14 & Under	8 th Grade
Junior Gold & Boys 16 & Under	10th Grade

These players will have the opportunity to move up a level with their grade, should they choose. Once they have chosen to register and tryout at that level, they will have to stay in the pool they have selected to tryout. However, a player electing this option will be allowed only two years at each level (U10/Squirts through Bantams) unless approved by the Board of Directors to play at the level for three years. This policy is designed to socially help players in the younger levels and to better prepare the older players for High School age options by having the opportunity to play two years of Bantams before tenth grade.

Players Needed at an Older Level to Complete a Team

The following guidelines will apply:

1. There must be room at the level to accommodate a player move-up.
1. Players from the lower level evaluations will be offered the opportunity by the Director of Hockey Operations to move-up in order of ranking from evaluations. Only final year players will be chosen. These players will be given the opportunity to only play on the “C” team at that level. This player will play three years at that level.
2. Move up only allowed at the discretion of the Board of Directors.
 4. The number of players needed to be moved up to fill teams will be determined by the Board of Directors.
 5. The Director of Hockey Operations will contact parents of potential players that would be asked to move up to complete the team.

Note: In all situations IGHHA reserves the right to regulate the number of players and teams at all levels and oversees the movement of players.

Player Movement Within the Same Division

Once having been selected to an IGHHA team, a player may be moved to a different team on a case by case basis only, and approved by the IGHHA Board of Directors.

NOTE: Due to the availability of players at each age level of the girls program, the move up policy may be modified at the discretion of the board and girls coordinator in order to build successful teams.

The HAC Committee will consider all requests with the player's physical safety and emotional wellbeing first and foremost. The integrity of the IGHHA will NOT be compromised by any player move-up. All HAC recommendations must be approved by the IGHHA Board of Directors

Coaching Application and Selection

Coaches who are coaching other teams (i.e. Head coach of another USA Hockey team, High school team or college team) cannot be listed as a head coach for IGHHA.

Coaching applicants must have hockey knowledge and basic skills, and must be able to communicate effectively with players and parents. Coaches should exhibit the traits of dedication, be respected by peers, players, and parents, have the ability to motivate, be organized in practice, games, and communication, and adhere to USA Hockey Coaches' Guidebook.

- All coaching candidates must fill out an application (located in forms section on IGHHA website) and return to Director of Coaching and Player Development by August 1st.
- New coaches will be interviewed by the Coaches Selection committee. Returning coaches and those who have coached in past seasons may not be interviewed, unless there has been a concern with that coach from a previous season. That coach may be called in to give his or her side of the issue, and the final decision will be up to the Board of Directors.
- Coaches will be selected and recommended to the Board by the Coaching Selection Committee. Returning non-parent coaches will get first available teams. If a coach had a team, for example, Bantam B and he or she wants to return to that team, he or she will be asked first. Non-parent coaches are preferred but not required. It is highly recommended that there be a Non-parent coach assigned to the 'A' teams if possible.
- Copies of certification must be submitted to the Director of Coaching and Player Development and be in the team handbook.
- Selected coaches will be contacted as to when the first coaching meeting will be held and will be required to attend.
- Head Coaches may be selected at any time.
- The Coaches Selection Committee reserves the right, along with the recommendation from the Board of Directors, for approval or disapproval of all coaches.
- Head coaches are responsible for selecting their assistants, including team manager.
- Parent head coaches must wait until tryouts are completed and players are assigned to each team before they select their assistant(s) coach(es).
- All coaches must have clear knowledge and understanding of the Coaches Manual, IGHHA Policies & Procedures and District 8 rules.

NOTE: At any time a referee may check for your USA Hockey Certification card. Prior to the start of any game the Official Scorer will enter on the score sheet, the signature of all coaches, one of whom shall be designated as Head Coach, along with their CEP card number, the CEP level and the year their CEP level was attained.

All head coaches and assistant coaches will be required to carry the proper certification. It is very common to be asked for your coaching card at tournaments, especially at year end play-offs and regional qualifiers. Coaches should carry their cards on their person and have copies of their certification in the team book, along with all player birth certificates, and red card.

Log on to www.USAHockey.com to get information regarding the certification process, training locations, timing, and fees. The cost of the certification process will be reimbursed by the IGHHA. Each coach must provide copies of their coaching card with current level sticker and receipt from the clinic.

Coaches Responsibilities and Duties

Coaches will promote team spirit, sportsmanship and good conduct at all times keeping in mind that the player is the most important part of the program and that learning, developing and effort are as important as winning. All coaches must know and understand the rules of the game and share that understanding with the players. This includes USA Hockey, Minnesota Hockey, District 8 and IGHHA rules and policies.

1. A coach's main objective is to teach and develop hockey skills.
2. The coach will conduct at least two parent/player team conferences during the season to inform, educate, and/or discuss appropriate matters that will be experience throughout the season. This should be a positive and informative experience. Encourage parents to familiarize themselves with the IGHHA handbook.
3. Coaches are to complete a beginning and end-of-the-year evaluation of each player. Completion dates for the beginning of the year evaluation must be completed no later than January 1st and the end of the year evaluation must be completed by March 1st.
4. Coaches are responsible for all communications to players/parents and it should be done in a timely manner.
5. Coaches will participate in periodic coaches meetings.
6. All coaches participating in on-ice activities, practices and/or scrimmages are required to wear a current HECC approved hockey helmet and the chin strap must be buckled at all times – there are no exceptions.
7. Coaches should use discretion to keep practices and games in good proportion.
8. Coaches are required to play all players as equitably as possible.
9. Coaches must be at all games and practices or arrange for a proper substitute.
10. The Coach and/or assistant coach is required to be in the locker room with his/her team until the last participant has left the locker room. In the case of a male coach or a female coach, coaching the opposite sex, the coach may recruit a gender appropriate parent or designate the team manager to be in the locker room as a monitor while players are removing equipment.

11. If a coach finds that for a game they are below 10 players they may approach other same level team(s) (head coach) along with the level coordinator to borrow a player, or they may approach the top team for one level below their current play (head coach) and that level coordinator to borrow a player. If a player is needed more than once, it must be a different player each time (district 8 rule). Do not contact player or parent of player prior to contacting the head coach and level coordinator for approval.
12. Secure all jerseys and goalie equipment at the end of the year. Coach will also collect all the jerseys at the team's final game.
13. Coaches have the authority to set discipline standards including playing time.
14. Failure to adhere to and enforce IGHHA and District 8 rules and procedures will be addressed by the Board of Directors. Consequences for such failures may include the enforcement of disciplinary measure at the discretion of the Board of Directors. See Coaches Disciplinary Guidelines.
15. In the event there is an incident with a player, parent, or fan, the coach must fill out an incident report within 48 hours of the incident and submit it to the Level Coordinator for documentation and review. Next steps will be determined by the Director of Hockey Operations and the IGHHA Board of Directors.
16. Plan practices so they are organized, constructive and interesting. Major objectives are player and team improvement. Develop each player as much as possible within the limits of the player's ability. Teach players to praise, not criticize each other. Advise the team as a whole and the players individually of their strengths, weaknesses and the progress they are making.

Eligibility Certification Coaching Requirements:

Coaches will complete required certification per standards set by USA Hockey and Minnesota Hockey.

Code of Conduct

The IGHHA has adopted a Board of Director, Coach, Player, and Parent Code of Conduct to provide a basis for conduct and discipline for the current hockey season. The actions of a coach, player and/or parent(s)/guardian(s) may cause privileges to be revoked. If a violation does occur, procedures relative to an initial, subsequent, or chronic offense are outlined. **This is not intended to be a complete list of violations. IGHHA Board of Directors or designated authority hold the right to take further action based on the seriousness of the offense.**

IGHHA will require board members, coaches, players and parents to acknowledge Code of Conduct statements for the current hockey season agreeing to their eligibility to participate in IGHHA activities governed by the Code of Conduct and policies outlined in this handbook and policies developed by the IGHHA Board of Directors throughout the hockey season. Violations of these rules and policies may result in loss of playing time and/or suspension from the IGHHA.

Background Checks

IGHHA follows the policy adopted by Minnesota Hockey to reduce the risk of young players becoming a victim of abuse. To carry out this policy, coaches, referees, board members and officers of Minnesota Hockey and its affiliates are required to consent to random background checks each year. Screening forms can be found on the Links tab on the IGHHA website. Anything concerning the HAC committee will be discussed with the coaching candidate and will remain private. The HAC committee will determine final approval of all candidates.

Board of Directors, Coaches, Players, and Parents are subject to Codes of Conduct and Responsibilities as outlined by USA Hockey and adapted by IGHHA.

Board of Directors' Code of Conduct and Responsibilities

1. Consider and act in the best interests of the Association as a whole.
2. Strive to offer the highest quality hockey experience possible for all participants.
3. All stakeholders are important: coaches, parents, opponents, officials, and most importantly - the players.
4. Exemplify the Parents Code of Conduct. Set a high standard of behavior and sportsmanship.
5. Work cooperatively and constructively with other Board Directors. Deliver on your responsibilities; assist others to understand and deliver on their responsibilities.
6. Attend Board meetings and support Board decisions.
7. Be available to membership. Listen to membership concerns and suggestions. Respond promptly to all inquiries.
8. Be an advocate for Inver Grove Heights Hockey. Support our programs at all levels.
9. Be a positive ambassador of Inver Grove Heights Hockey within the greater hockey community and community at large.

Coach's Code of Conduct and Responsibilities

1. Lead by example both on and off the ice and set a standard so high that the community and IGHHA, including all coaches, players, parents and fans, will be proud.
2. Support the IGHHA mission statement and philosophy and USA Hockey core values.
3. Winning is a consideration, but not the only, nor the most important one. Care more about the child than winning the game.
4. Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
5. Demonstrate a positive attitude to players, coaches and officials. The coach needs to uphold the authority of the officials.

6. Be generous with your praise when it is deserved; be consistent, honest; be fair, and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
7. Adjust to personal needs and problems of your players; be a good listener.
8. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
9. Encourage all players to be team players.
10. Communicate with players and parents and handle all matters in a professional manner keeping in mind that the primary responsibility is to the whole team and not to any one individual. Document consistent action deviating from our values.
11. Be concerned with the overall development of your players. Stress good health habits and clean living.
12. The coach should appoint the team manager or team parent to handle finances, scheduling, team communication, etc.
13. Maintain an open line of communication with your player's parents. Explain the goals and objectives of IGHHA and any other pertinent matters.
14. Be prepared and plan ahead for all practices.
15. Strive to be present at practices and games. Make arrangements for assistant coaches to run practices when unable to attend.
16. To play the game is great; to love the game is greater. Make the game fun.

Coach's Rights

- To be treated with respect by players, parents, Board members, and the IGHHA.
- Access to necessary safety and practice equipment.
- Access to all resource material available through the IGHHA.

Coach Disciplinary Guidelines

The following guidelines for coaches will be in effect for all IGHHA sponsored events, including but not limited to games, practices, scrimmages, team meetings, and association events. All offenses are subject to documentation. Consistent or circumstantial action which deviates from the responsibilities and values outlined above and defined by the IGHHA in this handbook or throughout the course of the season, or which disrupts the ability of the team to function, the ability of other players to learn, or the assisting coaches assigned to the team ability to teach, will not be tolerated. Coaches are subject to and must agree to the following process.

- Verbal or written warning from the Director of Hockey Operations, IGHHA, MN Hockey, or District 8 which may lead to suspension
- Game suspensions to be determined by the Director of Coaching and Development.
- Removal from coaching and/or the IGHHA to be recommended by the Director of Coaching and Development with final approval from the IGHHA Board of Directors.
- Allow a one-day —"cooling off" period from the time of the violation.
- 1st step will be to approach the party in question to review the situation.
- If not satisfactory, 2nd step is to contact the Level Coordinator.
- If not satisfactory, 3rd step is to contact Director of Hockey Operations.

The Level Coordinator in consultation with Director of Hockey Operations will assess the situation and respond as follows:

Initial Offense - Coach may be excused from coaching the next proceeding game, as defined by Minnesota Hockey, by the Level Coordinator in consultation with the Director of Hockey Operations. The IGHHA Board of Directors may be informed of the coach's actions. Based on the seriousness, the Board may take further actions

Subsequent Offense - Upon the 2nd Offense in the same season, the IGHHA Board or the Designated Authority will serve as the Discipline Committee (Conduct Review Board) will be notified. This Review Board, consisting of the President, Hockey Operations, and Level Coordinator, will conduct a hearing with the coach and any affected parties. In the event there is a conflict of interest with the members of the IGHHA Board or Designated Authority serving as the Discipline Committee (Conduct Review Board), the IGHHA Board of Directors will be responsible for appointing replacements. Discipline consistent with the violation may be given, as well as placement on probation.

Chronic Offense - Suspension from all team activities for the remainder of the season, following another IGHHA Board or Designated Authority serving as the Discipline Committee (Conduct Review Board) hearing. NO REFUNDS OR EXEMPTION FROM FUNDRAISING RESPONSIBILITIES AND IGHHA PAYMENTS WILL BE GIVEN TO PARENT COACHES NOR ANY PAYMENT BE MADE TO NON PARENT COACHES SHOULD THE REVIEW BOARD RULE AGAINST THE COACH.

Player's Code of Conduct and Responsibilities

1. Play for the love of the game.
2. Have pride and confidence in yourself.
3. Respect your opponents, your coaches, your parents, your teammates, and officials.
4. Be a competitor, perform up to your ability and contribute to team unity. Compliment teammates and let the coach handle criticism.
5. Be a team player – get along with your teammates.
6. Accept the decision of coaches' and officials – respect their judgment.
7. Play within the rules of the game. Always be a good sport.
8. Be on time for all games and practices.
9. Never argue with coaches' or official's decisions.
10. Work hard to improve your skills.
11. Be generous in victory and gracious in defeat.
12. Respectful conduct on and off the ice. This will include at all arenas and all locker rooms whether in practices, scrimmages, or games.
13. Use approved equipment; keep it clean and in good repair.
14. A responsible attitude toward your health - - be aware of, and adhere to, the IGHHA policy on drinking, smoking and drugs.
15. Remember that you, as well as your team, represent our community. It is your responsibility to act accordingly whenever you represent IGHHA.
16. Maintain good school habits, grades, attendance.

Player's Rights

- To be treated fairly and with dignity.
- To be able to participate at a level commensurate with maturity and ability.
- To be able to participate in a safe and healthy environment.
- To have fun playing the great game of hockey.
- To have an opportunity to develop ability and strive for success.
- To be taught fundamentals and sportsmanship.

Player Disciplinary Guidelines

The following guidelines for players will be in effect for all IGHHA sponsored events, including but not limited to games, practices, scrimmages, team meetings, and association events.

Consistent or circumstantial action deviating from these values, or which disrupt the teams' ability to function, other players' ability to learn, or the coach's ability to teach, will not be tolerated. Players are subject to and must agree to the following consequences and procedures. All offenses are subject to documentation.

Initial Offense - Player's coach may limit playing time, up to 1 game maximum, and notify the Level Coordinator and/or Director of Hockey Operations of player's actions. Based on the seriousness, the IGHHA Board or the Designated Authority will serve as the Discipline Committee (Conduct Review Board) will be notified. This Committee (Review) Board, consisting of the President, Director of Hockey Operations, and Level Coordinator may take further actions.

Subsequent Offense - Upon the 2nd Offense in the same season, the IGHHA Board or the Designated Authority will serve as the Discipline Committee (Conduct Review Board) may be notified. This Board or the Designated Authority will serve as the Discipline Committee (Review Board), consisting of the President, Hockey Operations, and Level Coordinator, will conduct a hearing with the player's parent(s), the player (optional), and the coach. Discipline consistent with the violation may be given, as well as placement on probation.

Chronic Offense - Suspension from all team activities for the remainder of the season, following another Board or the Designated Authority will serve as the Discipline Committee (Conduct Review Board) hearing. NO REFUNDS OR EXEMPTION FROM FUNDRAISING RESPONSIBILITIES WILL BE GIVEN SHOULD THE BOARD OR THE DESIGNATED AUTHORITY WILL SERVE AS THE DISCIPLINE COMMITTEE (REVIEW BOARD) RULE AGAINST THE PLAYER.

The Board will have the right to remove a family permanently from the association due to chronic offenses during the family's participation in IGHHA.

Parent's Code of Conduct and Responsibilities

1. Support the philosophies and policies of the IGHHA.
2. Do not force your children to participate in sports, but support their desire to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
3. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
4. Don't compare your child with other players. Be honest with yourself about his/her capabilities.
5. Maintain self-control and exemplify good sportsmanship, refraining from public criticism of officials, coaches, parents and players.
6. Support your coaches. Remember that they have many players for whom they are responsible.

7. Recognize the importance of coaches. Communicate with them and support them.
8. Study and know the rules of the game; support the officials on and off the ice.
9. Arrange transportation to and from games, practices, scrimmages and tournaments.
10. Remember that you, as well as your team, represent our community.
11. Take care of your financial responsibilities to the IGHHA promptly.
12. Remember the locker room is for the players and coaches, respect team rules regarding access.
13. Attend board meetings. Provide feedback and build your understanding of the association's activities.
14. Teach your child to have fun and enjoy competition. Applaud a good effort in victory and in defeat. Enforce the positive points of the game.
15. Fulfill your voluntary obligation to Inver Grove Heights Hockey Association
16. You are the most important example to your child. Be everything you want your child to be.

Parent's Rights

- To have their player(s) and themselves treated fairly, with dignity and respect.
- To have their player(s) playing and practicing in a safe and healthy environment.
- To have their player(s) engaged in playing and practicing activities that increase his/her skill and enjoyment of the sport.
- To have the right to communicate directly with anyone associated with the association (coaches, board, etc.).

Parent Disciplinary Guidelines

The following guidelines for parents will be in effect for all IGHHA sponsored events, including but not limited to games, practices, scrimmages, team meetings, and association events. All offenses are subject to documentation.

Consistent or circumstantial action which deviates from the responsibilities and values outlined above and defined by the IGHHA in this handbook or throughout the course of the season, or which disrupts the ability of the team to function, the ability of other players' to learn, or the ability of the coaches' to teach, will not be tolerated. Parents are subject and must agree to the following process.

- Allow a one-day "cooling off" period from the time of the violation.
- 1st step the coach and the party in question will discuss the situation.
- If not satisfactory, 2nd step – either party should contact the Level Coordinator.
- If not satisfactory, 3rd step – either party should contact Hockey Operations.

Initial Offense – The IGHHA Board or the Designated Authority will serve as the Discipline Committee (Conduct Review Board) will be notified. This Board or the Designated Authority will serve as the Discipline Committee (Review Board), consisting of the President, Director of Hockey Operations, and Level Coordinator, will conduct a hearing with the parties involved. Discipline consistent with the violation may be given.

Subsequent Offense(s) – Upon subsequent offenses in the same season, the IGHHA Board or the Designated Authority will serve as the Discipline Committee (Conduct Review Board) will be notified. Discipline consistent with the violation may be given, as well as placement on probation.

Chronic Offense(s) – Parent may be suspended from all team activities for the remainder of the season, following another Board or the Designated Authority will serve as the Discipline Committee (Conduct Review Board) hearing. NO REFUNDS OR EXEMPTIONS FROM FUNDRAISING RESPONSIBILITIES AND IGHHA PAYMENTS WILL BE GIVEN SHOULD THE BOARD OR THE DESIGNATED AUTHORITY WILL SERVE AS THE DISCIPLINE COMMITTEE (REVIEW BOARD) RULE AGAINST THE PARENT.

The Board will have the right to remove a family permanently from the association due to chronic offenses during the family's participation in IGHHA.

Fair Play/Equal Play Policy

The IGHHA recognizes that it is important for all players to develop in all areas of the game. For this reason, it is the policy of the IGHHA that each player is allotted FAIR PLAYING TIME. Playing time during games and scrimmages should be relatively equal for each player. All players (at appropriate age levels) should also be given practice time in which they have the opportunity to practice special team situations that will occur during games.

Squirt/U10 or younger levels

IGHHA policy states that Coaches rotate lines equally. Players should not be held back from their regular shift for any reason other than injury. The focus is on developing all players at these ages, and it is highly recommended that players be encouraged to play both offensive and defensive positions throughout the year. Coaches will have some discretion during league playoffs, districts, regions and state tournaments in order to maximize team strength in game situations.

PeeWee/U12/Bantam

IGHHA policy states Coaches will rotate lines equally and that every player will have ample time in practice to develop special team skills (power play, man short, unique plays, special face-offs) that will be used in game situations. Coaches will have some discretion during league play-offs, districts, regions, and state tournaments in order to maximize team strength in game situations.

In scrimmages, regardless of level, all players should be given the opportunity to play equal time, including special game situations.

The IGHHA Board and HAC Committee will monitor this closely. Failure to comply with the fair play policy may result in the dismissal of the coach from his/her coaching duties.

Junior Gold/16U

There is more coaching flexibility at this level for the coach (at their discretion) to move players out of normal line rotations in important games, tournaments, or playoffs.

The coach can establish designated power plays or shorthanded units in critical situations but these units cannot be used on a routine basis or when the game is completely in control. Playing time for players shorted ice time should be made up later in another game so that all players can learn to play in these units.

Goalies can also be rotated out of normal sequence (method of rotation determined solely by the coach) in critical games but playing time should be made up in another game.

Appendix A - IGHHA Positions

IGHHA Board of Director Positions

The duties and responsibilities of the officers of the IGHHA Board of Directors (President, Vice President, Secretary, and Treasurer) are listed in the IGHHA By-Laws available on the IGHHA website: www.IGHHA.org.

Officer Positions

President

1. Chief Executive Officer of the Corporation.
2. General and active management of the Corporation.
3. Implements the resolutions and orders of the Board of Directors.
4. Presides at all meetings of the Board of Directors.
5. Oversee the Ice Coordinator and Safe Sports Coordinator.

Ice Coordinator

1. Negotiate, secure, and schedule ice hours for all teams including warm-ups, try outs, practices, scrimmages, games, and tournaments.
2. Communicate with the city of Inver Grove Heights, coaches, level coordinators, managers, and other affected parties ice schedules, and any changes to the schedules.
3. Work with other area hockey associations when a coop agreement is in place with multiple associations to determine ice needs.
4. Review and approve all ice bills to verify charges are correct.

Secretary/Director of Communications

1. Communicates to IGHHA membership Board meetings including location and time.
2. Work with Board to coordinate announcements and schedules.
3. Publish and distribute as needed, all pertinent information for IGHHA.
4. Complete Minnesota Secretary of State Minnesota Nonprofit Corporation Annual Renewal by December 31 of each year.
5. Post all updated Forms and Policies on the website.
6. Solicit bids for photography of association team and individual photos and coordinate team photo event.
7. Maintain and update the IGHHA website. This includes update home page when requested with current information, updating sponsors, Board member information, registration information, warm-up hours, coaching information, coordinator information, tournament schedules, volunteer hours and any other pertinent material as required.
8. Monitor web for problems. If a problem occurs, resolve and repair in a timely manner.

9. Create links on website to email, forms, applications, other sites and any other information as required (i.e. www.stickstats.com).
10. Update photos on website as required in a timely manner.
11. Respond to email in a timely manner.
12. Forward all IGHHA highlights to Let's Play Hockey for potential feature information.
13. Must have knowledge of Excel, Word and Front page software.
14. Attend all Board of Director meetings and record all meeting minutes.

Treasurer/Director of Finance

1. Responsible for the corporate funds, securities and transactions of IGHHA. Keep full and accurate accounts of receipts and disbursements in account books belonging to the IGHHA. Deposit of funds and valuable effects in the name and to the credit of the IGHHA in depositories designated by the Board of Directors.
2. Oversee Registration Coordinator.
3. Attend all meetings of the Board of Directors.
4. Respond to any government inquiries regarding the finances of the association.
5. Reports of the Chairman of the Board and Board of Directors.

Registration Coordinator

1. Advertise annual registration in Parks and Recreation fall brochure and other publications as appropriate.
2. Coordinate annual registration process.
3. Register all coaches and corresponding background checks.
4. Compile all team books and rosters in accordance with rules established by USA Hockey/MN Hockey/District 8 and have them approved by District 8.
5. Communicate teams and contact information to team managers.

IGHHA Director Positions

Director of Hockey Operations

Oversee Team Managers, Level Coordinators, and Equipment Coordinator.

1. Recruit, interview and recommend all level coordinator to IGHHA BOD for approval.
2. Train, mentor and supervise all Level Coordinators and Manager's.
3. Mentor level coordinator in handling any parent/coach conflicts
4. Act as a liaison between Level Coordinators and IGHHA BOD.
5. Acts as a liaison for tryout committee.
6. Facilitate all communication between IGHHA BOD, Level Coordinators, Managers and parents.

7. Set-Up and conduct the Manager's meeting. Review and distribute Manager's Manual regarding duties and responsibilities.
8. Respond to email in a timely manner.
9. Knowledge and enforcement of all policies and guidelines as set by USA Hockey, MN Hockey, District 8 and IGHHA.

Team Manager

1. Coordinate (with the coaches input) line up scrimmages, referees (for scrimmages), tournaments (other than association directed) and team meetings. Update team page and calendar on the IGHHA website in a timely manner.
2. Act as team liaison between players, parents, coaches, tournament officials and others. Provide (or appoint another person) press releases for Let's Play Hockey and the IGHHA web site at www.IGHHA.org.
3. Manage all forms and documentation required by District 8, IGHHA, or tournament officials including rosters. Ensure that the roster stickers with player names and jersey #, along with coach's names and certification #'s are prepared and brought to each game (4 stickers). Ensure that there is someone to run the clock, penalty box, and scorer book for home games.
4. Collect equipment, jersey's, player roster book, and other items supplied by IGHHA for return to the equipment coordinator.
5. Coordinate with the coach to follow the required District 8 process for rescheduling games.
NOTE: THERE IS A POTENTIAL FEE INVOLVED FOR RESCHEDULED GAMES. Please notify the ice coordinator if a home game needs to be rescheduled.

If your team cannot make a scheduled practice or needs to move previously scheduled game, please notify the Ice Coordinator immediately.

6. Assist Director of Communications with team photo event as necessary.

Level Coordinator

1. Interested candidates should contact Director of Hockey Operations. Director of Hockey Operations will make final recommendations to the IGHHA Board of Directors. The Board of Directors must approve appointment of the Level Coordinator.
2. Act as liaison between coaches and IGHHA Board of Directors.
3. Act on behalf of all players' level to ensure program has optimal results and demonstrates continuous improvement.
4. Serve on the Hockey Advisory Committee (HAC) as a voting member.
5. Primary contact person to help confidentially resolve issues between parents, players, coaches and board of directors.
6. Level coordinators should not be head coaches or hold other key positions within the organization (i.e. board members).
7. Assist Director of Coaching and Player Development with the tryout process.
8. Assist Director of Communications with team photo event as necessary.
9. Assist Tournament Coordinator when required.

Equipment Coordinator

1. Competitively price, purchase and distribute jerseys for all teams. Responsible for collection at the end of the season.
2. Competitively price and purchase items for medical bags which should include: ice packs, band-aids, tape, gauze, rubber gloves, Bactracin ointment, ace bandages, anti-bacterial spray, etc.
3. Competitively price and distribute pull-over's as needed for try outs. Collect them after tryouts unless making other arrangements to keep them longer.
4. Distribute and collect medical bags to all team managers.
5. Purchase and distribute pucks to all teams.
6. Maintain goalie equipment including repairs and purchasing new equipment. IGHHA supplies chest protector, glove and blocker, and leg pads.
7. Purchase and coordinate the sale of socks and old jerseys.
8. Manage fee for goalies that choose to keep the equipment over the summer (\$25.00 fee per player).

Director of Coaching & Player Development

Oversees the Hockey Development Program and includes recruiting, interviewing and making recommendations to the IGHHA BOD for all levels of coaches.

1. Oversee Hockey Advisory Committee (HAC).
2. Oversee all Coaches.
3. Establish developmental and instructional expectations for coaches.
4. Provide support and feedback for coaches at all levels to ensure developmental expectations are being met.
5. Facilitate all communication between the coaches and IGHHA BOD, District 8, Level Coordinators and parents.
6. Provide player development programs geared towards improving fundamental skills for each player.
7. Provide a fair and impartial tryout procedure and ensures its execution and integrity.
8. Chair HAC committee and communicate plans and recommendations to IGHHA Board of Directors.

Hockey Advisory Committee (HAC)

1. Chaired by the Director of Coaching and Player Development:
2. Members will be appointed by the chairman.
3. Develop player and coaching programs in an effort to create a uniform, consistent approach.
4. Provide support and education for coaches and players through instructional seminars, meetings and other venues when available.
5. Work with Director of Hockey Operations to make key decisions and recommendations regarding the development and execution of IGHHA player programs to the IGHHA Board of Directors.
6. Research and recommend outside development programs for all levels of hockey.
7. Communicate opportunities for improvement and share findings from other programs that could benefit IGHHA.

8. Provide recommendations for levels of play and number of teams.
9. Provide feedback on coaching applicants.
10. Manage parent's expectations.

Director of Administration

Oversee Tournament Coordinator and Volunteer Coordinator

Tournament Coordinator

Lead the Tournament Committee and partner with Ice Coordinator and other area hockey associations when a coop is in place to identify home tournament levels, dates, and reserve ice hours.

Home Tournaments

1. Secure advertising in Let's Play Hockey and other resources as needed.
2. Solicit teams and collect fees and rosters.
3. Coordinate referees, EMTs, vendors, and District 8 sanctioning.
4. Ordering of trophies, gift bags, programs, roster information, and any other material as required.
5. Production of tournament programs, including team rosters, brackets, and sponsorship advertising as appropriate.
6. Ensure all the proper information and supplies are available in the arena.
7. Coordinate score sheets for all games and ensure copies are given to teams and turned into District 8.
8. Partner with Volunteer Coordinator to ensure lobby and rink duties are fully staffed.
9. Partner with Level Coordinators to develop and offer training for rink duties.
10. Attend home tournaments as required.
11. Ensure all funds are securely deposited at the end of each day.

Away Tournaments

Secure all away tournaments for Inver Grove Heights teams and communicate to level coordinators, coaches and manager's of the dates and locations.

Volunteer Coordinator

1. Ensure all events are staffed appropriately.
2. Recruit volunteers for events when needed.
3. Approve volunteer hours to Director of Finance before refunds are issued.

Director of Ventures

Oversee Recruiting and Retention Coordinator, Concession Stand Coordinator, and Fundraising Coordinator

1. Solicit advertising sponsors for dasher boards.
2. Coordinate required materials from advertisers and distribute to printer.
3. Order lexan covers from approved vendor for dasher boards.
4. Coordinate placement and installation of the lexan covers with the City of Inver Grove Heights.
5. Notify Director of Finance to submit billing to advertiser.
6. Follow-up with Director of Finance on any outstanding advertiser bills.

Recruiting and Retention Coordinator

1. Coordinate the annual Let's Try Hockey event(s), including distribution of advertising materials as required to the local elementary schools. Secure advertising of the event in the fall IGH Parks and Recreation brochure.
2. Coordinate representation of the event during the elementary school open houses.
3. Coordinate representation in the annual IGHHA Day Parade.
4. Follow-up with previous year players not registered for the current year to identify why and communicate to Board of Directors.
5. Organize the end of year ad in Lillie Sun News.

Concession Stand Coordinator

1. Order concession stand supplies from various vendors as needed. Also purchase additional items not supplied through vending distributors.
2. Responsible for coordinating the opening and closing schedule.
3. Coordinate maintenance repair of equipment, etc. as needed.
4. Manage inventory for all concession stand items.
5. Conduct forecasts and create sales projections.
6. Conduct price comparison of current items to determine market price average.
7. Review current trends of available concession stand items.
8. Analyze cost, profit, margin pricing.
9. Update concession stand schedule as necessary to provide coverage for concession stand including events non-association related. Notify Volunteer Coordinator for volunteer recruitment.
10. Provide concession stand training as needed.
11. Recruit volunteers as needed.
12. Manage additional responsibilities as needed (i.e. getting keys made, laundry, etc).

Fundraising Coordinator

1. Develop, organize, and coordinate key fundraising events and opportunities for the benefit of the entire IGHHA.
2. Plan broad based fund raising events for the entire association that benefit all IGHHA players.
3. Oversee annual raffle or similar fundraiser, if applicable
4. Secure sponsors, both current ones to renew their commitment, and solicit new ones to support the IGHHA program financially.

Appendix B - Player Equipment Requirements

Equipment	Mini-Mites	Mite/U8	Squirt/U10	Pee Wee/U12	Bantam/ U14/U16
Approved Helmet*/Mask (chin strap required)	R	R	R	R	R
Approved Mouth Guard	R	R	R	R	R
Shin Guards	R	R	R	R	R
Athletic Cup Support / Pelvic Protector	R	R	R	R	R
Breezers*	SS	R	R	R	R
Shoulder Pads	SS	R	R	R	R
Elbow Pads	R	R	R	R	R
Hockey Gloves	R	R	R	R	R
Throat Protector	SS	SS	SS	SS	SS
Hockey Stick	R	R	R	R	R
Hockey Skates	R	R	R	R	R
Hockey Bag to transport equipment with proper identification	SS	SS	SS	SS	SS

(R) = Required (SS) = Strongly Suggested

*IGHHA strongly recommends red helmets and breezers.

Appendix C - Policies

The following policies will be followed by IGHHA in accordance with those defined by both USA Hockey and Minnesota Hockey. Detailed information on these handbook policies can be found on their respective websites (usahockey.com, minnesotahockey.org). Handbooks can be downloaded and are available in a PDF format.

Zero Tolerance

It is the policy of the IGHHA that there shall be a zero tolerance policy requiring all coaches, players, parents, officials, team officials, and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all games. IGHHA will adhere to the guidelines set forth by USA Hockey and/or Minnesota Hockey. More information about these policies can be found in their respective handbooks.

Sexual Abuse

It is the policy of the IGHHA that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, training camps, hockey clinics, coach's clinics, tournaments or other IGHHA events. IGHHA will adhere to the guidelines set forth by USA Hockey and/or Minnesota Hockey. More information about these policies can be found in their respective handbooks.

Physical Abuse

It is the policy of the IGHHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs. IGHHA will adhere to the guidelines set forth by USA Hockey and/or Minnesota Hockey. More information about these policies can be found in their respective handbooks.

Screening

It is the policy of the IGHHA that it will not authorize in its directly control program any volunteer or employee who has routine access to children who refuses to consent to be screened by USA Hockey before he/she is allowed to have routine access to children in the program. IGHHA will adhere to the guidelines set forth by USA Hockey and/or Minnesota Hockey. More information about these policies can be found in their respective handbooks.

Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to IGHHA goals. IGHHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, IGHHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

Locker Room Monitoring

IGHHA has predictable and limited use of locker rooms and changing area (i.e. generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before players arrive and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups such as Mini Mites or Mites, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parent leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams may consist of both males and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, IGHHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phone and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms by a minor. If phones or other mobile devices must be used, they must be taken outside of the locker room. Adult coaches are allowed to use an electronic device in the locker room for the purpose of teaching, training and coaching players.

Prohibited Conduct and Reporting

IGHHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook.

Participants, employees or volunteers in IGHHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, please contact the IGHHA SafeSports Coordinator, or ighhasafesports@gmail.com or Minnesota Hockey SafeSport Coordinator.

Consumption/Use/Abuse of Mood Altering Substances

It is the policy of the IGHHA that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. IGHHA will adhere to the guidelines set forth by USA Hockey and/or Minnesota Hockey. More information about these policies can be found in their respective handbooks.

Hazing

It is the policy of the IGHHA that there shall be no hazing of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches' clinics, referee clinics, regional and national tournaments or other IGHHA events by any employee, volunteer, **participant or independent contractor. IGHHA will adhere to the guidelines set forth by USA Hockey and/or Minnesota Hockey. More information about these policies can be found in their respective handbooks.**

Grievance Policy

IGHHA has established a Grievance Committee to provide an orderly procedure for the hearing and resolution of problems, concerns, and formal grievances. The Grievance Committee consists of the President, the Secretary, the Level Coordinator and two at large non-board members, all of whom are not directly involved in the complaint such as parents of the team(s) involved. The Grievance Committee, as determined by the President and Board of Directors, will appoint two at large members. Alternates for the President and Secretary are the Vice-President and any other available board member who has no direct interest in the complaint. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all.

The grievance procedure begins with a discussion between the parties involved. Choose a neutral time and place; not during a game or team practice, or within earshot of the players. There should be at least a 24-hour "cooling off time".

If the two parties are unable to reach a resolution, the Complainant must submit a written complaint stating the time, place and as many specifics as possible, to the appropriate Level Coordinator. If the Coordinator is the subject of the grievance, the written complaint shall be submitted to the President of the Association.

As soon as possible, the Level Coordinator shall inform the President that a complaint has been received. The Level Coordinator will talk with the involved parties, and conduct an investigation as necessary. If the Level Coordinator is unable to resolve the complaint within 72 hours, she/he must inform both parties (verbally, within 24 hours; and in writing within 5 days) that the complaint has been referred to the President. (The President, at her/his own discretion, may bypass this step and directly take charge of the complaint and investigation.).

The President may attempt a resolution through discussion with the involved parties. If the complaint is not resolved within 72 hours, the President will verbally notify both parties and the Grievance Committee of the need for a meeting. The Grievance Committee will strive to meet at a mutually convenient time and place for both parties within 10 days. But if this is not possible, the President will set the time and location.

The Grievance Committee will discuss and decide the issues after the parties' involved have been dismissed from the meeting.

The President will notify both parties of the Grievance Committee's decision verbally, within 24 hours, and by written letter within 5 days. Copies of the letter also will be sent to all members of the Grievance Committee and kept on file in the hockey association office.

No problem or concern should be taken to District 8 of MN Hockey without first exhausting all potential avenues of resolution with the Grievance Committee and the IGHHA Board.

Grievances that are a result of infractions assessed by a referee or official at a game, tournament, or scrimmage, are handled by the Minnesota Hockey District 8 Grievance Committee. See Minnesota Hockey and the District 8 rulebook.

Waiver Policy

The IGHHA will adhere to the Participation Rule set forth in the Minnesota Hockey Handbook, which states that Minnesota Hockey is a community-based amateur hockey program, and that players are to participate on teams from their local association based on the residence of their parent(s) or legal guardian(s) and the established Minnesota Hockey boundaries.

If a player desires to play on a team outside of the player's natural hockey community as defined by Minnesota Hockey, the player must obtain a waiver from the president of the associations of both the releasing and receiving organizations. It is the policy of IGHHA that we do not grant a waiver based on the rules stated previously, however IGHHA may grant a waiver under special circumstances.

In an emergency situation, where the board cannot be convened, the Board President may act to grant or deny a waiver based on the urgency of the situation. If a player from another city attends the IGHHA try-out, has a signed waiver, and there is space available, the President may also act on this without full board approval.

All decisions of the IGHHA board or acting Board President may be appealed to the district director who, after investigation, will issue a ruling. The decision of the District Director will be final.

IGHHA may charge a waiver processing fee.

Travel Policy

A portion of IGHHA participation involves overnight travel for youth teams to games and tournaments. Minor players are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of player to player misconduct. During travel, players may be away from their families and support networks, and the setting – unfamiliar locker rooms, automobiles, and hotel rooms – is less structured and less familiar. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions

between minors and adults while traveling. Further, the policy directs how minor players will be supervised between and during travel to and from practice and games. Adherence to travel policies helps to reduce the opportunities for misconduct.

USA Hockey requires that all local programs have travel policies applicable to their youth teams and to provide the policies to all players, parents, coaches and other adults that are travelling with the team.

IGHHA has teams that travel to play individual games, two or three games at a time, or in tournaments, have some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. IGHHA has established policies to guide our travel minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games ("local travel"), and team travel involving an overnight stay ("team travel").

Local Travel

Local travel occurs when IGHHA or one of its teams does not sponsor, coordinate, or arrange for travel.

Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

The coaches, and/or volunteers of IGHHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.

Where a coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where a coach and/or volunteer are involved in the player's local travel, a parental release should be obtained in advance.

Coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.

It is recognized that in some limited instances it will be unavoidable for a coach or volunteer of IGHHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs typically for tournaments so that our teams can compete locally and regionally.

When possible, IGHHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within IGHHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player or has written permission from a player's parent or guardian).

If a player's parent or guardian is not able to travel, that parent or guardian will need to make arrangements for their player to travel with and stay with another team family. Written permission from the parent or guardian on who the player will travel and stay with will need to be provided to the team. Written permission can be in the form of email that is sent to the team manager and head coach.

The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location.

Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.

No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

In all cases involving travel, parents are fully responsible for their player's transportation to and from the event.

During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Parent and Player Conduct

It is expected that when teams of IGHHA travel overnight, parents and players will conduct themselves appropriately and not allow unruly, disrespectful behavior. It is expected parents and players will follow and adhere to parent and player code of conduct and be a positive representation of IGHHA.

Prohibited Conduct and Reporting

IGHHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook.

Participants, employees or volunteers in IGHHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, please contact the IGHHA SafeSports Coordinator, or ighhasafesports@gmail.com or Minnesota Hockey SafeSport Coordinator.

Appendix D – Director Election Process

The following process will be utilized by IGHHA to nominate and elect members to the IGHHA Board of Directors. This process is intended to inform IGHHA voting members of open board positions and the candidates interested in filling those positions.

Open Positions and Nominations

At least 14 days before the March Board of Directors meeting, the Secretary shall send the IGHHA voting members correspondence informing them of open Board of Director positions for the upcoming season. Qualified members interested in seeking election or re-election shall submit a letter of interest or other indication of interest to the Board of Directors on or before the March meeting. In addition, nominations for potential candidates, including self-nominations, will be accepted from the floor at the March meeting. Only persons nominated as candidates by the conclusion of the March meeting shall be eligible candidates for Director elections at the Annual Meeting of the Members in April.

Candidate Summary

Eligible candidates can submit a 1-page candidate summary to the Board of Directors no later than 3 weeks prior to the Annual Meeting of the Members. At least 2 weeks prior to the Annual Meeting of the Members, the Secretary will send all candidate summaries to the voting members.

Ballots and Voting

Ballots will be prepared for the Annual Meeting of the Members if the number of eligible candidates exceeds the number of open Board of Director positions. Each ballot will list all eligible candidates and voting members will select up to one candidate for each open board position.

After all ballots have been completed, the Board of Directors will count the votes received for each candidate. The candidates receiving the majority of votes will be appointed to the Board of Directors.