

The following rules are written to govern the day-to-day operation of this organization. They must abide by the parameters set in the Bylaws of this Association.

Motions pertinent to the government of this Association and passed by a majority of the Board of Directors shall become a part of these standing rules either as an addition or a replacement. Motions pertinent to the day-to-day operations of the Association shall be made and adopted as necessary and will not become an integral part of this document, but rather shall be accepted or rejected as policy.

ARTICLE I

RULES OF PLAY

Ice Wolves Youth Hockey Association (IWYHA) will play under USA Hockey and Wisconsin Amateur Hockey Association (WAHA) rules. In order to further the understanding of these rules to the general membership, each year IWYHA will provide to each officer a copy of the USA Hockey and WAHA rules book, which they will make available at all times to any interested association member.

ARTICLE II

IWYHA RULES OF PLAY

The following IWYHA rules are clarifications, modifications or additions to USA Hockey and WAHA rules, enacted to ensure the following of the basic philosophies of IWYHA.

SECTION 1. ON ICE RULES

- 1.1 No player shall be on the ice unless the skater is wearing the mandatory equipment as defined by USA Hockey and WAHA rules.
- 1.2 Only assigned team members or skaters with DOH approval shall be on the ice during practice time scheduled for that particular team. An IWYHA player of Peewee to the High School level may apply to become a Student Coach for a younger team through the Director of Hockey.
- 1.3 No players shall be on the ice while the Zamboni is operating.
- 1.4 No player shall take the ice, for a game or practice, without a coach or authorized person on the ice.
- 1.5 Only authorized persons are to be on the bench during a game or practice. These persons include Players assigned to that team,

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Certified Coaches and Certified Assistant Coaches. During games, the maximum number of authorized persons on the bench is four.

1.6 If possible, one of the coaches or assistant coaches should be trained in proper first aid.

1.7 Game Length:

- High School level – Two hour time slots will be scheduled with all three periods being a minimum of 17 minutes with stopped time and ice resurfacing after 2 periods, unless modified for tournament scheduling.
- Bantam level – One and one half hour time slots will be scheduled with all three periods being 15 minutes with stopped time, unless modified for tournament scheduling.
- Pee Wee level – One and one quarter hour time slots will be scheduled, with all three periods being 15 minutes with stopped time, unless modified for tournament scheduling.
- Squirt level – One hour time slots will be scheduled with all three periods being 12 minutes with stopped times, unless modified for tournament scheduling.
- RWB level – league will run according to the RWB League Rules.

1.8 When applicable, a team captain will be designated by the coach. This captain's name will be entered on the score sheet prior to each game in order to designate to the referee which player has authority to speak for the team at that game.

1.9 Assistant and co-captains may also be designated by the coach.

1.10 Balanced ice time for all skaters will be a priority. However, as a competitive organization, coaches will have the latitude to make exceptions in special situations including, but not limited to, play downs and state tournaments.

1.11 A player shall be rostered in accordance with USA Hockey and WAHA requirements within the IWYHA, except as otherwise stated in these rules.

1.12 The handshake line is mandatory. Any player or coach still on the ice at the end of the game must go through the handshake line.

1.13 Penalties are provided in USA Hockey rules. IWYHA will comply with all regulations as established by USA Hockey and WAHA.

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SECTION 2. OFF ICE RULES

- 2.1 No whistles of any kind in the ice arena except those issued to officials.
- 2.2 Members/skaters will conduct themselves in accordance with USA Hockey rules and any established rink rules whether home or away.
- 2.3 No one, except designated off-ice officials, are allowed in the scoring, penalty, or timekeeper's box.
- 2.4 No alcoholic beverages will be present or consumed by off-ice officials (scorekeepers/timekeepers/Penalty Box) during a game.

SECTION 3. PAYMENT RULES

- 3.1 The billing cycle and payment requirements will be determined by the Board of Directors each year.
 - Members are expected to make payments by the payment due dates.
 - All bills not paid in full by the last payment due date will result in financial penalties as determined by the Board of Directors.
 - Members that consistently fail to comply with the established billing and payment policy will be required to pay ice fees in full at registration for each subsequent year the skater returns to the Association.
- 3.2 Checks returned for insufficient funds will incur an assessment to the writers' account comparable to the current rate being charged by financial institutions. If the same check is returned a second time, the writer will be required to pay his/her ice fees with a money order. Additional occurrences of NSF checks will require the writer to pay ice fees at registration in full with a cashier's check for each subsequent year the skater returns to the Association.
- 3.3 Hardship cases should be referred to the President, Vice President and Registrar.
- 3.4 When payment of fees are delinquent and the Board of Directors sets a definite date for payment, no delinquent members shall be allowed to participate in any activity following the dates as set.

SECTION 4. PURCHASE POLICIES

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- 4.1 Approval by the Board of Directors is required for all purchases to be reimbursed. The party making the expenditure on behalf of the Association must present the amount of the bill and provide explanation of intended use to the Board for a vote. All other purchases not approved in this manner will not be the financial responsibility of the Association and the party who incurred the expense, without prior Board approval, will be liable for all costs incurred for the item(s).

ARTICLE III

TEAM SET-UP

Section 1. Division or age level breakdown shall be in compliance with USA Hockey and WAHA classification requirements. Birth Certificates must be provided by the skater upon request of the Registrar.

Section 2. **Player Selection Process**

- 2.1 Before each season, if the Director of Hockey (DOH) in conjunction with the board determines there are sufficient numbers to field multiple teams at an age level, a tryout format will be established by the DOH with review by the President/Vice President and with the input of coaches. In the case of a disagreement, the President/Vice President shall have the final say. The format shall be approved by the Board of Directors.
- 2.2 Tryouts will be closed to all spectators. Only evaluators, coaches, skaters, and the DOH will be present during tryouts.
- 2.3 The evaluation process for skaters and goalies may consist of age-appropriate skills testing through drills, as well as hockey sense evaluation through controlled scrimmages, with an emphasis on skills testing.
- 2.4 The evaluation team will consist of at least two evaluators (who do not have skaters participating in the tryout) who are approved by the DOH.
- 2.5 Evaluation scores will be tabulated and presented to the DOH for approval prior to team designation.
- 2.6 After the evaluation phase has been completed, teams will be selected as soon as possible.

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- 2.6.1 Skaters will be selected for the top-level team first, followed by all subsequent-level teams, until all players have been selected.
- 2.6.2 Skaters will be selected by the coaches based on, but not limited to, evaluation scores, coaches' recommendations, and whether it is their first or second year at that age level.
- 2.6.3 All selections will be subject to DOH approval.
- 2.7 Goalie selection will be the same as that of skater selection as outlined in 2.6.1, 2.6.2 and 2.6.3, with a primary goalie being placed on the top level team. The primary goalie must commit to and be willing to play in goal at least 50% of the time for the entire season for the Squirt level and at least 75% of the time for the entire season for the Pee Wee level and higher. Only players that try out for goalie will be placed on a team as a goalie except as provided below.
 - 2.7.1 There will not be goalie evaluations for the Learn to Play Hockey or Wolf Pack levels.
 - 2.7.2 Which team members play in goal when the primary goalie is not in goal will be at the coach's discretion. In these instances the primary goalie may play as a skater.
 - 2.7.3 Squirts that want to be evaluated as goalies will also be evaluated as skaters. All goalies other than the primary goalie will be placed on the appropriate team as skaters as outlined in 2.6.1, 2.6.2, and 2.6.3.
 - 2.7.4 At the Pee Wee level and higher, if there are more goalies than teams, all of them must also be evaluated as skaters. A primary and backup goalie will be selected for the top-level team. All other goalies will be placed on the appropriate team as skaters as outlined in 2.6.1, 2.6.2, and 2.6.3.
 - 2.7.5 If a goalie that was selected for a team as a skater chooses to move down to be the primary goalie for a lower level team, a skater may be moved up to fill the vacancy left at the upper level team.
- 2.8 Based on the rating of the evaluation team, players may be asked to participate in further evaluations.
- 2.9 Players are required to attend all evaluation sessions. If a player misses any of the evaluation sessions they will be placed on a team

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after the evaluation process is complete. The player will be evaluated and placed on a team by the coaches and DOH.

2.10 Any parent may request a review of their child's selection criteria by notifying the DOH within 72 hours of team posting.

2.11 Exceptions to the player selection process may include, but not be limited to the following:

2.11.1 After teams are formed it may become necessary to move a player(s) up to a higher level team. Coaches will determine which player(s) will move up based on the criteria outlined in 2.6.2 and 2.6.3.

2.11.2 For age divisions with more than two teams, only the top two teams will be selected based on the criteria outlined in 2.6.1, 2.6.2, and 2.6.3. All subsequent teams will be equalized and have skaters of mixed abilities.

2.12 During the season, new players may be accepted into the Association. When this occurs, the new player will be assigned to a team, as soon as possible, based upon, but not limited to, review of their skills by the DOH and coaches.

Section 3. Skating at a Higher Age Classification

3.1 This policy is primarily for players that have demonstrated exceptional skills and by playing up they will have the opportunity to compete at a level that is appropriate for their skill level.

3.2 A request by a player to play at an age level above their USA Hockey/WAHA age classification shall be considered on a case by case basis by the President/Vice President and Director of Hockey (DOH). Parents shall make said request by filling out the Ice Wolves Youth Hockey Association "Play Up" Waiver Request Form. Any decision shall be in compliance with existing USA Hockey and WAHA requirements and approved by the Board of Directors.

3.3 If approved, a player may try out at an older age classification, but that player will also be required to try out at their age classification.

3.4 If approved, the player may try out at one higher USA Hockey age classification. If after participating in evaluations, at the older classification, the player's total evaluation score must be in the top 1/2

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of the players in order for the player to be allowed in the older classification. If the player's total evaluation score is not in the top 1/2 for the older classification, the player will be placed on a team at their age classification based on the guidelines outlined in 2.6.1, 2.6.2, and 2.6.3 of Player Selection Process.

- 3.5 A player may only move up one age classification—RWB to Squirt, Squirt to Peewee, Peewee to Bantam, or Bantam to Midget—and has the option to double-roster or roster only on the higher age level team. If a player double- rosters then the double roster rules and fees apply (see section 4 of this article).
- 3.6 A player will be allowed to try out at the older age classification unless the DOH and Head Coaches of affected teams determine that it will adversely affect team size at either age classification.
- 3.7 If any participating party would like to appeal the decision they may make an appeal in writing to the Vice President or DOH and it will be reviewed in a timely manner.
- 3.8 If it is determined that a player will be allowed to skate at a higher age classification then that player will be responsible for the registration dues for the higher age-level team minus any dues that may have already been paid for the lower age-level team.

Section 4 Double Roster Policy

- 4.1 The intent of the double-roster policy is to assure that every team has enough players on its roster to compete. It is the exception, not the rule. It is NOT the intent of the double roster policy to give players from the younger age division additional playing time.
- 4.2 Team rosters must be finalized by December 31 as required by WAHA.
- 4.3 The participation of the double rostered player at their non-age level team will be determined by the coaches of both teams, with respect to the player's first commitment being to the age-level team.
- 4.4 Per WAHA rules, a player must play in at least 5 games with a team between November 1 and the first playdown game to be eligible to play for a team at playdowns or the state tournament.
- 4.5 The criteria for a team to double roster a player is when a High School team has less than 13 skaters, a Bantam or Pee Wee team has less

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than 11 skaters, or a Squirt team has less than 11 skaters, or any team with less than two goalies.

4.5.1 Teams that do not meet these criteria may request to double-roster but must justify why it is necessary.

4.5.2 The player's first commitment is to the age-level team.

4.6 Players may only be double-rostered one age level up. (Refer to section 3.5)

4.7 Players will be considered for double-rostering based on criteria outlined in 2.6.2 and 2.6.3 of the Player Selection Process.

4.8 A double roster player will not displace a player from the upper level team.

4.9 A double roster player must get approvals from the following people prior to starting the double roster process (see section 4.12):

4.9.1 The parent or guardian of a player wishing to double-roster.

4.9.2 The head coach of the age-level team and head coach of the upper age-level team.

4.9.3 The Director of Hockey (DOH).

4.10 Double Roster Fees

4.10.1 A season fee of \$50 to be paid by the player wishing to double-roster regardless of the number of games played.

4.10.2 No fee for goalies who wish to double-roster.

4.10.3 Fees should be made payable to IWYHA and submitted to the Registrar before the player is placed on an additional roster.

4.10.4 The fee will be waived if a player double-rostes per request from the Association.

4.11 Double Roster Process

4.11.1 As soon as possible, a parent of the player wishing to double-roster will notify the Director of Hockey (DOH), in writing.

4.11.2 The DOH will determine whether double-rostering is appropriate under the terms of this policy.

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- 4.11.3 If any participating party would like to appeal the decision that is made by the DOH, they may make an appeal in writing within seven days to the Vice-President and it will be reviewed within seven days.
- 4.11.4 Players must be added to the gaining team's roster no later than December 31st.
- 4.11.5 Players will not participate in a game or scrimmage with the gaining team until approval is granted.

Section 5. Cross-rostering Girls Teams

- 5.1 The IWYHA is committed to providing opportunities for female players to play on girls-only teams in addition to co-ed teams whenever possible.
- 5.2 Prior to each season, the DOH and the Girls Hockey Director will determine the number of girls registered within each age group and determine whether a girls-only team is feasible.
 - 5.2.1 Players must be added to the gaining team's roster no later than December 31st.
 - 5.2.2 Girls without a girls-only team at their co-ed age-level may move up to a girls team one age classification above theirs.
- 5.3 If the DOH determines there are enough interested girls and it is feasible to field a girls-only team, then age-level girls will have the option of:
 - 5.3.1 Cross-roster on co-ed age-level team and on a girls-only team
 - 5.3.2 Roster only on co-ed age-level team
 - 5.3.3 Roster only on girls-only team
- 5.4 Team rosters must be finalized by December 31 as required by WAHA.
- 5.5 Cross Roster Fees
 - 5.3.1 A season fee of \$50 to be paid by the player wishing to cross-rostered regardless of the number of games played.
 - 5.3.2 No fee for goalies who wish to double-roster.
 - 5.3.3 Fees should be made payable to IWYHA and submitted to

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the Registrar before the player is placed on an additional roster.

- 5.3.4 The fee will be waived if a player double-rosters per request from the Association.

ARTICLE IV

COMPLAINTS

- Section 1.** All complaints except those involving the actions of a Head Coach must be brought first to the Head Coach for action.
- Section 2.** If the Head Coach is unable to resolve the issue they are to notify the Cultural Liaison, Vice President, or DOH to file a grievance.
- Section 3.** If the Cultural Liaison, Vice President and DOH are unable to resolve the problem, he/she is to bring the issue before the Board of Directors for review of the issue and determination of appropriate resolution. The Board of Directors' judgments' will be final.
- Section 4.** These procedures have been developed to ensure the smooth operation of IWYHA. It is the responsibility of all members to air their valid complaints in this manner.

ARTICLE V

BOARD OF DIRECTORS

SECTION 1. Generalities

- 1.1 All members of the Board of Directors are obligated to have a working knowledge of the Bylaws and Policy and Procedures of the Association and act in accordance with them.
- 1.2 All members of the Board of Directors should develop procedure sheets detailing their activities to be passed along to their successors.
- 1.3 Duties specified below are in addition to those stated in the Bylaws

SECTION 2. The Officers

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The duties of the Officers include, but are not limited to the following:

2.1 Voting and Non-Voting Board Members

2.1.1 The following positions are deemed to be Voting Board Members of the board, which WAHA-required board positions:

- Vice-President
- Secretary
- Treasurer
- Director of Hockey
- Registrar

2.1.2 The President is a Voting Board Member only in the instance of a tie between Voting Board Members.

2.1.3 All other board positions are deemed Non-Voting Board Members

2.1.4 Voting Members must attend all board meetings. Non-Voting Members shall attend board meetings when requested by the President.

2.1.5 All board members must attend the Annual Meeting unless excused by the president

2.2 The President

2.2.1 The President will hold a regular Board meeting at least once per month throughout the entire year; except such meetings shall be at the President's option during April, May, June and July. The Voting Board Members will be required to attend the meetings.

2.2.2 The President will, on the direction of the Board of Directors, issue letters of reprimand in appropriate circumstances.

2.2.3 The President is ultimately responsible for each Board Member fulfilling their duties to the Association as specified in its rules.

2.2.4 The President will oversee certain Board Members as determined by the Board each year.

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- 2.2.5 The President is obligated to attend any team meeting, at the request of the Head Coach, as long as this meeting is for the purpose of information and discussion. A team meeting such as this cannot be used to circumvent the complaint procedure.
 - 2.2.6 The President will be the key contact person for the Association with the cities, schools, and recreation departments.
- 2.3 The Vice President
 - 2.3.1 The Vice President will oversee certain Board Members as determined by the Board each year.
 - 2.3.2 The Vice President will preside and perform the duties of the President, in the absence of the President.
 - 2.3.3 The Vice President will mediate all grievances regarding on/off ice activities when brought to his/her attention by a Head Coach and/or Director of Hockey.
 - 2.3.4 The Vice President will exercise all other duties as befits the office and are specified in the rules of the Association.
- 2.4 The Secretary
 - 2.4.1 The Secretary will be responsible for conducting rollcall and recording minutes of each Board meeting and distributing to all Board Members in the Association by the start of the next Board of Directors meeting.
 - 2.4.2 The Secretary will oversee certain Board Member positions as directed by the Board each year.
- 2.5 The Treasurer
 - 2.5.1 The Treasurer must provide a written statement of assets and disbursements at each monthly Board of Directors meeting and provide a fiscal report to members at the annual meeting.
 - 2.5.2 The Treasurer shall prepare and distribute invoices for fees to the membership as required.
 - 2.5.3 The Treasurer must also file all reports. (Taxes, Region 4

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and WAHA, etc.)

- 2.5.4 The Treasurer will oversee certain Board Members as determined by the Board each year.

2.6 The Registrar

- 2.6.1 The Registrar will oversee the scheduling of recruitment and registration events, collect and compile forms, compile a list of players, teams, and coaches, and collect registration forms and fees.
- 2.6.2 The Registrar will work with WAHA and Region 4 representatives with requested information that may be needed on skaters and teams.

2.7 The Director of Hockey (DOH)

- 2.7.1 The DOH will be responsible for the development, certification and educational opportunities for coaches.
- 2.7.2 The DOH along with the Cultural Liaison and Vice President, serves as a contact for any grievances.
- 2.7.3 The DOH will be responsible for overseeing the tryout process, if needed.
- 2.7.4 The DOH will chair all Coaches Committee meetings unless the Board of Directors determines a conflict of interest exists in which case a substitution will be approved by majority vote.

Section 3. Other Board Positions

Non-Voting Board Member positions shall be appointed by the Association President and approved by a majority vote of the Voting Board Members. Board Members shall be members in good standing and are willing to accept the responsibility of the required Board position.

Duties of the Board Members will be specified by the Policies and Procedures, as amended by Board decisions. Determination of these duties will be the responsibility of the Board and will be fully explained to the candidates for the Board prior to their assuming responsibility.

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Duties assigned to any Board Member will at no time be in direct conflict with USA Hockey, WAHA, or the Associations' Bylaws. All Board Members will comply with all Bylaws and rules of the IWYHA.

Board Members will be determined and appointed on an as-needed basis and may include, but are not limited to the following:

- 3.1 Concession Director – Responsible for the purchasing and stocking of the concession stand. Maintain accurate records of sales and receipts of supplies purchased and report to the Treasurer. Prior to the budget proposal for the upcoming season, no later than June 1st, the Concessions Director will have a complete financial statement of income and expenses to assist in determining the next season's budget. (Odd year)
- 3.2 Equipment Director – Oversee distribution and collection of all Association- owned equipment and collect necessary fees. Maintain accurate inventory of all player equipment and skates owned by the Association. Recommend purchase of new equipment and jerseys to the Board of Directors. Maintain an accurate record of receipts of equipment purchased and report to the Treasurer. Prior to the budget proposal for the upcoming season, no later than June 1st, the Equipment Director will have a complete financial statement of income and expenses and anticipated equipment needs for the next season to assist in determining the next season's budget. (Odd year)
- 3.3 Marketing Director – Oversee and direct the Marketing Committee in the promotion of the Association throughout all of Dodgeville, Mt. Horeb and the surrounding communities. Chair all Marketing Committee meetings and report to the Board. The Marketing Committee can organize Theme Skate events, and will oversee Summer fundraising and other events to benefit the Association.(i.e, Parade, Golf Outing, Taste of Madison, etc.) Complete and turn in a financial statement prior to the budget proposal for the upcoming season, By the end of the season, no later than June 1st, to assist in determining the next season's budget. (Even year)
- 3.4 Referee Director – Schedule referees for all games, gather information for training sessions, recruit new referees, and work with the Treasurer to ensure referees get paid. Request referees from Dane County Hockey Officials Association (DCHOA) and provide game schedules to the Dane County referee scheduler, as needed. (Odd year)

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- 3.5 Region Four, WAHA representatives – Represents the Association at league meetings and report information gathered to the Board of Directors. (1-odd year, 2-even year)
- 3.6 Rink Director – Report to the Board of Directors all information pertaining to the rink and its management. Oversee and organize all rink set up and tear down events. The Rink Director can appoint Rink set up/Tear down Manager, Maintenance Manager, and Zamboni Manager to assist with duties. The Rink Director must also bring purchase requests to the Board for approval, and oversee the purchasing of that request. (Even year)
- 3.7 Team Representative Director – Represent the IWYHA at the Team Manager League meetings and report information gathered to the Board of Directors. Communicates the Board of Directors' decisions and pertinent information to the Team reps at all levels. Work with team representatives to schedule weekly cleaning and open skate work hours. Communicate work hours policy to Team Reps and track required work hours. Ensure Team Reps communicate any schedule changes to the Ice Scheduler, Referee Director and Concessions Director within 24 hours of schedule change. (Odd year)
- 3.8 Webmaster – Organize, maintain and update the website and assist with email and other electronic communications on behalf of the Association. Ensure rink internet access through a contract with MHTC. Manage Livebarn account and ensure system functioning. Be a contact for all current up to date ice times and update on website calendar. (Even year)
- 3.9 Tournament Director – Work with the board in determining the dates for all home tournaments each season. Publish tournament rules and guidelines each season. Use established channels to promote and fill each tournament. Coordinate with Marketing to advertise dining, hotel, and entertainment options to all visiting teams. Coordinate with Marketing and Promotion to reach out to local dining, hotel and entertainment options to build awareness in the community of our tournament weekends. Be available to be on-site for each home tournament for opening and closing ceremonies and throughout the weekend to mediate any grievances or answer any questions regarding tournament rules, or designate an alternate director approved by the board if you are unavailable or unable to be on site. (Odd Year)

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- 3.10 Ice Scheduler – Oversee the scheduling of all games, practices, and open skate times and publish that information. Will serve as contact person for any ice time purchase requests. Promptly communicate with the referee director, concession manager, and team representative about any changes or cancellations to the schedule throughout the season. Must draft and present team practice schedule/ public skate/ Try Hockey for Free Schedule/ Game Schedule for upcoming season by September 1st of each year.
- 3.11 Cultural Liaison – To be the local point of contact with WAHA. Person who ensures that Ice Wolves Youth Hockey Association Core Values agreement forms are reviewed and signed by players and guardians. Person who ensures the USA Hockey Code of Conduct documents are signed by all stakeholders (players, coaches, parents, officials, and board members). Person who leads or assists the pre-season, regular season, and postseason education of the hockey association stakeholders (coaches, players, officials, parents, and association leaders). Person who attends (or finds someone to attend) the WAHA Cultural Liaison meetings every month. Person who would become familiar with PCA and their resources, including the PCA resource center, and who would attend or designate people to attend PCA trainings. Point of Contact to receive Positive Coaching Alliance (PCA) resources and the person who makes sure that these resources are shared in a productive manner with the pertinent stakeholders. Person who would work with association and arena managers to establish, post, and announce spectator behavior expectations. Person who would act as the association culture keeper and who would recruit others to be culture keepers – those who promote and model positive words and actions.
- 3.12 Required Attendance - all board members are welcome to attend any board meeting not required of them. In-Season months are Oct.-Mar.

Position	Required Attendance
Concession Director	In-Season, Jun, Sept
Cultural Liaison	In-Season
Equipment Director	Mar, Apr, Jun, Sept-Nov.
Ice Scheduler	Aug-Oct, Jan

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Marketing Committee Chair	Apr, Jul, Oct, Jan
Referee Director	In-Season, Sept.
Rink Director	Aug-Nov., Feb-Apr
Team Rep. Director	In-Season
Tournament Director	Jul, Dec-Feb
Webmaster	July, Oct, Nov
Region 4 WAHA Reps.	Apr, Oct, Jan

Section 4. Financial Committee

- 4.1 The President shall appoint a committee for the purpose of overseeing all financial needs of the Association to include, but not limited to:
 - 4.1.1 Setting Association fees
 - 4.1.2 Determining and assisting with meeting fundraising goals
 - 4.1.3 Determining and implementing an Association scholarship program
 - 4.1.4 Assisting in setting the yearly budget.
- 4.2 This committee shall consist of the Treasurer, Marketing Director, and additional Board and or non-board Association members as needed.
- 4.3 This committee shall submit to the Board of Directors its findings and recommendations upon which the Board will act.

ARTICLE VI

TEAM REPS

Section 1. A Team Rep will be selected by the Team Rep Director and Coach before the team's first practice.

Section 2. The Team Rep is a liaison between the Board of Directors and the team, therefore may be asked to attend a board meeting on the team's behalf.

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- Section 3.** The Team Rep is responsible for disseminating all information from the Board to the parents, coaches, and players as expediently as possible. This includes newsletters, schedule changes, tournament rules or any other information.
- Section 4.** Team Reps are responsible for updating their team's roster and notifying the Registrar of any changes as the year progresses.

ARTICLE VII

PLAYERS

- Section 1.** Mandatory protective equipment must be worn any time a player takes the ice in accordance with USA Hockey and WAHA requirements. In addition, players on Pee Wee, Bantam & High School teams shall wear an approved attached mouth guard at all times on the ice.
- Section 2.** A players' conduct should be such that it is a credit to the Association both on and off the ice in accordance with the Code of Conduct found in Appendix G of the Parent Handbook.

ARTICLE VIII

COACHES

To become a coach in IWYHA an individual must complete the following process:

- Register with USA Hockey
- Register as a coach with IWYHA
- Receive Board approval
- Assistant Coaches must be appointed by their age level head coach
- Sign up and complete the appropriate USA Coaching Clinic
- Complete and pass a NCSI background screening
- Complete the corresponding Age Training Module for the age group registered to coach
- Complete the Safe Sport online module

REQUIREMENTS

- Section 1.** Coaching and educating young people is a privilege and should be treated with dedication and responsibility. Any person with this attitude and the ability to teach youth hockey can be considered for a coaching position. Persons wishing to be considered for a coaching position should contact the Association's Director of Hockey (DOH).

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- Section 2.** Coaches will be certified in accordance with USA Hockey and WAHA requirements.
- Section 3.** Coaches are required to submit to a background check and are then required to complete a background check every other year.
- Section 4.** Coaches are required to attend all coaches meetings and clinics. In the event a coach cannot attend, they must notify the DOH.
- Section 5.** Coaches must be knowledgeable and adhere to IWYHA Bylaws and Policies and Procedures as well as the USA Hockey and WAHA rule book.
- Section 6.** Coaches will be responsible for obtaining an acceptable substitute if they are unable to attend a practice or game. They will also notify their team manager of their absence.
- Section 7.** Coaches should attend every team meeting that is held while games or practices are in progress.
- Section 8.** The head coach must appoint an appropriate assistant before the first league game or one will be appointed for him/her by the DOH. The Head Coach has the discretion to appoint their assistant coaches. Any Head Coach requesting more than 3 assistants will require the approval of the DOH.
- Section 9.** An assistant coach as appointed by the head coach will take full responsibility for the team in absence of the head coach.
- Section 10.** An assistant coach has the same responsibilities to the players, association and governing bodies as the head coach.
- Section 11.** Coaches should instruct players in the rules of hockey etiquette as well as the rules of play.
- Section 12.** The Board of Directors has the power to remove any coach at any level per IWYHA Bylaws Article II, Section 7.
- Section 13.** The Coaches Committee shall include the DOH, all head coaches and any additional members of the Board and/or Association members.

ARTICLE IX

ON-ICE OFFICIALS

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- Section 1.** Officials must meet the eligibility requirements and successfully complete the registration and testing process outlined by USA Hockey and the Wisconsin Hockey Officials Association. (WHOA)
- Section 2.** Officials will be equipped as outlined by USA Hockey Rule 502(b).
- Section 3.** Officials will arrive at the rink at least 20 minutes prior to the start of their scheduled game.
- Section 4.** Officials will be paid for their services. Fees will be competitive with fees paid by other area organizations.
- Section 5.** Officials who fail to report for a scheduled game will need to provide a written statement to the Referee Director. The official will not be scheduled for games until the reason is reviewed.
- Section 6.** Officials will be responsible for making sure games begin and end within scheduled times.

ARTICLE X

PARENTS AND SPECTATORS

- Section 1.** Parents and spectators are expected to abide by USA Hockey's Zero Tolerance Policy.
- Section 2.** Parents or spectators who unduly criticize the coach shall be reported to the VP or DOH for disciplinary action. If action is not taken that is satisfactory to the coach, or the parent refuses to follow the action rendered by the VP or DOH, the Board shall be informed to begin review of the situation for the member's possible suspension.
- Section 3.** A parent's conduct should be such that it is a credit to the Association in accordance with the Code of Conduct found in Appendix G of the Parent Handbook.

ARTICLE XI

TOURNAMENTS

- Section 1.** Each year, the Tournament Director will present the Board with dates for possible tournaments/round robins for each level.

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Section 2. The Tournament Director will work with committees, formed by parents at each team level, and submit proposed tournament rules, budget, and trophy bids for approval.

Section 3. Each Home Team family is responsible for assembling one \$50+ themed raffle basket, donating one dozen individually wrapped baked goods, and completing assigned volunteer shifts (typically 6-8) across various duties such as scorekeeping, concessions, alcohol sales, paint sticks, raffle baskets, setup/cleanup, etc.

Profits generated from raffle baskets, Paint Stick, and Sucker Pull are allocated directly to offset the Home Teams away tournaments registration fees (excluding the State Tournament). Meanwhile, revenue from concessions, alcohol sales, registration fees, and merchandise; administered by the Association which supports critical operational expenses including ice time rental, referee wages, awards, lost revenue from canceled open skate sessions, tournament supplies, general rink operating costs as well as State Tournament registration fees (when applicable) and home tournament registration fees for our home Association teams.

Away tournament registration fees not covered by the home tournament profits will be allocated equally between the families of the home team and invoiced by the association at the end of the season. Funds for away tournament fees should NOT be collected from families during the season.