

# Iowa City / Coralville Hockey (ICH) Policies and Procedures

Revision 1

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# Policy Management

The Iowa City / Coralville Hockey (ICH) Board of Directors shall ensure that the organization defines and documents policies necessary for the efficient operation of the organization. The ICH Secretary shall be responsible for the management of the ICH Policies and Procedures. The ICH Secretary shall perform the following:

- Post all policies and procedures on the ICH website.
- Retain a current, electronic version of the ICH Policies and Procedures
- Notify the membership of policy revisions via email

All ICH Policies and Procedures shall be reviewed at least annually by the Board and Directors. Changes to the initial issuance of the policies and procedures shall be adopted with a majority vote of the Board of Directors.

## Organization Structure

### Voted by Membership

- Executive Board: The Executive Board consists of 4 positions elected per the ICH Bylaws. Roles and responsibilities are outlined in the bylaws.
  - President
  - Vice President
  - Treasurer
  - Secretary
- Directors: The ICH Board of Directors consists of 6 to 15 Directors elected per the ICH bylaws.

### Appointed and Confirmed by the Board of Directors

Day-to-day operation of ICH is overseen by various roles and committees. Committee chairpersons are appointed by the ICH President, with the approval of the ICH Board. Committee Chairpersons are responsible for ensure committees are properly resourced with volunteers. Chairpersons may staff their respective committees as they deem appropriate, unless specified in the ICH Bylaws.

### ICH Operational Committees

- Coaching Committee (Chairperson: Coaching Director)
- Fundraising Committee (Chairperson: Fundraising Director)
- Disciplinary Committee (Chairperson: SafeSport Coordinator)

### ICH Administrative Roles

- Coaching Director
- Fundraising Director
- SafeSport Coordinator
- Communications Director
- Webmaster
- Registrar
- Merchandising Director
- Rink Liaison
- Referee in chief
- Team Manager Director
- Player Safety Coordinator
- Broadcasting Director

- Risk Manager

## ICH Division Operational Roles

ICH has a standard support structure for all divisions and age groups. Divisions are:

- Travel Divisions
  - 6U + 8U (separate teams but treated as 1 division)
  - 10U
  - 12U
  - 14U
  - High School
- House Division
  - Combined 10U/12U/14U

Division support structure:

- Division Head Coach – responsible for development/leadership of respective division.
- Assistant Coaches – support of head coach, capable of practice, game management.
- Practice Aides – on-ice support
- Team Manager – responsible for coordinating team logistics (scheduling, lodging, etc.)

## Travel Hockey Tryout Policy

ICH is committed to enabling players to compete at the highest level possible and maximizing opportunities for players to enjoy the game.

Participants competing at the 10U age level and above who wish to play in a travel division must be assessed for capability and level of skill for team selection. Assessments ensure players can safely compete at a travel level.

The ICH Coaching Committee defines the tryout format and requirements with input from coaches. Assessments are conducted within 4 weeks of the start of the regular season. Parent coaches may not be involved in subjective elements of assessments for the age group for which their own child is playing.

The ICH Coaching Committee and assessors will collaborate on tryout outcomes and align to team selections. Results will be communicated to players/parents within 1 week of tryout completion. The outcome of assessments includes:

- Placement on travel or house
- Placement for travel team, if there are multiple teams at the age division

If a registered player cannot attend assessments, or if a player transfers in after tryouts are completed, that player must be evaluated by the Coaching Committee for proper placement.

Players may not try out for older age levels unless approved, in advance, by the Coaching Committee.

## Travel Team Policy

ICH follows the USA Hockey and ADM recommendations for team size at various age groups. Whenever possible, if the number of players capable of competing at a travel level exceeds the team size recommendation, ICH will pursue rostering solutions and team structures to maximize participation in the travel program for those willing and capable.

Coaches will determine the level of competitive play (A/B/C) for league/regular season play and tournaments based on the composition of their respective teams. Coaches and managers should schedule games and select tournament placement with the intention of ensuring competitive, challenging matchups to maximize growth and development.

Travel teams should follow USA Hockey/ADM recommendations for total number of games played in the season.

## Playing Above Age

ICH follows USA Hockey recommendations that players are best served for personal development by playing at their own age level of play. Playing above age is discouraged and generally not permitted.

In extremely rare cases, the Coaching Committee and ICH Board may approve players to play above their age groups. Situations in which players may be considered to play up are:

- Goalies – if there is a need for goalies at the older age level, and the player can compete at that age level safely, as determined by the Coaching Committee
- Team Shortage – if additional players are needed to maximize teams or travel playing opportunities at the older age level, and the player can compete at that age level safely, as determined by the Coaching Committee
- Player Exception – if a player is assessed as part of the Travel Tryout Process to be in the top 5 players of the older age group, and moving the player up does not prohibit the younger age group from having a team to compete at the desired competitive level due to skill or desired roster size

ICH is committed to maximizing opportunities for players to enjoy the game of hockey.

As such, requests to play up will not be approved if it prohibits players at the older age group, who have been assessed as capable, from competing at their own level (e.g. “bumping” someone off their appropriate age travel team).

## Coach Selection

The ICH Coaching Committee must approve all coaches (Head Coaches, Assistant Coaches, Practice Helpers). All coaches must comply with USA Hockey Eligibility and SafeSport requirements.

## Team Managers

Each Travel Team and the House program will have a Team Manager. Team Managers will support the following activities including, but not limited to:

- Participating in allocation of ice time for home games
- Securing registration for tournaments throughout the season
- Ensuring rostering requirements are compliant with the ICH registrar
- Scheduling home/away league games in compliance with league requirements, if applicable
- Serving as the primary contact for scheduling inquiries from other clubs for game scheduling
- Ensuring seamless communication with parents for game and tournament logistics
- Managing team spending in line with budget expectations

## Parent Participation Expectations

Parents are expected to participate and volunteer in team activities to ensure smooth operation and level distribution of workload across the teams. Opportunities to volunteer include, but are not limited to:

- Coaching
- Team Management
- Locker Room Monitoring
- Skate Sharpening

- Penalty box staffing
- Scoresheet and timekeeping

## Inclement Weather

In the event of severe weather, the ICH Executive Board, with input from relevant parties, will determine if practices or games will be cancelled or rescheduled. Parents and players are always expected to make attendance decisions with their personal safety as top priority.

## Code of Conduct

Players, parents, coaches, and volunteers are expected to comply with the USA Hockey Code of Conduct as well as relevant ICH Codes of Conduct.

Violations are subject to discipline including verbal and written warnings, suspension, and removal from membership pursuant to the ICH Bylaws.

## Complaint/Issue/Concern Management

Concerns regarding team operations should be addressed first with the relevant Coach and/or Team Manager. Code of conduct violations should also be reported promptly to a Coach, Team Manager, member of the Discipline Committee, or ICH Board Member.

Concerns suspected of violating SafeSport policies should be reported immediately to the SafeSport coordinator, SafeSport, or relevant Coach/Manager/Board Member.

## Discipline

ICH adheres to USA Hockey policies for SafeSport reporting, investigation, and discipline. All complaints, whether in scope of a SafeSport complaint or general code of conduct complaints, will be investigated by the Discipline Committee or designate. ICH adheres to USA Hockey Bylaw 10 for handling disciplinary matters.

## Locker Room Policy

- A locker room monitor must always be present in the locker room if players are in the locker room
- Cell phones are not permitted in locker rooms

## Injury/Concussion Policy

All injuries must be reported to an ICH Coach immediately for evaluation and treatment. Players suspected of sustaining a concussion must be removed from practice/play and evaluated by a medical professional prior to returning to play. Concussions must be reported per MWAHA and USA Hockey guidelines.

## Conflict of Interest Policy

All potential conflicts of interest must be disclosed to the ICH Executive Board for appropriate evaluation and mitigation.

# Whistleblower Policy

No ICH member who reports a concern, in good faith, will experience any retaliation. Retaliatory action of any kind will not be tolerated and individuals participating in retaliatory action may be subject to discipline.

Concerns can be reported confidentially to the SafeSport Coordinator, Club President, or any Board Member. Additional resources include members of the MWAHA affiliate and US Center for SafeSport.