

# Ice Dogs Hockey Association Operating Procedures Handbook

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# Ice Dogs Hockey Association (“IDHA” and “Ice Dogs”)

## Operating Procedures

Revised as of February 21, 2006

### 1.0 General Purpose of IDHA

IDHA is a non-profit organization registered in the State of Illinois. IDHA provides the infrastructure and organization that allows the youth of Vernon Hills and surrounding communities to develop athletic, social and sportsmanship skills through participation and practice in the game of hockey. The basic premise of IDHA is:

1. To provide an opportunity for all within the qualifying age limits and proximity to Vernon Hills to participate in hockey.
2. To develop the hockey skills of each participant and prepare them for their next level of participation.
3. To provide a high level of professional instruction in an enjoyable atmosphere this will promote the development of athletic and social skills among its participants.

### 1.1 Summary of IDHA Bylaws

1. The Bylaws have been established and follow a standard form for Illinois not-for-profit corporations.
2. The IDHA is organized to operate exclusively for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended.
3. The organization of IDHA consists of the Executive Board containing five members and the Board of General Directors containing five Directors. A change in the number or designation of the members on the Executive Board or Board of General Directors requires an amendment to the Bylaws.
4. The power to alter, amend or repeal the Bylaws or adopt new Bylaws must be voted on by the Executive Board and the Board of General Directors. In such instance, each person on each board will have one vote. Any action taken must be by a majority vote of the total members.
5. For both the Board of General Directors and the Executive Board, a majority of the members shall constitute a quorum for the transaction of business at any meeting.

6. Three (3) of the initial Executive Board members will each serve a 2 year term and the other two (2) initial Executive Board members will each serve a 1 year term. Thereafter, Executive Board members will be elected annually as required by the Illinois General Not for Profit Corporation Act of 1986, as amended. Nominations for the Executive Board will be made by the nominating committee and ratified by the Executive Board and General Directors. Executive Board members may be removed earlier by a 4/5ths vote of the Executive Board in accordance with the procedures set forth in the Bylaws. If an Executive Board member resigns or dies, or if there is any vacancy occurring on the Executive Board, the remaining Executive Board members shall appoint a person to fill the vacancy by a majority vote of the remaining Executive Board members.
7. The initial five members of the Board of General Directors shall be appointed by the Executive Board. Three of the initial members shall serve for a 2 year term and two of the initial members shall serve for a 1 year term. Subsequently, all members of the Board of General Directors shall serve 2 year terms and shall be elected in accordance with a staggered election cycle for which two members will be elected in a particular year and three members will be elected in the following year. Each term shall commence at the start of each new season. Nominations for the Board of General Directors will be made by the nominating committee and ratified by the Executive Board and General Directors. General Directors may be removed earlier by a 4/5ths vote of the Executive Board in accordance with the procedures set forth in the Bylaws. If a General Director resigns or dies, or if there is any vacancy occurring on the Board of General Directors, the Executive Board members shall appoint a person to fill the vacancy by a majority vote of the Executive Board members.
8. The Executive Board will authorize the appointment of three (3) people to serve on the nominating committee. The nominating committee will nominate a slate of individuals to fill openings on the Executive Board and the General Board of Directors. Each Executive Board member and General Director will have one vote on the slate of nominees, as a whole without regard to individual positions, presented by the nominating committee. A majority vote of the total Executive Board members and General Directors is necessary to approve or reject the slate. If the slate is rejected, the nominating committee will nominate a new slate of individuals to open positions. In the meantime, the incumbent Executive Board members and General Directors will continue to positions to be elected, unless a person decides to resign.
9. Members of the Board of General Directors will be limited to serving on the Board of General Directors for three terms. This term limitation will not preclude a member of the Board of General Directors to serve on the Executive Board, if so duly elected.
10. The Executive Board will consist of the Officers of the Association. Executive Board Members shall be appointed to the following positions:
  - President
  - Vice President (s)

- Secretary
  - Treasurer
11. The Bylaws require the Treasurer to obtain an independent annual audit of the Association's finances in accordance with practices customarily following by organizations similar to IDHA.
  12. The role of the Executive Board is to direct the overall operations of the association; to ensure the financial integrity of IDHA; to ensure the Bylaws and Operating Procedures are followed, and to amend the Bylaws and Operating procedures when appropriate.
  13. The Executive Board shall designate and appoint certain positions/ committees from among the General Directors and /or the Executive Board as described below.
  14. The Executive Board will create the operating units and committees designated in Section 2.2 through 2.2.5 and 3.0 below and, unless otherwise specified herein, will annually appoint chairpersons and members to these units and committees.
  15. The Executive Board may appoint such other positions and committees deemed necessary or appropriate to help support the efficient conduct of IDHA's affairs, provided, however, the Chairperson of any such committees must be members of the Board.
  16. Each member of the Board of General Directors will be required, if asked by the Executive Board, to chair at least one of the designated operating committees described in Sections 2.2 or to fill one of the positions described in Section 3.0.
  17. All decisions by either the Executive Board or Board of General Directors will be consistent with the IDHA Bylaws and these Operating Procedures and must be listed on the meeting agenda as an action item in order to be considered at that particular meeting.
  18. Each member of the Executive Board will have one (1) vote at an Executive Board meeting. Each member of the Board of General Directors will have one (1) vote at a Board of General Directors meeting.
  19. Pursuant to its Bylaws, the Annual Meeting of Association Members shall be held on the second Thursday in April and the Annual Meeting of the Board shall be held the second Wednesday in May. The Board shall have monthly meetings on the second Wednesday of each month. The Board may deviate from this schedule if it is not practical but shall in that event schedule its meetings on proximate dates as reasonably possible. Any Board Member may request a meeting of the Board at times other than the regularly scheduled meetings. Such requests will be made at least fifteen days prior to the date of such meeting. The President shall be responsible for scheduling all meetings of the Board and will provide notice to the other Board Members at least fourteen days prior to the date of the meeting, unless such 14 day notice is waived by a majority of all members of the Directors to accommodate time sensitive issues. The Executive Board will meet on such dates as the

Board meets. The Executive Board may convene meetings at any other time so long as all five Executive Members concur.

## 1.2 Election Process for Officers

The officers of the Corporation shall be elected annually by the members of the Executive Board at the annual meeting of the Executive Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Executive Board. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified.

While any position is pending, the Executive Board may assign the "*duties and responsibility*" of the vacant position to any association member if it deems it necessary to do so to maintain continuity of operations. This person shall not be entitled to vote at board meetings.

## 1.3 Approval Process for Board of General Directors and Executive Board

All actions will be taken by motion followed by a second to the motion and discussion. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of each Board, unless the act of a greater number is required by statute, the Bylaws or the Articles of Incorporation. This process shall also be used to appoint all Director positions identified in the Bylaws as appointed positions. This process shall also be used to fill an un-expired term of any elected director position.

## 2.0 IDHA Structure

IDHA has a corporate structure with a Board and Operating Units. The purpose of this structure is:

1. To ensure administration and operational efficiency.
2. To ensure the interests of all participants are represented at the Board level.
3. To ensure year-to-year consistency in decisions that affects the players and their Parents/Guardians.
4. To promote the image of IDHA.
5. To better serve the needs of the hockey community.
6. To maintain the feasibility and integrity of IDHA in Vernon Hills and its designated participation area.

## 2.1 Board Responsibilities

The Board shall undertake the following responsibilities:

1. Ensure integrity and adherence to IDHA Bylaws and Operating Procedures.
2. Approve all modifications to the Bylaws and Operating Procedures.
3. Approve all deviations to the Bylaws and Operating Procedures.
4. Be responsible for the financial health and stability of IDHA including the preparation of the annual report.
5. Provide input to IDHA Newsletter.
6. Maintain records of all major decisions including those of the Operating Units and Committees
7. Establish procedures to comply with AHAI and USA Hockey Rules and Regulations.

The Board may enlist volunteers and/or employ qualified experienced professionals to effectively implement its responsibilities.

### **2.1.1 Presenting Matters to the Board for Consideration**

Any Board Member may present an action item to the board by providing a written request for Board action to the Secretary not less than 2 days prior to the meeting at which the action is to be considered. The request for Board action must clearly identify the action to be taken and must provide a written summary of the reasons for the proposed action. A non-board member of the association that desires to have a request considered must find a Board Member willing to sponsor and submit the requested action on his or her behalf. A requested action will not be considered by the Board if no Board Member is willing to sponsor the request.

The Board may take any action deemed necessary including but not limited to tabling an item to the next meeting or referring the item to committee. Action items that impact "Hockey Operations" are required to be referred to the Hockey Advisory Unit prior to final consideration by the board. When such a request is made the Board shall refer the request directly to the Hockey Advisory Unit. The Hockey Advisory Unit has until the next meeting to review the request and give its recommendation. This recommendation may be presented in writing or orally at the next Board meeting. If no recommendation is provided the Board shall take action without the benefit of a recommendation. For purposes of this section "Hockey Operations" is defined as items that concern the number of teams, the number of teams at each level of play within age group, the number of players on a team, the number of games or tournaments played, the method used to place players on a team, player participation rules and coaching curriculum.

## **2.2 Operating Units**

Five "Operating Units" shall direct the daily operations of the Association. These Operating Units are defined by title and function as follows:

- Hockey Advisory Unit

- Operations Unit
- Rules and Ethics Committee
- Disciplinary Committee
- Nominating Committee

The Operating Units are in place to control and manage efficient conduct of IDHA's affairs, provided, however, the Chairperson of the standing committees and units named must be members of the Board.

### **2.2.1 Hockey Advisory Unit**

The Hockey Operations Director, who may also be a paid employee of the association, shall chair this unit and shall annually appoint the Hockey Advisory Unit. Not less than two members of this committee will be from among the General Directors. This unit shall have general oversight of the entire "hockey operations" side of IDHA, including the following specific authority and responsibilities:

1. Establish and implement practice/skill development curriculum for each specific hockey level and provide oversight to ensure that individual coaches follow the curriculum. The Hockey Operations Director may observe and participate in practices to ensure curriculum compliance.
2. The coach selection process.
3. Determine the number of teams at each level, the number of players per team, and the ice distributions for each team, the try out and selection process and communicate these determinations to the Board prior to the beginning of each season.
4. Consider, review and propose to the Board recommended changes to the Bylaws or operating procedures that impact the hockey program.
5. Review and make recommendations on all proposed changes to hockey operations or hockey operations procedures prior to final consideration and vote by the Board.

### **2.2.2 Operations Unit**

The Operations Unit shall be made up of a chairperson and qualified members appointed by the Executive Board. Not less than two members of this committee shall be appointed from among the General Directors. This unit will also include the Fundraising Director and the Membership Communications Director. This unit shall perform the following tasks:

1. Represent IDHA before the District, State and National Organizations under which we participate.
2. Determine the annual IDHA calendar.
3. Promote sportsmanship
4. Assist the Membership Communications Director in maintaining the IDHA mailing list, the IDHA web page and communicating all major requirements and decisions to the members.
5. Provide input to the IDHA newsletter.
6. Publicize and coordinate the traveling selection and tryout process for each age and skill level.
7. Ensure each team is familiar with IDHA bylaws and Operating Procedures.
8. Assist the Fundraising Director with fundraisers.
9. Document all decisions and ensure communication to the hockey community through inclusion on the association's web page and the IDHA newsletter.
14. Ensure all teams are aware of special events and activities (i.e. team pictures, team rosters, clinics, etc.).

### **2.2.3 Rules and Ethics Unit**

This unit will be appointed by the Executive Board. Not less than two members of this committee shall be appointed from among the General Directors. The actions of a participant, their Parent(s)/Guardian(s) or both may cause privileges to be revoked. Sportsmanship is the responsibility of everyone involved in IDHA activities, including all elected and appointed IDHA officials, coaches, referees, parents, fans and players. It is vital that IDHA strive to create and maintain a positive environment for coaches, players and fans, both on and off the ice. The guidelines listed in Sections 4 below are designed to provide this positive environment. Although this system is designed to follow a policy of progressive discipline for non-serious and non-habitual offenses, significant sanctions must be available to deal with serious and repeated incidents.

### **2.2.4 Disciplinary Committee**

This position will be appointed by the Executive Board. . This committee's responsibility is to deal with serious and repeated violations of the rules established herein. This committee's membership may change for each violation presented to it. In all instances the Disciplinary committee shall consist of a minimum of the President, a member of the Operating Unit that has jurisdiction over the party alleged to have violated the rules and a .member of the Rules and Ethics Unit. The President may appoint at least two additional Board members to serve on the committee for each matter presented. For all actions taken by a Disciplinary Committee, a minimum of three members must be present.

Upon receipt of an allegation of a serious or repeated violation of the rules contained herein, the President and an AHA Representative shall prepare a notice to be mailed or otherwise served on the alleged offender. This notice shall contain a summary of the allegations made against the

person, an indication that the Disciplinary Committee will be considering sanctions against the person and the date, time, and location of a hearing at which these allegations shall be heard. The alleged offender shall be informed of his or her right to be present at this hearing and to present any evidence the person desires to show cause why no sanctions should be imposed. Pending the hearing date the President may temporarily suspend the alleged offender from participation in any IDHA activities upon their determination that such suspension is necessary to avoid disruption to the affected team. Following the hearing and upon a finding that the allegations are substantiated, the disciplinary may impose sanctions against the person including but not limited to the following:

1. Issue a verbal or written reprimand.
2. Suspend the person from attending or participating in IDHA activities for a particular period of time or a particular number of games.
3. Restrict the person's presence at any IDHA activities and issue a trespass notice for any public facility while under IDHA's use and control.
4. Terminate a coach or player's affiliation with a particular team.
5. Place the person on a probationary status with suspension or other restriction to be imposed upon any future violation.

A player may be terminated from a team if a parent's serious or repeated violation of the rules is found to be materially disruptive to the ongoing activities of the child's team or to IDHA in general. No refunds shall be provided to a player who has been terminated from the program.

Any person subject to sanctions imposed by the Disciplinary Committee may appeal the sanctions to the IDHA Board by written notice mailed to or served upon the IDHA President within 10 days of imposition of sanctions by the Disciplinary Committee. The Board shall hear the appeal within 10 days of receipt of the notice of appeal, at a special, closed meeting and in the same manner as the hearing before the Discipline Committee.

## **2.2.5 Nominating Committee**

The Executive Board shall establish and authorize the appointment of three (3) members to this committee. This committee shall be responsible for soliciting and collecting the names and qualifications of individuals to be considered for election to the IDHA Board of General Directors and the Executive Board.

## **3.0 Additional Positions and Committees**

The Executive Board shall designate and appoint certain positions/ committees from among the General Directors and Officers.

The following positions shall be appointed from (or if a committee, will be headed by) a General Director:

- Hockey Education and Membership Communications Director
- Tournament Coordinator
- Ice Coordinator
- Referee Coordinator
- GNHL Liaison

The Executive Board shall designate and appoint the following positions, which may be appointed from (or if a committee, will be headed by) the Executive Board members and /or the General Directors:

- Registrar
- Fundraising Director

#### **4.0 Arena Guidelines**

In addition to all the posted Arena rules, the following rules shall apply to all persons in any of the arenas at which an IDHA event is taking place:

1. No foul language.
2. No leaning over the glass, standing on the railing or beating the glass.
3. No verbal abuse of officials, coaches or players.
4. No other inappropriate behavior by fans in the stands.
5. No use of drugs, alcohol or tobacco.

Any person violating these rules shall be asked to leave the arena. Law enforcement shall be called if the person is believed to have committed a criminal offense or if the person refuses to leave the arena.

#### **4.1 Conduct of Coaches / Violations by Coaches**

Coaches are required to act in a professional manner consistent with the procedures, policies and philosophy of the IDHA. All coaches will be supervised by the Hockey Operations Director. The following guidelines shall apply:

1. Coaches set conduct for the team when gathered together at arenas, restaurants, hotels, etc. Team and organizational conduct rules should be set down by the coach at the beginning of the season.
2. Respect for coaches will be enhanced if the coaches set the right example by their own conduct and language, that is, coaches cannot expect to enforce a rule on a player if they use curse words and demeaning remarks about a player or team.
3. Coaches will strive to maintain an equal number of practice hours as game/scrimmage hours, and should make maximum use of ice.

4. Each coach must hold a parent meeting at the beginning of the season to discuss objectives and goals for the upcoming season prior to the first game played.
5. The coach should require all players to shake hands with opposing players, coaches, and referees. The coach should also participate in the handshake.
6. The coaches will monitor or make arrangements for monitoring the activity and conduct of the players in the locker room, bus, arena and hotel.
7. The coaches should prevent criticism of players by teammates and set the example through positive encouragement of all players.
8. Violations of these guidelines may result in suspension of those responsible and cancellation to the remaining season for the responsible team.

The following rules shall apply to coaches involved with IDHA teams and shall be considered serious violations:

1. Physical abuse of any person, including but not limited to players, other coaches, officials, parents or fans, or the encouraging of anyone else to engage in physical abuse of another.
2. Verbal abuse directed at players, other coaches, officials, parents or fans.
3. Repeated use of foul or obscene language.
4. Consumption of alcohol or controlled substances prior to a practice, scrimmage or game.
5. Repeated instances of absence without excuse from practices, scrimmages or games.
6. Violation of any significant IDHA, AHAI, or USA Hockey rules or guidelines.

Coaches, team managers and any other team personnel will adhere to USA Hockey and AHAI guidelines, certifications and other requirements, including but not limited to screening and training requirements. The IDHA Board or the Hockey Operations Director may establish other requirements and procedures as appropriate, to which all team and program personnel will abide.

For non-serious violations of IDHA, AHAI or USA Hockey rules or guidelines, IDHA may issue a reprimand or warning indicating that future violations may result in a hearing before the Disciplinary committee.

## **4.2 Violations by Players**

The following rules shall apply to players on IDHA teams and shall be considered serious violations:

1. Physical abuse of any person, including but not limited to other players, coaches, officials, parents or fans, or the encouraging of anyone else to engage in physical abuse of another.
2. Verbal abuse directed at other players, coaches, officials, parents or fans.
3. Repeated use of foul or obscene language.
4. Consumption of tobacco, alcohol or controlled substances. Players found using these items on or off the ice shall be suspended. Reinstatement subject to Board approval.

5. Repeated instances of absence without excuse from practices, scrimmages, or games.
6. Incidents of gross un-sportsmanlike conduct, including intent to injure.
7. Incidents of causing damage to any public facility.

Players will adhere to a reasonable standard of conduct at all times and will represent IDHA in an appropriate manner.

### **4.3 Violations by Parents**

The following rules shall apply to parents while attending or otherwise participating in an IDHA event and shall be considered serious violations:

1. Physical abuse of any person, including but not limited to players, coaches, officials, other parents or fans, or the encouraging of anyone else to engage in physical abuse of another.
2. Verbal abuse or foul or obscene language directed at players, coaches, officials, other parents or fans.
3. Instances of gross un-sportsmanlike conduct.

### **5.0 The Players and Teams**

The following guidelines shall be used in an effort to ensure that each player participates in the age group and skill level appropriate for them.

#### **5.1 Age Groups**

IDHA will follow AHA! guidelines for age groupings. The age groups are:

Mini Mite 4-6 (GNHL)

Mite 7-8

Squirts 9-10

Peewees 11-12

Bantam 13-14

Midgets 15-18

Girls 12/Under

IDHA will use AHAI Guidelines as the cut off date to establish the age groups, currently participant's age as of December 31<sup>st</sup>. Any youth between the ages of 6 and 18 (if still in high school) is eligible to participate on an IDHA team so long as he or she meets all AHAI and USA hockey criteria. Any exceptions must have Board approval and must comply with AHAI and USA Hockey guidelines.

## **5.2 Eligibility**

Eligibility will be AHAI two choice rules or such other AHAI policy in effect from time to time.

IDHA will not allow rostered players to play in another organization's hockey program during the IDHA season.

## **5.3 Number of Teams**

The Hockey Advisory Unit will recommend the number of Traveling teams to the Board for approval each year. The number of traveling teams is determined by the number of registered participants in that age group and their perceived talent level. The goal of these Operating Procedures is to have every traveling player on a team that is suitable with the player's talent level. For 2006-2007, the number of teams is anticipated to be as follows:

Bantams – At least 1 team  
Peewees – At least 1 team  
Squirts – At least 1 team  
Mite – At least 1 team  
Girls/ 12 and under-- At least 1 one team

## **5.4 Number of Players Per Team**

Teams are encouraged to roster 17 players with a minimum of 13 skaters and two goalies required.

## **5.5 Team Selection Process Guidelines**

The Ice Dogs tryout procedure may be altered year to year and in all cases will be published and made available to each coach and family in advance of tryouts. The tryout procedure for 2006/2007 will include the following guidelines:

1. Each registered player will have the opportunity to participate in a minimum of two hours and a maximum of five hours of evaluation.

2. A selection committee for each team will be formed which will include the Hockey Operations Director (Eric Schneider), and two other members of the professional staff, one of whom will be the head coach for the team.
3. No player parent will be part of the selection evaluation except to the extent that a professional staff member also happens to be a player parent and in that event they will not be involved in the selection of teams involving their child.
4. The top players in a particular level should skate at the highest level.
5. selections will be made in an objective manner

Pre- tryout conditioning clinics may be offered but attendance will not influence the selection process.

## **6.0 Ice Allocations and Registration Fees**

Ice allocations and registration fees must be commensurate with the age of the player and the skill level played at. The registration fees must consider the ice time available to the player and other costs incurred by the IDHA, including but not limited to tournaments, instruction, coaching and jerseys. A late fee may be assessed for registrations submitted after the scheduled registration date.

The following guidelines shall apply:

### **Mites**

Approximate ice time is 3 to 4 hours per week with up to 35 games including tournaments.

### **Squirts**

Approximate ice time is 3 to 4 hours per week with up to 35 games including tournaments.

### **Peewees**

Approximate ice times are 3 to 4 hours per week with up to 45 games including tournaments. .

### **Bantams**

Approximate ice times are 4 to 5.5 hours per week with up to 50 games including tournaments.

### **Girls / 12 and under**

Approximate ice time is 3.5 hours per week with up to 35 games including tournaments.

## **7.0 Equipment**

The safety of IDHA participants is a major concern for everyone. USA Hockey and AHAI safety guidelines are the minimum requirement of all participants. IDHA may require more, but never less than USA Hockey and AHAI guidelines. The registration form shall be used to communicate equipment requirements to all players and their parents.

## **8.0 Ice Cancellation Policy**

Notice to cancel an hour of ice must be given 48 hours in advance of the scheduled ice time. Notice must be given Monday through Friday. For all weekend ice times, notice must be given by noon on Thursday. Monday ice must be cancelled by noon on Friday. Any team that fails to give this notice will be considered a no-show in accordance with the Ice No-Show policy.

### **8.1 Ice No-Show Policy**

Any team that fails to show up and use an assigned hour of ice, without proper cancellation notification to the ice coordinator, shall either reimburse IDHA for the cost of one hour of ice at the current rental rate, or forfeit one hour of future ice.

## **9.0 Expense Control**

1. Tournament entry fees including district, region, and state playoffs will be paid by IDHA. Tournament entry fees for "optional" tournaments shall be paid by the participating team. No team will enter a tournament without approval of the Hockey Advisory Committee.
2. Phone calls, scorebooks, pucks, practice jerseys, etc. are team expenses.
3. No individual or team shall hold a fundraiser without board approval.
4. Ice time outside of that allocated to each team by IDHA is a team expense.

## **10.0 Locker Room Privileges**

Locker rooms are a privilege granted to all IDHA teams. Abuse of the locker rooms will result in revocation of those privileges.

1. Locker rooms will be kept clean at all times and must be picked up after every game.
2. Breaking locker room facilities will result in season suspension of locker room facilities for that team.
3. Locker rooms must be monitored 30 minutes before and 15 minutes after a game.
4. All teams will comply with the locker room procedures, rules and policies of the ice rink.

## **11.0 Refund Policy**

From time to time the Board may establish policies regarding refunds. Any such policy will be published and made available to the participant families.

No refunds shall be provided for a player whose eligibility has been terminated or suspended.

## **12.0 SCHOLARSHIP**

The IDHA desires to provide financially disadvantaged youths the opportunity to participate despite a possible inability of their families to pay the fees and expenses associated with travel hockey. The Board will strive to provide scholarship opportunities where possible and will develop guidelines, policies and procedures to accomplish this when prudent and practical. This program may cover the cost of partial or full fees, as well as equipment and other costs that might otherwise be directly incurred by the player or family.