

## **IROQUOIS FALLS MINOR HOCKEY ASSOCIATION**

The mission of the Iroquois Falls Minor Hockey Association is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe, sportsman-like environment. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well-being of all participants. The Iroquois Falls Minor Hockey's primary interest is the well-being of its participants.

### **STATEMENT OF PURPOSE**

The Iroquois Falls Minor Hockey Association is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. The IFMHA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. We want to send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The IFMHA is committed to the highest possible standards of care for its participants.

### **POLICY**

It is the policy of IFMHA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. The IFMHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

# IROQUOIS FALLS MINOR HOCKEY ASSOCIATION 2017-2018

## TEAM GUIDELINES

Full equipment including mouth guards are mandatory at all times (practices and games). All players have to be fully dressed before they get out of the dressing room (no walking in hallway half dressed)

### Copies of Birth Certificates and Player Information Sheet

Sheets must be carried with the team at **ALL** times. Each player's parent or guardian must carry the child's Health Card. Without it, treatment can be refused.

**All the personnel on the bench or on the ice MUST BE REGISTERED with the N.O.H.A, have required training and certification and MUST HAVE COMPLETED A VULNERABLE SECTOR CHECK (coaches, trainers, managers, and assistant coaches) including the Jr. and Sr. Tykes. Each team will be allowed 5 staff on the bench.**

**Exhibition games:** Forms must be filled out, submitted and approved prior to participating in any games. **YOUR TEAM IS NOT INSURED WITHOUT THIS FORM.**

All Coaching Staff is responsible for the safety and behavior of the children in the **arena**.

IFMHA is not responsible for personal equipment left in the lock-ups. Coaching staff must not give the combinations of lock-ups.

Contact the equipment director for your supplies. Please refer to the website or coaches manual for contact information.

A Team mailbox is in the coach's lock up #13. The Associations equipment (pucks, pylons, shooter tooters, etc) is also located in the coach's locker. Items **MUST** be return after each game/practice to ensure they are available for next team.

Updates will be posted on the Iroquois Falls Minor Hockey Facebook page and on the association website at [www.iroquoisfallsminorhockey.ca](http://www.iroquoisfallsminorhockey.ca). Please notify team members, parents and staff to check often for updates.

If at anytime something happens that you cannot use your ice time, please call the Ice Scheduler, as soon as possible so that he can make other arrangements for the time slot. Ice time is at a premium and must be treated as such. Any team that does not notify the Ice Scheduler of unused ice will forfeit their next practice ice time.

Travel permit request forms for tournaments should be applied for as soon as possible. The form needs to be filled out and given to your respective House League or Rep Director. Please submit the request and cheque or complete a cheque request to cover the permit. Travel Permit Requests submitted

within two weeks of the tournament will be subject to a \$50 fine by the NOHA and it will be the teams responsibility to pay the fine.

NEW: If any team requests extra ice time for practices it shall be at the teams discretion and the team will be responsible for covering the extra costs associated with the extra ice time. IFMHA will not pay for any unauthorized ice time booked in town or outside of Iroquois Falls.

At the end of the season, all sweaters have to be washed and returned to IFMHA. Sweaters are to stay in lock ups during hockey season. They are not to be worn at school or on the street. **This is a COACHING STAFF'S RESPONSIBILITY.**

NO COACHING STAFF, PLAYER, OR PARENT WILL ABUSE THE OFFICIAL... (IF THIS IS DONE, THE PERSON WILL BE PENALIZED BY THE IFMHA EXECUTIVE)

NO COACHING STAFF WILL ABUSE ANY PLAYER (PHYSICALLY, VERBALLY, EMOTIONALLY, OR OTHERWISE). Coaches should make every effort to assure the security of personal belongings in the dressing rooms.

PRESS RELEASES of games must be sent to the local paper EACH WEEK. The sponsor's name MUST be mentioned in all press releases. It is the Coaches responsibility to ensure articles are submitted on SUNDAY EVENING to the House Director who will in turn submit to the local paper the same night.

IFMHA will not assume any financial responsibilities towards transportation to games and/or tournaments.

NEW: Registration Amounts and dates are laid out in the Player Registration Form which is available online at [www.iroquoisfallsminorhockey.ca](http://www.iroquoisfallsminorhockey.ca). Registration can be paid in full by cash or cheque at registration or prior to September 1st. If paying in installments, ALL POST DATED CHEQUES are required prior to September 1<sup>st</sup> as described on the Player Registration Form. If deadline is not met, the player will not be allowed on the ice until monies are submitted to I.F.M.H.A. **REP PLAYER FEE OF \$200.00 must be paid by November 1<sup>st</sup>.**

Dryland training: when jogging inside the arena, kids must be dressed appropriately (no jock shorts or tank tops allowed)

DRESSING ROOMS AND LOCK-UP #13 are to be locked at all times during games or practices

SHOWERS: **TWO MEMBERS** of the coaching staff must be in the dressing room at all times when the kids take their showers (NO PARENTS ALLOWED)

**NEVER LEAVE KIDS IN THE DRESSING ROOM OR ON THE ICE ALONE!!!**

## **RULES AND REGULATIONS**

1. All players, by reason of their registration in the IFMHA agree to abide by the constitution and by-laws, rules and regulations.
2. All players will be treated fairly and with respect.
3. All officials come under the sole jurisdiction of the District Referee-In-Chief
4. Any complaints regarding officials shall be reduced to writing and presented to a member of the Executive within seven days of the occurrence. Verbal notification of this complaint shall be made to either the House or Rep director depending on your team within 24 hours. Any complaints shall be dealt with by the Executive.
5. Coaches/trainers, or players shall not use abusive language towards officials.
6. Coaches/trainers shall be available 30 minutes before game time to open storage facilities and to unlock dressing rooms.
7. Dressing rooms shall be locked during games and kept as clean as possible.
8. All sweaters and team equipment shall be kept in the storage facilities provided.
9. Each player shall be provided a numbered sweater at the start of the playing season. This sweater shall be worn at each game and the sweater shall not be changed during the season.
10. Coaches shall compile a list of player's name and sweater number assigned. A form is provided in the coach's manual. Once the form is complete please give it to the Secretary so the team roster may be approved.
11. CSA approved protective equipment must be worn by all the players at all times on the ice surface. (helmets, faceguards, pads etc.) All players must wear BNQ neck guards. Effective September 2004, each player registered with NOHA shall be required to wear an intra-oral mouth guard during all games and practices. This includes goaltenders. No player shall be allowed on the ice without full equipment, including mouth guard and neck guard.
12. Only registered staff is allowed in the team boxes.
13. Players must remain off the ice, out of the team boxes and stay clear of the stairwell leading off the benches until the previous team players have completed their game and are off the ice, and on their way to the dressing room.
14. Players must remain off the ice until the ice-cleaning machine is off the ice and the gates are closed.
15. Players are not to sit on the side rails with their feet over the ice surface.
16. No one is allowed on the ice without skates.
17. Teams not utilizing the ice time allocated for practice will be penalized by the forfeiture of their next scheduled practice.

18. Every child and parent of a child who registers for IFMHA should be informed of the IFMHA code of ethics. Penalties will be placed on offenders of this code of ethics.
19. House league teams are to be reviewed to ensure proper balance for fair teams.
20. IFMHA does not want signing of underage players by other organizations, except for AAA hockey as per our constitution.
21. IFMHA will ensure that a maximum of 25 cards per team will be issued. All registrants will be evaluated skill wise and ensured a spot on a team equal to their skill level and division. In lieu of low registration, IFMHA may enforce a players position on a team.
22. All coaches must understand, date and sign team guidelines and the rules and regulations upon accepting the position.

## EXHIBITION GAMES

As stated in the NOHA Constitution, before an exhibition game is played, the NOHA District Council Director must grant permission. If it involves a team from outside the NOHA, the Secretary-Manager (from the North Bay office) must grant permission.

“REQUEST TO PARTICIPATE IN EXHIBITION GAME” forms which explain the process are included in the coaches manuals and are available on the NOHA website. Once the form is completed it should be emailed to ALL the following: Rep or H/L Director, IFMHA Referee-in-Chief, Ice Scheduler and Secretary who will in turn schedule Referees and time keepers, book ice times and submit through the NOHA Tournament Portal for approval.

The officials rates paid by the IFMHA are provided, which should also be respected for exhibition games. Both teams usually share the cost of exhibition games.

A game sheet must always be filled out for an exhibition game. An exhibition game will count as a game in the case of a suspended player if the exhibition game was scheduled before the suspension was granted.

## NOHA REGISTRATION

All IFMHA teams are registered with the NOHA. Once all players and staff have been selected the Secretary registers them with the NOHA to receive an official team roster. Each team may register 20 players and 5 staff. If a team requires additional registrations, you must write a letter and explain to the Executive why such request is being asked. Should the Executive approve, the Secretary will make the adjustments. Official team rosters must be approved before the team can participate in any games.

One parent of each player must complete the Parent Respect-In-Sport before their child can be registered on a team.

Each Team Staff Member MUST have completed a Vulnerable Sector Check and **(NEW 2017)** OHF GENDER IDENTITY TRAINING for Team Officials before a team can be approved by the NOHA.

## IFMHA TOURNAMENTS

IFMHA will pay each rep team a maximum of \$800.00 and each house team a maximum of \$500.00 for tournament entry fees and all travel permits for each team during the season.

If IFMHA is hosting a tournament in your divisions, it is mandatory that you attend the tournament as there is no cost to the hosting team. When hosting a tournament in your division, it is expected that all parents and coaching staff work during these tournaments.

## **FUNDRAISING**

No IFMHA team will go out and solicit funds or donations of any type from our local and affiliate businesses. IFMHA will provide a form for teams to go out and fundraise. If a form is not filled out, and signed by the President of IFMHA there will be **NO FUNDRAISING**. Once the fundraising event is over, there has to be a financial report handed back to the executive of the day before another event can take place. Failure to do so will result in a fundraising ban to the team for the year. Fundraising may be done to raise funds for the following: tournament fees, team traveling uniforms, buses, team rooms for tournaments/NOHA, NDHL Play downs, yearend party, officials for exhibition games, etc...

Each team shall provide an expense report to the Treasurer by December 31<sup>st</sup> indicating fundraising dollars and expenses. A second report will be required by March 31<sup>st</sup> at end of season; to ensure proper handling of finances. All fundraising must abide by the above rules. Failure to comply with the rules will lead to the disbanding of the team.

## **EQUIPMENT**

CSA approved protective equipment must be worn by all participants at all times on the ice surface. As of September 2004, each player registered with the NOHA shall be required to wear an intra-oral mouth guard during all games and practices. This includes goaltenders. Any player who does not have full equipment, including mouth guards and neck guards will not be allowed on the ice surface.

All sweaters and team equipment shall be kept in the storage facilities provided to each team. It is the responsibility of the coaching staff to return all equipment to the IFMHA equipment director, no later than 30 days after the last scheduled game.

IFMHA is not responsible for personal equipment left in storage facilities. Coaching staff should not give out the combinations for lock-ups.

## **CERTIFICATIONS**

All personnel volunteering on the bench, on the ice or managing must be registered with the NOHA. To be registered certification as per NOHA regulations must be completed as listed online at: [www.noha-hockey.com/coach-what-do-i-need](http://www.noha-hockey.com/coach-what-do-i-need)

## **PROCEDURE FOR COMPLAINTS**

When complaints need to be made, the IFMHA has established the following steps to be taken. In the following, complaints being made by parents and team officials have been dealt with separately.

### **Complaints by parents concerning team officials**

1. The first step to be taken would have the parent speak to a parent representative, about the problem.
2. If the parent is not satisfied, he/she may contact the director of the division in which his/her child plays. The complaint should be in writing at this point.
3. The Director of that division will investigate the complaint. They will speak to team officials and the parents. If a conflict of interest exists, IFMHA executive will appoint a neutral individual.
4. The director will then bring the complaint to the executive at which time a decision/ruling will be made. If warranted, the parties may be invited to attend an executive meeting.
5. This decision will then be communicated to the parents and team officials by the director.

### **Complaints by team officials**

1. Complaints by team officials concerning referees, other teams, and parents/players should be directed to the director of the division in which the team plays. These complaints are to be in writing.
2. After receiving complaints, the director is to investigate the problem at hand, contacting the parties involved.
3. Once the investigation is completed, the director is to bring his/her findings to the executive, where a decision/ruling will be made.
4. Once a decision is made, the director is to inform the parties involved of the decision.

All decisions made are final unless significant new information is brought forwards. The Executive will decide whether or not another meeting is required.



## **INJURIES AND INSURANCE CLAIMS**

In the event of injuries to players/coaches who are registered with the NOHA, the following procedures should be adhered to:

1. Only a certified official (trainer) is to attend to the injured player, unless extra help is required.
2. If medical attention is required, the team official must have all forms properly completed. The attending physician as well as the trainer, accurately outlining the incident must sign them.
3. Upon completion of treatment the proper documents must immediately be submitted or soon they're after to the NOHA. It is important to note that ambulance fees are the parent's responsibility, until the NOHA submits all claims to the proper insurance company. It is equally important to remember that all-relevant forms be submitted within 90 days of the date of the accident.

### **How to make a claim**

1. **Secure** a CHA accident report form from your team or IFMHA director. In the event that there are none available contact your nearest NOHA office. Accident report forms will be available at all arenas. Game sheet is to be sent with the accident claim form.
2. **Complete** the form in its entirety. Have your team official complete the team section and your doctor/dentist completes the back of the form.
3. **Submit** the fully completed form to your branch office along with any receipts or invoices within 90 days of the accident. (Approximately 90 days for forms to be processed).

### **NOTE:**

**Only accident report forms received in the branch office on time will be accepted**

**Forms must be completed in its entirety or the forms will be returned**

**Only original receipts and/or invoices are acceptable**

CHA is strictly a supplemental insurer. If you have access to any other insurance, you must pursue it through them first. The CHA shall cover those costs not covered by your primary insurance to their policy limits. It should take approximately 90 days to finalize all claims.

## STEPS FOR BRINGING UP AFFILIATED PLAYERS

1. The coach wishing to bring up an affiliated player must contact the coach of the affiliated team and ask his/her permission to bring the player up for a game or practice.
2. The coach may request the player(s) of his choice.
3. The affiliated player's coach will then contact his/her player. **The team requesting the player is not to contact the player directly.**
4. It is up to each individual player if he/she wishes to play for the affiliated team.
5. If the player chooses to play then his/her coach will contact the affiliated team's coach and advise.
6. If the player has a game for his/her own team at the same time, then it is up to the discretion of his/her coach if the player may play for the affiliated team.  
When a player plays for an affiliated team, he/she must bring their official team roster to each game. It must be attached to the game sheet and it must be signed by the referee/linesman. Once the game is over, the player's roster is to be returned promptly to the affiliated player so that he/she may return it to his/her coach.

A player may play with an affiliated team 10 games during that season. The player cannot play an eleventh game (11) until the player's registered team completes its regular season and playoffs. Tournaments, **other than the NOHA Playoffs**, and exhibition games do not count as a game played as they are not regular season games.

## DRESSING ROOMS

### Guidelines:

- Any inappropriate behavior in the dressing room must be reported to a supervisor or someone who can help.
- When male and female officials work together, it is **never** appropriate to change to change or dress in the same space at the same time. One gender should dress first while the other waits outside the dressing room: then vice versa.
- Once both genders are fully dressed, they can share the room in preparation for the competition, but leave the door open.
- Only official and their supervisor are allowed in the official's room.
- Minor officials use two-deep system: always have a third person present.

## **SCREENING/CRIMINAL RECORD CHECKS**

It is the policy of the Iroquois Falls Minor Hockey Association and the NOHA that Criminal Record Checks will be mandatory for all volunteers (coaches, trainers, managers, and referees and executive of IFMHA)

Once the individual has been permitted to act as a volunteer, Criminal Record Checks/ Vulnerable Sector Check will be required every 3 years.

All volunteers, staff and executive of the IFMHA will be required to provide a Vulnerable Sector Check to IFMHA Secretary. The applicant will require an IFMHA Volunteer Letter available from the Secretary and be required to attend the Local Ontario Provincial Police Detachment with the volunteer letter in person along with two pieces of identifications one of which is a photo-identification. No one else is allowed to make this check on the applicant's behalf. The police will require a signature and a small form to be completed while they process the application.