

The following rules are written to govern the day-to-day operation of this organization. They must abide by the parameters set in the By-Laws 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 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 shall be on the ice during time scheduled for that particular team. An IWYHA player of Peewee to the High School level may apply to become a Student Coach through the Ace Director.
- 1.3 No one 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, Certified Coaches and Certified Assistant Coaches
- 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 – One and one half hour time slots will be scheduled with all three periods being a minimum of 15 minutes with stopped time.
  - Bantam level – One and one half hour time slots will be scheduled with all three periods being 15 minutes with stopped time.
  - Pee Wee level – One and one quarter hour time slots will be scheduled, with all three periods being 15 minutes with stopped time.
  - Squirt level – One hour time slots will be scheduled with all three periods being 12 minutes with stopped times.
  - RWB level – league will run accordingly 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 hand shake line is mandatory. Any player or coach still on the ice at the end of the game must go through the hand shake line with one glove removed.
- 1.13 Penalties are provided in USA Hockey rules. IWYHA will comply with all regulations as established by USA Hockey, WAHA, and Wisconsin Club High School Hockey League (WCHSHL).

**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 people, 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) 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**

- 4.1 Approval by the Board of Directors is required for all purchases over \$200. 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 expended the money, 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, a tryout format will be established by the President/Vice President and ACE director 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 ACE Director will be present during tryouts.
- 2.3 The evaluation process for skaters and goalies will 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 preferably do not have skaters at that age level) who are approved by the ACE Director.
- 2.5 Evaluation scores will be tabulated and presented to the ACE Director for approval prior to team designation.
- 2.6 After the evaluation phase has been completed, teams will be selected as soon as possible, usually within one day.
  - 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 subjected to ACE Director 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 will 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 tryout for goalie will be allowed to play that position 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 3.7.1, 3.7.2, and 3.7.3.
  - 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 3.7.1, 3.7.2, and 3.7.3.
  - 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 after the evaluation process is complete. The player will be evaluated and placed on a team by the coaches and Ace Director.
- 2.10 Any parent may request a review of their child's selection criteria by notifying the ACE Director 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 3.7.2 and 3.7.3.
- 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 3.7.1, 3.7.2, and 3.7.3. 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 ACE Director 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 ACE Director. 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, the player may tryout 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 half for that classification in order for the player to be allowed in the older classification. If the player's total evaluation score is not in the top half 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.

- 3.4 If approved, a player may tryout at an older age classification, but that player will also be required to tryout at their age classification.
- 3.5 A player may only move up one age classification and has the option to double-roster or roster only on the higher age level team. If a player double-rosterns then the double roster rules and fees apply (see section 4 of this article).
- 3.6 A player will be allowed to tryout at the older age classifications unless the Coaches Committee (see Article VIII, section 13 for committee makeup) determines that it will adversely affect team size at either age classification.
- 3.7 If any participating party would like to appeal the decision that is made by the Coaches Committee, they may make an appeal in writing to the Vice-President or ACE Director 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.
- 4.3 Players are typically double-rostered only for games and scrimmages, not practices. The double-rostered player is only invited to games or scrimmages when there is a concern that there will be too few players to play in a game or to meet the requirements to play at state tournament.
- 4.4 A player must play in at least 5 games with a team between December 15 and the first playoff game to be eligible to play for a team at state.
- 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 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.
- 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 4.11):
  - 4.9.1 The parent of player wishing to double-roster.
  - 4.9.2 The head coach of age level team and head coach of upper age-level team.
  - 4.9.3 The ACE Director.
- 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 Fee 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 ACE Director, in writing.
  - 4.11.2 The ACE Director will determine whether double-rostering is appropriate under the terms of this policy.
  - 4.11.3 If any participating party would like to appeal the decision that is made by the ACE Director, they may make an appeal in writing to the Vice-President and it will be reviewed in a timely manner.



- 4.11.4 Players must be added to the gaining team's roster no later than December 20th.
- 4.11.5 Players will not participate in a game or scrimmage with the gaining team until approval is granted.

**ARTICLE IV**

**COMPLAINTS**

- Section 1.** All complaints except those involving the actions of a team manager must be brought first to the team manager for action.
- Section 2.** If the team manager is unable to resolve the issue they are to notify the Vice President or ACE Director to file a grievance.
- Section 3.** If the Vice President and ACE Director 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 By-Laws 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 By-Laws

**SECTION 2. The Officers**

**2.1 The President**

- 2.1.1 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 Board of Directors will be required to attend the meetings.
- 2.1.2 The President will, on the direction of the Board of Directors, issue letters of reprimand in appropriate circumstances.
- 2.1.3 The President is ultimately responsible for each Officer and Director fulfilling their duties to the Association as specified in its rules.
- 2.1.4 The President will oversee certain Directors as determined by the Board each year.
- 2.1.5 The President is obligated to attend any team meeting, at the request of the team representative, 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.
- 2.1.6 The President will be the key contact person for the Association with the cities, schools, and recreation departments.

**2.2 The Vice President**

- 2.2.1 The Vice President will oversee certain Directors as determined by the Board each year.
- 2.2.2 The Vice President will preside and perform the duties, of the President, in the absence of the President.
- 2.2.3 The Vice President will mediate all grievances regarding on/off ice activities when brought to his/her attention by a Team Representative and/or ACE Director.
- 2.2.4 The Vice President will exercise all other duties as befits the office and are specified in the rules of the Association.

- 2.3 The Secretary
  - 2.3.1 The Secretary will be responsible for conducting roll call and produce minutes of each Board meeting and distributing to all Officers and Directors in the Association by the start of the next Board of Directors meeting.
  - 2.3.2 The Secretary will oversee certain Director positions as directed by the Board each year.
- 2.4 The Treasurer
  - 2.4.1 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.
  - 2.4.2 The Treasurer shall prepare and distribute invoices for fees to the membership as required.
  - 2.4.3 The Treasurer must also file all reports. (Taxes, Region 4 and WAHA, etc.)
  - 2.4.4 The Treasurer will oversee certain Directors as determined by the Board each year.

**Section 3. The Director Positions / Other Board Positions**

Director/Other Board Positions shall be appointed by the Association President and approved by a majority vote of the Board of Directors. Directors shall be members in good standing and are willing to accept the responsibility of the required directorship.

Duties of the Directors will be specified by the Board of Directors. Determination of these duties will be the responsibility of the Board and will be fully explained to the candidates for directorship prior to their assuming responsibility. Duties assigned to any directorship will at no time be in direct conflict with USA Hockey, WAHA, or the Associations' By-Laws. Directors will comply with all By-Laws and rules of the IWYHA.

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

- 3.1 Association Coaching and Education (ACE) Director** – Responsible for the development, certification and educational opportunities for coaches. ACE Director, along with the Vice President, serves as a contact for any grievances. ACE Director 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. (Even year)

- 3.2 Concession Director** – Responsible for the purchasing and stocking of the concession stand. Schedule Open Skate parties and organize Theme Skate events. Keep accurate record keeping of receipts of supplies purchased and report to Treasurer. By the end of the season, no later than March 31<sup>st</sup>, Concessions Director will have a complete financial statement of income and expenses to assist in determining the next season’s budget. (Odd year)
- 3.3 Equipment Director** – Oversee distribution and collection of all Association-owned equipment and collect necessary fees. Recommend purchase of new equipment and jerseys to the Board of Directors. Keep accurate record keeping of receipts of equipment purchased and report to Treasurer. By the end of the season, no later March 31<sup>st</sup>, the Equipment Director will have a complete financial statement of income and expenses to assist in determining the next season’s budget. (Odd year)
- 3.4 Fundraising Director** – Oversee fund raising and other events to benefit the Association. Collects monies earned by fundraisers. Chair all Fundraising committee meetings. By the end of the season, no later than March 31<sup>st</sup>, the Fundraising Director will have a complete financial statement of income and expenses to assist in determining the next season’s budget. (Even year)
- 3.5 Marketing Director** – Oversee the promotion of the Association throughout all of the Dodgeville, Mt. Horeb and surrounding communities. Complete and turn in a financial statement at the end of the season, no later than March 31<sup>st</sup>, to assist in determining the next season’s budget. (Even year)
- 3.6 Referee Director** – Schedule referees for all games, gather information for training sessions, recruit new referees, and work with 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. (Odd year)
- 3.7 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)
- 3.8 Registrar** – 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. Work with WAHA and Region 4 representatives with requested information that maybe needed on skaters and teams. (Even year)

- 3.9 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. Rink Director must also bring purchase requests to the Board for approval, and oversee the purchasing of that request. (Even year)
- 3.10 Team Rep 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, track required work hours, and collect and track work hour deposits for all members of the Association. Ensure Team Reps communicate any schedule changes to Ice Coordinator within 24 hours of schedule change. (Odd year)
- 3.11 Website and Electronic Communications Director** – Organize, maintain and update the website and assist with email and other electronic communications on behalf of the Association. Be a contact for all current up to date ice times and update on website calendar. (Even year)
- 3.12 Tournament Director** – Organize all tournaments hosted at our home rink. (Odd year)
- 3.13 Ice Coordinator** – 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 request.

**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, Fundraising 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**

**MANAGERS**

- Section 1.** A manager will be selected by the Team Rep Director and Coach before the team's first practice.
- Section 2.** The Manager 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.
- Section 3.** The Manager 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.** Managers are responsible for updating the team 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 Squirt, 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.

**ARTICLE VIII**

**COACHES**

- 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 ACE Director.

- Section 2.** Coaches will be certified in accordance with USA Hockey and WAHA requirements.
- Section 3.** Coaches are required to submit 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 ACE Director.
- Section 5.** Coaches must be knowledgeable and adhere to IWYHA By-Laws and Policy and Procedure 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 ACE Director.
- Section 9.** The assistant 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 By-Laws Article II, Section 7.
- Section 13.** The Coaches Committee shall include the ACE Director, all coaches and any additional members of the Board of Directors and/or Association members.

## **ARTICLE IX**

### **ON-ICE OFFICIALS**

- 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 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 team manager 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 manager, the Board shall be informed to begin review of the situation for the member's possible suspension.
- Section 3.** Parent are required to follow the IWYHA 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.
- 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.** At the conclusion of each tournament/round robin, the Treasurer will calculate an income amount. That income will then be divided 50/50 and split with the tournament team host. The team will only use that money to help fund their state tournament or other team tournaments they will be attending that year. Any money not used will remain the Associations.