IRVINE ICE FOUNDATION

IRVINE ICE FOUNDATION

Jr Ducks Hockey Club
Lady Ducks Hockey Club
Jr Gulls Hockey Club
Anaheim Ducks High School Hockey League

INFORMATION

therinks.com
jrducks.com
adhshl.com

Players, Parents

Team Managers

GREAT PARK ice

IRVINE ICE FOUNDATION

POLICIES & PROCEDURES – CLUB HOCKEY

IN CONJUNCTION WITH USA HOCKEY

©Irvine Ice FOUNDATION 2026. ALL RIGHTS RESERVED.

Table of Contents

About Irvine Ice Foundation 4

Timeline 13

Guide to Becoming a Hockey Player 17



Coaching Ethics 18

Positive Coaching Alliance 22

Codes of Conduct 23

Drugs & Alcohol Policy 26

Offensive & Discriminatory Language Policy 26

Membership Communication Guidelines 27

Irvine Ice Foundation Steering & Conflict Resolution Committees 29

Travel Policy 30

Travel Permission 40

Billet Policy 42

Locker Room Policy 46

Social Media Policy 49



Reporting Guidelines 53

Dryland Training Policy 55

Additional Practices, Exhibition Games and Outside Clinics Policy 59

Expense Reimbursement Policy 63

Cellphone Allowance Policy 64

Receipt & Acknowledgment 66



Mission Statement

Irvine Ice Foundation is committed to the development of athletes of all levels on and off the ice; building character and integrity while encouraging sportsmanship, teamwork and fun through positive reinforcement. By creating a safe, effective, and world-class training environment for all participants and families, we create a culture of pride, development, and trust for all customers and employees throughout our community.

About Irvine Ice Foundation

The Rinks

The Rinks and Great Park Ice & FivePoint Arena youth ice recreational leagues are open for players of all ages and ability levels. Our philosophy is to develop great people through hockey and build an environment that reflects fun, pride, teamwork, sportsmanship and integrity.

Our program follows USA Hockey models for developing hockey skills and life lessons throughout the program. Our youth programs are recognized as a Model Club Association through USA Hockey and we are dedicated to age-specific skill development in accordance with USA Hockey's American Development Model.

Divisions Offered:

- West | Lakewood ICE
- East | Anaheim ICE & Yorba Linda ICE & KHS ICE
- South | Great Park Ice & FivePoint Arena
- Poway | Poway ICE & local San Diego rinks

History:

The Irvine ICE Foundation consisting of the Anaheim Jr. Ducks, the Anaheim Lady Ducks, San Diego Jr Gulls and the Anaheim Ducks High School Hockey League is a youth hockey organization dedicated to the development of our players at every skill level. Over the past 20+ years, our association has continued to maintain its status as one of the premier hockey programs in Southern California, by providing its players with a positive atmosphere that encourages good sportsmanship, teamwork and above all an opportunity to enjoy their youth hockey experience.

We offer competitive teams for boys (ages 6 - 18) and girls (ages 6 - 19).

Our "A/B" teams offer a balance of skill development and competition in the Southern California Amateur Hockey Association "SCAHA" League as well as attend both local and regional tournaments.

Tier II "AA" players are offered skill development at a more complex level coupled with practice programs that are specifically designed for the advanced player. Our "AA" teams participate in SCAHA, CAHA weekends as well as compete in Regional and National tournaments.

Extending this strong foundation, our Tier I "AAA" teams gain the highest possible developmental and competitive learning experience by playing at the state, regional and national level. At the top level, our Tier I "AAA" teams develop elite players who are capable of attaining their future hockey goals.

The Anaheim Lady Ducks is a youth hockey organization committed to the growth of girl's hockey in Southern California. The Lady Ducks are the leading girl's hockey program in Southern California and all of the Western United States, signing over 100 athletes to the NCAA at Division I and III collegiate levels. The Lady Ducks have a team for all levels: beginner/intermediate and elite players ages 5 to 19 years old.

The San Diego Jr. Gulls and Jr. Gulls Girls joined IIF in October 2020. The Jr. Gulls are the largest youth hockey program in San Diego and one of the top programs in California having consisted of teams from 8-under to 18-under for more than 40 years. There are currently 11 Jr. Gulls teams. The Jr. Gulls have developed players that have progressed to the NHL, other professional leagues, NCAA, Junior A Tier 1 & 2, and the USA Hockey National Team Development Program.

The Anaheim Ducks High School Hockey League began with one team in 2008, growing to over 50 teams for the 2025-26 season. The league offers both Varsity and Jr. Varsity divisions for players of all skill sets. The goal of the ADHSHL is to provide student athletes with a positive high school hockey experience on the ice, as well as academically and socially. The league has also won three National Championships at the USA Hockey Nationals

The Jr Ducks and Lady Ducks are recognized as Model Club Associations through USA Hockey and are dedicated to age-appropriate, age-specific skill development, in accordance with USA Hockey's American Development Model.

About Irvine Ice Foundation

NHL Entry Draft Picks from Irvine Ice Foundation

- **2025 – Brendan Dunphy**, Florida Panthers, seventh round (197th overall)
- **2024**
  - **Zeev Buium**, Minnesota Wild, first round 112th overall)
  - **Will Skahan**, Utah Hockey Club, second round (65th overall)
  - **Tanner Henricks**, Columbus Blue Jackets, fourth round (101st overall)
- **2023**
  - **Jaden Lipinski**, Calgary Flames, fourth round (112th overall)
  - **Sam Harris**, Montreal Canadiens, fifth round (133rd overall)
  - **Ty Henricks**, New York Rangers, sixth round (183rd overall)
- **2022 – Zakary Karpa**, New York Rangers, sixth round (191st overall)
- **2019**
  - **Cam York**, Philadelphia Flyers, first round (14th overall)
  - **Ryan Johnson**, Buffalo Sabres, first round (31st overall)
- **2018 – Slava Demin**, Vegas Golden Knights, fourth round (99th overall)
- **2011 – Chase Balisy**, Nashville Predators, sixth round (170th overall)
- **2008 - Mitch Wahl**, Calgary Flames, second round (48th overall)
- **2005** – **Brian Salcido**, Anaheim Ducks, fifth round (141st overall)
- **2001 - Ryan Hollweg**, New York Rangers, eighth round (238th overall)
- **1999** – **Noah Clarke**, Los Angeles Kings, ninth round (250th overall)
- **1998** – **Justin Morrison**, Vancouver Canucks, third round (81st overall)
- **1997** – **Torrey DiRoberto**, Buffalo Sabres, fifth round (128th overall)

International Players from Irvine Ice Foundation

- **Cayla Barnes -** U.S. Women's National Team, U18, U17 teams (Boston College/Hockey East)
- **Trevor Connelly -** U.S. U18 Team (Tri-City/USHL)
- **Noah Davidson -** U.S. U17 Select Team
- **Slava Demin -** U.S. U18 Team (Denver, Massachusetts, Merrimack/NCAA; Wenatchee/BCHL)
- **Colin Frank -** U.S. U18 Team (Dubuque/USHL)
- **Josh Groll -** U.S. World Jr. A team (Minn.-Mankato and Michigan/NCAA; Lincoln and Chicago/USHL)
- **Tanner Henricks -** U.S. U18 Team (Lincoln/USHL)
- **Ryan Johnson -** U.S. Junior National Team, U.S. World Jr. A team (Minnesota/Big Ten; Sioux Falls/USHL)
- **Annie Pankowski -** U.S. Women's National Team, U18 Team (Wisconsin/Big Ten)
- **Dominique Petrie -** U.S. Women's U20 National team (Harvard/ECAC)
- **Merril Steenari -** U.S. U18 Team (Janesville/NAHL; Sioux Falls/USHL)
- **Chase Stefanek -** U.S. U18 Team (Trail/BCHL)
- **Odin Vauhkonen -** U.S. U17 Select Team
- **Cam York -** U.S. Junior National Team, U18, U17 teams (Philadelphia/NHL; Lehigh Valley/AHL; Michigan/Big Ten; USNTDP)

NCAA College Players from Jr Ducks and Lady Ducks

- **Chris Alexander**, Johnson & Wales/NEHC (Carolina/USPHL Premier; New Jersey/NCDC)
- **Wyatt Allan**, Morrisville State/SUNYAC (Kings College/Ind.; Hampton Roads/USPHL Premier; El Paso, Sheridan and Yellowstone/NA3HL; Brantford/OJHL; Camrose/AJHL)
- **Luke Baker**, UNLV/ACHA (Wisconsin and North Iowa/NAHL)
- **Ben Beister**, Curry/CCC (Amarillo, Corpus Christi and Danbury/NAHL; Victoria/BCHL)
- **Nate Bishop**, Colorado State/ACHA
- **Hudson Blue**, Endicott/CCC (St. Cloud/NAHL; Wenatchee/BCHL)
- **Aidan Comeau**, Cal-Berkeley/ACHA (Olds/AJHL and Winkler/MJHL)
- **Dylan Contreras,** Alaska-Anchorage/Ind. (Kenai River, Corpus Christi/NAHL)
- **Nuallan Crawford**, Boise State/ACHA
- **Sam Deckhut**, Ohio State/Big 10 (Sioux City/USHL)
- **Brock Devlin**, Dartmouth/ECAC (Anchorage/NAHL)
- **Brendan Dunphy**, UConn/Hockey East (Wenatchee/WHL; Langley/BCHL; Lincoln/USHL)
- **Luke Ellis**, Alabama/AAU, ACHA
- **Jackson Ferry**, Utah State/ACHA (Ogden/USPHL Premier; Weyburn/SJHL; Blackfalds/AJHL)
- **Dalton Garcia**, Western New England (Walpole/EHL, Northern/NCDC; Wisconsin SIJHL)
- **Bryan Gilman**, St. Norbert/NCHA (Austin/NAHL; La Ronge/SJHL)
- **Marko Giourof**, Curry/CCC (Kenai River and New Hampshire/NAHL; Northern/NCDC)
- **Emerson Goode**, Ferris State/WCHA (Odessa/NAHL)
- **Brandon Grant**, San Diego State/ACHA
- **Blake Green**, Saint Mary's/MIAC (Camrose/AJHL, Coquitlam/BCHL)
- **Tyler Green**, St. Olaf/MIAC (Austin and El Paso/NAHL; Olds/AJHL)
- **Joseph Harguindeguy**, Concordia/NCHA (Wichita Falls and Minot/NAHL)
- **Sam Harris**, Denver/NCHC (Sioux Falls/USHL)
- **Tanner Henricks**, St. Cloud State/NCHC (Lincoln/USHL)
- **Ty Henricks**, Western Michigan/NCHC (Muskegon and Fargo/USHL)
- **James Hong**, Ohio State/Big 10 (Madison, and Waterloo/USHL)
- **Kyle Isenberg**, UMass-Boston/NEHC (Lone Star and North Iowa/NAHL; Merritt/BCHL)
- **Benjamin Ivey**, Army/Atlantic Hockey (Amarillo/NAHL; Wenatchee/BCHL)
- **Jack Ivey**, Army/Atlantic Hockey (Amarillo/NAHL; Wenatchee/BCHL)
- **Jakob Karpa**, Trinity/NESCAC (Chippewa/NAHL; Wenatchee/BCHL)
- **Nick Kent**, Hamilton/NESCAC (Mercyhurst/Atlantic Hockey; Vernon and Wenatchee/BCHL; Buffalo/OJHL; Green Bay/USHL)
- **Makar Klochkov**, Weber St./ACHA (Utah/NCDC; Austin/NAHL)

NCAA College Players from Jr Ducks and Lady Ducks

- **Austin Kluksdahl**, Oregon/ACHA (Cornwall/CCHL; Amals SK18/Sweden)
- **Ethan Kuehn**, Central Michigan/ACHA (Northern Cyclones/USPHL Elite)
- **Jaden Lipinski**, Maine/Hockey East (Calgary/AHL; Vancouver/WHL)
- **Jay Leung**, UC Santa Barbara/ACHA
- **Trevor Lewis**, Northern Arizona/ACHA
- **Spencer Light**, St. Olaf/MIAC (Minnesota/NAHL)
- **Heath Lo**, Texas Christian/ACHA
- **Michael Marquez**, Buffalo State/SUNYAC (Yarmouth/MJAHL; Amarillo, El Paso and Anchorage/NAHL)
- **Lucas Marshall**, Colby/NESCAC (New Jersey/NAHL; Trail, Powell and Wenatchee/BCHL)
- **Lucas Massie**, Robert Morris/AHA (Union/ECAC; Lincoln/USHL; Blackfalds/AJHL)
- **Lukas McCloskey**, Army West Point/AHA (Wenatchee/WHL; Vernon and Wenatchee/BCHL)
- **Kenneth McIlwain**, Loyola Marymount/ACHA (Elmira and Anchorage/NAHL)
- **Cade Moxham**, Air Force/AHA (Aberdeen/NAHL; Olds/AJHL)
- **John Mulvihill**, Tufts/NESCAC (Rockland/CCHL; Aberdeen/NAHL; El Paso/NA3HL; Manchester/NCDC)
- **Jackon Niedermayer**, Bowling Green/CCHA (Arizona State/Ind.; Penticton/BCHL)
- **Josh Niedermayer**, Colgate/ECAC (Arizona State/NCHC; Penticton/BCHL; Dubuque/USHL)
- **Ethan Overman**, Utah/ACHA (Utah and Rock Springs/NCDC)
- **Anthony Oviedo**, Toledo/ACHA (Kym River and La Ronge/SIJHL)
- **Brennan Paine**, Grand Canyon/ACHA
- **Jonathan Panisa**, St. Olaf/MIAC (Springfield/NAHL; Central Illinois and Des Moines/USHL)
- **Jayden Price**, U. of New England/ (Amarillo, Bismarck and Janesville/NAHL; Salmon Arm, Wenatchee and West Kelowna/BCHL; Philadelphia/NCDC)
- **Tristan Rand**, UNLV/ACHA (Twin City/NCDC; Oklahoma and New Mexico/NAHL; Oklahoma City/NA3HL)
- **Sam Riddle**, Navy/ACHA (Elmira/USPHL)
- **Ross Roloson**, Niagara/Atlantic Hockey (Lake Superior State/WCHA; Surrey/BCHL; Green Bay/USHL; Minot/NAHL; Spruce Grove/AJHL)
- **Benji Rutkai**, Maryville/ACHA (Ogden/USPHL Premier; Weyburn/SJHL; Corpus Christi/NAHL)
- **Andrew Scott**, Rochester Christian/ACHA (Iroquois Falls/NOJHL; Powassan and Cochrane/NOJHL)
- **Maxwell Seymour**, Alabama/AAU
- **Tyler Shea**, Brown/ECAC (Michigan/Big Ten; Wenatchee/BCHL; Madison/USHL; Austin/NAHL)
- **Dylan Silverstein**, Quinnipiac/ECAC (Sioux City/USHL; Boston College/Hockey East; USNTDP)
- **Will Skahan**, Boston College (USNTDP)
- **Chase Stefanek**, Harvard/ECAC (Muskegon/USHL; Trail/BCHL)
- **Jason Stefanek**, Dartmouth/ECAC (Trail and Wenatchee/BCHL)

NCAA College Players from Jr Ducks and Lady Ducks

- **Merril Steenari**, Colorado College (Fargo and Sioux Falls/USHL; Janesville/NAHL)
- **Nate Sulkess**, Colorado State/ACHA
- **Noah Tano**, Wentworth/CNE (Northern Cyclones/NCDC)
- **Jake Tomlinson**, Indiana/ACHA
- **Aidan Valdez**, Northern Arizona/ACHA
- **Dimitri Voyatzis**, Nichols College/CNE (Ogden/NCDC and USPHL)
- **Jacob Wilson**, Trinity/NESCAC (Northeast/NAHL)
- **Ethan Wolthers**, Western Michigan/NCHC (Minnesota/NAHL; Wenatchee/BCHL; Cedar Rapids/USHL)
- **Jason Zaccari**, Trinity/NESCAC (South Shore/NCDC; Lone Star/NAHL)

Junior Players from Jr Ducks and Lady Ducks

- **Lucas Ananias**, Casper/NCDC
- **Harout Arutyunyan**, Blackfalds/BCHL
- **Gavin Burcar**, Spokane/WHL - Michigan State commit
- **Sean Burick**, Penticton/WHL – Denver commit
- **Olivier Caballero**, Northern Cyclones/USPHL Elite
- **Aidan Callahan**, Oklahoma City/NAHL
- **Carson Castro**, Oklahoma City/NAHL
- **Stephen Chen**, Northeast/NAHL (Brown/ECAC; Maryland/NAHL)
- **Nick Cowles**, Northern Cyclones/USPHL Elite
- **Brady Craik**, Winkler/MJHL
- **Owen Crudale**, Philadelphia/NAHL (Powell/BCHL)
- **Noah Davidson**, Medicine Hat/WHL – Boston College commit
- **J.J. Dean**, Northern/USPHL Premier
- **Ryan Denes**, Maryland/NAHL
- **Francois Devilliers**, New Mexico/NAHL (Lincoln/USHL) — Air Force commit
- **Logan Fessenden**, Aberdeen/NAHL
- **Colin Frank**, Dubuque/USHL — UConn commit
- **Ameen Ghosheh**, Danbury/NAHL (Anchorage/NAHL)
- **Aidan Grant**, Springfield/NAHL
- **Diego Gutierrez**, USNTDP - Notre Dame commit
- **Cole Hajt**, Prince George/WHL – Princeton commit
- **Max Holland,** Spruce Grove/BCHL – Army West Point commit
- **Tyler Izadi**, Danbury/NAHL
- **Matteo Johnson**, Northern Cyclones/USPHL Premier
- **Jack Kavetsky**, Kenai River/NAHL
- **Jonas Kemps**, UNTDP U17 — Michigan State commit
- **Christian Kim**, Trail/BCHL (Wenatchee/BCHL) — Michigan State commit
- **Philippe Lalonde**, Janesville/NAHL (Alberni Valley/BCHL; Minot/NAHL; Cedar Rapids/USHL) — Dartmouth commit

Junior Players from Jr Ducks and Lady Ducks

- **Tyler McGowan**, Janesville/NAHL (Muskegon/USHL)
- **Mason Moreland**, Warman/SJHL
- **Hayden Russell**, Cowichan Valley/BCHL
- **Parker Schellenberg**, Calgary/WHL
- **Max Silver**, St. Cloud/NAHL
- **C.J. Theberge**, Anchorage/NAHL
- **Brendan Vincent**, Springfield/NAHL
- **Isaiah Yates**, Oklahoma City/NAHL

Timeline

1993 — Disney ICE, Walt Disney Company

The history of the Anaheim Ducks began when the team joined the National Hockey League (NHL) in 1993 as the Mighty Ducks of Anaheim. Founded as an expansion team, the Ducks were originally owned by The Walt Disney Company, which named the franchise after its film The Mighty Ducks. Since their inception, the team has played at Honda Center (formerly known as the Arrowhead Pond), located in Anaheim, CA. Disney Ice was commissioned by Disney's then-CEO Michael Eisner as the official practice facility of the Mighty Ducks.

1995 — Jr. Ducks/AAHA (Anaheim Amateur Hockey Association)

The Jr. Ducks youth hockey program was founded to promote youth ice hockey and the development of young players to pursue their dreams of playing competitive hockey.

Our "A/B" teams offer a balance of skill development and competition in the Southern California Amateur Hockey Association "SCAHA" League as well as local and regional tournaments.
Tier II "AA" players are offered skill development at a more complex level coupled with practice programs that are specifically designed for the advanced player. Our "AA" teams participate in SCAHA, CAHA weekends, as well as compete in Regional and National tournaments.

Additionally, our Tier I "AAA" teams offer the highest possible developmental and competitive learning experience by playing at the state, regional and national level. At the highest level, our Tier I "AAA" teams develop elite players who are capable of continuing their hockey career. The Jr. Ducks have produced NHL draft picks, and numerous NCAA Division 1 and 3 student athletes.

The Anaheim Lady Ducks is a youth hockey organization committed to the growth of Girls Hockey in Southern California. The Lady Ducks are the leading Girls Hockey program in Southern California and all of the Western United States, with over 150 athletes signing at the NCAA Division 1 and 3 levels. The Lady Ducks program has a wide range of teams: beginner/intermediate to elite (ages 5 - 19). The Jr. Ducks and Lady Ducks are recognized as Model Club Associations through USA Hockey and are dedicated to age-appropriate, age-specific skill development, in accordance with USA Hockey's American Development Model.

Timeline

1999 — Lady Ducks Hockey Programs

The Lady Ducks Began in 1999 to fill the need for some 20 young females playing hockey in Southern California. From there it has grown to represent the West as the powerhouse program west of the Mississippi. From two teams in 1999 to 13 teams today, the Lady Ducks have developed female hockey players from age four to the NCAA. Lady Duck AAA players are three times more likely to attend a four-year university as a student-athlete than other programs in USA Hockey. College-bound AA players have the support through our college prep staff to get our hard-working, strong students into college programs that fit both their academic goals and athletic compete level.

2005 — Henry & Susan Samueli Reach an Agreement to Buy The Mighty Ducks of Anaheim from The Walt Disney Co.

On February 25, 2005, Dr. Henry Samueli and his wife, Susan, well-known Orange County entrepreneurs and philanthropists, announced they had reached an agreement with The Walt Disney Company to purchase the Mighty Ducks of Anaheim. When the then Mighty Ducks of Anaheim were sold to Henry and Susan Samueli, Disney ICE was also sold to the Samuelis, who renamed it Anaheim ICE.

2006 — Anaheim Ducks Launch Instrumental “Grassroots” Learn to Play Hockey Program Sponsored by Ryan Getzlaf and Corey Perry.

The Anaheim Ducks Learn to Play Hockey program was launched in 2006 to offer first-time hockey players the opportunity to skate in full hockey equipment for free. Skaters receive instruction on the basics of hockey, including proper techniques. The Ducks have invested more than $3.3 million into the program since its inception.

2007 — Anaheim Ducks Rebrand All Training Facilities Under the Ducks Organization to “The Rinks”

“The Rinks” program was established in 2007. Ten additional facilities were soon added as the program now spans across Orange, Los Angeles and San Diego Counties.

2007 — Anaheim Ducks Win the Stanley Cup

They become the first California team to lift the trophy.

2007 — The Rinks, Corona Inline

The Rinks acquired the two-surface facility in Corona.

Timeline

2008 — Anaheim Ducks Launch High School Hockey League

Launched in July of 2008, the Anaheim Ducks High School Hockey League (ADHSHL) has grown from one to 51 teams and more than 750 players from three different states and two different Canadian provinces. The league includes Varsity Divisions 1-3, a JV Division, and a JV-Developmental Program. The league has produced two national champions: Santa Margarita High School (both in 2018 and 2019), California's first and still only USA Hockey National High School Varsity Champion.

2011 — The Rinks, Irvine Inline

The Rinks acquired the three-surface facility in Irvine.

2012 — The Rinks, Lakewood ICE

The Rinks acquired the three-surface ice facility in Lakewood.

2012 — The Rinks, Yorba Linda ICE

The Rinks acquired the one-surface ice facility in Yorba Linda and the Orange County Hockey Club.

2013 — Anaheim Ducks Launch the Inline Scholastic League

The Anaheim Ducks launched the Inline Scholastic League in 2013 for inline hockey players in both high school and junior high schools from four different Southern California counties. The Anaheim Ducks i3 (Interscholastic, Inline, Initiative) Roller Hockey League is an interscholastic league offered to students in grades 5-8 and takes place from March through May, with all games taking place directly after school. Games are held at Irvine and Corona. Many graduates from roller hockey and take on the new endeavor of ice hockey in the ADHSHL.

2015 — Anaheim Ducks Purchase AHL San Diego Gulls Hockey Club

The Ducks announced they would purchase their AHL affiliate, the Norfolk Admirals, and relocate the team to San Diego as one of five charter members of the AHL's new Pacific Division. The club plays at Pechanga Arena San Diego, and is the winningest team in the newly created Pacific Division.

2016 — The Rinks, Jr. Ducks and Lady Ducks Become California's Third Model Association

In 2016, USA Hockey announced that the Anaheim Ducks youth hockey program, consisting of The Rinks, the Jr. Ducks and the Lady Ducks, had earned designation as a USA Hockey Model Association.

Timeline

With the designation, the association has committed to fully implement programming dedicated to age-appropriate, age-specific skill development in accordance with USA Hockey's American Development Model throughout the 8-U, 10-U and 12-U age classifications.

2017 — The Rinks, Poway ICE

The Rinks acquired the one-surface ice facility in Poway, the first rink in San Diego County and the official practice facility of the San Diego Gulls.

2019 — Great Park Ice & FivePoint Arena Irvine and the Irvine Ice Foundation (IIF)

In 2019, Irvine Ice Foundation (IIF) opened the doors to Great Park Ice - a dazzling state-of-the-art public ice facility at the Orange County Great Park in Irvine. The massive 280,000 square-foot facility is the largest in California and one of the nation's most expansive ice facilities. The facility welcomed over one million participants and visitors in its first year of operation. Great Park Ice is financially supported by the Samueli Foundation and Anaheim Ducks Foundation with zero taxpayer dollars. The facility includes four sheets of ice, including FivePoint Arena, which features seating for 2,500 spectators, giving the area's rapidly increasing high school hockey league an appropriate location to host highly attended games, as well as highly anticipated figure skating competitions and other events that require additional seating. Great Park Ice also includes a 7,000 square-foot dryland training center on the premises, two snack bars, an 800 square-foot Ducks team store, 1,900 square-foot pro shop, a full service sports-themed restaurant overlooking two sheets of ice and more than 1,000 free parking spots.

2020 — Anaheim Ducks Launch San Diego Jr. Gulls and Lady Gulls Hockey Programs

In 2020, The Irvine Ice Foundation (IIF) added the San Diego Jr. Gulls and Lady Gulls youth hockey organizations dedicated to the development of players at every skill level. The Jr. Gulls and Lady Gulls programs will be based out of THE RINKS - Poway ICE, the official practice facility of the San Diego Gulls, Anaheim's primary development affiliate in the American Hockey League.

2022 — The Rinks, KHS ICE

The Rinks acquired the two-surface ice facility in Anaheim.

Guide to Becoming a Hockey Player



Coaching Ethics

Introduction

This USA Coaching Ethics Code ("Code"), in conjunction with the policies set forth in the Irvine Ice Foundation Protection of Youth Participants Policy ("Protection Policy"), intend to provide standards of ethical conduct for coaches involved with USA Hockey and its member organizations. It provides General Principles and Ethical Standards which cover many situations encountered by coaches, with its principle goals the welfare and protection of participants with whom coaches work. In addition to the Code, the USA Hockey SafeSport Program provides resources for the safety of all involved in the game. For more information, go to usahockey.com/safesport. Coaches will respect and protect human and civil rights and not knowingly participate in or condone unfair discriminatory practices.

General Principles

COMPETENCE

Coaches will maintain a standard of excellence with regard to education and information related to coaching and make an on-going effort to maintain competence in the skills they use.

INTEGRITY

Coaches will exercise integrity in the practice of coaching and be honest, fair and respectful of others.

PROFESSIONAL RESPONSIBILITY

Coaches will uphold professional standards, clarify professional roles and obligations, accept appropriate responsibility for behavior and adapt methods to the needs of participants.

RESPECT FOR PARTICIPANTS

Coaches will respect the fundamental rights, welfare, dignity, values, opinions and worth of all participants and will be aware of cultural and individual differences including, but not limited to, those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socio-economic status.

CONCERN FOR PARTICIPANTS

Coaches will be sensitive to different roles and responsibilities of all participants and not exploit or mislead them.

RESPONSIBLE COACHING

Coaches will be aware of ethical responsibilities to society and the community in which they work and live as well as comply with the law and encourage the development of policies which serve the interest of the sport and USA Hockey.

Coaching Ethics

Ethical Standards

APPLICABILITY OF THE ETHICS CODE

Although many aspects of personal behavior and private activities may seem far removed from the official duties of coaching, coaches will be sensitive to their positions as role models for participants and will consistently obey the standards of the Code and all other applicable policies. Additionally, the USA Hockey SafeSport Program has policies prohibiting sexual, physical and emotional abuse, hazing, bullying and harassment. There are also locker room, travel, billeting and electronic communications policies that are intended to reduce the risks of potential abuse.

DISCRIMINATION, HARASSMENT & RETALIATION

Coaches will not engage in or condone discrimination, harassment or retaliation of any kind based upon age, gender (including pregnancy, childbirth, and/or breastfeeding), race (which includes traits associated with race, including, but not limited to hair texture and protective hairstyles, e.g., braids, locs, twists), color, ethnicity, national origin, ancestry, religion (including religious dress and/or grooming practices), sexual orientation, gender identity, gender expression, physical and/or mental disability, language, socio-economic status or any other basis prescribed by law.

SEXUAL HARASSMENT

Coaches will not engage in sexual harassment which includes but is not necessarily limited to sexual solicitation, unwelcome physical advances and verbal or non-verbal conduct. Coaches will not deny any participants the right to participate in any activity based upon them having made or them being the subject of a sexual harassment claim.

HAZING/BULLYING

Coaches will not engage in or condone behavior which is harassing, harmful or demeaning to participants.

PERSONAL PROBLEMS AND CONFLICTS

Coaches will recognize a personal problem may harm participants. Coaches have an obligation to take reasonable steps to prevent impaired performance by recognizing a personal problem and seeking assistance for it.

AVOIDING HARM

Coaches will take reasonable steps to avoid harm being caused to participants whether it be physical, verbal or through electronic/ social media.

MISUSE OF INFLUENCE

Coaches will guard against the misuse of influence and understand any action or judgment may have an effect on participants.

OUTSIDE RELATIONSHIPS

In conjunction with the Conflicts of Interest policy, coaches shall refrain from entering into personal, professional, financial or other relationships with anyone if such a relationship may impair objectivity, interfere with properly performing coaching functions or directly or indirectly exploit or harm participants. Coaches will refrain from taking on obligations if a pre-existing relationship may create a conflict of interest.

Coaching Ethics

Ethical Standards (Continued)

EXPLOITATION

Coaches will not exploit or have sexual or intimate relationships with participants.

STATEMENTS

Coaches will not make a statement which is deceptive, false, fraudulent or misleading.

COMMUNICATION WITH PARTICIPANTS

To avoid any misunderstanding with participants, coaches will discuss the nature and course of training with participants and answer any questions they may have.

RELATIONSHIP INVOLVING COACHES, PARTICIPANTS AND PARENTS

Coaches will clarify the role of each party and any service provided relative to a relationship with participants and parents.

ALCOHOL, DRUGS AND TOBACCO

Coaches will refrain from using and discourage the availability or use of alcohol, tobacco or performance enhancing or recreational drugs in conjunction with, any USA Hockey competition, training or practice session, including traveling to or from and prohibit the use of alcohol, tobacco or performance enhancing or recreational drugs by participants.

GAMBLING

Coaches will refrain from, and prohibit gambling of any kind, in conjunction with, any USA Hockey competition, training or practice session including traveling to or from.

PORNOGRAPHY

Coaches will refrain from and prohibit the use of pornographic or sexually explicit material in conjunction with any USA Hockey competition, including travel to or from any USA Hockey competition, training or practice session.

RECRUITING

Coaches will not recruit a participant who is already a member of another USA Hockey team. Direct contact by a coach or their staff or indirect contact through an agent or parent during the playing season with a participant who is a member of another USA Hockey team is considered tampering and is prohibited.

EVALUATING PARTICIPANTS

Coaches will evaluate participants on actual ability, attitude and performance and in a manner consistent with the Code.

Coaching Ethics

Resolving Issues

FAMILIARITY WITH CODE

Coaches will be familiar with the Code. Lack of awareness or misunderstanding of general principles or ethical standards included in the Code will not excuse violations of the Code.

CONFRONTING ISSUES

Coaches will consult with management or other coaches when they are uncertain if a particular situation or course of action violates the Code.

ORGANIZATIONAL CONFLICTS

Coaches will clarify the nature of any conflict between the demands of an organization and the Code, make known their commitment to the Code and seek to resolve the conflict in a way which adheres to the Code.

REPORTING VIOLATIONS

Coaches will inform participants of any perceived violation of the Code and their right to report any violation to the president or other appropriate designee of their association and complete an Ethical Violation Form provided by the association or via any other method as required by law or Irvine Ice Foundation policy. Any violation of the Code shall be addressed via the process explained in USA Hockey Bylaw 10 and referred to the appropriate law enforcement agency as required. USA Hockey requires coaches to report abuse, misconduct and violations of its safety policies. Procedures by which coaches should respond to allegations of abuse and misconduct are also outlined in USA Hockey's SafeSport Program Handbook and Protection Policy.

COOPERATION WITH INVESTIGATIONS, PROCEEDINGS AND RESOLUTIONS

Coaches will cooperate with any investigation, proceeding or resolution related to a perceived violation of the Code as mandated by USA Hockey or any of its member organizations. Failure to cooperate in itself is a violation of the Code.

Acknowledgment

Coaches acknowledge the USA Hockey Coaching Ethics Code is administered under the authority of USA Hockey and its member organizations. Any violation of the Code subjects the violating coach(es) to the disciplinary processes of USA Hockey and its member organizations.

Positive Coaching Alliance

Irvine Ice Foundation is proud to announce that we have partnered with a non-profit organization called Positive Coaching Alliance (PCA) to work on developing Better Athletes, Better People through our organization!

PCA focuses on using sports to teach and learn life lessons within all levels of the youth sport experience: leaders, coaches, parents, and athletes. At the same time, we'll be working with them on developing our athletes into more prepared competitors - people who have a better grasp of self-control, resilience, problem-solving skills, sportsmanship, and more.

Among our work together, PCA will be conducting workshops for our coaches to provide professional development driven by high level concepts of sports psychology. Between workshops, PCA will be providing additional tools such as educational email newsletters, print-and-go tools, resources we can share, and more. There will be support for getting our parents on the same page, better managing parent meetings and expectations, and so much more.



Codes of Conduct

Coaches Code of Conduct

- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Be an ambassador for the game. Support all hockey in California. Remember you are part of a larger entity representing the Anaheim Ducks Hockey Club and San Diego Gulls Hockey Club.
- Maintain annual engagement in the Positive Coaching Alliance.
- Be respectful. Treat opponents, coaches, officials, parents and spectators with respect regardless of race, sex, age, orientation, creed, ability or any other characteristic as required by law.
- Do not engage in aggressive behavior towards referees, off-ice officials, opposing coaches or spectators.
- No smoking, consumption of alcohol or swearing in front of players at any time.
- Strictly adhere to all travel policies when playing games or practices out of the area.

Codes of Conduct

Parents Code of Conduct

- Do not force your children to participate in sports, but support their desires to play their chosen sports.
- Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices to benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of coaches. They are important to the development of your child and the sport.
- Communicate with and support your child in all areas surrounding our sport.
- If you enjoy the game, learn all you can about hockey – and volunteer.
- Adhere to the communication policy. Keep lines of communication open and respectful.
- Advocate for hockey in California.
- No smoking, consumption of alcohol or swearing in front of players at any time.
- Be respectful. Do not engage in aggressive behavior towards referees, off-ice officials, opposing coaches or spectators.
- Treat other players, coaches, officials, parents and spectators with respect regardless of race, sex, age, orientation, creed, ability or any other characteristic as required by law.

Codes of Conduct

Players Code of Conduct

- Play for fun and work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time to all team events.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with an official's decision.
- Treat other players, coaches, officials, parents, spectators with respect regardless of race, sex, age, orientation, creed, ability or any other characteristic as required by law.
- Represent your team, club, the Anaheim Ducks and the San Diego Gulls as an ambassador of the sport.
- Support your teammates on and off the ice.
- Be part of growing hockey in California.

Spectators Code of Conduct

- Display good sportsmanship. Always respect players from both teams, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; do not boo opponents or referees.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are not tolerated.
- Help provide a safe and fun environment; throwing any items on the ice surface will not be tolerated.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.
- Treat other players, coaches, officials, parents, spectators with respect regardless of race, sex, age, orientation, creed, ability or any other characteristic as required by law.

Drugs & Alcohol Policy

Irvine Ice Foundation has a zero-tolerance policy for alcohol, tobacco, drugs, and other controlled substances. Any member of Irvine Ice Foundation program (player, coach, manager, administrator, board member, volunteer or any other person in a designated role within that program) who engages in the use of or is in possession of drugs, alcohol or any other controlled substance while participating in Irvine Ice Foundation program will be subject to disciplinary procedures, including but not limited to suspension or termination pending the outcome of an investigation. This policy also applies to the abusive use of non-prescription, over-the-counter products. This zero-tolerance policy is in place and enforceable at any time that an individual is participating in their designated role within Irvine Ice Foundation membership, including but not limited to on-ice practices, games, scrimmages, exhibitions, tournaments, off-ice training and program-related events, local and team travel.

Offensive & Discriminatory Language Policy

USA Hockey and Irvine Ice Foundation have a zero-tolerance policy for offensive or discriminatory language of any kind, in any capacity or venue. The use of offensive or discriminatory language by any member of Irvine Ice Foundation program (player, coach, manager, administrator, board member, volunteer or any other person in a designated role within that program) will not be tolerated and will be subject to disciplinary procedures, including but not limited to suspension or termination pending the outcome of an investigation.

Offensive or discriminatory language as defined by USA Hockey[1] applies to on-ice, off-ice, social media and electronic communications and is not defensible by intent. Within the USA Hockey membership, instances of offensive language fall under Rule 601 (e.3) which states:

- Anyone who uses language that is offensive, hateful or discriminatory in nature anywhere in the rink before, during or after the game, shall be assessed an automatic Match Penalty and shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or junior league. Depending on the outcome, the individual may be subject to further discipline2. In Irvine Ice Foundation programs, a hearing will also be held separate and apart from any determination or action taken by CAHA, a league, or USA Hockey.
- Reports of racial harassment and discrimination are also reported through Irvine Ice Foundation's SafeSport Coordinator at safesportconsultant@gmail.com.

1 https://cdn3.sportngin.com/attachments/document/1d54-2015486/Jim_Smith_Letter.pdf# ga=2.44810788.1047170927.1597087485-267819428.1593792495

2 https://www.usahockey.com/news_article/show/1061121

Membership Communication Guidelines

In any competitive environment, the need for healthy and effective communication is extremely important. We believe the sport of hockey can help facilitate learning this important life skill. Competitive activities can also, on occasion, bring about differences of viewpoint and opinion that necessitates a clear path to resolution.

We protect the welfare of our players above all else, but recognize that parents sometimes have unintentional, inherent biases towards their own children. By employing professional coaches with years of experience in evaluating how to get the best out of each player, we're confident in their ability to determine appropriate levels of play to help facilitate long-term development of each athlete. Recreational coaches are expected to share playing time more evenly among players, but not necessarily equally.

Higher level teams (AA & AAA) should anticipate that not all players will receive equal skating time. At these levels, coaches have the sole authority and wide latitude to determine playing times for each player on an individual basis.

With that in mind, please find the organization's conflict resolution guidelines and expectations below.

1 Step 1

- At younger age levels (typically age 12 and younger) parents are requested to schedule a meeting with their child's coach to discuss directly either positive feedback or concerns; older or more mature athletes are encouraged to discuss any positive feedback or concerns directly with their coach in accordance with SafeSport guidelines, without parent involvement.
- For instances that do not require immediate attention, parents and players are urged to schedule meetings with their coach prior to the discussion of concerns, assuring all parties the opportunity to allot proper time, location and temperament for the dialogue.
- To help assure positive outcomes, communication between parents/athletes and coaches should be respectful and involve concerns specifically about that athlete (or athlete's specific issue).
- Please avoid scheduling meetings either immediately before or after games.

Membership Communication Guidelines

2 Step 2

- Parents/athletes that wish to escalate an unresolved concern may contact the organization's Conflict Resolution Committee by emailing crc@therinks.com.
- Upon submission, a member of the Conflict Resolution Committee will be in contact with you within three business days.
- The Conflict Resolution Committee's role is to bring about any needed determination and communicate findings to relevant parties.

3 Step 3

- In rare instances, determinations of the Conflict Resolution Committee could require additional discussion.
- In such cases, unresolved matters should be brought to the attention of the Vice President of The Rinks Foundation, Art Trottier (atrottier@therinks.com).
- After completing each of the steps outlined above, an individual compelled to seek further appeal, must do so in writing, to Irvine Ice Foundation Director of the Board. Following assessment, the Board will issue a final decision. There is no additional appeal process for administrative decisions issued by the Board of Directors.

SafeSport Concerns

It is important to mention that communication regarding SafeSport concerns are addressed separately and follow a different process. All parents have the responsibility to educate themselves and their athlete regarding potential or suspected SafeSport violations. The SafeSport handbook is available online and can be found on Irvine Ice Foundation, CAHA, Pacific District and USA Hockey websites. Further, Irvine Ice Foundation has a dedicated, knowledgeable SafeSport consultant who is available to answer any questions or concerns related to suspected SafeSport activity. (See pages 38-39.)

Irvine Ice Foundation Steering & Conflict Resolution Committees

Steering Committee

The Steering Committee is composed of a group of individuals affiliated with the club (Jr Ducks, Lady Ducks, Jr Gulls) to provide support, guidance and leverage to aid in the achievement of the club's goals.

The committee was formed to increase the level of transparency surrounding all aspects of our programs, as well as receive feedback in helping to determine opinions on various elements surrounding our programs. The goals of the Steering Committee include but are not limited to:

- Provide opinions/guidance to the management team on strategic directions related to the club.
- Stay informed on club activities, progress, and outcomes across all programs.
- Help manage any conflicts that occur across programs and management.
- Raise issues that may have been unknown to coaching or leadership teams.
- Serve as an advocate for the overall health and success of the clubs.
- Help resolve any conflicting priorities.

Conflict Resolution Committee

The Conflict Resolution Committee is responsible for settling disputes within Irvine Ice Foundation, hearing and resolving disputes arising from alleged violations of Irvine Ice Foundation Policies & Procedures Manual, CAHA and SCAHA Rules and Regulations, USA Hockey Rules and Guidelines, or other league rules.

The Conflict Resolution Chair (Steve Laing) is responsible for assembling a Conflict Resolution Committee to hear complaints and resolve disputes regarding Irvine Ice Foundation Policies & Procedures Manual, rules, and/or other league rules. Upon resolution of a dispute or complaint, a Letter of Determination will be written explaining the Conflict Resolution Committee's decision and be distributed to all parties involved.

Travel Policy

Introduction

All Irvine Ice Foundation programs have teams that travel regularly to play individual games, two or three games at a time, or in tournaments, some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. All travel conducted for work purposes is subject to and must comply with all Company travel policies. It is your responsibility to review and adhere to the requirements outlined in each of these policies while traveling on behalf of the organization. Irvine Ice Foundation has established these policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel"). Prohibited Conduct and Reporting prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook, this Policies & Procedures Manual, or the Protection Policy. Participants or volunteers may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies or the Protection Policy. Reports of any actual or suspected violations, you may email USA Hockey at **SafeSport@usahockey.org**, call 1-800-888-4656 or Irvine Ice Foundation SafeSport Coordinator at **SafeSportConsultant@gmail.com**. You should also consult the reporting requirements in the Protection Policy.

Travel Policy

Local Travel

Occurs when our in-house program or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for the minor player's local travel. It is the sole responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order and compliance with applicable state laws.
- Employees, coaches, and/or volunteers of one of its teams, who are not also acting as a parent or guardian of the player, should not drive minor players at any time. In very limited instances it may be unavoidable for an employee, coach or volunteer of one of its teams to drive with an unrelated minor player. However, efforts will be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts will be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any limited case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release must be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.

Travel Policy

Team Travel

Overnight travel that occurs when one or more of our team's sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones in limited circumstances may travel with the players.

- Team will provide advance notice to members of the team before team travel. Travel notice will also include designated team hotels for overnight stays, as well as a contact person within the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Team will post or provide specific travel itineraries when they become available. These will include a more detailed schedule, as well as contact information for team travel chaperones. Parents and guardians are required to ensure there is adequate supervision for the minor players - or at least one parent, guardian or adult chaperone for up to eight players. In very limited circumstances, a coach or employee may need to supervise minor players.
- Parents and guardians of athletes are required to coordinate with other adult chaperones on the team if they are not able to travel resulting in the child away from home without a parent. Coaches and staff are not responsible for these types of arrangements. It is the parent or guardian's responsibility to execute the Permission for Travel with an Unrelated Applicable Adult document included below.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Parents, guardians, or other adult chaperones are responsible for all aspects of team travel. All chaperones and team drivers must be screened in compliance with the USA Hockey Screening Policy, and team drivers must also receive a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.

Travel Policy

Team Travel (Continued)

- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened chaperones, parents or guardians.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present. Additionally, larger meetings or gatherings cannot occur in a hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check-in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted/encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- If disciplinary action of any kind against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone will engage with alcohol or drugs while performing their coaching and/ or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, parents, guardians and other adult chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Parents, guardians and adult chaperones are responsible for understanding and conveying all expectations and rules around team travel to players.

Travel Policy

The purpose of this Coaches Travel Policy is to ensure that all IIF teams (JR Ducks, Lady Ducks, JR Gulls, and Anaheim Ducks High School Hockey League) adhere to IIF's guidelines for #1 Travel Tournaments, #2 Local Tournaments, #3 Tier 2 CAHA ("California Amateur Hockey Association") Weekend & #4 SCHAH ("Southern California Amateur Hockey Association") Games. Expenses for coaches who support multiple teams traveling to the same city for the same tournament will be split between the applicable teams. Additional terms apply. See "Additional Travel Requirements" section, below.

#1 Travel Tournaments (Northern California & Out of State) – Team Expense

HEAD COACH (CHILD OR NO CHILD ON TEAM) / ASSISTANT COACH (NO CHILD ON TEAM)

- 100% round trip airfare
- 100% standard room – one day prior to the first day of the tournament to last day of tournament –
- Coaches are required to share a room unless a coach has a child on the team. Exceptions to this policy may be made under special circumstances and require written approval from the IIF Vice President, Vice President of Finance or HR prior to travel.
- 100% rental car and gas – (coaches must share one car)-Full Size Car / Intermediate SUV ONLY
    - Cars must be returned with a full tank of gas.
- Non-Organization Owned/ Rinks Facilities: $160 per day Per Diem for ALL travel days for coach with one team, or $80 per day, per team, Per Diem for ALL travel days for coach with two teams traveling to the same city.

ASSISTANT COACH (CHILD ON TEAM)

- 50% round trip airfare
- 50% standard room – one day prior to the first day of the tournament to last day of tournament
- Coaches are required to share a room unless a coach has a child on the team. Exceptions to this policy may be made under special circumstances and require written approval from the IIF Vice President, Vice President of Finance or HR prior to travel.
- 50% rental car and gas - Full Size Car / Intermediate SUV ONLY
    - Cars must be returned with a full tank of gas.
- Non-Organization Owned/ Rinks Facilities: $160 per day Per Diem for ALL travel days for coach with one team, or $80 per day, per team, Per Diem for ALL travel days for coach with two teams traveling to the same city.

Travel Policy

#2 Local Tournaments – Team Expense

- Gas for usage of a personal automobile will be reimbursed in accordance with IRS guidelines. The 2026 mileage rate of $0.725 per mile. Coaches must submit for reimbursement directly through the organization following the expense reimbursement process.
- Mileage reimbursement for travel will be provided for locations that fall outside of IIF's typical operating region. Reimbursement will be considered for travel to tournaments outside of the organization's designated home rinks.
- $80 per day Per Diem for ALL travel days for coach with one team, or $40 per day, per team, Per Diem for ALL travel days for coach with two teams traveling to the same city.
- Early morning (7:00 am start) or Late night (9:00 pm start) will allow for overnight stay for Simi Valley, Valencia, San Diego, Palm Springs or Mammoth ONLY if the mileage from the coaches home location exceeds 60 miles (one way). In this case, hotel reimbursement will be provided for that day in accordance with #1 above and must be approved in advance in writing by IIF Vice President or Vice President of Finance. Please email TeamAccounts@TheRinks.com, the specific details if seeking approval.

#3 Tier 2 – CAHA Weekend (14u, 16u, 18u) in Simi Valley or Valencia see below. If in San Jose, refer to #1 Travel Tournaments above. Each team will have ONE CAHA WEEKEND (2026/27) – Team Expense

- $160 per day Per Diem for ALL travel days for coach with one team, or $80 per day, per team, Per Diem for ALL travel days for coach with two teams traveling to the same city.
- Early morning (7:00 am start) or Late night (9:00 pm start) will allow for overnight stay. In this case, hotel reimbursement will be given for that day in accordance with #1 above and must be approved in advance in writing by IIF Vice President or IIF Vice President of Finance.

#4 SCAHA Games

- **Team Expense:**
  - Teams will NOT be responsible for reimbursing coaches for travel expenses for any SCAHA or local CAHA games.

- **Club Expense:**
  - SCAHA Game in Mammoth (hotel & per diem in accordance with #1 above, and reimbursement for the use of a personal automobile based on a milage rate of $0.725 per mile)

Travel Policy

Additional Travel Requirements:

- Overview:
  - Coaches seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, please email Bridget Hopkinson at BHopkinson@TheRinks.com
  - Within 15 days of completion of a trip, the coach must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.
  - Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required.
- Airfare:
  - Coaches are expected to obtain the lowest available airfare that reasonably meets business travel needs.
  - Coaches are encouraged to book flights at least 21 days in advance to avoid premium airfare pricing.
  - Only coach class or economy tickets can be purchased for any flight.
  - Baggage fees are reimbursable only if the items stowed are required to perform the functions of a coach. Original receipts are required.
  - Airfare upgrades must be paid for by coach on a separate transaction and cannot be charged to the team.
  - Return flight changes must be approved by IIF Vice President or Vice President of Finance.
  - If the airfare was not prepaid by the business office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Travel Policy

- Lodging:
  - The cost of overnight lodging (room rate and tax only) will be reimbursed to the coach.
  - Coaches must stay in the mandated team hotel.
  - Hotel rooms may not be upgraded.
  - Coaches are responsible for all incidentals and must provide a credit card at check to cover any charges.
  - Coaches are required to share a room unless a coach has a child on the team. Exceptions to this policy may be made only under special circumstances and require written approval from IIF Vice President or Vice President of Finance prior to travel.
  - Comped Rooms
    - When complimentary (comped) hotel accommodations are provided as part of the tournament – coaches are required to utilize these comped rooms for the duration of their trip.
    - Lodging costs will not be reimbursed if a comped room was available and not used by the coach.
    - If the number of comped nights is less than the total length of the trip, lodging expenses will be reimbursable only for the additional nights not covered by the comped agreement.
    - Coaches must include documentation of the comped stay (e.g., confirmation from the hotel with their expense report).
    - Any reimbursable lodging expenses must be accompanied by itemized receipts and evidence that no comped accommodation was available for those specific nights.
    - Exceptions to this policy may be made only under special circumstances and require written approval from IIF Vice President or Vice President of Finance prior to travel.
- Per Diem:
  - Per diem reimbursements are based on departure and return dates.
  - Receipts are not required for per diem allowances.
  - Per diem allowances are reimbursed after the trip is completed.

Travel Policy

- Automobile Rental:
  - Reimbursement for one commercial rental vehicle, per team, as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.
  - IIF authorizes reimbursement for a full size car or intermediate SUV vehicle. In certain circumstances larger vehicles may be rented, with supervisory approval required in writing by the IIF Vice President or Vice President of Finance. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.
  - When vehicle rentals are necessary, IIF requires coaches to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. IIF will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.
  - Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.
  - Travelers are required to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
- Parking:
  - Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
  - Unless self-park is not available, coaches cannot use valet parking at the designated hotel.
  - Coaches are encouraged to carpool and/or use rideshare when traveling to the airport to limit overall expenses.
- Rideshare:
  - Rideshare (e.g., Uber, Lyft) and traditional taxis may be used for business purposes.
  - Coaches are encouraged to use rideshare apps (e.g., Uber, Lyft) due to enhanced tracking, cost control, and digital receipts.
  - Standard (economy) service should be used unless there is a justified business reason for premium options (e.g., UberXL for groups of 4 or more).
  - Coaches are encouraged to carpool when using rideshare or traditional taxis when traveling to limit overall expenses.
  - A receipt or digital trip confirmation must be submitted with the expense report. Each receipt must include the date, time, pickup and drop-off locations, and total fare.
- Tolls:
  - Highway, Bridge and Tunnel tolls directly related and unavoidable for business travel are reimbursable.
  - Original receipts showing date, location and amount are required for tolls.

Travel Policy

- Non reimbursable Travel Expenses:
  - The following items that may be associated with business travel will not be reimbursed:
    - Airline club membership
    - Airline upgrades
    - Business class for domestic flights or first class for all flights
    - Childcare, babysitting, house-sitting, or pet-sitting/kennel charges
    - Commuting between home and the primary work location
    - Costs incurred by coaches' failure to cancel travel or hotel reservations in a timely fashion
    - Evening or formal wear expenses
    - Haircuts and personal grooming
    - Laundry and dry cleaning
    - Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment
    - Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
    - Travel accident insurance premiums or purchase of additional travel insurance
    - Other expenses not directly related to business travel
- Travel for non-employees:
  - Additional costs for travel, lodging, meals or other travel expenses for spouses or other family members will not be reimbursed.

Travel Permission

Travel Permission

The undersigned is the parent or legal guardian of the minor Participant identified below, who is a member of USA Hockey under the age of 18. This consent is provided pursuant to USA Hockey's SafeSport Program, and I acknowledge that USA Hockey's SafeSport Program (see www.usahockey.com/safesportprogram) contains policies that are intended to protect participants from abuse and risks of harm. Travel for hockey (whether locally to or from practices/games, or overnight for games or events), is a time with an increased risk for actual or perceived misconduct. It is recommended that the parent or guardian take the SafeSport Training offered by the US Center for SafeSport.

I understand that USA Hockey's SafeSport Policy includes the following restrictions related to adults traveling alone with minor Participants:

Coaches

For local travel, coaches shall not ride in a vehicle alone with a minor Participant unless (i) they are related to or the legal guardian of the minor participant or (ii) emergency circumstances exist.

For team/overnight travel, coaches shall not travel alone with an unrelated minor participant, and shall not share a hotel room or other sleeping arrangements with a minor Participant under any circumstances, unless the coach is the parent, guardian or sibling of, or is an immediate family member of the minor Participant.

Other Applicable Adults

"Applicable Adults" refers to and includes (i) adult members of USA Hockey who have regular contact with minor Participants, (ii) adults authorized by a USA Hockey program to have regular contact with or authority over minor Participants, and (iii) adult staff and board members of a Member Program.

Applicable Adults (other than coaches) may ride in a vehicle alone with a minor Participant only if (i) the Applicable adult is related to or the legal guardian of the minor Participant, (ii) emergency circumstances exist, or (iii) the parent/legal guardian of the minor Participant has agreed in writing in advance of each local travel for the minor Participant to ride in a vehicle alone with the Applicable Adult.

For team/overnight travel, except in rare circumstances where other reasonable travel options are not available, Applicable Adults shall not travel alone with an unrelated minor Participant, and in all such circumstances the Applicable Adult shall obtain the written permission of the minor Participant's parent/legal guardian in advance of such travel.

Regardless of gender, Applicable Adults shall not share a hotel room or other sleeping arrangement with a minor Participant unless the Applicable Adult is the parent, guardian or sibling of or is otherwise related to the minor Participant, or if the minor Participant's parent(s)/legal guardian provides written consent to such an arrangement in advance.

Travel Permission

EXAMPLE TRAVEL PERMISSION SLIP BELOW

Permission for Travel with an Unrelated Applicable Adult

I, _____ am the parent or legal guardian of _____ and have had the opportunity to review and become familiar with the USA Hockey SafeSport Program policies, which can be found at www.usahockey.com/safesportprogram, and give my express written permissions for an unrelated Applicable Adult to (check applicable boxes and complete blanks):

- To provide local transportation alone with my minor child from _____ to _____ on _____ (date)
- To travel with my minor child to the following event: _____ taking place in _____ over the following dates: _____
- To share a hotel room or other sleeping arrangements with my child during the following event _____ over the following dates: _____

I acknowledge that this written permission is valid only for the transportation or travel on the specified date(s) and to the specified location. If I am signing and submitting this consent electronically, I acknowledge that my electronic signature shall have the same validity, force and effect as if I signed the consent by hand.

Parent/Legal Guardian Signature: _____ Date: _____

Irvine Ice Foundation Billet Policy

First and foremost, the billeting policy of USA Hockey is the primary authority on billeting practices in all Irvine Ice Foundation programs. It is expected that all members of program administration and management will be knowledgeable regarding this policy and those terms and conditions specific to Irvine Ice Foundation programs below.

All billet families will be coordinated between the head coach and Irvine Ice **Foundation Billet Coordinator. Irvine Ice Foundation Billet Coordinator will serve as the primary conduit of all functions of the billeting process, including but not limited to:**

- Understanding and following all USA Hockey protocol related to billeting.
- Creating and maintaining billet packets (hard copy or online) that contain all required information and documentation for each billet relationship, for both the billet and athlete's family.
- Creating and maintaining files on each billeted player that includes copies of all required information and documentation.
- Maintaining the CAHA Billet Coordinator database for each program and providing it to the CAHA SafeSport Coordinator as requested for auditing purposes.
- All communication pertaining to the billeting arrangement between the billet and athlete's family, as well as the head coach of the team, must be initiated by or through the Billet Coordinator or copied to the Billet Coordinator and maintained in the athlete's file with the program.

Billet Coordinator Contact

Bridget Hopkinson | bhopkinson@therinks.com | 1.714.822.6077

Irvine Ice Foundation Billet Policy

Parents, Players and Host Families

- Each player participating in the Billet Program, each of the player's parents and/or legal guardians (individually and collectively, "Parent"), and each adult (i.e., over 18 years old) member of the family serving as a host to the player (collectively, "Host Family") shall sign and return a Billet Participation Agreement.
- The player's parents and/or legal guardians must sign and provide a power of attorney and/or guardianship to the Host Family to allow the Host Family to make emergency medical and schooling decisions.
- Owners, coaches, team/program management and staff are not allowed to host or billet players.
- Each adult in the Host Family must be registered with USA Hockey, screened in accordance with the USA Hockey Screening Policy, and must complete the USA Hockey SafeSport Training, including any additional screening procedures as mandated by the Organization or by law. Proof that these requirements have been met must be received by the Billet Coordinator prior to the player moving in with the Host Family.

Host Family Requirements

- No more than two players may be housed with any one Host Family at one time. (At the Junior level, there may be exceptions to the number of players permitted in one billet home if approved by the USA Hockey Junior Council).
- Players who are minors (i.e., under 18 years old) may not be placed in an apartment or home solely with other players.
- It is strongly recommended that all billet families be two-parent homes. However, if a player is placed with a single-parent Host Family, the Billet Coordinator will regularly monitor the Host Family and player, and ensure the Host Family is complying with USA Hockey SafeSport Policies.
- Host Family shall provide, at minimum, the following for the player: a safe, clean, private, fully furnished bedroom within the Home; access to a full bathroom in the home; access to washer and dryer in the home; three (3) balanced meals each day; access to a landline telephone in the case of emergencies and access to Host Family's internet connection.
- Player may not stay at the home while the Host Family is out of town or not at the house overnight. Host Family agrees that if during the season, an adult who has signed a Billet Participation Agreement will not be present in the Home during one (1) or more nights (e.g., 10pm-6am) other than when the player is traveling with the team, Host Family will provide the player, Parent and head coach with at least seventy-two hours' (72) notice (except in cases of emergencies). Host Family agrees that the home will not be vacant overnight of Host Family for more than seven (7) consecutive nights other than when player is traveling. The head coach and Billet Coordinator will make alternative arrangements for the Player during the Host Family's absence, subject to the prior agreement of the Parent.

Irvine Ice Foundation Billet Policy

- In the event Host Family is aware of a player's conduct warranting discipline, Host Family shall contact the Parent and obtain the Parent's consent to any disciplinary action. Host Family is not permitted to institute any disciplinary action towards a player without the Parent's prior consent, which shall be confirmed by an email or other writing. Under no circumstances is Host Family permitted to institute any corporal punishment. Host Family shall report any continued misconduct to the Parent and head coach.

Player Requirements

- The Member Program or team will have a mandatory curfew for all billeted players. However, the host family may have an earlier curfew.
- Player is a guest in the home. Player must be polite, cooperative, and helpful at home and respectful of the Host Family's house rules. Player must comply with the house rules of the Host Family, including curfews, chores, telephone usage, etc. Complaints about unusual rules shall be addressed with the Billet Coordinator.
- Players will not stay overnight at any other home except with the permission of the Parent and advance notification to the Host Family and Billet Coordinator. An adult must be present at the house at all times.
- Player may not have friends or teammates at the home without permission of the Host Family. When a player receives the Host Family's permission, player's guests must be respectful of the home and the Host Family. Player may not have any guests at the home who are over the age of 18.
- If a player is driving a vehicle, player must have a valid driver's license, the car must be registered either in player's home state or California, and player must have auto insurance that covers the care and player, consistent with California law. Players may not use Host Family's vehicle without the consent of Host Family.
- Host Family shall at all times maintain the insurance required by Irvine Ice Foundation.
- Player may not use the Host Family's landline phone for anything other than local calls, and only then, with the Host Family's permission. All long distance calls must be made on the player's cell phone. The only exception is if a player needs to contact the Parent or another person in the event of an emergency. Player may contact the Parent or receive calls or text messages from the player's Parent or the Billet Coordinator at any time on his cell phone. If player's cell phone is unavailable, player may use the Host Family's landline phone to check-in with the Parent or Billet Coordinator.
- Player is required to maintain passing grades in all classes in order to play for the team. The head coach or Billet Coordinator may request from player or Parent evidence of player's passing grades.

Irvine Ice Foundation Billet Policy

- Player must bring his own laptops, computers, iPads and other mobile devices if player desires to use them during the season. Computers are also available at all public libraries and public high schools. Player may not use any laptops, computers, iPads or similar devices owned by the Host Families. If the Host Family has internet access in the home, player may use it only with the Host Family's permission and subject to the Host Family's house rules.
- Player must inform the Host Family and head coach if player stays at a hotel or other location with his family while they are in town. Player is expected to attend all hockey practices, events and meet the school's attendance/ homework requirements while player's family is in town. A player's family may not stay with the Host Family. For a list of local hotels, please contact the Billet Coordinator.
- Host Family may not post any photographs or videos of any player on social media without the prior permission of the Parent and player, which must be confirmed in an email prior to posting. Player and Parent may not post any photographs of Host Family or any minors in the Home on social media without the prior permission of the Host Family, which also must be confirmed in an email prior to posting. It is Parent's responsibility to monitor player's use of all social media and email accounts.
- Parent shall ensure that the Host Family, head coach and Billet Coordinator are in possession of updated medical authorization forms, information regarding necessary medication, information regarding any allergies or restrictions and information regarding any over-the-counter medication or supplements that player is permitted to possess and consume. In the event of an emergency, Host Family, head coach or Billet Coordinator shall contact Parent as soon as practical.
- Parent, Player and the Host Family shall agree upon the method of providing player with any spending money or other funds during the season. All compensation arrangements should be confirmed by Parent, player and the Host Family in writing. Player shall reimburse the Host Family for any damage player does to the home or if there are any repairs or maintenance necessitated by the player's use of the home.

All participants of the billet program will be required to separately agree to our billeting policies and protocols prior to participating.

Billeting is governed by USA Hockey's SafeSport program as required by federal legislation under the U.S. Center for SafeSport. Should any violation of the USA Hockey Billet Policy or Irvine Ice Foundation Billet Policy, or a violation of any other governing policy of USA Hockey, CAHA or Irvine Ice Foundation related to a billeted athlete occur, the athlete could be removed from the billet household and either placed with another billet family or returned home, depending on the nature of the violation.

Locker Room Policy

Irvine Ice Foundation adheres first and foremost to the locker room policies under the federally mandated SafeSport Program and all applicable federal, state and local laws, as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, Irvine Ice Foundation has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

- Great Park Ice has 17 locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one or more locker rooms.
- Anaheim ICE has 8 locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one or more locker rooms.
- Yorba Linda ICE has 5 locker rooms available for our program's use.
- Lakewood ICE has 12 locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one or more locker rooms.
- Poway ICE has 4 locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one or more locker rooms.
- KHS ICE has 8 locker rooms available for our program's use. 6 of the locker rooms share a restroom and shower area with one or more locker rooms.

Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, restrooms and shower facilities will vary from location to location. Irvine Ice Foundation team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Policy

Locker Room Monitoring

Irvine Ice Foundation has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. USA Hockey's Locker Room Policy requires that one adult locker room monitor (preferably two), trained in SafeSport and mandated reporter, as applicable and background screened, will monitor the locker room from directly inside the locker room (best practice) or at the very least from the immediate vicinity outside the locker room (near the door within arm's length and so that the monitor can sufficiently hear inside the locker room) who also regularly and frequently enters the locker room to monitor the activity inside. The locker room monitor also ensures that only participants (coaches, players, managers, approved team personnel) are permitted in the locker room. Family members may be allowed in the locker room at the younger age groups when assistance in dressing is needed, as determined by the head coach. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups (12 and under), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with their uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that the parent will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players in getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may, in the coaches' discretion, prohibit parents from entering a locker room.

Locker Room Policy

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, Irvine Ice Foundation will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all our players.

Prohibited Conduct and Reporting

Irvine Ice Foundation prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook, and the Protection Policy. Participants, employees or volunteers in Irvine Ice Foundation may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you should email Irvine Ice Foundation SafeSport Coordinator at safesportconsultant@gmail.com and you should also consult the reporting requirements in the Protection Policy, as applicable.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms.

Social Media Policy

Social Media and Electronic Communications Policy

As part of Irvine Ice Foundation's emphasis on safety, communications involving any Participant, and especially minor Participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is crucial. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings, while also providing potential offenders with unsupervised and potentially inappropriate access to minor participants. The improper use of social media, mobile and electronic communications can result in misconduct and could lead to disciplinary action, including and up to termination. Adherence to the Social Media and Electronic Communications Policy in this Policies & Procedures Manual helps reduce these risks. Nothing herein shall prohibit coaches from discussing their wages, benefits and other terms of employment as permitted by law, including but not limited to the California Equal Pay Act and the National Labor Relations Act.

Electronic Communication

All electronic communication originating from Applicable Adults to minor participants must be professional in nature. Absent emergency circumstances, if an Applicable Adult with authority over minor participants needs to communicate directly with a minor participant via electronic communications (including social media), the minor's parent must be copied. If a minor participant communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor participant with a copy to another Applicable Adult or the minor's legal guardian. When an Applicable Adult with authority over minor participants communicates electronically to the entire team, said Applicable Adult must copy another adult. Pursuant to these requirements, all electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and timing of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and minor participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant must include a copy to the player's parents. Where possible, a coach should be provided and use the organization web site email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

Social Media Policy

In accordance with the Timekeeping Policy, time spent communicating for work-related purposes, including calls, emails and messages will be considered compensable time and should be recorded accordingly. Coaches are encouraged to use designated office hours to engage in such routine communications with players, families and other coaches, except in the event of an emergency.

Social Media Policy

Social Media

Irvine Ice Foundation recognizes social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor Participants are involved. Coaches are prohibited from having minor Participants joined to or connected through their personal Facebook page, Instagram or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., “friend”) the official organization or team page and coaches can communicate to the team through that site. All electronic communication of any kind between coach (and any Applicable Adult) and a minor participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

Web-Based Conferencing and Similar Communications

Coaches, team managers, and others may use web-based conferencing software (i.e., Zoom, Google Hangouts, Microsoft Teams) to meet with, train, or otherwise communicate with minor participants. All web-based conferencing of any kind between a coach (or any Applicable Adult) and a minor participant must be non-personal in nature and be for the purpose of training, communicating information about team activities or for team-oriented motivational purposes. Any invitation to such communication to any minor participant must include the player’s parents or legal guardians and must adhere to all of the requirements found elsewhere in this Policies & Procedures Manual as if the virtual meeting were being held in person, including the SafeSport One-on-One Interactions Policy and the Minimum Attire Policy (found at USAHockey.com/Annual Guide). Virtual lessons or live stream videos should be observable and interruptible by another adult, such as another coach or parent. Coaches, team managers, and players may send pre-recorded technique or training videos, but must copy at least one other Applicable Adult.

Social Media and Group Chats Among Players

Minor hockey players often create group chats through texting or other social media applications. Such group chats are concerning because minors may engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other inappropriate conduct that may violate policies of USA Hockey. Group chats among minor hockey players should be supervised by an adult to mitigate these risks.

Social Media Policy

Request to Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor Participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, Irvine Ice Foundation, the team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other Participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program, and the Protection Policy.

Any player, coach or staff member who violates this Social Media and Electronic Communications Policy or any other applicable policies, is subject to appropriate disciplinary action, including but not limited to suspension, permanent suspension, termination and/ or referral to law enforcement authorities.

U.S. CENTER FOR SAFESPORT

Reporting Guidelines

Oversight

The SafeSport program is part of federal legislation and falls under the oversight of a federally designated organization (USCSS). S.534 - Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017.

Compliance

Irvine Ice Foundation programs are solely responsible for its membership's compliance with SafeSport. As members in good standing with USA Hockey and California Amateur Hockey Association, Irvine Ice Foundation programs must agree to the terms and conditions at the time of CAHA annual member registration renewal.

MANDATORY - How to Report - Physical or Sexual Abuse ONLY

1. **Call Child Protective Services or local law enforcement**
2. **Notify the U.S. Center for SafeSport by telephone: 720-524-5640 or online at SafeSport.org**
3. **Notify your Club/Program SafeSport Coordinator: safesportconsultant@gmail.com**
4. **Notify the CAHA SafeSport Coordinator: safesport@caha.com**

   Note: The U.S. Center for SafeSport is only contacted for reports of physical and sexual abuse. In some cases, the Center will refer reports of physical abuse back to USA Hockey for further investigation and resolution.

All other suspected violations of the SafeSport Policy:

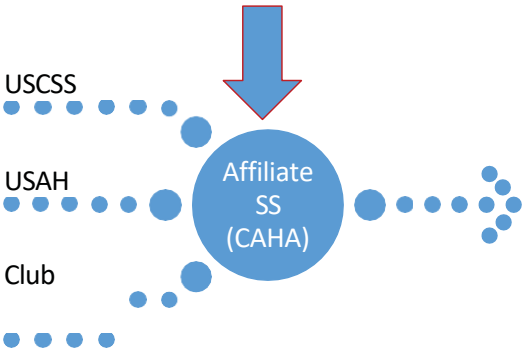
Notify your Club/Program SafeSport Coordinator: safesportconsultant@gmail.com
Notify the CAHA SafeSport Coordinator: safesport@caha.com; OR
File a report online with USA Hockey: https://www.usahockey.com/makingareport
Remember: ALL SafeSport activity must be reported to CAHA as the state affiliate.

U.S. CENTER FOR SAFESPORT

Reporting Guidelines

The Reporting and Investigating Cycle

Incoming Reports -
4 ways to report a SafeSport concern:



Who Investigates?

Club	• Minor • Education-based • Program issue (not SS) • Most issues that are adult to adult
CAHA SS	• Egregious but not physical or sexual abuse • **Clear violation:** No investigation needed (i.e. social media, proof of violation) • Incident goes straight to report and discipline
Third Party Investigator	• Egregious but not physical or sexual abuse • **Undetermined** (no proof of violation) • Complex issue: Multiple parties, conflict of interest with Club)
USCSS (not USAH)	• Any report that meets the criteria for physical or sexual abuse of a minor • Some adult to adult issues (participants)

Dryland Training Policy

To maintain transparency and protect the integrity of the **Jr Ducks/Lady Ducks/Jr Gulls** (“Club”), within **Irvine Ice Foundation** (‘Company”), this policy governs any **dryland training** hosted by coaches.

Policy Guidelines:

1. **Approval Requirement:**

   Any **dryland training** outside the regularly scheduled and prepaid season must receive prior approval from the Vice President or Vice President of Finance. See Exhibit 1.

2. **Site/Location Booking (if any) and Payment**

   - All site/location for dryland **must be booked by the Team**.
   - Families will be invoiced by the Team on a proportional basis to cover the following expenses:
     - **Site/Location fees (if any)** – Paid directly by the Team to the ice arena.
     - **Coaching compensation (see section 3)** – No coach will collect direct payments from the families.

3. **Coach Compensation for Dryland Training:**
   - Coaches must clock in and out for these extra training sessions in accordance with the Company’s timekeeping policies.
   - This ensures accurate time reporting, wage compliance, and tax accountability.
   - **Coaches may not collect payments directly from families** under any circumstance.

Dryland Training Policy

4. **Communication to Families:**

   Families must be provided with written communication that clearly outlines:

   1. The purpose of the additional training sessions.
   2. A breakdown of costs (site/location (if any), and any approved administrative costs).
   3. Instructions for payment and deadlines.

5. A **Non-Compliance:**

   - Coaches found collecting payments from families or organizing unsanctioned dryland training sessions that do not meet the criteria established in sections 1-4, may be subject to disciplinary action, up to and including termination.

Rationale:

This policy ensures:

- Equitable treatment of all players and families.
- Protection of the program's reputation and operational integrity.
- Clear expectations for coaches and families around dryland training sessions.

Dryland Training Policy

Exhibit 1: 2026/27 Season
Request Form
Dryland Training

Section A: Requestor Information

- **Team Name (Club/Team/Level): _____**
- **Head Coach: _____**

  Email: _____ Phone: _____
- **Team Manager: _____**

  Email: _____ Phone: _____

Section B: Training Details

- **Location (Facility Name & Address): _____**
- **Date(s) of Training: _____**

  _____

  _____

  _____

  _____

Section C: Estimated Cost Breakdown

Item	Estimated Cost	Paid By
Site/Location Rental (if any)	$_____	Team (direct to rink)
Other: _____	$_____	_____

Subtotal of All Costs: $_____

Proposed Amount to Be Charged Per Player: $_____

Section D: Player Communication Plan

- Families will be informed via (check all that apply):
  ☐ Email ☐ Team App ☐ Team Meeting ☐ Other: _____
- **Date of Planned Communication: _____**
- **Attach copy or draft of communication to families:** ☐ Attached

---

Dryland Training Policy

Section E: Acknowledgments

By signing below, the Coach and Team Manager confirm that:

- This request complies with the Club's 2026/27 policy.
- No coach will collect direct payments from families.
- All required communications will be provided to families.

Head Coach Signature: _____ Date: _____

Team Manager Signature: _____ Date: _____

Section F: Club Approval

☐ Approved

☐ Approved with Conditions

☐ Denied

Notes / Conditions (if any):

Vice President / VP of Finance Signature: _____

Printed Name: _____

Date: _____

Additional Practices, Exhibition Games and Outside Clinics Policy

To maintain transparency and protect the integrity of the **Jr Ducks, Lady Ducks, Jr Gulls** ("Club"), this policy governs any **additional practices, exhibition games**, and outlines expectations around **outside clinics hosted by coaches**.

Policy Guidelines:

1. **Approval Requirement:**

   Any **additional practice or exhibition game** outside the regularly scheduled and prepaid season must receive prior approval from the Vice President or Vice President of Finance. See Exhibit 1.

2. **Ice Time Booking and Payment**

   - All ice time for additional practices and exhibition games **must be booked by the Team**.
   - Families will be invoiced by the Team on a proportional basis to cover the following expenses:
     - **Ice rental fees** – Paid directly by the Team to the ice arena.
     - **Referee and game-related expenses** (for exhibition games) – Paid directly by the Team.
     - **Coaching compensation (see section 4)** – Paid by the Team to the Club, which will then distribute payment to the coaches.

3. **Coach Compensation for Extra Events:**

   - Coaches must clock in and out for these extra events in accordance with the Company's timekeeping policies and must be compensated accordingly for extra practices and exhibition games via the Club's payroll system.
   - This ensures accurate time reporting, wage compliance, and tax accountability.
   - **Coaches may not collect payments directly from families** under any circumstance.

4. **Additional Compensation:**

   - To receive additional compensation (beyond their hourly rate) for organizing or running these extra events, this must:
     - Be approved in advance.
     - Be factored into the per-player fee (see section 2) and paid through the Club via the Club's payroll system on a monthly basis as additional compensation.

Additional Practices, Exhibition Games and Outside Clinics Policy

5. **Communication to Families:**

   Families must be provided with written communication that clearly outlines:

   - The purpose of the additional practice or exhibition game.
   - A breakdown of costs (ice time, referees, coaching, and any approved administrative costs).
   - Instructions for payment and deadlines.
   - A statement that participation is optional, unless otherwise communicated with appropriate justification and approval.

6. **Outside Clinics Hosted by Coaches (Non-Program Events):**

   Coaches may independently host clinics outside of official Club programming. Such clinics are not operated for the benefit of the Club, instead, these external clinics are offered at the discretion of the individual coach to promote their personal coaching services and skills within the broader community. These clinics and activities are not governed by this policy, provided the following conditions are met:

   - The clinic is **open to the general public**, not limited to or targeting only the coach's current club team players.
   - **Participation is entirely optional** for all players.
   - The **coach pays for ice time directly** and **collects payment directly** from participants.
   - The coach **does not receive compensation from the Club** for these clinics.
   - These clinics are open to the general public and **not affiliated with or insured by the Club**.

Any coach-led clinic that does not meet these criteria must be submitted for review and approval by the Vice President or Vice President of Finance to determine whether it falls under the scope of this policy.

7. **Non-Compliance:**

   - Coaches found collecting payments from families or organizing unsanctioned events that do not meet the criteria established in section 6, may be subject to disciplinary action, up to and including termination.

Rationale:

This policy ensures:

- Equitable treatment of all players and families.
- Protection of the program's reputation and operational integrity.
- Clear expectations for coaches and families around extra hockey events.

Additional Practices, Exhibition Games and Outside Clinics Policy

Exhibit 1: 2026/27 Season
Request Form
Additional Practices and Exhibition Games

Section A: Requestor Information

- **Team Name (Club/Team/Level): _____**
- **Head Coach: _____**

  Email: _____ Phone: _____
- **Team Manager: _____**

  Email: _____ Phone: _____

Section B: Type of Event *(Check all that apply)*

☐ Additional Practice

☐ Exhibition Game

☐ Other: _____

Section C: Event Details

- **Date(s) of Event: _____**
- **Location (Rink Name & Address): _____**
- **Start & End Time: _____**
- **Purpose of the Event: _____**

Section D: Estimated Cost Breakdown

Item	Estimated Cost	Paid By
Ice Rental	**$_____**	**Team (direct to rink)**
Referees (if applicable)	**$_____**	**Team (direct to referee)**
Head Coach Compensation ($50/hour)	**$_____**	**Team (via Club payroll)**
Assistant Coach Compensation ($40/hour)	**$_____**	**Team (via Club payroll)**
Other: _____	**$_____**	**_____**
Subtotal of All Costs:	**$_____**	
Proposed Amount to Be Charged Per Player:	**$_____**	

Additional Practices, Exhibition Games and Outside Clinics Policy

Section E: Player Communication Plan

- Families will be informed via (check all that apply):

  ☐ Email ☐ Team App ☐ Team Meeting ☐ Other: _____

- **Date of Planned Communication:** _____
- **Attach copy or draft of communication to families:** ☐ Attached

---

Section F: Acknowledgments

By signing below, the Coach and Team Manager confirm that:

- **This request complies with the Club's 2026/27 policy.**
- **No coach will collect direct payments from families.**
- **All required communications will be provided to families.**
- **Participation is optional unless otherwise approved.**

Head Coach Signature: _____ **Date:** _____

Team Manager Signature: _____ **Date:** _____

Section G: Club Approval

☐ Approved

☐ Approved with Conditions

☐ Denied

Notes / Conditions (if any):

_____

Vice President / VP of Finance Signature: _____

Printed Name: _____

Date: _____

Expense Reimbursement Policy

Coaching Credentials

Irvine Ice Foundation ("Company") reimburses team members for all reasonable and necessary work-related expenses incurred related to the maintaining of teaching and coaching credentials for figure skating and hockey.

Eligibility

This policy applies to all Company team members who are responsible for the teaching and coaching of figure skating and/or hockey.

Covered Expenses

- Figure Skating:
  - LTS USA Membership Fee
  - LTS USA Background Check Fee
  - Live Scan Processing Fee (Coaches assigned to Park & Rec only)
- Hockey:
  - USA Hockey Coach Registration Fee
  - USA Hockey Age Specific Module Fee (if changing age groups)
  - USA Hockey CEP Training Fee (Levels 1 – 4 only)
  - USA Hockey Continuing Education Fee (Level 4 & 5 Coaches only)
  - USA Hockey Background Screening Fee
  - Live Scan Processing Fee

Procedures

Team Members who incur work-related expenses are required to submit those expenses for reimbursement as follows:

- **Submission of Reimbursement Form**: Team members must complete the appropriate Employee Reimbursement Form and include all necessary supporting documentation, such as original receipts. The completed form should be submitted to their manager for approval.
- **Timeliness of Submission:** Reimbursement requests should be submitted for managerial approval as soon as practicable, but no later than 7 business days after the expense is incurred.
- **Final Submission for Processing**: Once approved by the manager, the reimbursement form, along with all required documentation, must be submitted to IIFAccounting@TheRinks.com within 3 business days of approval.

Team members who believe that the amount they have been reimbursed does not represent complete reimbursement must report the additional expense along with supporting documentation and the difference the team member believes to have incurred to the Vice President, Finance.

Cellphone Allowance Policy

Club and Rec Hockey Coaches

This Policy provides the terms upon which Club and Rec Hockey Coaches ("Coaches") whose job duties require them to utilize their personal cell phone when performing their job duties. Coaches will be compensated for using their personal cell phone to meet those needs. This policy only applies to those Coaches who are employed by Irvine Ice Foundation ("Company") in the capacity of a Coach.

The Company does not provide its Coaches with Company owned cell phones for their use. Coaches whose job duties require them to utilize their personal cell phone will receive a cell phone allowance to compensate for the business use of their personal cell phone.

Establishment and Payment of Allowance

A cell phone allowance is available either on an ongoing or short-term basis, depending on the length of the coaching assignment. Coaches whose duties routinely or temporarily include the following may be eligible for a regular or temporary (minimum of two pay periods) allowance:

- Required to be accessible (not on-call) outside of scheduled or normal working hours on a routine basis
- Require the ability to record time using ABI via an app while traveling due to tournaments or other related coaching activities

Allowances are not available retroactively. All approved allowances will be processed on the first available payroll.

A cell phone allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay for purposes of calculating pay raises.

To receive a cell phone allowance, a team member must agree to the following:

- To obtain and maintain a personal cell phone and sufficient service to enable accomplishment of necessary job duties.
- That they are responsible for any loss, damage, insurance, and/or replacement of their personal cell phone.
- To promptly report to their department head or supervisor any change to their cell phone number.
- To share their cell phone number and that their cell phone number may be shared as necessary for business purposes.
- To accurately record all work hours (when unable to use a physical timeclock) via the Company's timekeeping app.

Cellphone Allowance Policy

Determination of Dollar Amount of Allowance

Coaches shall receive a cell phone allowance intended to cover the cost associated with the team member's use of their personal cell phone under this policy.

A cell phone allowance shall be in one of the following amounts based on job duties and requirements:

- Head Coach-Club Team $35
- Assistant Coach-Club Team $25
- Rec League Coach $10

Coaches are eligible for one cell phone allowance regardless of the number of teams. Coaches will receive the highest possible allowance based on the teams they coach.

Allowances for Club teams will only be provided during the Club season. Rec League coaches will receive a stipend in all months that they are coaching.

The allowance amount shall be included in the team members' paycheck as a separate line item and will be paid on the first paycheck of the month.

If a team member incurs more expense than the cell phone allowance amount by virtue of using their personal cell phone for work, the team member must report the additional expense along with supporting documentation and the difference the team member believes to have incurred to the Vice President for Finance.

Documentation and Review Requirements

The Vice President for Finance is responsible for an annual review of the list of team members receiving the cell phone allowance, to determine if existing allowances should be continued as is, changed, or discontinued, and to determine if any new allowances should be established.

The Company reserves the right to periodically review and update allowance rates.

Actual Costs for Personal Cell Phones

The Company shall not bear any costs associated with an team member's maintenance of a personal cell phone and related service, other than an allowance approved pursuant to this policy.

Departmental Responsibilities

It is the supervisor's responsibility to notify the Payroll team, in writing, to terminate a cell phone allowance if the team member no longer qualifies for an allowance.

Receipt & Acknowledgment

Receipt and Acknowledgment of Irvine Ice Foundation, Policies and Procedures Acceptance and Agreement

I, the undersigned below, on behalf of myself and my participating child whose name is written below, acknowledge that I have received and read Irvine Ice Foundation Policies & Procedures Manual and agree to be bound by its terms. I further agree that prior to my child's participation in Irvine Ice Foundation program that I will ensure my child understands the portions of Irvine Ice Foundation Policies & Procedures Manual that applies to my child, including without limitation, the players' code of conduct, locker room policy, social media policy and travel policy. I agree that my child and I will comply with all Irvine Ice Foundation and USA Hockey rules, policies, procedures, guidelines and findings at all times and that failure of me, my child, or my child's other parents or guardians to comply with the above may result, in Irvine Ice Foundation's discretion, discipline, suspension or termination from participation in Irvine Ice Foundation programs. By signing below, I represent that I am the parent or legal guardian of the child named below.

Name: _____ Title/Position: _____

Signature: _____ Date: _____

If a minor, Parent/Guardian Signature: _____ Date: _____

Irvine Ice FOUNDATION
Policies & Procedures – Club Hockey

IN CONJUNCTION WITH