



IAHA Policy, Procedures and Regulations

POLICIES, PROCEDURES AND REGULATIONS

of the

IQALUIT AMATEUR HOCKEY ASSOCIATION (IAHA)



IAHA Policy, Procedures and Regulations

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POLICIES, PROCEDURES AND REGULATIONS of the IQUALUIT AMATEUR HOCKEY ASSOCIATION

***Policies** of the Iqaluit Amateur Hockey Association are the courses of action and guidelines to be followed by the Association.*

***Procedures** are the actions to be followed to complete an activity of the Iqaluit Amateur Hockey Association.*

***Regulations** are the proscribed direction or rules of the Iqaluit Amateur Hockey Association.*

GENERAL POLICIES

SECTION ONE: RIGHTS AND RESPONSIBILITIES OF MEMBERS

1.01 Rights

Parliamentary law protects the rights of the members to be dealt with fairly and equitably. This encourages everyone's cooperation and the timely order of business. Member rights are:

- .01 receive notices of meetings
- .02 attend meetings
- .03 make and second motions
- .04 debate and vote on motions
- .05 nominate people for office
- .06 be nominated for office
- .07 elect people to office in the Association
- .08 be elected to office in the Association



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Rights Continued

- .09 know the meaning of the question being debated
- .10 appeal the decision of the Association to Hockey Nunavut
- .11 have access to minutes of all meetings
- .12 receive the treasurer's report at AGM's
- .13 get a copy of the Association's Constitution & Policies

1.02 Responsibilities

Along with rights come responsibilities. For a meeting to function smoothly under parliamentary law, members must have specific obligations as well. Members' responsibilities are:

- .01 attend meetings
- .02 stay until the end of the meeting
- .03 be ready to talk knowledgeably and intelligently on a topic
- .04 be attentive
- .05 be open minded
- .06 treat everyone with courtesy
- .07 speak openly, but also let others have their turn to speak
- .08 follow the rules of debate
- .09 make a point concisely
- .10 attack issues, not people
- .11 participate actively in the meetings
- .12 be familiar with the basic rules of parliamentary law
- .13 obey the policies and rules of the association
- .14 abide by the final decision of the majority
- .15 bring in or recommend new members



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Responsibilities continued

- .16 be familiar with the association's constitution
- .17 participate in committees
- .18 respect Hockey Canada, Hockey North and Hockey Nunavut's opinions and rulings
- .19 enhance the association's reputation
- .20 work to create dignity and decorum
- .21 work to promote acceptance of others regardless of race, place of origin, family circumstances, gender or creed
- .22 encourage a sense of community pride through competitive team sports.

SECTION TWO: CODE OF ETHICS OF THE IQUALUIT AMATEUR HOCKEY ASSOCIATION

2.01 Personal Conduct

Officers of the Iqaluit Amateur Hockey Association shall conduct themselves in such a way as not to convey the impression to any person that they can be influenced into giving favors that conflict with their personal duties.

2.02 Personal Gain

Officers of the Iqaluit Amateur Hockey Association shall not receive economic benefit as a result of a contract with the Iqaluit Amateur Hockey Association. Officers of the Iqaluit Amateur Hockey Association shall publicly disclose any of the following interests that they have with a company doing business with or proposing to do business with the Iqaluit Amateur Hockey Association.

- a) employment with said company
- b) a financial interest in said company
- c) a business interest with said company
- d) being related to any of the employees or owners of said company



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Public disclosure of said business dealings shall be made at a regular open meeting at the time the officer learns of these business dealings. At this time, the officer will declare a conflict of interest and remove himself from any discussion or involvement in decisions to be made regarding this conflict.

2.03 Other Censorable Activities

The following activities by officers of the Iqaluit Amateur Hockey Association are also censorable under this code of ethics:

- a) Being part of any transaction in which they have a direct or indirect financial interest
- b) Entering into relationships with vendors for pay matters that are currently being considered by the Iqaluit Amateur Hockey Association Executive
- c) Asking for or accepting any gift under any circumstances in which people might construe that the gift was intended to influence or reward the member

SECTION THREE: POLICIES FOR MEMBERS

3.01 All members of the Iqaluit Amateur Hockey Association shall abide by the bylaws and policies of the Iqaluit Amateur Hockey Association, Hockey Canada, Hockey North and its member partner Hockey Nunavut.

3.02 All meetings of the Iqaluit Amateur Hockey Association shall be open to all interested parties who wish to observe the deliberations. Non-members will be asked to leave during in-camera portions of meetings.

3.03 Permission to make presentations to the Iqaluit Amateur Hockey Association must be received at least three days prior to the scheduled meeting. A brief outline of the matter to be presented must be given to the secretary at the outset of the presentation. All presentations will take place at the beginning of the meeting.



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3.04 Any recommendations from Hockey Canada must be ratified first by the board.

3.05 The Code of Conduct accepted by the Iqaluit Amateur Hockey Association will be displayed in all arenas.

3.06 No publication of individual statistics will be allowed at any level of the Iqaluit Amateur Hockey Association without authorization of the Iqaluit Amateur Hockey Association Executive.

SECTION FOUR: DISCIPLINE COMMITTEE POLICY

Recognizing that mediation is the first step to problem solving, should this process fail, then a Discipline Committee is the next procedure that should be implemented.

4.01 All team officials and players shall abide by the by-laws and rules of the Iqaluit Amateur Hockey Association, Hockey North and its Zone Partners, and Hockey Canada.

4.02 The Discipline Committee shall handle all formal complaints and matters requiring investigation and discipline of any participants of the programs of the Iqaluit Amateur Hockey Association if the matter cannot be resolved by the team, the appropriate director or the appropriate Vice President. All recommendations of the Discipline Committee shall be reported to the Discipline Chairperson, who confirms, varies or overturns such recommendations.

4.03 The Discipline Committee will not act on complaints, unless they are received in writing, signed and addressed to the Iqaluit Amateur Hockey Association.



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4.04 In the event that no specific by-law or rule appears to apply to any particular situation, the Discipline Committee shall have the right to recommend how that particular situation should be handled until receipt of the consent of the Iqaluit Amateur Hockey Association

SECTION FIVE: EQUIPMENT POLICY

5.01 All Iqaluit Amateur Hockey Association players (excluding goaltenders) will wear the following protective equipment (which is consistent with HOCKEY CANADA requirements Rule 24 – Section 3):

- helmet
- shoulder pads
- hockey pants
- full facial protection (CSA Approved)
- athletic support and cup
- neck guard (BNQ Approved)
- shin guards
- elbow pads
- hockey gloves
- mouthguard(Optional)
- skates

All goaltenders must wear the above equipment with the exception of:

- goalie pads replace shin guards
- full upper body amour replaces shoulder & elbow pads
- goalies blocker & trapper replace hockey gloves
- In addition to neck guard they must wear an external throat guard/AKA Dangler



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- Goalie skates are recommended for Atom and older
- Goalie support and cup are recommended for Atom and older.

All protective equipment must be worn while on the ice, on the players' bench and in the penalty box.

5.02 IAHA Sweaters:

- a) Team sweaters are the responsibility of team officials and must be cared for by both officials and players.
- b) Sweaters should be hung up after every game and stored in the equipment locker.
- c) Game sweaters are not for wearing outside the arena without the Vice President of Minor Hockey's prior approval.
- d) No permanent lettering or signage will be crested on any Iqaluit Amateur Hockey Association sweater. Any person doing so will be required to make full restitution to the Iqaluit Amateur Hockey Association for the sweater at a cost of \$100.00.
- e) Team Sweaters are not to be worn outside the arena.

5.03 Coaches are to obtain goalie equipment and return it as a complete set to storage. Goalie equipment is only to be used for games & practices unless special permission is obtained from the appropriate Coach or the Equipment/League Director. Goalie equipment is provided by the association for levels up to and including Peewee.

5.04 Style and colour for team jackets and personal wear will be set annually by the Association prior to the beginning of the hockey season.

5.05 It is mandatory for anyone in a coaching capacity and going on the ice to wear a CSA approved hockey helmet during practices. All helmets must be secured properly.



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5.06 The Iqaluit Amateur Hockey Association Logo cannot be used unless permission is obtained from the Iqaluit Amateur Hockey Association.

5.07 Player equipment may not be loaned outside the Association without a deposit of \$100 and a signed indemnity document.

5.08 The Budget Committee shall estimate the costs for replacing equipment for the Association as recommended by the Equipment/League Director.

5.09 HOCKEY CANADA Rule Books will be given to each Equipment/League Director, each member of the board and each representative team.

5.10 Iqaluit Hockey will lend out goalie equipment up to the Midget Division without a deposit with the understanding that the equipment will be well maintained and returned at the end of the season. The coach is responsible for getting all equipment at the end of the season and putting it in storage

SECTION SIX: PARENTAL RESPONSIBILITIES

6.01 Parents will not interfere with the operation of any team. If there is any issue that cannot be resolved, it will be brought to the attention of the appropriate Vice President for discussion. If it still cannot be resolved, then it will be submitted to the Association in writing for further action or review.

6.02 Parents will sign an agreement to exhibit appropriate behavior in all incidents throughout the hockey season.



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6.03 Parents will show respect for other parents, players, all coaches and officials at all times.

6.04 Parents will accept the decisions of team officials, the Iqaluit Amateur Hockey Association and its designate member partners Hockey Nunavut, Hockey North and Hockey Canada.

SECTION SEVEN: TOURNAMENT FUNDRAISING

7.01 As members of Iqaluit Amateur Hockey Association, players participating in team travel are expected to make a dedicated commitment to their respective divisional team. Parents/guardians and players are expected to make direct contributions to meet Association and travelling team expenses through fundraising efforts.

7.02 In order for a player to remain in good standing, the parent/guardian **and** player must pay all team travel fees (\$450 per trip) at least two weeks prior to the departure date of the trip. Players will be considered ineligible to participate in the trip unless ALL fees are paid.

7.03 Support the Iqaluit Amateur Hockey Association fundraising events which occur during the hockey season.

7.04 Participate in team fundraising events either through active participation or through a “cash buy-out” option. **Non-participation is NOT an option.** Parents who choose the “cash buy-out” option agree to pay the full cash amount prior to the “due date”. The **cash buy-out** and **due date** will be determined during the planning of the fundraising event.

SECTION EIGHT: DRESSING ROOM POLICY

8.01 The Iqaluit Amateur Hockey Association is committed to work diligently to protect all participants from all forms of bullying, harassment and abuse whether emotional, physical or sexual. The Association considers any form of bullying, harassment and abuse to be



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totally unacceptable and will do everything possible to prevent this behavior from taking place within all Minor and Female Hockey dressing rooms and on the ice.

The Iqaluit Amateur Hockey Association follows the direction given by Hockey Canada by allowing co-ed dressing room situations to exist at the Initiation Program, Novice, and Atom levels, 5-10 years of age provided players in a co-ed situation either arrive in full equipment or wear at a minimum, gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

To ensure the safety of all players the Association requires coaching staff to provide supervision for all IAHA dressing rooms before, and after all games and practices.

The Association recommends coaching staff to follow the “Two Deep Method” of supervision recommended by Hockey Canada. A single coaching staff should never be in the dressing room with a single player at any time, especially when players are changing: two adults should be present together, this is called the “Two Deep Method” of supervision. Supervising personnel must have submitted their Criminal Record Check [CRC] to the Executive. Parents of all players should be made aware of the “Two Deep Method”. This means that parents, who are not approved supervising personnel, are not to be present in the dressing room.

If the “Two Deep Method” is not an option due to coaching resources, coaches are to ensure that supervision of the players in the room, but are not to be alone with an individual player. This can be accomplished by waiting in the hall way by the dressing room door

The Executive understands that the younger player may need help to get dressed:

- For those players who require assistance with dressing themselves; players are encouraged to arrive to practice already dressed.
- Coaches may require assistance with tying skates, however, this will be requested on a case by case basis.

Players and coaching staff should arrive at least 20 minutes before the planned event.

Players have 20 minutes after leaving the ice to remove gear and exit the dressing room. Showers are **NOT** to be taken. Coaches will not leave the facility until all players have exited the dressing rooms.

Coaches will need to encourage players to be on time and ready so that the practice or game will begin on schedule.



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Players will not remove equipment except for their helmet, neck guard and gloves when all players are in the pre-game or post-game meeting. Coaches need to enforce this rule.

If this dressing room is locked, the key is to be taken to the game bench by the coaching staff to ensure the safety of each player's personal items left in the room.

From the Pee wee level and up:

- Male and female players will **NOT** change in the same dressing room.
- Adults of the opposite gender are not permitted to enter the dressing room. For example, this means NO mothers, female coaching staff or sisters in the male dressing room and NO fathers, male coaching staff or brothers in the female dressing room.
- Coaches will need to enforce this rule.

Failure to comply with this policy will result in disciplinary action being taken by the Executive.

The intent of this policy is to ensure the safety of all participants in all programs within the Iqaluit Amateur Hockey Association.

SECTION 9: TRAVEL POLICY FOR COACHES

Team Travel

- The Iqaluit Amateur Hockey Association is committed to help subsidize team travel as the Association's financial status allows.
- The goal of team travel is to provide an opportunity for team building, as well as experience an appropriate level of competition.
- Official Roster: Minimum = 13 skaters / Maximum = 15 skaters; with a complement of two (2) goalies when available
- Coaches must be available for travel throughout the hockey season as chosen by the Head Coach. A maximum of 5 coaches/chaperones/manger may be required to travel.
- Travel expenses such as air travel, accommodations, and food will be paid for by the Association for each coach who is required to travel with the team. Coaches must be able to perform chaperone duties if required for the trip.
- Coaches are required to stay at the team hotel as determined by the Head Coach.
- Coaches are required to participate in all team events while on the trip including all meals.
- There is a zero tolerance policy for alcohol during IAHA team travel.



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Attendance

- Coaches must realize that being a member of the Iqaluit Amateur Hockey Association's coaching team is a significant commitment. Although this policy excuses certain types of absences, it is extremely important to remember that hockey is a TEAM sport and that the entire team suffers if any of its members are absent.
- Coaches are expected to make every effort to be responsible, contributing members of the team.
- Coaches are required to attend all scheduled practices, exhibition games, off-ice sessions, and skill-building clinics that are scheduled throughout the hockey season.
- Coaches should attempt to make as many team practices, games, and events or they may not be eligible to travel on team trips.
- Coaches are responsible for informing the Head Coach/alternate, in advance, if they will be absent from a team practice, game, or event.
- Coaches must be willing to abide by these policies before committing to the Association.

SECTION 10: TEAM TRAVEL POLICY

10.01 Introduction

The Association encourages teams to participate in tournaments outside of Iqaluit provided that the travel arrangements are planned in an efficient and responsible manner and the travel does not have a negative impact on other Association programs. It is important to note, that travel is a privilege and not a right. No player, team or division is guaranteed travel through this policy.

10.02 Team Travel

- The goal of team travel is to provide an opportunity for team building, as well as experience an appropriate level of competition.
- Players must be available for travel throughout the season as chosen by the Head Coach.



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- Teams are permitted to travel up to three (3) times per hockey season, provided that all application procedures are addressed in a timely manner and there are no substantive impacts on other Association programs.
- All teams within the Association shall be responsible for transportation and expenses incurred by team travel, however, each team may be entitled to a subsidy from the Association. This subsidy must be used solely for the purpose of travel expenses during team travel. The amount given and any terms attached will be determined by the Executive.
- Teams approved for travel by the Executive must submit a budget with proposed sources of team contribution. See Appendix A (Name).
- All travelling teams must submit a statement of Revenue and Expenses, including original receipts to the Treasurer within 20 days weeks of the completion of each trip. In lieu of missing receipts, a Statutory Declaration must be submitted before payment will be made. The IAHA will not reimburse costs without receipts. Cash advances given to travel teams must have receipts for all expenses, no cash is to be used unless a receipt is given. The Head Coach will be responsible for all funds and receipts.
- Head coaches must submit to the Executive, for review/approval, the confirmed team roster, a minimum of 35 days before the travel date.
- Upon approval of the team's official roster by the Executive, each player's parent/guardian agrees to pay a travel fee of \$450 per trip to the Association. This payment is required at least two (2) weeks prior to the departure date of the trip.
- There is a zero tolerance policy for alcohol/drugs on team trips for parents and coaches that are around team players. Any incidents are to be reported to the Vice President of Minor Hockey/ Female Hockey.
- There will be 2 options for team travel:
 - Option A: Players travel to the tournament with a coach/chaperone. They will stay with said coach/chaperone and take part in all games, meals, and events with the team. Coach /Chaperones will be required to follow all rules as set out in the IAHA Chaperone policy. Parents are encouraged to travel with the team and can attend team events and visit the players at the team hotel.
 - Option B: Parents who escort their children to the tournament are responsible for their player and coordinating with the Head Coach around



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any scheduled events or meals. Parents are to ensure that players are on time for the team bus and is responsible for staying in contact with the coach.

- Any expenses incurred in sending a player home early due to violations of the IAHA's Code of Conduct shall be the sole responsibility of that player's parents if the player is under the age of 18 or that player if they are 18 years of age or older.
- The IAHA has a zero-tolerance policy for alcohol or any illegal substances on team travel, no members will be permitted to partake in team events if under the influence as deemed by IAHA coach/chaperone representatives.

10.03 Attendance

- Players and parents must realize that being a member of the Iqaluit Amateur Hockey Association is a significant commitment. Although this attendance policy excuses certain types of absences, it is extremely important to remember that hockey is a TEAM sport and that the entire team suffers if any of its members are absent. Parents and players are expected to make every effort to be responsible, contributing members of their teams. Parents and players are required to abide by these policies before committing to the Association.
- Players are required to attend all scheduled events: practices, exhibition games, off-ice sessions, and skill-building clinics throughout the scheduled hockey season.
- Attendance for practices, extra games, team travel and tournaments is required.
- Players who do not attend more than 80% of team practices, games, and events will not be eligible to travel on team trips, any addition of players below 80% will need to be approved by the Executive.
- Parents/guardians are responsible for informing the Head Coach/alternate, in advance, if the player will be absent from a team practice, game, or event.
- The Head Coach is responsible for enforcing the attendance policy. Attendance must be taken at all team activities with the attendance register submitted to the Executive at the end of each month. (See Appendix B). It will be the responsibility of the Head Coach/alternate to determine if any absence is excused or unexcused. Any planned absence, not discussed with the Head Coach prior to the absence will, by definition, be deemed unexcused.



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10.04 Fundraising

- As a member of Iqaluit Amateur Hockey Association, players travelling on trips are expected to make a dedicated commitment to their respective divisional team.
- Parents/guardians of traveling players are expected to make a commitment to the team and to the Association.
 - To remain in good standing parent/guardian **and** player must:
 - Pay all team travel fees (\$450 per trip) at least two weeks prior to the departure date of the trip or the player will be considered ineligible to participate.
 - Support the Iqaluit Amateur Hockey Association fundraising events which occur each hockey season.
 - Participate in team fundraising events either through active participation or through a “cash buy-out” option. **Non-participation is NOT an option.** Parents who choose the “cash buy-out” option agree to pay the full cash amount prior to the “due date”. The **cash buy-out** and **due date** will be determined during the planning of the fundraising event.

ASSOCIATION PROCEDURES

SECTION ONE: BUDGET COMMITTEE PROCEDURES

1.01 The Budget Committee composed of the President, Secretary, Treasurer, Vice President – Minor, Vice President – Female, and Fundraising Chairperson shall meet to assess the financial needs of the Iqaluit Amateur Hockey Association in each season.

1.02 The Budget Committee shall estimate the costs for replacing equipment for IAHA programs and leagues as recommended annually.



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- 1.03** The Budget Committee will review the ice costs expected for the upcoming season.
- 1.04** The Budget Committee will present their findings and a proposed budget to the Association not later than at one of the regularly scheduled meetings for approval.
- 1.05** The Budget Committee shall review the financial records of the association
- 1.06** Incidental expenses will be approved monthly by the audit committee.
- 1.07** The expenses incurred by the Referee in Chief will be evaluated annually by the Association.
- 1.08** The Iqaluit Amateur Hockey Association may advance money to IAHA teams or divisions to be used for entry into a tournament. These monies will be repaid to the Association Treasurer by April 1st of the hockey season.
- 1.09** The financial signing authority for the Iqaluit Amateur Hockey Association account will be in accordance with the By-laws of the Iqaluit Amateur Hockey Association.
- 1.10** Only pre-approved expenses of those delegates attending the Hockey Nunavut Annual General Meetings will be covered.
- 1.11** Every tournament sponsored by the Iqaluit Amateur Hockey Association will have all their income and expenses go through the IAHA Treasurer. A complete report of tournament finances should be submitted within 20 days of the end of the tournament.



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1.12 Every team that wishes to attend an outside tournament must have approval from the Iqaluit Amateur Hockey Association Executive and must have all their income and expenses go through the IAHA Treasurer. A complete report of tournament finances should be submitted within 20 days of the end of the tournament or travel.

1.13 All Teams or Divisions attending outside tournaments must have their budgets submitted to the treasurer 40 days before their tournament or travel begins.

1.14 All approved clinics will be conducted through the Iqaluit Amateur Hockey Association and Hockey Nunavut.

1.15 All IAHA Hockey teams or divisions shall submit a budget to be approved by the Iqaluit Amateur Hockey Association before they carry out any fundraising. Any excess funds will remain in IAHA accounts and be used accordingly for hockey development programs. Teams may raise funds for tournament and travel expenses, tournament entry fees, keep sakes (up to an approved amount), team functions (Christmas party or year end party), Tournament accommodations and team supplies.

SECTION TWO: PURCHASING PROCEDURES

These procedures will be followed for any and all purchases for hockey equipment, teaching aids, office equipment, canteen goods or any other goods or services required for the benefit of the Iqaluit Amateur Hockey Association and its programs. Every effort will be made to obtain the best value for the program, community, and our sponsors.

The following steps will be followed:

- 1)** Determine and document the quantity and quality of required goods or services.



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- 2) Obtain approval from the Treasurer and complete with full details and submit a copy to receipt and the remaining information back to the Treasurer.

- 3) All invoices for payment must be submitted to the Treasurer and accompanied by a Purchase Order. No payments will be made unless approved by the Treasurer.

- 4) For purchases over \$1000.00, IAHA Executive approval must be obtained.



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SECTION THREE: REGISTRATION PROCEDURES

3.01 Eligible Registrants

All children who fall under the age and residency requirements of the Hockey Canada and its branches shall be eligible to register with the Iqaluit Amateur Hockey Association under these restrictions;

- a) All registration fees, including insurance fees, must be paid before any player can participate in any sanctioned activity of the Iqaluit Amateur Hockey Association unless special circumstances approved by the Iqaluit Amateur Hockey Association Executive exist.
- b) All previous monies owed to the Iqaluit Amateur Hockey Association have been paid.

3.02 The Registrar or Designate (Secretary) shall:

- a) Design the registration form to be approved by the Association.
- b) Keep on computer all data concerning the participants in the ice hockey program current.
- c) Maintain a confidential record of coaches, players and volunteers within the Association.
- d) Provide lists of participants according to division to the Vice President – Chairperson of Minor and Vice President – Chairperson of Female and the Equipment/League Director for the use of their coaches.
- e) Provide information from the computer data base for the use of the Treasurer
- f) Provide, with Association approval, information from the computer data base to the appropriate Hockey North/Hockey Nunavut partners and Hockey Canada.

3.03 Registration Procedures

The procedures for the registration of players for the Iqaluit Amateur Hockey Association shall be established by the Executive annually based on the recommendation of the Registrar and/or League Director or designate in accordance with the current arrangements with Hockey Nunavut.



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SECTION FOUR: COACH SELECTION PROCEDURES

4.01 Coaches and Trainers

.01 Advertisements shall be placed in the arenas and using social media for applications from qualified volunteers interested in coaching in the Iqaluit Amateur Hockey Association.

.02 Each applicant shall complete an application form (approved by the executive of the Association) and submit it to the Iqaluit Amateur Hockey Association.

.03 Each applicant shall submit to a Criminal Records Check with the RCMP and shall submit the CRC report to the Iqaluit Amateur Hockey Association.

.04 In consultation with the Vice President – Minor Hockey, Vice President – Female Hockey and the Equipment/League Director, the coaches shall be appointed, if qualified, to serve as a division coach or assistant coach for the upcoming season.

.05 Coaches shall be monitored throughout the year by the appropriate Equipment/League Director and the Executive and an assessment completed and filed with the Vice President – Minor Hockey and Vice President – Female Hockey at the end of the season.

.06 Coaches and trainers will be reimbursed entirely for the registration costs for approved clinics attended.

.07 IAHA will cover the appropriate affiliation cost with Hockey Nunavut for all coaches.

SECTION FIVE: PLAYER MOVEMENT AND AFFILIATION PROCEDURES

5.01 PLAYER AFFILIATION

Affiliation within the Iqaluit Amateur Hockey Association may be affiliated as follows:

1. At that time, their name must appear on only one affiliation list. IAHA team players may affiliate with only one team throughout the season. Minor aged players may play as many games with their affiliated team as they wish after January 10.



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5. Final team lists must be filed with the appropriate Hockey Nunavut member partner by January 10 of any season.
6. A player's first priority is to be within the Iqaluit Amateur Hockey Association.

5.02 PLAYER MOVEMENT

Players are encouraged to participate at their age appropriate level. In some situations, in consultation with the Executive, exceptions will be made for the benefit of the player and the teams.

5.03 PLAYING UP

Definition: Playing Up refers to a player playing at a level one year older than his/her chronological age.

GENERAL POLICY

1. All players with the Iqaluit Amateur Hockey Association are encouraged to play at their age appropriate level for both social and skill development.
2. There is a wide range of players and skills in the IAHA. Age Advancement serves to provide an additional challenge for an "Impact Player" which refers to a player who, by virtue of his/her combined abilities across the full range of evaluation criteria, is considered to be capable of influencing the outcome of a particular game/and demonstrated fundamental skills that would benefit from more challenging competition than the current division could provide.
 - a) A player who is in the final year of their appropriate age level may submit a written request to the Executive of the Iqaluit Amateur Hockey Association for consideration for age advancement to the next age category.
 - b) Upon approval of the Executive, the player shall be assessed by an Intermediate Level coach within the Iqaluit Amateur Hockey Association during activity at their own age level and in the next age category.
 - c) To be considered for a higher division, a player must rank
 - Within the top 10 % of the players in the age-appropriate division; and
 - Within the top 25 % of the players in the desired division.



IAHA Policy, Procedures and Regulations

d) After assessment and upon the recommendations of the coach assessor, the Executive shall either make its final decision on whether to approve or deny the request for age advancement to the next age category and will inform Hockey Nunavut of the advancement.

e) A player that is Age Advanced will not be allowed to play in the previous lower level in tournaments or games for the season.

3. Age advancement is in place to allow exceptional players the ability to be challenged and where it would be deemed that staying at the current skill level would hinder their development from a competitive standpoint.

It is agreed the term “exceptional” is meant to be those athletes who excel and are dominant at their position. To be an exceptional athlete, one must possess not only hockey skills that are superior to the players own age, but would also be equivalent to players two years older than their age.

REPRESENTATIVE (COMPETITIVE) TEAM REGULATIONS

SECTION ONE: GENERAL GUIDELINES FOR REPRESENTATIVE (COMPETITIVE) TEAMS

Definition: A Representative (Competitive) team shall be composed of players chosen from those registered as House League players in a local centre. Representative teams will compete against similarly composed teams at the same level from other centres.

GENERAL POLICIES

a) Representative (Competitive) teams may fund raise to help defray costs only with the approval of the Executive of the Iqaluit Amateur Hockey Association.

b) Each Representative team shall be provided with a copy of the Iqaluit Amateur Hockey Association Policies, Procedures and Regulations at the beginning of each season. These will be revised annually and the representative teams shall follow the guidelines set down in them.



IAHA Policy, Procedures and Regulations

SECTION TWO: TEAM COMPOSITION

- a) All representative or tournament teams will carry a minimum of fifteen skaters and two goaltenders. Teams will be composed of a mixture of major and minor aged players at a ratio to be determined the Coaching staff and as per skill assessment of the players.
- b) Any changes to these minimums are at the discretion of the Iqaluit Amateur Hockey Association Executive.

SECTION THREE: EXHIBITION AND TOURNAMENT GAMES

- a) All Representative Teams will be allowed to enter a maximum of 3 tournaments during the hockey season. Any request for an exception to this rule must be submitted to the Vice President – Minor Hockey or Vice President – Female Hockey in writing and obtain Executive approval. All eligible teams should participate in Iqaluit Amateur Hockey Association tournaments.
- b) Referees for all IAHA games or exhibition games will be arranged with the RIC and the Coach of the team involved. Costs for referees for games are the responsibility of the IAHA.

SECTION FOUR: HEAD COACH RESPONSIBILITIES

- a) Each team shall arrange a meeting with the players and parents not later than October 30th. The Vice President – Minor Hockey and/or the League Director should be in attendance. Additional executive members may be invited.
- b) In co-ordination with the Equipment/League Director, the Head Coach should ensure that the team has proper equipment. Any equipment borrowed from the Iqaluit Amateur Hockey Association should be maintained in good repair and returned at the end of the season and is for usage by the Divisions of IAHA where and when required.
- c) Head Coaches may obtain extra ice time with approval from the President and Vice President – Minor or Female Hockey. Arrangements with the City of Iqaluit for additional ice times must be made through the Executive.



IAHA Policy, Procedures and Regulations

- d) The Head Coach in co-ordination with the Assistant Coach will prepare game sheets for Intra-Squad games. The original game sheet must be retained and must be submitted to the President or Vice President – Minor or Female Hockey should any disciplinary action that is required for any infractions of Hockey Canada Rules.
- e) It is the responsibility of the Head Coach to ensure the assistance of volunteers to operate the time clock and act as score keepers for all Intra-Squad games. A list of Approved Volunteers must be submitted to the Executive at the beginning of the year and must be updated before January 10th.
- f) Head Coaches will be responsible for team sweaters, pucks, water bottles etc.
- g) Teams are responsible for coordinating all costs of tournaments, extra ice and other team expenses, including any Hockey Nunavut or Sport Nunavut activities. The Head Coach should collect from monies to cover these expenses and submit them to the Treasurer of the Iqaluit Amateur Hockey Association. An accounting of the dispersement of the team funds must be given to the Executive of the IAHA no later than 20 days after the event.
- h) Head Coaches are responsible for team discipline. No profane language from players or team officials will be tolerated.
- i) Teams must prepare and present a proposed team budget for the hockey season prior to the commencement of Intra-Squad league play. This statement must include all fundraising proposals. Permits for all raffles must be obtained through the Executive and the appropriate authorities.

SECTION FIVE: COACH RESPONSIBILITIES

- a) Under no conditions are players allowed to use their game uniforms or their sweaters for casual wear away from the rink, without the consent of the Vice President – Minor or Female Hockey.
- b) Final copies of the coaches' Seasonal Plan and Code of Conduct should be submitted to the Executive for review prior to the first team parents' meeting.
- c) Coaches are encouraged to promote responsible conduct both on and off the ice.



IAHA Policy, Procedures and Regulations

- d) Coaches must ensure that all injuries are reported to the President, Vice President or League Director on the Hockey Canada Injury form within 48 hours of the injury.
- e) Coaches will participate in all Iqaluit Amateur Hockey Association sponsored activities.
- f) All coaching staff members will provide a current Police Check to the appropriate League Director before the beginning of each hockey season.
- g) Coaches will complete a coaching registration form with the Iqaluit Amateur Hockey Association and provide proof of Coaching Certification.
- h) Additional responsibilities may be added annually.

SECTION SIX: PARENTAL RESPONSIBILITIES

- a) Parents will review the Team or Division Season Plan and will sign the IAHA code of conduct at the beginning of each hockey season. If this conduct is breached during the season, parents may be excluded from the arena.
- b) Parents will, at all times, act as a positive example of behaviour for their children and the behaviour of other children at home and away games and during practices.
- c) Parents will show respect for the decisions of coaching staffs, both home and opponent, off ice officials and referees and linesmen at all times.
- d) Parents will follow the guidelines set out by the coaching staff of their child's team as to team monetary needs, dress code for players, team discipline, arrival times, etc.

SECTION SEVEN: PLAYER RESPONSIBILITIES

- a) Players registered with the Iqaluit Amateur Hockey Association will not play or practice with any other team in any other association except those affiliated with the IAHA.
- b) Players will follow all policies and procedures set down by Hockey Canada and those amendments put in place by Hockey North and its Member Partners (Hockey Nunavut). Additional regulations set down by the Iqaluit Amateur Hockey Association will also be followed.



IAHA Policy, Procedures and Regulations

- c) All players are under the jurisdiction of the Iqaluit Amateur Hockey Association while participating in all sanctioned activities.
- d) Players are obligated to attend as many scheduled games and practices as possible.
- e) It is mandatory to notify the coach when the player is unable to attend games or practices.
- f) It is the responsibility of the player to respect the coaching staff, on ice officials and the player's team mates during all activities of the Iqaluit Amateur Hockey Association.
- g) All players will sign a Player's Code of Conduct at the beginning of each hockey season.

INTRA-SQUAD LEAGUE PROCEDURES

SECTION ONE: TEAM MANAGERS' RESPONSIBILITIES

1.00 OPERATION OF LEAGUES

- a) All players including goalies must receive a fair share of ice time. Double shifting or running a short bench is not permissible at any time. Any extra ice time caused by player absences or uneven numbers of players shall be distributed as equally as possible to all players.
- b) Team Managers shall report to the Vice President – Minor or Female Hockey. Managers shall be responsible to ensure that the by-laws and policies of the Iqaluit Amateur Hockey Association are followed. The Iqaluit Amateur Hockey Association must approve any additional or revised rules, with respect to a particular season.
- c) Team Managers and coaches will assist and support referees at all times.
- d) Team Managers and Coaches must keep a record of all games (including exhibition and tournament games) and team standings and submit weekly results to the press.



IAHA Policy, Procedures and Regulations

- e) Any problems or misunderstandings that may arise will be clarified, where possible, by the Team Manager. This decision should be reported to the Vice President – Minor or Female Hockey within 48 hours.
- h) Head Coaches/Team Managers shall balance all teams in their divisions to ensure fair competition within divisions.
- i) The Team Managers shall ensure that the coaching staff members wear their helmets on the ice.
- j) The Association will obtain awards for all Intra-Squad league teams.
- l) The Iqaluit Amateur Hockey Association shall cover the cost of registration of each team attending tournaments at an amount to be determined annually.
- m) Iqaluit Hockey shall prepay the fees for entry into any Sport Nunavut or Hockey Nunavut team activities and shall seek repayment from the teams or players.

2.00 REPORTS

- a) The Team Manager shall arrange to have any injury reports completed and submitted, along with a copy of the game sheet to the Vice President of the appropriate division within 48 hours.
- b) The Team Manager shall submit a written report to the Iqaluit Amateur Hockey Association for the Annual Report. Such report shall be submitted by April 30th.
- c) Team Managers will receive and review all grievances filed before bringing them to the Disciplinary Chairperson and the Iqaluit Amateur Hockey Association.
- d) The Team Manager must ensure that all coaches understand and have been provided with a copy of the Iqaluit Amateur Hockey Association Policies, Regulations and Procedures.

SECTION TWO: HOUSE LEAGUE COACHES' RESPONSIBILITIES



IAHA Policy, Procedures and Regulations

1.00 GENERAL GUIDELINES

- a) Head Coaches should be qualified under the NCCP or Hockey Canada with a minimum Coach 1 certificate in order to coach with the Iqaluit Amateur Hockey Association. Coaches must be qualified with their respective member partner for their division. This includes all Hockey Canada mandated programs.
- b) Coaches will be provided with a current Hockey Canada Rule book.
- c) A trainer with HTCP qualifications should be present at all league games.
- d) Coaches are encouraged to participate in all Iqaluit Amateur Hockey Association sponsored activities. (Awards' night, approved fundraising, etc.)
- e) Two adults (Two Up) should be in the dressing rooms at all times (or in any other circumstance) and an individual adult should not be alone with a player under any circumstance. Respect in sport procedures must be adhered to at all times.
- f) No team official, player or parent involved with the Iqaluit Amateur Hockey Association may be involved in any fundraising for any individual or team without the express written consent of the Executive. They shall not solicit, request or accept additional support from a sponsor without specific written consent from the Executive.
- g) Team Managers and Coaches will assist and support referees at all times
- h) Any coach who feels that he/she has been relieved of his position unjustly may appeal to the Executive.

2.00 EQUIPMENT

- a) The Coach is responsible to ensure that the team's sweaters are on hangers and returned to storage. Sweaters are to be used for games & practices only.
- b) Coaches are to obtain goalie equipment and return it as a complete set to storage. Goalie equipment is only to be used for games and practices and may be shared amongst divisions where and when required.
- c) No permanent personal signage or children's names will be placed on team shirts at any level – house level or representative teams.

3.00 ROSTERS



IAHA Policy, Procedures and Regulations

a) Coaches must accept the registrations of players as submitted by the Registrar or Team Managers and rosters should be selected that are balanced and fair to encourage Fairplay and Good Sportsmanship.

4.00 PRACTICES

a) Coaches are responsible to make sure that allotted ice times are used and that on-ice times are adhered to. Failure to do so may result in a forfeiture of ice time privileges (48 hours minimum notice).

b) All team personnel who are on ice during practices must wear a CSA approved hockey helmet and equipment.

5.00 LEAGUE GAMES

a) Only three (3) team officials are allowed in the players' bench during the game. Coaches will stay off the ice except for an on ice emergency. At least one HTCP trained person should be available for all games.

b) The Coach will arrive at least thirty (30) minutes prior to the game and obtain a dressing room(s) and check to ensure all players have proper equipment.

c) Each coach should obtain assistant coaches and give the name to the appropriate Vice President.

f) It is essential that teams are ready to take to the ice immediately after the preceding game or practice is finished.

g) The Head coach must recruit timekeepers and ensure that game sheets are ready before the Intra-Squad game begins.

h) Referee costs for all Intra-Squad league games are the responsibility of the Iqaluit Amateur Hockey Association.

i) The Head coach shall be responsible for retaining all completed game sheets and submit them in the case of League discipline.

j) Coaches are responsible for the conduct of players for a period of thirty minutes prior to a game and thirty minutes after a game both on and off the ice.



IAHA Policy, Procedures and Regulations

6.00 PLAYOFFS

- a) All Intra-Squad league teams will participate in playoffs and Division final days' activities.
- b) Where registration numbers permit, teams will play a round robin series of games to determine playoff standings for each division. Teams are then ranked for Final Days so that first plays second, third plays fourth, etc.
- e) Team ties in round robin playoffs will be broken using the playoff statistics in order of:
 - i. Best record head to head
 - ii. Most wins
 - iii. Goals For divided by Goals For + Goals Against (The highest % wins)
 - iv. Regular season standings

7.00 EXHIBITION AND TOURNAMENT GAMES

- a) Exhibition and tournament games may interfere with the Intra-Squad league schedule of games. Schedules must be flexible to accommodate various events and activities.
- b) In the case of a scheduled exhibition game, the coach will contact the RIC at least forty - eight (48) hours prior to the date to arrange for referees for the game. The cost of these referees is the responsibility of IAHA.
- c) Participation in any exhibition games or tournaments must be applied for in writing prior to the event and approved by the appropriate Equipment/League Director. If additional players are required, they must also be arranged through the Equipment/League Director forty -eight (48) hours prior to the game. Team officials will rotate these opportunities to as many players as possible.
- d) Teams will be permitted to play in not more than three tournaments per season – one of which must be the Toonik Tyme Minor Hockey Tournament held in April of each season. All tournament participation is subject to the approval of the IAHA Executive.
- e) Intra-Squad League players will be allowed to play on Select teams and appear on a Representative Team Affiliation List.



IAHA Policy, Procedures and Regulations

f) All Intra-Squad League teams playing in any game in or out of Iqaluit will be allowed to use only rostered players from the Intra-Squad League

8.00 PARTICIPANT CONDUCT

- a) Coaches will not penalize players by reducing ice time except for disciplinary reasons.
- b) The Coach is responsible for the conduct of his players, both on ice and within the arena. Rough play will not be tolerated and will lead to disciplinary action. The IAHA Code of Conduct must be respected at all times. Any violations will lead to disciplinary action.
- c) Coaches shall notify the Vice President – Minor or Female Hockey of any suspensions of one game or more.
- d) Players will respect the decisions of the coaches, trainers and on ice officials in all instances.
- e) Players will respect their team mates in all instances.
- f) Players will not use derogatory, racial or inappropriate language while involved in any Iqaluit Amateur Hockey Association activities.

9.00 RECORD KEEPING

- a) The Coach should keep a record of his player's personal information and have this information with him/her at all team activities in case of emergency situations.
- b) Coaches must ensure that all injuries are reported to the Vice President – Minor or Female Hockey on a Canadian Hockey Injury Report Form within 48 hours of an injury.
- c) Grievances and/or complaints by team officials shall be submitted in writing to the Team Manager, who will attempt, with the Vice President – Minor or Female Hockey, to resolve the same. If they cannot be resolved to the satisfaction of the parties involved, then the matter shall be referred to the Discipline Committee.
- d) Coaches will submit all records to their appropriate Vice President – Minor or Female Hockey for inclusion in the Iqaluit Amateur Hockey Association Annual General Report by April 30 of each hockey season.



IAHA Policy, Procedures and Regulations

SECTION THREE: HOUSE LEAGUE PLAYERS' RESPONSIBILITIES

- a) Players should be in the dressing room at least thirty minutes before games or practices.
- b) Players and coaches will follow all policies and procedures set down by Hockey Canada and those amendments put in place by Hockey North and its Member Partners (Hockey Nunavut). Additional regulations set down by the Iqaluit Amateur Hockey Association will also be followed.
- c) Players registered with the Iqaluit Amateur Hockey Association will not play or practice with any other team in any other association except those affiliated with the Zone.
- d) All players are under the jurisdiction of the Iqaluit Amateur Hockey Association while participating in all sanctioned activities.
- e) Players upon team assignment are obligated to attend as many scheduled games and practices as possible.
- f) It is mandatory to notify the coach when the player is unable to attend games or practices.
- g) It is the responsibility of the player to respect the coaching staff, referees and the player's team mates during all activities of the Iqaluit Amateur Hockey Association.

SECTION FOUR: HOUSE LEAGUE PROCEDURES & GUIDELINES

- a) The Executive will determine the length of all Iqaluit Amateur Hockey Association House League games.
- b) The Intra-Squad Leagues from Novice to Midget inclusive should be structured with a minor and major division provided that the number of players as determined by the Vice President –Minor Hockey allows it. All movements of players (under and over aged) between divisions (major/minor) or leagues (novice/atom) require the approval of the Executive.
- c) Costs for referees of regular Intra-Squad league games will be borne by the association.
- d) Team captains and alternates are allowed to question the referee in a courteous manner.



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- e) Rules of play as set down by Hockey Canada, Hockey North and its Member Partners (Hockey Nunavut) shall apply for the full season of play. In addition, any Iqaluit Amateur Hockey Association Policies and Procedures shall apply.
- f) Coaches booking exhibition games will contact the RIC promptly to request officials.
- g) Parents will not interfere with the running of the team. If there is any issue that cannot be resolved, it should be brought to the Team Manager's attention.
- h) Referees for all regularly scheduled house league games and exhibition games will be assigned by the RIC.
- i) Parents are not allowed in the dressing room before or after the game unless invited by team officials.

SECTION FIVE: PENALTIES

- a) The current policies of Hockey Canada and IAHA will be used for all penalties and suspensions.
- b) Fighting on or off the ice will not be allowed:
- c) On Ice - First Offence – IAHA minimum suspension plus a one (1) game suspension
- d) On Ice - Second Offence - IAHA minimum suspension plus a three (3) game suspension
- e) On Ice - Third Offence - Indefinite Suspension pending hearing
- f) ALL Off Ice Offences - Indefinite suspension pending hearing
- g) Match Penalties will be managed by the respective member partner (Hockey Nunavut). Major Injury is defined as any injury that prevents the non-offending player from participating in any scheduled league game played by the injured player's team.
- h) Player misconducts are not included in penalty minutes
- i) In one-hour games, any player receiving three stick penalties shall be ejected for the balance of that game only. In one-and-half hour games (1.5), any player receiving three stick penalties shall be ejected for the balance of that game only.
- j) Where any game utilizes running time, players will serve three minutes for a minor penalty, seven minutes for a major penalty.



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n) In Novice, any combination of three penalties involving stick or body checking will result in ejection from the game.