



---

**Indiana Youth Hockey Association  
(IYHA)**

***Policies & Procedures Manual***

*Revised March 2025*

## Table of Contents

Registration and Fees .....	2
Fundraising.....	5
Annual Calendar.....	6
Team Size, Classification, Selection and Transfer... ..	8
Team Management... ..	10
Team Operations... ..	12
Equipment and Safety... ..	14
Rules of Conduct.....	15

## REGISTRATION & FEES

Player fees for the new IYHA Hockey Season will be determined at the end of the current IYHA Hockey Season . (Fees will be based on the fixed and variable costs of the program as identified in the Annual IYHA Operating Budget. Player Fees will be announced to the membership and general public prior to registration for tryouts for the new IYHA Hockey Season.

1. Player fees for hockey will be due according to the schedule set forth by the Board of Directors which will be detailed in the IYHA Financial Responsibility Agreement. Final payment will vary from player to player depending on fundraising credits, and any other refunds due or penalties imposed on the player.

2. Registration for tryouts for the IYHA program will take place at an announced time and place in late March or early April of each year.

3. A \$75.00 non-refundable fee will be collected at the time of registration. 8U pays \$25 non-refundable fee will be collected at the time of registration. A \$200 Commitment Fee is due at the time of tryouts for all age groups except for 8U.

4. Any player who accepts a roster position and quits the team will be responsible for their entire annual fee. IYHA will not release a player to play for another organization until the fee is paid in full. Any circumstance warranting an exception to this policy must be immediately brought to the attention of the Board of Directors. The Board of Directors, in their discretion, may by majority vote adjust the fee obligation where exceptional circumstances exist.

5. Per the IYHA Financial Responsibility Agreement, the general payment structure for player fees is as follows:

- Commitment Fee of \$200 due at the time of tryouts for all age groups except for 8U. If a roster position is presented and is accepted, the Commitment fee will be applied towards the player's season fees. If the roster position is not accepted, the commitment fee will be returned to the player.

Remaining player fees will be paid using one of the following payment plans:

- Pay in full at the start of the season (by September 30th).
- At least 1/3 of the player's season fees should be paid By 9/30, 11/30, and 1/31. Players using this plan should have all player fees PAID IN FULL by 1/31.
- Monthly payments starting in June of the upcoming season and ending by February 28th. Players using this plan should have all player fees PAID IN FULL by 2/28.
- All player fees will be paid through Sportsengine. Credit, debit, electronic check are all accepted by this platform.
- Failure to pay the required player fees by the above dates each season will preclude that player from participating in any IYHA events. The IYHA Treasurer will inform the player's parents and the player's coach of the delinquent payments and the need for the player to abstain from participating until the issue is resolved. The IYHA Treasurer will

notify the player's coach when the player is on active status. IYHA maintains the right to prohibit players from participating in any on ice activities including both practices and games if payments become delinquent at any time. This policy WILL be strictly enforced. At any time an account is more than (25) days past due, and payment arrangements have not been secured with the IYHA Board, the strict "No Pay, No play policy" will be enforced.

6. Hardship payment schedules for the payment of fees must be approved by a majority of the IYHA Board of Directors.

7. All fees must be paid in full; including monies owed the Association from fundraisers, before any player is released by the Association to play for any other hockey organization. Any circumstances warranting an exception to this policy must be immediately brought to the attention of the Board of Directors. The Board of Directors, in their discretion, may by majority vote to adjust the fee obligation as warranted.

8. Individual player account funds accumulated from fundraising and/or scholarship money that remain after the player departs from the organization is forfeited to the organization. It will be relocated to the General Fund or Player in Need Fund as deemed appropriate by the IYHA Board of Directors.

9. A financial scholarship fund has been established by the Association to provide financial assistance to players who request assistance. Requests will be reviewed by a disinterested third party appointed by the Board who will determine the amount of assistance to be provided based on financial hardship and history of volunteer work for the Association.

10. A multiplayer family fund may be established to provide financial reimbursement to families with more than one player.

11. Subject to Board approval, players receiving season-ending injuries or who miss significant time due to injuries will have fees prorated accordingly.

## FUNDRAISING

1. Fundraisers will be organized by the Vice President of the Association and one representative from each travel team may be asked to assist with each fundraiser.
2. Fundraising within IYHA is mostly voluntary; however, if anyone is applying for financial assistance, proof of fundraising efforts will be required.
3. One mandatory fundraiser per season may be conducted and all proceeds to benefit the IYHA general fund. The Charlie Hogan Tournament is the most important fundraiser for IYHA. Volunteer hours per family are mandatory. Volunteering may or may not include volunteer hours, monetary donations, baked goods and/or other items as the Charlie Hogan Tournament Committee deems necessary.
4. Each fundraising event will be made available to everyone within the organization for equal participation. The quantity of fundraisers and the style of fundraising is at the discretion of the Vice President with approval from BOD.
5. Fundraisers will strike a balance between events that benefit the general fund of the Association and ones that directly benefit individual players. However, any fundraiser can benefit both simultaneously.
6. Individual teams are permitted to hold their own fundraising efforts and the profits MUST directly benefit a TEAM event; specifically a separate tournament, team party or gifts. The team fundraiser cannot be made mandatory. The representative from said team will organize the fundraiser and will present it to the BOD for approval before initiation. The Vice President will assist with the fundraiser upon request of the team representative.
7. The Vice President will tally individual profits throughout the season and will present them to the Treasurer within a timely manner for the Treasurer to ensure up-to-date account balances.
8. Fundraisers may not be multi-level marketing or for any individual profit other than an IYHA athlete account or for the benefit of the Association general fund.
9. Fundraising for IYHA sponsored tournaments will be reviewed and approved by the BOD and tournament committee but MUST directly benefit the tournament or scholarship fund.

## **ANNUAL CALENDAR**

The Association will make best efforts to subscribe to the following annual calendar. Adjustments may be made by the Board of Directors as is necessary to maintain compliance with PAHL, Mid-Am and USA Hockey and to ensure the efficient operation of the Association. (It should be noted that if Mid-Am or PAHL adjust the season time frame in any way; this calendar will need to be adjusted accordingly).

The Association's Home Ice Rink is the S&T Arena. The S&T Arena generally melts ice in mid-April and puts it back in mid-August. If S&T Arena would change this general schedule, adjustments may need to be made to this Annual Calendar.

***YHA Hockey Season is defined to be April through March of the following year with the Annual Banquet signifying the end of the season.***

### ***January***

Planning for End of Season Banquet and Annual Meeting  
By-Law and Policy Revisions  
Determine if hosting any PAHL Playoff games/Submit nomination to PAHL

### ***February***

Pre Planning meeting of Annual YHA Operating Budget to develop player fees for next season  
Draft preliminary budget for next season

### ***March***

Practices end (dependent on PAHL Regular Season end date and Playoff dates)  
Review Prior Season Budget vs Actuals  
Finalize Annual YHA Operating Budget for next season Set player fees for next season /  
Publish on Website prior to Tryouts  
Elections to the Board of Directors  
Registration set-up for tryouts for next season  
Annual Meeting/Banquet  
Installation of new Board members  
Election of Executive Committee and Appointment of Committee Chairs  
Indoor Golf Outing (or other organization wide fundraiser as determined by the Board of Directors)

### ***April***

Conduct Tryouts for next season and form Rosters  
Begin Season Registration to Collect USA Hockey #s, Code of Conducts (both Player & Parent), Consents, etc.  
Collect executed Financial Responsibility Forms with Roster Acceptance (or in July/August with secondary registration)  
Accept applications for next season's head coaching positions  
Select head coaches for each team for next season (with Board approval)  
Renew USA Hockey D&O Liability policy  
Determine number of travel teams (PAHL) to be fielded  
Sign contract with Uniform Supplier/Coordinate communication on ordering

### ***May***

Forward to PAHL and USA Hockey a list of Board and Executive Committee members  
Plan fund-raising activities for next season

### ***June***

MidAm Annual Meeting  
Contract with rink for ice times for preseason conditioning, practices, non-league scrimmages, games, Charlie Hogan tournament  
Forward to PAHL a list of representatives to PAHL Board  
Obtain required number of USA Hockey IMR's and Team membership applications

### ***July***

Order new equipment (jerseys, socks, patches, goalie equipment)  
Approval of assistant coaches and team managers  
PAHL Registrars Meeting  
Collect updated USA hockey numbers by August 1st

### ***August***

Collect updated USA hockey numbers by August 1st  
Coaches meeting  
EMT contract approval  
Renew "Small Games of Chance" license  
Schedule team practices for upcoming season  
Collection of Required Clearances, Certifications, etc. for all coaches, team managers, board members, etc.  
Complete and submit all required forms for each player to Team Managers  
Planning for Charlie Hogan Tournament

### ***September***

Schedule season events (including pre-season games and off-ice training, if applicable)  
Execute Ice Contract  
Confirm Referee Fees for new season  
Team Manager Meeting  
Distribution of all PAHL team documentation to Team Managers (roster, medical release form, etc.)  
Distribute pucks and water bottles  
Team Photos  
Fundraising schedule

### ***October***

PAHL travel scheduling for regular season games

### ***November***

Planning for Away Tournament  
Planning for CHT

### ***December***

Finalize plans for Away Tournament

## **TEAM SIZE, CLASSIFICATION, SELECTION AND TRANSFERS**

### **Section 1 SIZE**

Team size is established each year by the Board of Directors. It will be determined by the number of players required to cover all fixed and variable costs that are identified in the annual IYHA operating budget. Both the minimum and maximum number of players may be amended by a majority of the Board of Directors. The minimum number of players on a PAHL travel team shall ten (10) skaters and one (1) goalie and the maximum shall be twenty (20). Board approval, by a simple majority vote, is needed in those cases where a coach wants to exceed these limits.

### **Section 2 CLASSIFICATION**

Classification of teams will be determined by PAHL through placement games.

## **TEAM SIZE, CLASSIFICATION, SELECTION AND TRANSFERS (con't)**

### **Section 3 SELECTION**

The IYHA program is designed for players who are highly skilled and who desire the challenge of a highly competitive program. Players will be selected on the basis of ability and personal attributes as determined by past performance and performance at any scheduled tryouts.

1. Open try-outs for each team shall be announced in advance and conducted as announced.
2. To avoid conflict, it is required that the Director of Coaches develop and maintain a written evaluation record on all players who try out for their team. This record will be confidential and not available to anyone except the President and Director of Coaches for the purpose of ensuring compliance with IYHA rules and policies.
3. Player selection for travel teams will be determined by the Coaching Committee and its Board approved designees.
4. Once the IYHA team rosters have been announced, players at the designated age level may be added to a team at the discretion of the head coach as restricted by team size limits. No player currently on a team roster may be displaced by this addition.
5. Any player not registered with IYHA and USA Hockey will be ineligible to tryout for the hockey team.

### **Section 4 TEAM TRANSFERS**

Players must play on a team in their age-appropriate division. In certain instances, to provide for an incomplete team roster, a youth may be invited to play in a division higher than their age appropriate division. Such invitations shall come from the head coach of the older team, with the approval of the Director of Coaches.

## **TEAM MANAGEMENT**

### **Section 1 COACHING**

1. All coaches must be USA Hockey registered prior to conducting or assisting with any team practices. If the coach is one of the four permitted to be listed on the team roster, registration cost will be reimbursed by IYHA. All bench coaches must be certified in accordance with the rules established by USA Hockey.
2. The Coaches Selection Committee shall consist of the President of IYHA, the Director of Coaches and the Registrar.
3. The IYHA Board of Directors shall approve the slate of coaches proposed by the Head Coaches Selection Committee.
4. Travel Coach selection process:
  - a. Those interested in coaching must apply for a coaching position during preregistration at the Annual Meeting or mail their application to IYHA by the Annual Meeting. A copy of the applicant's USA Hockey certification must be provided or the applicant must commit to completing the appropriate coaching level certification program within the time period required by USA Hockey.
  - b. Coaching clinics to obtain USA Hockey certification will be reimbursed by IYHA for one head coach and up to three assistant coaches from each team.
  - c. Nominations for head coach for all teams will be presented by the Coaches Selection Committee for approval by the Board of Directors.
  - d. The appointment of up to three assistant coaches (additional on-ice practice volunteers can be added as well) and one Team Manager shall be at the discretion of the head coach of each team upon the advice and consent of the Coaches Selection Committee and approval by the Board of Directors.
  - e. One head coach, up to three assistant coaches, and one team manager will be listed on the roster of each team.

## **Section 2 TEAM ASSIGNMENTS**

In the event of multiple applications for the same head coaching position, the Coaches Selection Committee shall consider the following factors in determining a recommendation to the Board of Directors:

- a. Attitude
- b. Previous coaching performance in IYHA
- c. Experience as a coach in the age level requested
- d. Experience as a coach in other age levels
- e. Attendance at coaching clinics
- f. The coach's knowledge of ice hockey

## **Section 3 TEAM MANAGER**

The team manager shall be selected by the head coach of each team and approved by the Board of Directors. This selection shall occur as soon as it is practicable after announcement of the team roster.

The responsibilities of the team manager shall include, but not be limited to, the following:

1. To schedule a timekeeper, scorekeeper and penalty box attendant for each game. The timekeeper shall operate the clock/scoreboard and the scorekeeper shall record all game information on the USA Hockey score sheet.
2. To distribute copies of the official score sheet for each game.
3. To distribute to players and/or families any materials or information as directed by the Board of Directors.
4. To coordinate and supervise fundraising activities by distributing materials and collecting monies.
5. To provide to the Director(s) of Community Relations & Marketing/Media, in conjunction with the coach, a periodic report on team activities. These reports should include team statistics, USA Hockey hat-trick, playmaker and shutout awards, as well as general information items, tournament play and suggestions.
6. Maintain the team documentation book which will be present at all games and will consist of: the approved USA Hockey Team application form, USA Hockey Team Roster form, and for each player, the USA Hockey IMR form, a signed SafeSport certificate and a signed IYHA Permission to Treat form.
7. Any other such duties as specifically assigned by the coach, president or Board of Directors.

## **Section 4 ADM COORDINATOR**

The ADM Coordinator shall be approved by the Board of Directors. Any member of the Association wishing to be the ADM Coordinator shall notify the Board in writing. The ADM Coordinator position applies only to Mite Level hockey. ADM Coordinator will be the primary liaison between the Association and PAHL, Mid-Am, and USA Hockey for all matters concerning Mite Level Hockey. The ADM Coordinator may not act as a Mite Level team manager.

The additional responsibilities of the ADM Coordinator shall include, but not be limited to, the following:

1. Schedules all home and away mite jamborees.
2. Attend any/all required PAHL meetings as a representative for IYHA
3. Coordinate set up and take down of all jamboree items such as nets, dividers, etc.
4. Handle all communication with other ADM Coordinators in other associations in conjunction with any/all jamborees.
5. Create a rotation schedule for all jamborees and notify the appropriate people as to how many teams are coming, officials are needed, etc. (For example, the Ice rink needs to be notified how many teams are coming for locker room purposes and the scheduling coordinator needs to know if there will be 2 or 3 officials needed depending on how many games will be going on.)

## **TEAM OPERATIONS**

1. USA Hockey applications for travel hockey and initial USA Hockey rosters must be completed and delivered to USA Hockey officials by the IYHA Registrar prior to the first travel game or scrimmage (the specific date to be set annually by PAHL).
2. A team meeting with parents is required at the beginning of each season. At this meeting, the coaches' philosophy will be explained and rules regarding team, parent and spectator conduct will be reviewed.
3. Before any team can participate in any tournament or game other than scheduled league game, a written request must be forwarded to the IYHA president. A roster of the players to participate in the game or tournament must also be submitted at the time of the request. A majority approval by the Board of Directors is required.
4. Each team will be issued a first aid kit at the start of the season.

5. Guidelines and Rules Governing Coaches The purpose of these guidelines and rules is to serve as a tool to help IYHA attain its goals. These guidelines are to insure that IYHA functions as a unit, that coaches are teaching and players are learning the appropriate skills for their level of play. Infractions of these guidelines and rules will be dealt with on an individual basis by the Discipline Committee, for it is the intention of the IYHA that all facts and circumstances be known prior to taking any action. The responsibility for adherence to the guidelines and rules rests with the Chairperson of the Coaches' Committee.

a. Profanity by either coaches or players will not be tolerated.

b. Any coach or other team official who abuses, either physically or verbally, a player, coach, official, parent or spectator is setting a poor example for his players and projecting a bad image for IYHA. Should such conduct occur, the offender will face action by the Discipline Committee.

c. All suspensions received by a player, under USA Hockey, PAHL, House or any other recognized hockey organization, will be served at the level at which the infraction occurred. Suspensions will not apply to practices and tryouts unless specifically stated.

d. The head coach will delegate the duties and responsibilities he requires of his assistant coaches.

e. Coaches are responsible for the actions of their players in the rink whether on the ice or off. Acts of vandalism or antisocial behavior will not be tolerated. If a coach cannot control the actions of their players, action will be taken by the Discipline Committee. The exercise of firm, but fair, discipline by coaches at the team level will go a long way in preventing any incidents that will reflect ill feelings on the team, the Association or the sport.

f. Injured players will not be allowed to sit on the bench unless they are properly protected by USA Hockey approved hockey equipment.

g. Suspended players are prohibited from sitting on the bench and/or penalty box at any home or away league games.

h. Parents, legal guardians and other non-team individuals may not enter the locker rooms without the express permission of the head coach.

i. All coaches are required to know the rules and regulations of USA Hockey, PAHL, and/or House League and those of any other league in which their team may participate. Ignorance of rules will not be considered when disciplinary action is taken. Any coach may be removed by action of the Board of Directors.

j. With just cause, head coaches may be required change assistant coaches at the direction of the Board of Directors.

# **EQUIPMENT AND SAFETY**

## **Section 1 EQUIPMENT**

It is the responsibility of the coach and team manager to ensure:

1. That all Coaches and Team Managers are in compliance with USA Hockey Safesport obligations and requirements.
2. That each player is equipped for the following equipment during all practices and games:
  - a. Helmet with approved face mask and ear protections
  - b. Hockey gloves
  - c. Hockey pants with all pads
  - d. Shoulder pads
  - e. Shin guards
  - f. Supporter with cup (boys) or pelvic protector (girls)
  - g. Elbow pads
  - h. Internal mouth guard
  - i. Protective safety lenses when needed
  - j. A full-coverage throat protector
  - k. Sticks must have butt-end of handle covered properly with tape or rubber end cap.
  - l. Goalies must wear an approved fully protective face mask and helmet with throat shield.
  - m. Any other equipment required by USA Hockey or PAHL rules
4. The Association will provide one reversible jersey to each Mite level player at the beginning of the season. These jerseys and any other loaned equipment remain the property of the Association and are to be returned by the player at the conclusion of the season.
5. Official IYHA team uniforms shall be as designated by the Board of Directors.

## **Section 2 SAFETY**

Information on the proper use and fitting of hockey equipment may be made available by IYHA to the family of every player.

1. Parents have an obligation to insure that all of their child's equipment is in satisfactory condition, is the correct size, and has not been modified in any manner that would reduce the performance of the equipment as warranted by the manufacturer.
2. It is the obligation of each coach to notify the parents of a player if they have evidence that a piece of equipment is broken, improperly modified, or an improper fit. Failure to correct any deficiency shall make a player ineligible to play.

3. If a player is injured in any setting resulting in medical treatment, they must have written doctor's release to return to any on ice activities including both practices and games. It is the player's responsibility if they take the ice with an injury and have not been cleared to play by a medical professional.

## IYHA Hockey Player Code of Conduct

### **RULES OF CONDUCT**

#### **Section 1 SPORTSMANSHIP**

Good sportsmanship is expected from all players, coaches, parents and spectators. All league and Association rules will be strictly enforced.

1. Coaches are responsible for their players' conduct, safety and well-being.
2. Parents will be held responsible for their behavior, as well as their child's behavior, as it relates to these rules and policies.
3. IYHA subscribes to the USA Hockey Zero Tolerance Policy as described in their handbook of rules and procedures.
4. Players are expected to play with integrity, honesty, and sportsmanship. Players must show respect to opponents, officials, coaches, and teammates. Refrain from taunting, excessive celebration, or disrespectful behavior and accept both wins and losses with dignity.

#### **Section 2 CONDUCT**

A coach or player who fails to conduct himself/herself properly on or off the ice are subject to disciplinary action of the IYHA Discipline Committee.

1. The following expectations are set for all IYHA players, coaches, and parents:
  - a. Show respect for Coaches and Officials including adhering to coaches' instructions and team rules. Do not argue with or confront referees. Accept decisions with maturity.
  - b. Show respect for Teammates including supporting and encouraging one another. Avoid bullying, hazing, or any form of discrimination. Players will not engage in any conduct intended to humiliate, demean, annoy or harm the recipient. Players will prioritize team success over individual accomplishments.

c. **Commitment and Work Ethic:** Players are expected to attend all practices, games, and team meetings punctually. They will give their full effort in all team activities, maintain a positive attitude, and be receptive to coaching.

d. **Safety and Fair Play:** Players are expected to follow the rules of the game to ensure safety. Avoid fighting, either on or off the ice, in the hallways, locker rooms, or parking lots. Players will not engage in intentional attempts to injure. Players will wear proper protective gear at all practices and games.

e. **Off-Ice Conduct and Social Media:** Players and parents are expected to represent the team and organization respectfully in the community and online. Refrain from posting inappropriate, offensive, or harmful content on social media. Avoid behavior that brings negative attention to the team or organization.

f. **Alcohol, Drugs, and Substances:** We have zero tolerance for drug, alcohol, or tobacco use. Violations may lead to suspension or removal from the team.

g. **Locker Room Policy:** Players must adhere to the IYHA Locker Room Policy and use appropriate behavior in all rink locker rooms, not limited to locker rooms at S&T Bank Arena. No vandalism, horseplay, or inappropriate behavior will be tolerated in any rink, locker room, or facility.

#### Consequences for Violations

Infractions will result in disciplinary action, including warnings, suspensions, or removal from the team. Severe offenses (violence, substance use, academic ineligibility) may result in dismissal from the team.

This code ensures that all our athletes uphold high standards both on and off the ice.

### **Section 3 DISCIPLINE PROCEEDINGS**

A coach or player who fails to conduct himself/herself properly on or off the ice may be referred to the Discipline Committee. Such referrals shall be made directly to any member of the Discipline Committee. The identity of any person making a referral shall be kept confidential. Upon receipt of a referral the Discipline Committee shall convene and determine, in its sole discretion, whether disciplinary action is necessary. If the Discipline Committee determines expulsion is warranted, then the Committee shall refer the matter to the Board of Directors for further action.

For sanctions other than expulsion, at the sole discretion of the Discipline Committee, a hearing may, but is not required, to be conducted prior to issuance of such sanctions. Lesser sanctions shall include, but not be limited to, probation and suspension. The time and date of a hearing, if any, shall be determined by the Disciplinary Committee with the individual subject to sanctions notified in writing of such time and place. Such individuals subject to sanctions shall be given the opportunity to be heard at the hearing and to present others to testify on his/her behalf.

Decisions of the Discipline Committee shall be final, subject to review by the IYHA Board of Directors.

No fee reduction or refund will be given to any player who has been suspended or expelled from participation. Any coach expelled or suspended will be responsible for refunding all or such portion of his/her compensation as the Discipline Committee and/or Board of Directors deems just and equitable.

#### **Section 4 DISCIPLINE COMMITTEE**

The Discipline Committee shall be chaired by the President of Association, and be established in accordance with Article IX, Section 4, Part D of the Association By-laws.