



# NEW MEXICO ICE HOCKEY FOUNDATION

## POLICIES AND PROCEDURES

Original: 2013

Updated and Revised: February 2024

Annual Review and Revisions: February 2025

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
ABOUT THE FOUNDATION .....	4
BOARD OF DIRECTORS .....	4
<i>Section 1: Governance.....</i>	4
<i>Section 2: Operations.....</i>	4
<i>Section 3: Elected Officers.....</i>	4
<i>Section 4: Elected At Large Board Members.....</i>	6
<i>Section 5: Removal of Directors.....</i>	9
<i>Section 6: Appointed Board Positions.....</i>	9
BOARD FINANCES AND BUDGET.....	10
<i>Section 1: Fiscal Year/Budget.....</i>	10
<i>Section 2: Financial Policy. NMICE shall: .....</i>	10
<i>Section 3: Financial Reconciliation Policy.....</i>	10
<i>Section 4: Expense Reimbursement Policy.....</i>	10
MEETINGS OF THE BOARD .....	11
<i>Section 1: Regular BOD Meetings.....</i>	11
<i>Section 2: Order of Business.....</i>	11
<i>Section 3: Minutes.....</i>	11
<i>Section 4: Voting.....</i>	11
<i>Section 5: Motions.....</i>	11
<i>Section 6: Special BOD meetings.....</i>	11
NMICE DIVISIONS AND LEAGUES.....	12
<i>Section 1: Player Divisions.....</i>	12
<i>Section 2: House Biscuit League.....</i>	12
<i>Section 3: Recreation (REC) Program.....</i>	12
<i>Section 4: High School Program.....</i>	13
<i>Section 5: Competitive (Travel) Program.....</i>	13
TEAM STRUCTURE.....	13
<i>Section 1: Organization of Teams.....</i>	13
<i>Section 2: Players Moving Age Classification.....</i>	14
<i>Section 3: Competitive Players on Recreation Teams.....</i>	16
<i>Section 4: Developmental (Practice) Players.....</i>	16
TEAM POSITIONS .....	16
<i>Section 1: Coaches.....</i>	17
<i>Section 2: Team Manager.....</i>	18
<i>Section 3: Division Head Coach.....</i>	19
<i>Section 4: Locker Room Monitor.....</i>	19
NMICE COMMITTEES .....	19
<i>Section 1: Hockey Operations Committee.....</i>	19
REFEREES.....	20
MEMBER FINANCIAL POLICIES.....	20
<i>Section 1: Fees.....</i>	20
<i>Section 2: Refunds.....</i>	21
<i>Section 3: Scholarships.....</i>	21
<i>Section 4: Sponsorship and Fundraising.....</i>	21

<b>DISCIPLINARY POLICIES</b> .....	21
<i>Section 1: Disciplinary Committee Composition</i> .....	21
<i>Section 2: Committee Duties, Procedures, and Timelines</i> .....	21
<i>Section 3: Fact-Finding Process</i> .....	22
<i>Section 4: Formal Discipline Hearing</i> .....	22
<i>Section 5: Appeals</i> .....	22
<b>USA HOCKEY – NMICE YOUTH HOCKEY</b> .....	22
<i>Section 1: Core Values</i> .....	22
<i>Section 2: Zero Tolerance Policy</i> .....	22
<i>Section 3: Codes of Conduct</i> .....	23
<b>REVISIONS TO POLICIES AND PROCEDURES</b> .....	23
<b>ADOPTION OF POLICIES AND PROCEDURES</b> .....	24
<b>ADDENDUM A: FINANCIAL RECONCILIATION CHECKLIST</b> .....	25

## ABOUT THE FOUNDATION

The New Mexico Ice Hockey Foundation (NMICE) is a non-profit corporation under New Mexico law and is recognized as a non-profit organization under section 501(c)(3) of the Internal Revenue Code. NMICE is affiliated with USA Hockey, the amateur ice hockey association of the United States, and the Land of Enchantment Amateur Hockey Association (LOEAHA). The mission of Foundation is to develop integrity, commitment, and excellence through an affordable amateur youth ice hockey program, which instills in all participants respect, sportsmanship, and self-confidence.

## BOARD OF DIRECTORS

**Section 1: Governance.** NMICE shall be governed by a Board of Directors (BOD). The BOD shall ensure that the business and affairs of NMICE are conducted in accordance with NMICE By-Laws and NMICE Policies and Procedures. The BOD supports a position of open access to NMICE members and shall give full consideration to the affairs brought to its attention by any member. The BOD consists of four (4) officers, and seven (7) at-large board members.

**Section 2: Operations.** The BOD shall:

- a. Ensure that NMICE operates according to its By-Laws and maintain its state and federal legal status.
- b. Determine the general policies and procedures with respect to the organization, administration, and operation of NMICE at all levels.
- c. Provide for the development of players, coaches, referees, and officials.
- d. Consider questions brought in written form before it with due consideration.
- e. Have the power to fill by appointment any office of vacancy that may occur between annual meetings or as a result of the failure of an annual meeting to elect a full slate of officers or board members.
- f. Have the power to suspend or discipline any player, team official, league representative, team follower, parent, or NMICE member for conduct in contravention of NMICE, LOEAHA, or USA Hockey rules, regulations, policies, or procedures.
- g. Have the power to rescind, revise, or reissue the NMICE Policies and Procedures at routine or special meetings. In general, the BOD will review the NMICE Policies and Procedures at least annually.

**Section 3: Elected Officers.** The officers of the BOD include President, Vice President, Secretary, and Treasurer. Each of the officers is a voting member of the Board of Directors. Elections to the Board occur every year, and each officer shall serve for a two-year term unless the officer resigns or is removed prior to the expiration of the two-year term. Elections of the four officers shall be staggered to maintain continuity of the Board from year to year. The President and Secretary positions are elected in odd years, and the Vice President and Treasurer are elected in even years. These elections take place at the NMICE Annual Meeting in May. If an officer position becomes vacant during the two-year term, the BOD may appoint an interim officer to serve in that position until the next election cycle for that position.

**President.** The NMICE President is the chief executive officer of the Board, has general charge of the business, affairs, and property of NMICE, and is an ex-officio member of all committees. The President does not vote except in the event of a tie. President responsibilities include:

- a. Overall direction of NMICE.
- b. Supervision and direction of all BOD members, including standards of performance, sphere of control, and disciplinary action.
- c. Oversees preparation of agenda by Secretary for BOD meetings.
- d. Schedules, presides over, and controls BOD meetings.
- e. Maintains contact with other hockey-oriented organizations and regulatory and resource groups, including LOEAHA and the other youth hockey associations in LOEAHA.
- f. Serves as ex-officio member of all BOD committees and is the Chairperson of the Hockey Operations Committee.
- g. Has NMICE contractual signing authority, not bank/financial account signing authority.
- h. Exercises powers of NMICE in cases of emergency.
- i. Attends or appoints a designee to LOEAHA meetings, and other meetings.
- j. Performs all required press releases through the media as required by the BOD.
- k. Establishes annual player fees in collaboration with the Hockey Operations Committee.
- l. Oversees the operations of all level teams and their liaisons.
- m. Ensures appropriate Player Agreements are in place for dual registered players.
- n. Following resignation, becomes past president in an advisory capacity.

**Vice President.** The NMICE Vice President exercises all the functions of the President during an absence or disability of the President and assumes the position of President if that office becomes vacant. Vice President responsibilities include:

- a. Reports to the President.
- b. Exercises all the functions of the President during an absence or disability of the President.
- c. Works on special projects at the request of the President.
- d. Serves as the Chairman of the Nominating Committee for the annual election of Executive positions.
- e. Runs BOD meetings in the President's absence.
- f. Serves as an alternative NMICE representative at LOEAHA meetings.
- g. Assumes the position of President if that office becomes vacant.

**Secretary.** The NMICE Secretary records all the proceedings of the meetings of the BOD and maintains the legal documentation of NMICE (e.g., By-Laws, Policies and Procedures). Secretary responsibilities include:

- a. Reports to the President.
- b. Records the minutes of all meetings and circulates them to all BOD members and to the NMICE file.
- c. Maintains all corporate documents, records, and official legal filings, except for financial records.
- d. Maintains and updates the NMICE Policies and Procedures as required.
- e. Performs such other duties as designated by the President.
- f. Runs meetings if the Vice President and the President are absent.

**Treasurer.** The NMICE Treasurer is responsible for all the financial records and funds of NMICE. Treasurer responsibilities include:

- a. Reports to the President.

- b. Maintains the NMICE financial records, and issues financial reports to the BOD and the membership.
- c. Prepares financial statements for presentations at NMICE Annual Meeting and as requested by BOD.
- d. Files all required reports and documentation to maintain NMICE legal status with the state and federal government.
- e. Ensures payment of all NMICE bills/accounts payable.
- f. Maintains and ensures compliance to NMICE Financial Policy.
- g. Maintains and ensures compliance to NMICE Expense Reimbursement Policy.

**Section 4: Elected At Large Board Members.** At-large board positions include Registrar, Schedule Coordinator, Head Coach, Head Manager, House/REC Coordinator, Fundraising Coordinator, and SafeSport Coordinator. Each of the at-large board positions is a voting member of the BOD. Elections to the BOD occur every year, and each at-large board member shall serve for a two-year term unless the board member resigns or is removed prior to the expiration of the two-year term. The elections of the at-large board members shall be staggered to maintain continuity of the Board from year to year. Registrar, Head Coach, and House/REC Coordinator are elected in even years, and Schedule Coordinator, Head Manager, Fundraising Coordinator, and SafeSport Coordinator are elected in odd years. These elections take place at the NMICE Annual Meeting. If an at-large board position becomes vacant during the two-year term, the Board of Directors may appoint an interim at-large board member to serve in that position until the next election cycle for that position.

**Registrar.** The NMICE registrar is responsible for maintaining an up-to-date roster of all NMICE members and players, organized by division and team, and ensuring that all NMICE members, players, and teams are in good standing with LOEAHA and USA Hockey. Registrar responsibilities include:

- a. Creates and monitors annual player, coach, manager, and volunteer registration.
- b. Submits official team rosters to LOEAHA and/or USA Hockey registrars during the season.
- c. Ensures all Coaches, Managers, Locker Room Monitors, and any other adults that have contact with any NMICE players are compliant with credentialing requirements (Safesport, Background Check, Registration, etc.) and are rostered appropriately per LOEAHA and USA Hockey regulations.
- d. Monitors member payments and notifies NMICE President of members not in good standing.
- e. Ensures a player's financial good standing before player can join NMICE or transfer to a new Association.
- f. Communicates coaching module completion/expiration status to Head Coach.
- g. Communicates to Webmaster/Marketing/Social Media Coordinator for publishing of all registration and organization events on NMICE Website and Social Media accounts.

**Schedule Coordinator.** The NMICE Schedule Coordinator is responsible for developing and publishing a monthly schedule for all practices, scrimmages, and games under the control of NMICE. The Schedule Coordinator responsibilities include:

- a. Coordinates with the Outpost Schedule Representative and Hockey Director to schedule team practices and home games.

- b. Attends scheduling meetings with NMAHA, TYHA, LAHA, SFAHA, and other LOEAHA associations for scheduling REC games between the associations (LOEAHA League).
- c. Submits USA Hockey Sanctioning event permit for all NMICE hosted game events per USA Hockey and Rocky Mountain District / LOEAHA Policies and requirements.
- d. Communicates team schedules to the Team Coaches, Head Manager and House/REC Coordinator.
- e. Coordinates with the New Mexico Hockey Referee Confederation to schedule referees for all NMICE home games.
- f. Receives USA Hockey 1-T Rosters from the Registrar and uploads them into the electronic scoring system.
- g. Enters all game schedules into the electronic scoring system.
- h. Is a member of the Hockey Operations Committee.

**Head Coach.** The NMICE Head Coach recruits and maintains hockey coaches for both travel and house programs. The Head Coach is encouraged to have a player enrolled in the Recreation and/or House Program. Head Coach responsibilities include:

- a. Recruits and recommends potential coaches to the BOD for approval.
- b. Checks for appropriate certification for coaches and coordinates appropriate USA Hockey coaching clinics for team coaches as necessary.
- c. Works as liaison with Outpost Hockey Director to promote/conduct learn to play, other try hockey events, and other NMICE player education programs (skills clinics, goalie practices, etc.)
- d. Conducts annual coaches' meetings concerning coaching ethics, tactics, and NMICE policies.
- e. Supports NMICE coaches by providing additional coaching resources.
- f. Leads player evaluations and assigning Recreation and House players to teams.
- g. Makes recommendations with player assignments and player requests to play up.
- h. May attend LOEAHA meetings as a non-voting member.
- i. Advertises for and recruits team coaches, assistant coaches, and managers.
- j. Serves as first point of contact for problems that arise with coaches.
- k. Consults with Division Head Coaches to solve problems between team coaches and players/parents.
- l. Communicates schedule issues to Schedule Coordinator
- m. Acts as liaison with NMAHA, TYHA, LAHA, SFAHA, and other LOEAHA associations for the Recreation Program.
- n. Is a member of the Hockey Operations Committee.

**Head Manager.** The NMICE Head Manager coordinates communication and facilitates team organization. Head Manager responsibilities include:

- a. Collaborates with the Head Coach to recruit team managers and facilitates appropriate credentialing of managers (Safesport, Background Check, Registration, etc.).
- b. Coordinates all communication with team managers and reports back to the NMICE President and Head Coach any issues from the teams.
- c. Ensures team managers create and maintain team binders that keep all appropriate player documentation:
  - i. Approved USA Hockey 1-T Roster.

- ii. Approved Team Travel Permit.
- iii. Concussion Training Certificate for each Coach and Manager on the approved roster.
- iv. Accurate roster stickers for paper scoring when necessary.
- d. Coordinates scorekeeper training.
- e. Organizes and maintains tracking of scoring iPads.
- f. Orders BOD approved team apparel, including game jerseys/socks for all teams and maintains jersey number process.
- g. May coordinate with Chilly's Pro Shop at the Outpost Ice Arenas for team store.
- h. Coordinates team/coach hotel bookings for teams that are leaving the local area.
- i. Sends email broadcasts to members.
- j. Communicates team schedules to managers and assists with publishing of team schedules on team sites.
- k. Submits Travel Permits per LOEAHA Policies and Procedures.
- l. Is a member of the Hockey Operations Committee.

**House / REC Coordinator.** The NMICE House/REC Coordinator collaborates with the Head Coach and Head Manager to coordinate both the REC and House hockey programs at the direction of the Hockey Operations Committee. The House/REC Coordinator is encouraged to have a player enrolled in the Recreation and/or House Program. House/REC Coordinator responsibilities include:

- a. Coordinates with the Head Manager for all off-ice related operations: selecting team managers, credentialing of team managers, team manager communications.
- b. Coordinates with the Head Coach to communicate team information to managers.
- c. Assists the Head Manager with player evaluations and team apparel as needed.
- d. Communicates REC and House team schedules to managers and assists with publishing team schedules on team sites.
- e. Reports off-ice and manager issues to the Head Manager.
- f. Reports on-ice issues to the Head Coach.
- g. Is a member of the Hockey Operations Committee.

**Fundraising Coordinator.** Responsibilities of the NMICE Fundraising Coordinator include:

- a. Coordinates fund-raising program, including annual raffle and all events hosted by NMICE.
- b. Coordinates with local businesses for sponsorships and other commitments.
- c. Submits all sponsorship and event agreements to the President for approval.
- d. Ensures all use of Ice Wolves and NMICE Youth Hockey logos and branding is approved by the President prior to ordering products/signage, distributing electronic or printed communications.
- e. Maintains the Fundraising Committee.

**SafeSport Coordinator.** The NMICE SafeSport Coordinator oversees USAH's SafeSport Program. USAH's SafeSport Program includes a set of Policies and Procedures that assists NMICE in the prevention of child abuse and misconduct. The Program also provides required training, screening / background check program, reporting and responding policies, and guidance on how to monitor and supervise. SafeSport Coordinator responsibilities include:

- a. Provides information and materials addressing how to report suspicions or allegations of physical or sexual abuse, or any violations of USAH's SafeSport Policies.

- b. Maintains NMICE locker room and travel policies.
- c. Receives and reports all concerns regarding potential SafeSport violations for NMICE hockey programs

**Section 5: Removal of Directors.** Directors may be removed by a majority vote of the BOD as specified in the NMICE By-Laws. Any Director who misses two regularly scheduled meetings of the BOD without notifying the President will automatically be removed from the BOD.

**Section 6: Appointed Board Positions.** The Board of Directors may choose to appoint individuals to serve in additional specific capacities. These positions are not voted on by the NMICE general membership, and these positions are not voting members of the Board of Directors. The BOD determines the length of time that a person will serve in an appointed position, but generally this term is two years. A person serving in an appointed position may be removed by a majority vote of the BOD.

**Webmaster / Marketing / Social Media Coordinator.** Responsibilities of NMICE Webmaster/Marketing/Social Media Coordinator include:

- a. Maintains NMICE Google Platform and BOD email accounts.
- b. Maintains the NMICE website.
- c. Coordinates NMICE marketing and advertising.
- d. Ensures all use of Ice Wolves and NMICE Youth Hockey logos and branding is approved by the President prior to ordering products/signage, distributing electronic or printed communications.
- e. Maintains all social media platforms on behalf of the NMICE BOD to promote NMICE, programs, teams, and members and in support of The Outpost Ice Arenas hockey programs.

**Equipment Manager.** The NMICE Equipment Manager is responsible for maintaining the NMICE's supply of equipment. Equipment Manager responsibilities include:

- a. Issues equipment at the beginning of the season and collects equipment at the end of the season.
- b. Maintains the NMICE inventory of equipment (beginning and end of season, changes during year, lost equipment, etc.).
- c. Bills for lost equipment.

**High School Coordinator.** When LOEAHA Rostering Guidelines allow, NMICE offers D2 "Independent or combined" (meaning players may attend different schools within a school district or region) High School Teams. All team rosters are registered through USAH as recreation teams. Responsibilities of NMICE High School Coordinator include:

- a. Recruits coaches and ensures credentials to coach in the High School Program.
- b. Recruits high school aged players.
- c. Coordinates with the Head Manager to recruit a manager for each High School Team.
- d. Coordinates with the Outpost Scheduler, NMICE Schedule Coordinator and other associations to create the season game schedule.
- e. Communicates home game schedule to NMICE Schedule Coordinator to secure referees for all home games.

**Outpost Representative.** The Outpost Hockey Director, or another Outpost appointed designee will serve as the Outpost Representative. When the position is filled by the Outpost Hockey Director, the Outpost Representative will serve on the Hockey Operations Committee.

## BOARD FINANCES AND BUDGET

**Section 1: Fiscal Year/Budget.** The fiscal year of NMICE is May 1 – April 30. The NMICE BOD approves an operating budget at the Annual Meeting for the succeeding year. The NMICE BOD may amend the budget as necessary during the fiscal year.

### Section 2: Financial Policy. NMICE shall:

- a. Maintain all IRS forms (W-2, W-3, 1099, 1096, 990) electronically.
- b. Store all financial and legal documents electronically for prompt, future reference.
- c. Store all vendor invoices and reimbursement requests (incl. original receipts) within an online accounting software program.
  - The President shall periodically access the online accounting software to review disbursements for appropriateness and to follow up with the Treasurer regarding any unfamiliar transactions.
- d. Approve all fees assessed to players, teams & Associations at February's Quarterly Meeting.
- e. Present a Budget at its Annual Meeting for approval by the NMICE BOD.
- f. Present a balance sheet, bank statement, bank reconciliation, budget vs. actual income statement, general ledger, and/or payment verification documentation at the Annual General Meeting
- g. Have three signers on all NMICE bank accounts (Treasurer, Head Manager, Registrar)

### Section 3: Financial Reconciliation Policy.

A financial reconciliation shall be performed: 1) at the end of the fiscal year; 2) when any authorized check signer is added or deleted on any bank account; and 3) at any time deemed necessary by the president or three or more members, as documented by written request or in meeting minutes. For the required year-end financial reconciliation, the president shall appoint the financial reconciliation committee at the annual meeting. For any other financial reconciliation, the president shall appoint, subject to the approval of the board, a financial reconciliation within 10 days of the request for the reconciliation, and the reconciliation must occur within 30 days. Reconciliation committee members should use the Financial Reconciliation Checklist (Addendum A) to determine that our procedures are being followed.

Reconciliation committee members should be board members who are appointed by the president and approved by the Board. Members of the reconciliation committee shall not be the authorized signers, current secretary, or incoming treasurer. They shall not be related by blood or marriage to nor reside in the same household as the authorized signers or current secretary.

### Section 4: Expense Reimbursement Policy.

All reimbursement requests must be in writing and include copies of original receipts attached. NMICE Treasurer may approve expenses for budgeted items of less than \$500. Reimbursement of any expense for budgeted items more than \$500 or any non-budgeted item requires the approval of NMICE Treasurer and President. Reimbursement of budgeted or non-budgeted items more than \$2000 requires

Board approval. Reimbursement requests shall be submitted within thirty (30) days from the transaction date and requestors shall be reimbursed within twenty-one (21) days from the submittal date.

Any non-budgeted expense must be pre-approved by the BOD regardless of amount.

## MEETINGS OF THE BOARD

**Section 1: Regular BOD Meetings.** Unless canceled or postponed by the President, regular BOD meetings will occur four times annually. Meetings are open to any member of NMICE to attend. No official business can be conducted unless there is a quorum of the Board of Directors in attendance. A majority number of filled BOD positions will constitute a quorum at a regular NMICE BOD meeting.

**Section 2: Order of Business.** The order of business at any regular BOD meeting shall be as follows so far as is practicable:

- a. Attendance Taken / Reception of Visitors
- b. Review and Approval of Minutes of Previous Meeting
- c. Treasurer's Report (Annual General Meeting Only)
- d. President's Report
- e. Old Business
- f. Officers and Committee Coordinator Reports
- g. By-Laws / Policy Review
- h. New Business
- i. Correspondence
- j. Adjournment

**Section 3: Minutes.** The minutes of NMICE meetings shall include a record of those in attendance, motions considered and their disposition, and reports received either explicitly or as attachments. The minutes shall be distributed to BOD members prior to the onset of the next regular meeting. Copies of the meeting minutes shall be kept electronically by the NMICE Secretary and be available upon request for review by any member in good standing of NMICE.

**Section 4: Voting.** Every NMICE BOD member present shall vote on every matter unless excluded from voting by reason of a perceived conflict of interest.

**Section 5: Motions.** Every member of NMICE in good standing has the privilege of proposing motions for consideration by the BOD. A motion for consideration by the BOD must be supplemented by a second. On any question, members shall observe parliamentary courtesy. The maker of any motion shall have the right to open and close debate. However, closure shall not take place until every member choosing to speak has had the opportunity to do so. Each member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the originator of the motion. An originator has the right to withdraw the motion at any time.

**Section 6: Special BOD meetings.** A special meeting may be called on the instructions of the President or any three (3) NMICE BOD members, providing all BOD members have been duly informed by phone, email, or voicemail. No official business can be conducted unless there is a quorum of the Board of Directors in attendance. A majority number of filled BOD positions will constitute a quorum at a Special NMICE BOD meeting.

## NMICE DIVISIONS AND LEAGUES

**Section 1: Player Divisions.** NMICE player development programs include House Biscuit League, Recreation teams and/or competitive (travel) teams in each division for each season. House Biscuit League practices and plays games within the Outpost Ice Arenas. Recreation teams play in the LOEAHA Recreation Youth Hockey League within New Mexico and board associations. The competitive (travel) teams generally travel out of New Mexico for most games. NMICE also supports the LOEAHA Tier hockey program, which allows for multistate players to try out for Tiered teams that compete in an appropriate division regionally and nationally. Tiered teams will be dependent upon the number and skill level of players attending annual travel team tryouts and at the discretion of the Hockey Operations Committee.

NMICE has the following separate player divisions, subject to the number of players who register:

- a. 8U (Mite)
- b. 10U (Squirt)
- c. 12U (Peewee)
- d. 14U (Bantam)
- e. High School (JV/Varsity)
- f. 16U (Midget Minor)
- g. 18U (Midget Major)

**Section 2: House Biscuit League.** The goal of the NMICE House Biscuit League is to build a foundation from which players develop hockey skills and learn the rules of the Game through good sportsmanship and fair play in a fun setting. It is designed to draw and keep players in the game by creating a fun, safe environment where participants can be active in hockey on a flexible commitment with varied playing formats and age-appropriate rules. The Biscuit League is required for all players in Recreation Hockey and recommended for Travel B players.

Divisions are based upon the USA Hockey age categories, however the player's skill level and maturity is also considered, and players of multiple age divisions may be included on one Flex roster, as allowed by USA Hockey. Teams are formed from registered players and balanced based on player skills and abilities to provide the most equal competition between teams. Players will participate in one practice and one game weekly, and each division schedule will include a Biscuit League Playoff.

**Section 3: Recreation (REC) Program.** Recreational hockey focuses on teaching the fundamentals of hockey to players interested in experiencing local travel among the hockey communities of New Mexico. The emphasis in recreational hockey is on fun, good sportsmanship, development of playing ability, and equal playing time for all players. Recreation teams are selected from players in the House Biscuit League and Travel B level players by NMICE Coaches through an evaluation process. Dependent upon registration numbers and interested players, NMICE Hockey Operations may elect to add a second team in any age division. Recreation players will be on the ice an average of two to three hours each week during the season, including practices and games.

NMICE recreation teams are encouraged to play other recreation teams from New Mexico hockey associations, including and not limited to NMAHA, LAHA, TYHA, SFYHA, and NMMGHA. Additionally, these teams may play associations in outside of New Mexico, including but not limited to El Paso, Amarillo, Durango, and Alamosa. Teams may travel to these locations as well as play teams from these

associations at the Outpost. The recreation season concludes in February or March, with the LOEAHA Year End Festival Tournaments.

Players will be evaluated to determine their skill levels. Teams will be formed by NMICE Coaches with the help of the NMICE Hockey Director. NMICE recreation teams within the same division will be designed to be equally competitive with one another.

**Section 4: High School Program.** When available per LOEAHA Rostering Guidelines, NMICE encourages all high-school aged players to play in High School Hockey by scheduling games and tournaments. Some travel and additional expenses may be required. In addition, NMICE has established the following policy:

- a. Eligibility is limited to four years.
- b. Players who academically failed their senior year will not be allowed to play high school hockey.
- c. Although a player may remain age eligible, they must not have graduated to remain eligible to play high school hockey.

**Section 5: Competitive (Travel) Program.** Travel hockey is for players who can play a more demanding program of competitive hockey throughout the season. Placement on travel teams is by a tryout process. Any registered player may try out for a travel team.

Travel teams may be part of a regional/multi-state hockey league and participate in local, regional, and national tournaments.

Players and parents should be aware that playing on a travel team requires a substantial financial commitment for travel out of New Mexico multiple times per season and for the additional practice ice time. While families participating in travel hockey may share expenses for trips, these costs are the responsibility of the individual player.

Payment of the travel team fee establishes a commitment to the schedule, including all local and non-local game, league, or tournament play unless illness or injury prevents a player from participating.

## **TEAM STRUCTURE**

**Section 1: Organization of Teams.** The BOD's intent is to have the greatest number of teams in the recreation and travel divisions as possible, consistent with offering all players on NMICE teams an opportunity to enjoy youth ice hockey to its fullest. NMICE aims for at least one recreation team in divisions 8U, 10U, 12U, 14U, 16U and 18U/High School. In addition, NMICE aims to have competitive (travel) teams in divisions 10U, 12U, 14U, 16U, and 18U.

Also, at the recommendation of the Hockey Operations Committee, the NMICE BOD may elect to create select teams at any age division to support the development of players in preparation to transition from recreation hockey to competitive hockey. These select teams may vary from season to season depending on the number of players registering for any NMICE program.

The Hockey Operations Committee may also elect to create Tiered teams and when doing so will follow USA Hockey and LOEAHA policies and procedures governing Tiered teams. Selection for these teams is through tryout evaluations and the roster may include players from neighboring states to ensure a competitive roster. These teams may participate in the USA Hockey National Tournament.

While there is no set minimum number of players necessary to field a team in any division, a single team generally needs 13-15 players to be viable. The NMICE BOD reserves the right to alter the number of recreation and/or competitive teams in any division based on the recommendation of the NMICE Hockey Operations Committee following summer travel team tryouts and/or early season recreation league evaluations.

All players rostered on any team that participates in a “stay-to-play” event, in any location are required to stay at a team selected, approved hotel. Players may travel and/or share accommodations with a teammate or sibling also rostered on a participating team and when doing so, the arrangements should be communicated to the team manager and follow the NMICE Travel Policy. In the event of a monetary penalty being incurred by any team due to failure to comply with “stay-to-play” rules, the amount of the penalty fee will be divided among players who cannot provide a booking confirmation and the amount due reimbursed to NMICE before the player can attend the next team event.

**Section 2: Players Moving Age Classification.** The practice of moving players out of their age division is strongly discouraged by NMICE, LOEAHA, and USA Hockey. All players on the ice have a right to an expectation for fairness and safety. Players will play in the age divisions according to USA Hockey rules.

The player/parent(s)/guardian(s) are encouraged to have a conversation regarding the best placement for the player with the Hockey Director and/or the player’s Head Coach BEFORE initiating the Player Movement Process.

While NMICE is not required to allow players to play down/up, a request to make an exception may be considered when submitted according to the Player Movement Process:

***Player Movement Process.*** All requests must be made utilizing the Player Movement Request Form [Player Movement Request Form](#).

The player/parent(s)/guardian(s) are strongly encouraged to understand that the risk of injury in hockey is significant and that there is an even greater risk of injury for players playing outside of their designated age classification. Therefore, the Player Movement Request Form also serves as an acknowledgement of this risk and release of liability.

**STEP 1:** Complete the [Player Movement Request Form](#)

NOTE: Print the form prior to clicking on “submit”

**STEP 2:** Player/parent(s)/guardian(s) must acknowledge all risk and liability statements AND sign the form

**STEP 3:** Schedule and attend a player evaluation

NOTE: Evaluator(s) may include the Coach of the upper age division team, the NMICE Head Coach, the NMICE Travel Team Coach Evaluators (if attending a tryout) and/or the Hockey Director

**STEP 4:** Evaluating Coaches must complete the coaching recommendation and sign the form

**STEP 5:** Submit the completed form to the NMICE President

NOTE: The form may be scanned and emailed or contact the NMICE President to make delivery arrangements: [president@nmice.org](mailto:president@nmice.org)

Upon receiving a completed Player Movement Form, the NMICE President will present the request to the BOD for review and decision within 7 days. In certain situations, LOEAHA Policy requires additional approval by the LOEAHA ADM Coordinator. The NMICE President will submit required documentation and request a decision as soon as reasonably possible, which may exceed the 7-day decision period. The decision by the LOEAHA ADM Coordinator is final.

Players will register for and attend practices/games with their USA Hockey designated age division until a formal response from the NMICE BOD is received.

***Guidelines for Playing Up.*** Parent(s)/guardian(s) may request that their child play in a division above his/her age status (e.g., a 10U player may request to play in the 12U division).

The NMICE BOD recognizes that in rare and specific cases it can be appropriate and even beneficial to a player's development for him or her to play up in the next age classification. A fine balance needs to be struck, however, to avoid placing the desire of the player/parent(s)/guardian(s) above the legitimate opportunity for that participant to be successful in an older age classification. In some cases, based on the skill, size AND maturity of a player, it may be desirable to utilize this option; in other cases, it may be best for the player to remain in their appropriate age classification. Playing up or moving up to an older age classification team shall encompass all team activities with the older team, including but not limited to practices and games.

All players requesting to play up must either have played for NMICE during the previous Fall/Winter season OR attend a Travel Team Tryout OR be evaluated by 2 of the following: the NMICE Coach of the upper age division team, the NMICE Head Coach, the NMICE Travel Team Coach Evaluators and/or Hockey Director. "Played" for all Rec, Select, Travel, and Tier II category teams shall be defined as being approved on a team roster for NMICE in the previous Fall/Winter season. The Fall/Winter season shall be defined as September 1 – March 31.

The NMICE BOD ultimately must approve any player to play in a higher age division. In general:

- The player requesting to play in a higher division must be in his/her second year of the current age division.
- Allowing players to move from a non-body checking age classification into a body checking age classification represents the greatest risk and is not allowed.
- Consideration should be given as to how the play up will impact the two teams involved. The number of players within each age classification should be considered. The request should be denied if the play up will displace an age-appropriate player that would otherwise have played as determined by the team selection process.
- In situations where the number of registered players at an age classification do not equal one team, it may be necessary to consolidate age classifications in order to create teams. If that occurs, upon notification to the NMICE BOD, the team will carry the name of the oldest age classification and those players that are part of the younger age group will be required to fill out a Player Movement Request Form. This will be done solely to acknowledge the risk of playing with older players.
- NMICE specifically reserves the right to reverse any decision allowing a player to play up at any time. If a player that has moved up is experiencing difficulty, as determined by the association and/or the player's coach, the association may reverse the decision allowing the participant to

play up. Player/parent(s)/guardian(s) should carefully consider this outcome prior to making a request to play up.

- A player must be a high school student to participate on a high school team, therefore players may not apply to move up to High School teams.

The player/parent(s)/guardian(s) should acknowledge that approval to play up in a specific season does not necessitate the need to continue in a play up situation or guarantee approval to play up in future seasons. The player requesting a play up must meet the criteria for each year of eligibility. At some point it may be necessary to play three years in one age classification if the player's past youth participation did not align with USA Hockey age classifications.

**Guidelines for Playing Down.** In order for a player (of any age), regardless of physical size or skill level, to play down, it must be shown by the child's physician that it is medically necessary for the child to do so. The doctor must detail the specific medical condition that causes the child to incur this medical necessity of playing down. The NMICE BOD will determine if the request will be forwarded to the LOEAHA and/or Rocky Mountain District of USA Hockey for consideration. Players who are granted permission to play down will be limited to participation in House leagues and are not eligible to compete on a team bound for a State, District or National Championship Tournament.

Simply being "small for their age" or "not very skilled" are not considered to be adequate reasons for granting a play down exception, since they do not rise to the level of a handicap under the definitions and current court decisions about the Americans with Disabilities Act (ADA).

**Section 3: Competitive Players on Recreation Teams.** 10U and 12U players who have been selected to play for a NMICE competitive (travel) team are strongly encouraged to participate in the House Program. Players may participate on a NMICE competitive team and play in a recreation/house program with their home association (i.e., NMAHA or SFHA). Dual registered players fall under the LOEAHA Policies and Procedures. The NMICE preference is for NMICE competitive team players to play on NMICE house teams.

Players invited to play for any NMICE select team must also participate in the House Program.

**Section 4: Developmental (Practice) Players.** Any NMICE competitive (travel) team may choose to include developmental players (practice players) on its roster. There should not be more than five (5) developmental players on any one competitive team. The NMICE Head Coach must approve the inclusion of specific developmental players on a competitive team roster. Developmental players are those players who play in the team's practices but understand they may or may not participate in the team's games or tournaments. Developmental players must pay the same team fees as the regular players, excluding games, tournaments, and travel. If approved to compete in games or tournaments, the fee for those games or tournament will be assessed to the player.

## TEAM POSITIONS

Each NMICE team will have one Head Coach, at least one Assistant Coach, one Team Manager, and at least one Locker Room Monitor. If any one of these team positions becomes vacant during the season for any reason, the vacancy must be filled immediately, or the team may have to be dissolved.

Each team will not have more than four coaches (one Head Coach and three Assistant Coaches) in total. Each division will have a Division Head Coach/Liaison who coordinates among the team coaches and managers within the division.

**Section 1: Coaches.** NMICE House Biscuit League and Recreation team coaches are selected by the NMICE Head Coach on an annual basis. All coaches must be registered as a coach with USA Hockey, attend all required USA Hockey coaching seminars, have all required USA Hockey certifications, complete a concussion protocol training, and attend a mandatory NMICE orientation program at the beginning of each season.

All USA Hockey ice hockey coaches (head and assistant) and instructors must abide by the USA Hockey Coaching Ethics Code and understand that violations may result in full or partial forfeiture of coaching privileges in programs and at sites or events under USA Hockey's governance. All coaches have an obligation to be familiar with USA Hockey's Coaching Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct. NMICE requires an annual review of the [USA Hockey Coaching Ethics Code](#) by every coach as part of the season registration process.

All NMICE coaches and assistant coaches must be qualified by USA Hockey to coach at the appropriate level and must meet the liability and insurance regulations of USA Hockey, LOEAHA, and NMICE. Because of liability issues, no one other than qualified coaches may be on the ice during practices, or on the bench with teams during games.

NMICE team Head Coaches are fully responsible for all the activities of their team. Delegation of specific responsibilities to Assistant Coaches, Managers, and Parents is necessary, desirable, and encouraged. However, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his staff in consultation with the NMICE Head Coach and Division Head Coach/Liaison.

It is the preference of NMICE to appoint non-parent head coaches to the competitive (travel) teams in each division. Where this is not possible, a parent coach will be selected. Parent coaches will usually be appointed for NMICE House Biscuit League and Recreation teams. Coaches are expected to:

- a. Adhere to the [Coaching Ethics \(usahockey.com\)](#) and comply with all aspects of USA Hockey SafeSport Program.
- b. Respond to directives of NMICE BOD and operate the team within established policy and procedures.
- c. Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her potential.
- d. Recognize their responsibilities as leaders, educators, and role models for young players
- e. Base their conduct towards players, parents, officials, and other persons on mutual respect, fairness, and reasonableness. Physical abuse, verbal abuse or profanity is not tolerated or acceptable.
- f. Be sensitive to parent concerns and prepared to respond cordially when warranted.
- g. Establish regular communication with parents on games, practices, schedules, fund raising, etc.

- h. Recognize that, while hockey may be the major winter activity of the player, it is not the only activity. In priority, hockey comes after family, school obligations and educational responsibilities, and reasonable accommodation of these other factors is expected.
- i. Select players to the team, where requested, based on direct observation of demonstrated skills, estimates of future developmental potential, and perceived dedication to the program (Annual team selection is conducted through tryouts in conjunction with and overseen by the NMICE Head Coach and Hockey Operations Committee).
- j. Commit themselves to the continued development of all players for the full season once players are selected to a team.
- k. Always deal fairly with players. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favors, or other consideration from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
- l. Ensure proper supervision of the team before, during, and after games and practices, and accept reasonable responsibilities for the conduct, safety, and well-being of their players.
- m. Develop a set of rules for the team that are clearly communicated at the beginning of the season and enforced equally on all players.
- n. Encourage and motivate their players toward enjoyment of the game, team concept, and skill development.
- o. Pursue objections to directives through appropriate channels and in a manner that is not detrimental to the team, division, NMICE, or LOEAHA.
- p. Direct any concerns regarding the officiating of a game to the Division Head Coach/Liaison for presentation to the BOD.
- q. Ensure that the team has adequate support personnel, including up to a maximum of three assistant coaches and a team manager.

**Section 2: Team Manager.** NMICE Team Managers are directly responsible to the Head Manager and the Head Coach of their team. In general, Team Managers should assume responsibility for most of the team's organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team Managers are expected to:

- a. Respond to directives of NMICE and operate the teams within established NMICE, LOEAHA, and USA Hockey policies and procedures.
- b. Enforce USA Hockey SafeSport practices.
- c. Recruit and schedule Locker Room Monitors for all practices and home/away games and enforce rules of the locker room.
- d. Assist the Head Coach in monitoring off-ice conduct by team members and parents to ensure that the team's role as a community ambassador is maintained.
- e. Establish, maintain, and enhance communication with team parents and participants using approved communication tools (i.e., SportsEngine).
- f. Establish, maintain, and enhance communication with BOD and Division Head Coach/Liaisons.
- g. Meet with the NMICE Head Manager prior to the beginning of the season and maintain contact with the NMICE Head Manager throughout the season as necessary.
- h. Organize and maintain the team binder.

- i. Coordinate the annual raffle for the team by distributing tickets to each player and returning completed tickets.
- j. Facilitate team photos as organized by the Head Manager.
- k. Facilitate training for scorekeeper and timekeeper volunteers.
- l. Organize parent volunteers for home games (scorekeeper, timekeeper, music etc.) and NMICE organizational events as determined by the Head Manager and/or NMICE BOD.

**Section 3: Division Head Coach.** The NMICE Head Coach will designate a Division Head Coach for each division of NMICE (8U, 10U, 12U, 14U, 16U, 18U, High School). The role of the Division Head Coach is to facilitate communication between the BOD, the team coaches, and team managers. The Division Head Coach is the main point of contact for team coaches and managers to:

- a. Answer questions that cannot be resolved through normal means (e.g., through the NMICE Scheduler, Registrar, or Treasurer).
- b. Raise problems and issues that they believe need attention by the BOD.
- c. Receive information from the BOD, Head Coach, Head Manager and/or Hockey Operations Committee that should be quickly communicated to parents and players.
- d. The Division Head Coach cannot change or make exceptions to existing NMICE Policies and Procedures, waive or grant extensions on fees or charges, or approve changes in the status of players.

**Section 4: Locker Room Monitor.** The Locker Room Monitor must register with USA Hockey, complete USA Hockey SafeSport Training, submit to a background check and register with NMICE as a volunteer. Locker Room Monitors are added to the official roster of all NMICE Teams. In alignment with SafeSport Procedures, a rostered Locker Room Monitor may be allowed on the bench with a Coach when only one (1) Coach is present. Locker Room Monitors:

- a. Ensure locker room safety through enforcing NMICE Locker Room Policy and USA Hockey SafeSport practices and reporting processes.
- b. Communicate inappropriate locker room behavior to the team's Head Coach and Manager.

## NMICE COMMITTEES

The President, with the approval of the NMICE BOD, shall appoint such other committees, sub-committees, or task forces as are necessary and which are not in conflict with other provisions of the By-Laws. The duties of any such committee shall be prescribed by the President with the approval of the Board of Directors. Special committees will be dissolved and reformed as necessary.

**Section 1: Hockey Operations Committee.** This committee operates all year to benefit the members of NMICE and create the best season possible for all members. The NMICE Hockey Operations Committee is composed of elected and/or appointed NMICE BOD Members and, in the interest of making timely decisions, decisions can be made by the Chairperson plus two additional committee members:

- a. President, Committee Chairperson
- b. NMICE Head Coach
- c. NMICE Head Manager
- d. NMICE House Coordinator

- e. NMICE Scheduler
- f. Outpost Ice Arenas Scheduler
- g. Outpost Ice Arenas Head Coach
- h. Outpost Ice Arenas Hockey Director

The Hockey Operations Committee is responsible for:

- a. Planning competitive team tryouts.
- b. Selecting the evaluation panel for travel team tryouts.
- c. Designating house, recreation and competitive (travel) teams.
- d. Designating any potential Select or Tiered teams.
- e. Selecting quantity of and potential locations for upcoming tournaments.
- f. Overseeing player/coach disciplinary actions (complaints, Policy and/or Code of Conduct violations, suspensions, etc.).

## REFEREES

All NMICE games are refereed by USA Hockey certified officials, who are employed through and scheduled by the New Mexico Hockey Referee Confederation (NMHRC).

## MEMBER FINANCIAL POLICIES

**Section 1: Fees.** Every NMICE registered player must also be a registered player with USA Hockey. USA Hockey collects an annual fee for this registration. Proof of registration with USA Hockey is required before a player may register with NMICE.

NMICE annual player fees are set by the BOD prior to each season. The fee for each NMICE player covers the cost of ice time for practices and games, the cost of referees for home games and designated tournaments (when indicated), the cost of speed gym training (when indicated), the cost of uniforms/apparel, fundraising fees (when indicated) and other operating costs of NMICE. This fee may fluctuate from year to year based on changing costs and the number of registered NMICE players. All NMICE players, including house, recreation, and competitive (travel) players, will be charged the NMICE administrative fee.

All expenses for travel to and from any game, tournament, or other team activity to play for any NMICE team is the responsibility of each individual player.

All NMICE players, including house, recreation, and competitive (travel) players, must participate in the annual NMICE raffle. The raffle requires each NMICE player to sell a certain amount of raffle tickets. The dollar amount of raffle tickets that each player must sell each year is determined annually by the BOD. If a player is on a NMICE recreation and a NMICE competitive team, that player must only participate in the NMICE raffle once per season. Families with multiple players on the same or different teams will only participate in the NMICE raffle once per season.

Families with 3 or more registered players in either the REC or competitive (travel) NMICE programs qualify for a 20% discount on the lowest registration fee. Full-time goalies (do not play any other position) qualify for a 20% discount. Players who are part time goalie/part time player will pay full registration fee unless they qualify for a different discount.

In the interest of fairness to all players, the BOD maintains a “no pay, no play” policy. Players who have not paid all fees by the established deadline will not be allowed to practice or participate in games. Overdue or unpaid accounts may result in late fees of \$25 per week.

**Section 2: Refunds.** NMICE pays operating expenses related to each player and team as fees are collected therefore refunds could create financial hardship for the organization. Participants are offered a third-party registration insurance and encouraged to consider this option when registering.

Refunds must be requested in writing to the NMICE President or Treasurer. Requests will be reviewed by the Officers of the BOD and the decision communicated to the requester in writing within a reasonable timeframe.

**Section 3: Scholarships.** Scholarships may be granted by the BOD. The amount of money available for scholarships is set by the BOD in the spring of each year as part of the approved budget for NMICE’s fiscal year. The BOD may add or delete funds from the scholarship fund at its discretion during the year. Requests must be submitted to the Treasurer in writing and are due by September 30.

**Section 4: Sponsorship and Fundraising.** NMICE encourages corporations, businesses, and organizations to become sponsors of the NMICE youth hockey program. Sponsorship fees and guidelines for sponsors shall be set by NMICE BOD.

Members are encouraged to forward sponsorship applications and fundraising requests to the NMICE Fundraising Coordinator as all applications soliciting funds on behalf of NMICE must be submitted by the NMICE Fundraising Coordinator.

Sponsorships and funds raised are for purposes of the entire NMICE organization and not designated for a specific player or team. The NMICE BOD reserves all rights in determining how funds will be managed.

## **DISCIPLINARY POLICIES**

**Section 1: Disciplinary Committee Composition.** The Disciplinary Committee is an appointed committee of the NMICE BOD and is composed of between three and six individuals appointed by the President. Members may be, but do not have to be, members of the Board of Directors. The President of the Board of Directors or his/her designee serves as the Chair of the committee.

**Section 2: Committee Duties, Procedures, and Timelines.** The NMICE Disciplinary Committee is charged with investigation and making determinations regarding alleged violations of rules, policies, procedures, or guidelines of USA Hockey, LOEAHA, or NMICE by coaches, players, parents, family members, or spectators as defined by the by-laws, articles of incorporation and other policies of these organizations.

Charges alleging violations must be forwarded in writing to the NMICE President, who will appoint three to six individuals into an unbiased (appointees are not related to situation in any manner) Disciplinary Committee to investigate the reported charges, decide regarding the validity of the charges, and issue a ruling in accordance with USA Hockey, LOEAHA, or NMICE policies or guidelines as appropriate.

The Committee will make its ruling in a timely manner, normally within ten working days of being formed by the President.

The Committee may, at its discretion, either begin a formal hearing immediately, or may use a fact-finding process to determine whether a formal hearing is necessary.

**Section 3: Fact-Finding Process.** The Discipline Committee may, at its discretion, conduct a fact-finding phase of the investigation before deciding whether to hold a formal hearing. Fact-finding normally includes reviewing alleged violations, interviewing individuals as necessary, reviewing documents, and other actions the committee deems necessary. At the completion of this phase, the committee may (a) determine that a formal hearing is required, (b) determine that no further action is necessary, or (c) issue a ruling regarding the alleged violations.

**Section 4: Formal Discipline Hearing.** If the committee initiates a formal hearing, the relevant policies and procedures of USA Hockey, LOEAHA, and NMICE will apply. The committee will render a decision and transmit it in writing to the parties involved in the allegations with copies sent to the NMICE President.

**Section 5: Appeals.** Appeals to the decisions of the Disciplinary Committee must be made in writing to the President of NMICE within five working days of receipt of the decision. The NMICE Board, governed by its Policies and Procedures, and those of USA Hockey, will act as the Appeals body. The NMICE President will notify the participants of the decision immediately following the meeting at which the Appeal is heard.

## USA HOCKEY – NMICE YOUTH HOCKEY

USA Hockey is the national governing body for the sport of hockey in the United States. As such, its mission is to promote the growth of hockey in America and to provide the best possible experience for all participants by encouraging, developing, advancing, and administering the sport.

**Section 1: Core Values.** NMICE follows the USA Hockey Core Values [This is USA Hockey](#):

- a. Sportsmanship – Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- b. Respect for the Individual – Treat all others as you expect to be treated.
- c. Integrity – We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- d. Pursuant of Excellence at the Individual, Team, and Organizational Levels – Each member of the organization, whether player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- e. Enjoyment – It is important for the hockey experience to be fun, satisfying, and rewarding for the participant.
- f. Loyalty – We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- g. Teamwork – We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

**Section 2: Zero Tolerance Policy.** NMICE strongly supports USA Hockey's [Zero Tolerance Policy](#). Respect for the game, the opponents, coaches and officials is a critical part of the environment that is created. This Zero Tolerance Policy summarizes required actions to be taken when violations occur.

All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games.

**Section 3: Codes of Conduct.** All individuals associated with NMICE are expected to follow the USA Hockey [Codes of Conduct](#). These rules and regulations promote the Game and ensure fair and safe practices for all.

**Section 4: SafeSport Policy.** USAH's SafeSport Program (insert link) includes a set of Policies and Procedures that assist Affiliates, Member Associations, and organizations in the prevention of child abuse and misconduct as well as provide required training, screening and a background check program, reporting and responding policies, and guidance on how to monitor and supervise.

All players seventeen (17) years of age or older on or before December 31 of that playing season, and that play on a team in a classification that allows minor age players, shall be required to complete SafeSport online training before being added to such team and prior to participation (on-ice or off-ice). This requirement shall apply to all teams in the Youth, Girls, High School, Junior Hockey, Flex Hockey, and Disabled Hockey program classifications that allow both minor age and adult age players. Players required to complete the training shall complete the SafeSport Refresher Course on an annual basis in accordance with SafeSport Program Policies in each subsequent season in which they are on a team in the above classifications.

**Section 5: NMICE Locker Room Policy.** USAH is concerned with locker room activities between minor players, minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or unrelated adults with unsupervised access to minor participants at sanctioned team events. All responsible adults serving as locker room monitors should be gender appropriate and the co-ed locker room policy must be followed as described in the [Annual Guide/Governance & Policies \(usahockey.com\)](#). Monitors must be screened, SafeSport certified, and meet all USAH compliance standards.

USA Hockey requires that all local programs publish their locker room policies to the parents of all minor participants. This policy is reviewed annually and published on the NMICE website.

**Section 6: NMICE Travel Policy.** A significant portion of USA Hockey participation involves overnight travel for youth teams to games and tournaments. Minor players are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of player-to-player misconduct. During travel, players may be away from their families and support networks, and the setting (unfamiliar locker rooms, automobiles, and hotel rooms) is less structured and less familiar. USA Hockey requires that all local programs have travel policies applicable to their youth teams and to provide the policies to all players, parents, coaches, and other adults that are traveling with the team. This policy is reviewed annually and published on the NMICE website.

## REVISIONS TO POLICIES AND PROCEDURES

At any meeting of the NMICE Board of Directors, the BOD may consider revisions to its Policies and Procedures. Any such revisions shall be submitted in writing through electronic communications to each voting member of the BOD at least 48 hours prior to the meeting. A simple majority of voting BOD

Members is needed to make revisions at any meeting. All proposed submitted revisions, discussion of such and voting results shall be officially recorded in meeting minutes.

### **ADOPTION OF POLICIES AND PROCEDURES**

On **February 25, 2025** these Policies and Procedures were adopted with the understanding below:

They replace in its entirety the “New Mexico Ice Hockey Foundation POLICIES AND PROCEDURES – ADOPTED 02/2024, and all policies and procedures that would have changed that are part of official minutes or decisions of individuals allowed by the NMICE governing documents or waivers to such policies and procedures. The Policies and Procedures, once adopted, will become part of the NMICE Policies and Procedures.

## ADDENDUM A: FINANCIAL RECONCILIATION CHECKLIST

### *Recommendations for the Financial Review Committee:*

1. Regular Reviews: Conduct financial reviews at least quarterly (more frequently if significant changes in income or expenses occur).
2. Random Sampling: Use random sampling of transactions for review to ensure that the process is unbiased.
3. Rotating Membership: Rotate committee members periodically to bring fresh perspectives and reduce the risk of collusion.

### *Review of Financial Statements*

1. Verify Accuracy of Income and Expenses:
  - Compare actual revenue and expenses to the budget and investigate any significant variances.
  - Review supporting documentation (e.g., invoices, receipts) for a sample of income and expense transactions.
2. Check Bank Reconciliations:
  - Ensure bank reconciliations are completed for all accounts.
  - Review the reconciliations to verify there are no unexplained or outstanding items.
3. Evaluate Cash Flow:
  - Assess cash flow to ensure there are adequate funds to meet short-term obligations.

### *Income Review*

1. Match Donations and Sponsorships:
  - Verify that all recorded donations and sponsorships have appropriate supporting documentation, such as donor letters or email confirmations.
  - Confirm that any restrictions on donations are properly recorded and used accordingly (recommend against restricted donations).
2. Cross-Check Event Revenue:
  - Review ticket sales, registration fees, and other event revenue to confirm amounts match to event reports or ticketing systems.

### *Expense Review*

1. Evaluate Large or Unusual Expenditures:
  - For any large or non-recurring expenses, check that the expenditure was authorized and supported by adequate documentation (typically this includes just ice rental).
2. Examine Credit Card and Reimbursement Claims:
  - Check that all credit card purchases have appropriate receipts and business purpose explanations.
  - Confirm that reimbursement claims are valid and properly documented.

### ***Compliance and Documentation***

1. Ensure Compliance with Policies:
  - Confirm that all transactions comply with the organization's financial policies, including approval levels and conflict of interest policies.
2. Review Financial Documentation:
  - Ensure that all financial documentation is complete, well-organized, and readily accessible for review.

### ***Internal Control Assessment***

1. Segregation of Duties:
  - Check that there is a separation of duties between bookkeeping, authorizing transactions, and reviewing bank statements to prevent any single individual from controlling all aspects of a financial transaction.
2. Authorization and Approval:
  - Verify that significant expenditures and contracts are approved by the appropriate person or committee.

### ***Recommendations and Reporting***

1. Document Findings and Recommendations:
  - Prepare a report summarizing the review findings, any discrepancies noted, and recommendations for corrective action or process improvements.
2. Communicate with the Board:
  - Present the review results to the Board of Directors, including any concerns about financial management or suggestions for enhancing controls.