



COCKBURN HAWKS
ICE HOCKEY CLUB

General Policies

2024



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com





COCKBURN HAWKS

ICE HOCKEY CLUB

Contents

Hawks Philosophy	3
Player Pre-Registration Policy	4
Social Media Policy	4
Email Communications Policy	5
Code Of Conduct Policy.....	5
Member Protection Policy	6
Budget & Fee Set Up Policy.....	7
Payments Policy	8
Mid-Season Players Joining.....	9
Injury Policy.....	9
Shift Work Policy	10
AJHL Players Policy	10
AIHL Players Policy	10
Reward & Recognition Policy: Coaches	11
Reward & Recognition Policy: Non-Coaches	11
Jersey Policy	12
Jersey Design Policy (Seniors)	12
Equipment Policy	14
Drugs and Alcohol Policy.....	14
Policy Breach Consequences.....	15
Season Refund Fee Policy	15





COCKBURN HAWKS

ICE HOCKEY CLUB

Hawks Philosophy

Our goal for the Hawks Program is to give each player the opportunity to play, develop, and enjoy the sport of ice hockey in Western Australia.

A positive team culture is paramount for the success of an ice hockey team, fostering unity, communication, and trust among players. It enhances motivation, resilience, and sportsmanship, contributing to both individual player development and overall team performance. A strong culture also supports leadership development, attracts top talent, and engages fans, creating a foundation for long-term success. Ultimately, a positive team culture serves as the bedrock for a cohesive and thriving ice hockey organization.

To this end, we will continually aim to:

- improve the standard and quality of coaching to our players.
- provide more opportunities to be on ice and participate.
- reduce the cost for participation through fundraising, grants, and sponsorships.
- improve the feelings towards the club and its players.

We have designed the following policies around providing a fair competitive environment that gives those opportunities to all while providing guidance to the committee, coaches, and all volunteers on decision making to ensure we are all acting in the best interest of all playing and the sport.



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com





COCKBURN HAWKS

ICE HOCKEY CLUB

Player Pre-Registration Policy

Aim: Ensure the club is prepared for upcoming seasons.

An Intent to Register (ITR) form is to be released in November of the previous year to allow players time to put their names down to return for the following year. An email is also to be sent to CIA to notify all players in Term 4 Play the Game clinics to put their names down on the ITR to assist with number development. This will assist with the Team Creation for IHWA and determining season fees.

When ESportsDesk opens, the Shopify store will be updated and the details released to the public to register their players on how to do both.

If for any reason a player is unable to be allocated a team, they will be refunded their season fees.

All queries to be directed to registrar@hawksicehockey.com.au

Social Media Policy

Aim: Communicate responsibly, continually, and effectively with club members.

The Hawks Ice Hockey Club have a Public Facebook site. This site is to provide public updates to recognise our players and club to the wider public, as well as for initial calls for new player registration.

<https://www.facebook.com/hawks.icehockey>

The Hawks Ice Hockey Club have a closed facebook group for all its current Members. This site is to provide private updates, and general call outs to our members. Any private information should only be shared via email.

[Hawks Members Only | Facebook](#)

Administrators include the Executive Committee, Social Media Coordinator, with exceptions managed by the Secretary. The Secretary will manage addition/removal of members to the closed group as required.

All Facebook posts are to be specific and related to club operations and information. No spam, swearing, criticism, offensive posts etc.

The club reserves the right to remove any content deemed inappropriate.

If an administrator has posted, allow at least 24-48 hours prior to adding another post to ensure communications reach members.



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com



COCKBURN HAWKS ICE HOCKEY CLUB

Club members may not use the Club Brand to endorse or promote any product, service, opinion, cause or political candidate and it must be very clear to all that any and all opinion shared are those of the individual, not the Club.

Facebook pages set up by individual teams also need to adhere to the guidelines.

Information posted on the closed members only page is not for general distribution on member's personal or business pages. Requests to do so, need to be submitted to the secretary for approval.

All queries to be directed to media@hawksicehockey.com.au

Email Communications Policy

Aim: Use the appropriate channels for critical communications.

All critical communication should be typically passed out via email to the affected members.

The Secretary of the Hawks Ice Hockey Club acts as a custodian of the club's Membership registry and from time to time may also delegate communications to other committee members. Below is a guide for email communications:

Members emails are obtained through eSportdesk – every club member should be registered as either a player or non-player member. Members' emails are private and are not to be shared with any external party.

Emails to "all" require use of the BCC function in emails, this ensures member privacy is always maintained.

When emailing the club membership, follow basic protocol: Spell check, test links to ensure they work.

All Committee members are required to put communications through the Club Secretary for any matters that need to reach the full club membership.

All queries to be directed to secretary@hawksicehockey.com.au

Code Of Conduct Policy

Aim: Prevent & address inappropriate behaviour on and off the ice promptly.



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com



COCKBURN HAWKS ICE HOCKEY CLUB

All Members, including players, coaches and volunteers are required to abide by the IHWA code of conduct, and incumbent IHA Codes of Conduct. In addition the Hawks club has a yellow and red card system.

After a verbal warning is made, the coach provides a cautionary “yellow card” warning to the player and, if under 18, also advises parent of the incident.

If there is continued misbehaviour the coach initiates a “red card” and asks the player to leave the ice for a period of time.

For under 18's the coach(s) and Junior rep meet with the parent and player. The junior rep will document for record.

For 18+ aged players the coach(s) and senior rep will meet with the player. The senior rep will document for record.

Club and/or state level consequences may be applied for policy breaches.

All queries to be directed to junior@hawksicehockey.com.au, seniors@hawksicehockey.com.au and coaching@hawksicehockey.com.au.

Member Protection Policy

Aim: To assist in maintaining ethical and informed decisions and responsible behaviours within our Club (In accordance with the IHA MPP), including a third party mediator where required

All club members have the right to be treated with respect, dignity and fairness as well as being safe from harm and protected from abuse.

The Club uses the IHWA code of conduct. If an individual feels they are not being treated in a fair manner in accordance with the code, they have the right to have their questions/or grievances heard in a ‘safe and unbiased’ environment.

All issues or complaints must be raised in writing and emailed to secretary@hawksicehockey.com.au. The Club will aim to answer the initial email within 7 days, advising of the steps being taken to address the complaint. All emails will be treated with the strictest confidence.

If required, a neutral third party mediator (Club MPIO) may need to be involved.

Areas covered under, but not limited to, include child protection, risk management, codes of conduct, choosing suitable volunteers, taking images of children, discrimination, harassment, bullying, pregnancy, gender identity, alcohol, illicit drugs, smoking and cyber bullying.





COCKBURN HAWKS ICE HOCKEY CLUB

All queries to be directed to secretary@hawksicehockey.com.au,
president@hawksicehockey.com.au, seniors@hawksicehockey.com.au,
juniors@hawksicehockey.com.au

Budget & Fee Set Up Policy

Aim: Streamline fees, minimise administration, increase transparency, and minimise bookkeeping burden.

The club fees are set by the following guidelines and budget expenditures. Every year the budget document should be updated with any new or changing information to allow for modification and improvement.

Player Fees are typically calculated in the following fashion:

Ancillary Expenses – All general club expenses are added up and split amongst all teams for the club. These are typically the costs include accounting fees, end of season windup, storage shed fees, website fees, and equipment purchases such as pucks.

Game Expenses – Each team is assigned a number of season games as directed by IHWA with an extra game assumed for finals for all teams. i.e. 18 game season is calculated as 19 games for the sake of ease. These expenses are assigned to the team that plays the games.

Training Expenses – Each team is assigned the cost of the ice that they train on.

Coach Expenses – Each team is assigned the cost of the ice that they train on.

The total expenses then are attribute to the expected number of players for each team. Typically juniors are assuming 13.5 paying players, and seniors are assuming 15.5 paying players.

Season fees will be set within 30 days of receiving season schedules from IHWA and emailed to all members.

Goalkeepers will be offered a flat 50% percentage discount across the club for juniors and seniors for their primary fees only.

Playing on a second team will continue to attract a flat “one off” fee of \$650.

Club, IHWA, and IHA fees are subject to change. The club has no say over IHWA and IHA fees and they are not negotiable or subject to any discounts.

All queries to be directed to treasurer@hawksicehockey.com.au



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com



COCKBURN HAWKS ICE HOCKEY CLUB

Payments Policy

Aim: Minimise delinquent payments and admin burden caused by late payments and ensure the Hawks Ice Hockey Club remains a viable sporting club

Esportsdesk fees must be paid in full before first club training session for returning players.

All full fee-paying **Senior** Members have the ability to pay upfront or in four instalments.

- Payment 1 due 1st April (\$300)
- Payment 2 due 1st May (\$300)
- Payment 3 due 1st June (\$300)
- Payment 4 due 1st July (\$Balance)

Coaches / Goalies will have payments across two instalments as they receive a discount.

- Payment 1 due 1st April (\$300)
- Payment 2 due 1st May (\$Balance)

All full fee paying **Junior** Members have the ability to pay upfront or in four instalments.

- Payment 1 due 1st March (\$400)
- Payment 2 due 1st April (\$400)
- Payment 3 due 1st May (\$400)
- Payment 4 due 1st June (\$Balance)

Coaches / Goalies will have payments across two instalments as they receive a discount.

- Payment 1 due 1st March (\$300)
- Payment 2 due 1st April (\$Balance)

Payment plans are available to anyone experiencing financial difficulty, but email to the treasurer must be received before the first payment date.

Only one discount (e.g. goalie, FIFO) can be applied to any one member's fees.

All training and game fees for the full season must be paid for irrespective of attendance.

Non-payment will result in the member being deemed to be unfinancial. Unfinancial players are not permitted to participate in club, state or national events and are not permitted to transfer to another club or join CIA programs. This includes any games and will be managed by the team





COCKBURN HAWKS ICE HOCKEY CLUB

coaches and team managers. At the appropriate times, teams will be notified if they have players who are unfinancial.

Players experiencing serious injury, illness or financial hardship should contact the club's Secretary immediately.

Credit card payments attract a 2% surcharge.

All queries to be directed to secretary@hawksicehockey.com.au and treasurer@hawksicehockey.com.au.

Mid-Season Players Joining

Aim: To allow players to join who have unexpectedly moved to WA.

Players are free to join any team mid-season provided they:

- have signed up to EsportsDesk
- approved by team coach and team manager
- approved by the appropriate Coordinator
- have paid a pro-rata set of fees for the Hawks based on remaining games.

Mid-Season joining players cannot be counted in the team's core players.

Injury Policy

Aim: To clarify members, claim to fee refund due to injury.

Fees are payable for the season in full and any claims for refund due to injury will need to be submitted via email. The following should be used as a guide:

Any injury sustained outside of training or games is not eligible for refund.

The injured person should notify team management at training, or have injury noted on the gamesheet during a game. An email from the injured party needs to be sent to secretary@hawksicehockey.com.au.

If the injury is serious, a medical certificate should be obtained that indicates length of expected absence from training and games.

Only training & game absences, due to injury, that exceed a period equal to, or greater than, 6 weeks will be eligible for fee refund. Players must not train with the club during this period - any injury "testing" should be done outside of club ice time.





COCKBURN HAWKS ICE HOCKEY CLUB

Any fee refund claim must be sent via email to secretary@hawksicehockey.com.au and cc'd to treasurer@hawksicehockey.com.au and must include initial medical certificate.

To claim under the IHA insurance please refer to www.iha.org.au/insurance/

Medical clearance is required by returning players who have claimed under the IHA insurance.

Any player who returns to play prior to obtaining a medical clearance, must ensure that it is noted on the gamesheet that they are playing with a pre existing injury.

All queries to be directed to secretary@hawksicehockey.com.au.

Shift Work Policy

Aim: Offer opportunities to non-permanent players to take place at a fair rate.

Typically, this is applied to Shift Workers, FIFO workers, and ADF workers. FIFO/ADF/Shift discount will be a flat 50% discount entitling the player to 50% or less of the in-season number of games.

Any additional games above 50% will be invoiced at \$50 a game.

Approval for this status must be in place prior to the season start. Approval is gained by applying via the following [Hawks - Shift Worker Application](#), sending FIFO/ADF roster arrangements including a signed letter from your employer confirming your roster to the registrar@hawksicehockey.com.au.

Once the approval is gained, an invoice will be issued with the corrected amount.

All queries to be directed to secretary@hawksicehockey.com.au and treasurer@hawksicehockey.com.au.

AJHL Players Policy

Aim: To clarify fee, training & game expectations where Hawks is treated as your second club.

Premier League Sharks will be the priority for training and games for players selected to the Sharks Team.

Players are also eligible to play/train for a PL or Div 1 team for Hawks where scheduling allows. These players will pay a play-up fee to join this time.

AIHL Players Policy

Aim: To clarify fee, training & game expectations where you are selected as a AIHL squad member

Thunder players are able to play up to 3 games for no fee (during the IHWA Winter Season). Any extra games will incur a pro rata game fee.





COCKBURN HAWKS ICE HOCKEY CLUB

The club will reimburse the \$75 Esportsdesk registration fee if the Thunder player commits to assisting at club development sessions.

Reward & Recognition Policy: Coaches

Aim: Reward major contributions made to the club by its volunteer coaches.

On an annual basis EOIs are open for coaching positions. As a recognition of the effort and work provided by our coaches to train our juniors, a gift card will be provided to the coaches of a team.

The Club Executive will vet and confirm appointments of these positions.

Coaches must provide a valid Working with Children Clearance, a current IHA coaches accreditation, and be a member of the HIHC and IHWA.

All positions are required to sign Volunteer Agreements and Coaches Duty Statements confirming their commitment for the full season.

The club reserves the right to withdraw any recognition provided to coaches that do not adhere to the above.

A list of approved coaches will be confirmed by the Committee and provided to the Treasurer for invoicing purposes.

The following is the guidelines for coaching recognition.

	Juniors	Seniors
Premier League Coach	-	\$900
Solo Head Coach – Bench	\$900	\$600
Co-Coaches – Bench	\$450	\$300
Solo Coach – Playing	-	\$300

All queries to be directed to secretary@hawksicehockey.com.au and treasurer@hawksicehockey.com.au.

Reward & Recognition Policy: Non-Coaches

Aim: Reward major contributions made to the club by its volunteers.

The Club Executive assesses on a case by case basis, discounts for non-coach volunteers who have been nominated as making extraordinary contributions in the club.



COCKBURN HAWKS ICE HOCKEY CLUB

Any cases will be minuted at a Committee Meeting for fairness, transparency and good record keeping.

All queries to be directed to secretary@hawksicehockey.com.au and treasurer@hawksicehockey.com.au.

Jersey Policy

Aim: Minimise costs and admin by using only approved club logo & colors.

The Club owns and maintains a set of club uniforms, these are loaned annually to members to keep costs as low as possible for players / families:

Club uniforms (jerseys and bibs) provided are a privilege, not a right.

Any club uniforms not returned at the end of the season will be invoiced to the player concerned (\$50 per training bib/jersey \$150 for club uniform). Failure to pay will deem a player to be unfinancial until payment is made in full.

Wilful damage to uniforms will incur invoicing for the uniform.

Club uniforms are distributed to team managers at the beginning of each season.

Players are responsible for purchasing their socks through CIA Pro Shop.

Team managers are responsible for laundering after each game and returning to the club at the end of the season. Players are required to hand in jerseys after each game to their Team Manager and are responsible to take care of this club property.

All queries to be directed to secretary@hawksicehockey.com.au and treasurer@hawksicehockey.com.au.

Jersey Design Policy (Seniors)

The Hawks Ice Hockey Club (HIHC) is governed by the rules of the IIHF, IHA and IHWA and requires the following:



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com



COCKBURN HAWKS

ICE HOCKEY CLUB

The HIHC has a Black strip and a White strip uniform. Where a third team within a league exists a third Red strip will be implemented. An additional colour (teal)

Non-club uniforms are to be phased out of the club through grandfathering and replaced with club only colours and logos that are approved by IHWA.

Players are required at all times to be in uniform at games. The wearing of non-uniform jersey or socks is not permitted under IIHF rules.

Players should not wear their game uniform during training. The additional wear and tear causes damage to jerseys and should be avoided.

Coaches and Team Managers are responsible for enforcing that the correct uniform is worn for IHWA league games.

Any player(s) not in uniform will be responsible for any forfeit costs that result from not being in appropriate uniform.

The club reserves the right to remove and discipline any players who fail to wear club uniform and where done so no refunds will be provided.

Club Policy breach consequences will be applied for this inappropriate behaviour.

Jersey sets will be replaced after 3 years (maximum)

Players will be able to order a personalised team jersey, at their own cost (payment required on ordering), once team announced. The jersey will be their property and responsibility once received.

All queries to be directed to secretary@hawksicehockey.com.au and treasurer@hawksicehockey.com.au.



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com



COCKBURN HAWKS ICE HOCKEY CLUB

Equipment Policy

Aim: Preserve equipment so other members can enjoy using it for years to come.

The Hawks Ice Hockey Club uses a variety of equipment at Cockburn Ice Arena:

Large nets are to be placed on the ice (without pins due to increased risk of injury).

Coaches are responsible for ensuring teams put back any equipment in its original place. For example tyres stacked neatly on their trolley, not left on the benches/ floor.

Coaches are responsible for collecting pucks and returning to storage (or transferring this responsibility to Team Managers if agreed upon). If coaches have been issued with team pucks then they are responsible for carrying to and from training – they are never to be left on the premises, other than locked in the club cupboard, as they may be stolen.

All queries to be directed to secretary@hawksicehockey.com.au and treasurer@hawksicehockey.com.au.

Drugs and Alcohol Policy

Aim: to ensure a safe and protected environment for the enjoyment and safety of players and supports/spectators.

The Hawks Ice Hockey Club will follow the following points:

Players must not drink before taking to the ice before training and/or a game. To step on the ice after drinking alcohol voids player insurance. It is also for the safety of other players and coaches.

Players must not be under the influence of illicit drugs during training and/or games. This violates insurance and does not provide a safe environment for the players, officials and coaches.

If a player is found to be training or playing under the influence of alcohol and/or illicit drugs, the player will be asked to leave the ice immediately. The player would be referred to the Committee for disciplinary action.

The Hawks Club will follow the IHWA/IHA policy and code for this.



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com



COCKBURN HAWKS ICE HOCKEY CLUB

Policy Breach Consequences

Consequences depend on the nature and severity of the breach but may include disciplinary action by the club including any of the following:

- Informal warning
- Warning in writing
- Suspension
- Membership Termination

All warnings, from 1 - 4, need to be notified to the secretary to maintain a chain of support and ensure all documentation is completed.

If required, the club will notify the Cockburn Ice Arena facilities and / or Ice Hockey WA and Ice Hockey Australia.

Season Refund Fee Policy

We understand that unforeseen circumstances may arise, preventing players from completing the season. While we empathize with these situations, we regrettably cannot offer refunds. Our club's financial planning is designed to maximize resources for all members and ensure the club's ongoing viability. Each registration plays a crucial role in this plan. However, we are committed to supporting our players and their families in other ways during challenging times and encourage open communication with us to explore possible solutions.



[cockburnhawksicehockey](https://www.facebook.com/cockburnhawksicehockey)



www.hawksicehockey.com

