

**BISMARCK HOCKEY BOOSTERS  
&  
BISMARCK PARKS & RECREATION**

**Youth Hockey Program**

**Handbook for the 2020-2021 Season**



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## GENERAL INFORMATION

### Welcome from the Board

Welcome to the Bismarck Hockey Boosters. Bismarck Hockey Boosters is herein referred to as “BHB” or as the “Club”. This policy manual is designed to provide the parents, players and coaches an outline to the BHB youth hockey program. This document is divided into two sections. Section One describes the organizational structure and fundraising activities of the Bismarck Hockey Boosters. Section Two is a guide to the on-ice development program which outlines skill development goals for each age group. Please read and make a copy of this document, as it will be your guide throughout your participation in the BHB program. Should you have any additional questions about the program or would wish to volunteer for one of the BHB committees or projects, please refer to the BHB website for board member information.

### Mission Statement

**The primary objective of the Bismarck Hockey Boosters Association is to provide a quality program designed to promote interest and participation in ice hockey.**

All programs offered by the Association will meet the guidelines, rules and regulations established by USA Hockey and the North Dakota Amateur Hockey Association (NDAHA). The foundation for program excellence consists of instruction, competition, and skill development. Programs are offered to all participants without regard to sex, race or creed. Expanding on these basic objectives, the Bismarck Hockey Boosters strive to be a leader in development of a youth athletic organization that provides the environment for each child to achieve his or her maximum potential in the sport.

The Bismarck Hockey Boosters provides the structure that can give each skater an opportunity to experience development of physical skills, social interaction, team spirit, goal setting, commitment, discipline, and fun.

The Bismarck Hockey Boosters relies on each family to embrace these goals to keep this organization a leader in youth hockey.

### USA Hockey SafeSport Program

SafeSport is a free online training program required by Bismarck Hockey Boosters and USA Hockey for those planning to coach, officiate, volunteer on-ice or in locker rooms. The safety of our participants is of paramount importance to Bismarck Hockey Boosters. USA Hockey’s SafeSport is our organization's program for creating the safest possible environment for participation in hockey. As an affiliate of USA Hockey, the Bismarck Hockey Boosters fully supports and adopts the USA Hockey SafeSport Program and will administrate and enforce the policies and provisions set forth in the USA Hockey SafeSport Handbook. The SafeSport Program supersedes any other code of conduct or zero tolerance policies published by Bismarck Hockey Boosters.

All coaches, coordinators and youth volunteers are required to complete the USA Hockey SafeSport Program. In addition, Bismarck Hockey Boosters requires at least one parent in each family to complete the USA Hockey SafeSport training, Bismarck Hockey Boosters relies

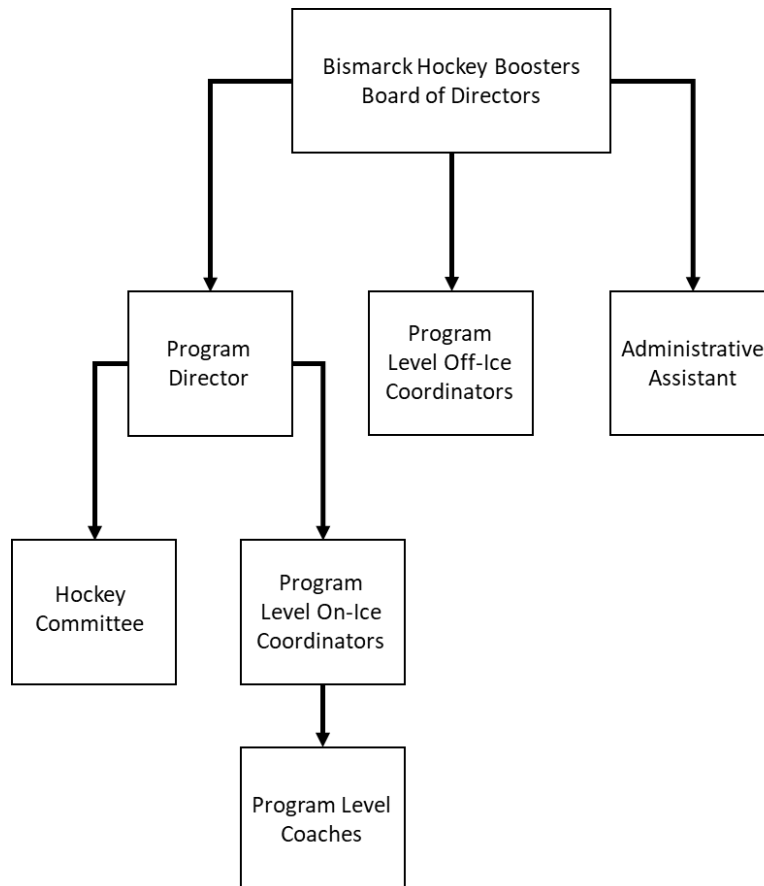
heavily on parent volunteers to assist with making this program a success. Any person having contact with a youth hockey player under any Bismarck Hockey Booster sanctioned activity must have their SafeSport certification completed. It is further recommended that all members review the SafeSport Handbook.

USA Hockey has long had systems in place to protect its' participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include, without limitation, Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey SafeSport Handbook is intended to update and collect USA Hockey's various policies to protect its' participants from all types of misconduct and abuse.

By participating in the Bismarck Hockey Boosters program, you are fully agreeing to the policies, provisions and procedures contained within the USA Hockey SafeSport Handbook. A copy of the USA Hockey SafeSport Handbook can be found on the "SafeSport" page of the Bismarck Hockey website at <http://www.bismarckhockey.com/>.

### SafeSport Administration

Bismarck Hockey Boosters has implemented an organizational structure to administrate the SafeSport program. The following organizational chart and position descriptions explain the roles, as they relate to the SafeSport program.



## **Bismarck Hockey Off-Ice Structure**

### **Prohibited Conduct**

Bismarck Hockey Boosters prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in Bismarck Hockey Boosters may be subject to disciplinary action for violation of the Code of Conduct or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

### **Reporting Procedures**

It is the policy of Bismarck Hockey Boosters to enforce a strict reporting policy regarding any behavior that is deemed inappropriate or against the Code of Conduct. The procedure for reporting any violations is as follows: 1) notify your off-ice coordinator; 2) the off-ice coordinator will then inform the Bismarck Hockey Boosters President; 3) the President will then report any misconduct or inappropriate behavior to the Disciplinary Committee. See Disciplinary Policy for more information.

Reports of any actual or suspected violations may be emailed to USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or you may call 1-800-888-4656.

### **Off-Ice Coordinators (Members at Large)**

The Off-Ice Coordinators are in charge of handling all off-ice matters related to their designated levels and serve as the level's liaison to the SafeSport Coordinator for parents, Team Managers, Locker Room Monitors, and any other staff member and/or volunteer at their level, regarding any issues or allegations that may arise. If an Off-Ice Coordinator receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to the Bismarck Hockey Boosters President. The Off-Ice Coordinators will assist in resolving any issues or allegations that may arise, under the guidance of the Bismarck Hockey President. If serious issues and/or allegations arise, the conduct will be reported to the Disciplinary Committee and the Disciplinary Committee will follow the guidelines set out in Bismarck Hockey Booster's Disciplinary Policy.

### **Team Managers**

The Team Managers oversee finding Locker Room Monitors for their designated team and shall provide the names of all Locker Room Monitors for their team to the Off-Ice Coordinator for their level. If a Team Manager receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to their designated levels' Off-Ice Coordinator.

### **Locker Room Monitors**

All teams, Squirt level and higher are required to have a Locker Room Monitor(s). The Locker Room Monitors will enforce the Bismarck Hockey Booster's Locker Room Policy for their designated team. If a Locker Room Monitor receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to their designated levels' Off-Ice Coordinator.

## **Bismarck Hockey Boosters' Locker Room Policy**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to Bismarck Hockey Boosters' goals. Bismarck Hockey Boosters adheres to USA Hockey's SafeSport Program as a means to help protect its' participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, Bismarck Hockey Boosters has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At VFW #1 & #2 and Capital Ice Complex, there are several locker rooms available for our program's use. Each of the locker rooms has its own or shares a restroom and shower area. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. Bismarck Hockey Boosters' Team Managers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower, if desired.

### **Locker Room Monitoring**

Bismarck Hockey Boosters has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Coaches or Locker Room Monitors will conduct a sweep of the locker rooms and changing areas before players arrive. If a team's coaches are not inside the locker rooms a Locker Room Monitor (which has been screened) will at a minimum be posted directly outside of the locker rooms and changing areas during periods of use and enter the locker room at random intervals to ensure no inappropriate behavior is occurring. Doors to changing areas or locker rooms may be left open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker rooms appropriately during times when the team is on the ice.

### **Parents in Locker Rooms**

Except for players at the younger age groups (Mites and Termites), we discourage parents from entering locker rooms. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents

leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

### **Mixed Gender Teams**

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

### **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they shall be taken outside of the locker room. The no cell phone or recording device also applies to any player who wishes to stream music. If a player wishes to play music, another device must be brought in by that player that does not have recording capabilities.

### **Prohibited Conduct and Reporting**

Bismarck Hockey Boosters prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in Bismarck Hockey Boosters may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations may be emailed to USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or by phone at 1-800-888-4656.

### **Bismarck Hockey Boosters' Travel Policy**

Bismarck Hockey Boosters has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments. Some teams have travel limited to only a few events per year, and some teams have no travel other than local travel to and from our own arenas. BHB has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").



## **Local Travel**

Local travel occurs when Bismarck Hockey Boosters or one of its teams does not sponsor, coordinate, or arrange for travel.

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

## **Team Travel**

Team travel is overnight travel that occurs when Bismarck Hockey Boosters or one of its' teams' sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, Bismarck Hockey Boosters will provide reasonable advance notice before team travel. Travel notice may also include designated team hotels for overnight stays, as well as a contact person within Bismarck Hockey Boosters or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Bismarck Hockey Boosters will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. Bismarck Hockey Boosters will make efforts to provide adequate supervision through coaches and other adult chaperones. However, we rely on parents to serve as chaperones and may be limited in providing this match.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its' coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian, sibling of the player, or other relative with prior approval from Bismarck Hockey Boosters Board).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team manager who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach shall at any time be under the influence of alcohol or drugs while performing their coaching duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches and team personnel will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

## **Prohibited Conduct and Reporting**

Bismarck Hockey Boosters prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in Bismarck Hockey Boosters may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations may be emailed to USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or by phone at 1-800-888-4656.

## **Bismarck Hockey Boosters Rules of Conduct**

In addition to the USA Hockey SafeSport program, all USA Hockey and the North Dakota Amateur Hockey Association rules of conduct apply to all coaches, players and family members of the participating player for on- and off-ice activities. USA Hockey and North Dakota Amateur Hockey Association rules govern all games and conduct.

By registering for any sanctioned program or activity through Bismarck Hockey, all players and legal guardians of the participating player are acknowledging and agreeing to the USA Hockey SafeSport program, as well as the USA Hockey and the North Dakota Amateur Hockey Association rules of conduct.

If a coach, player or family member within the Bismarck Hockey Boosters in any way interferes with the rights of another Bismarck Hockey Boosters member, be it player, coach, team parent, employee, or official, he/she can be suspended from the Bismarck Hockey Boosters program. Examples of rights include, but not limited to: (includes **in person** and all **social media**)

- Verbal abuse or disparagement directed at a Bismarck Hockey Booster player, member, official, or employee
- Physical abuse of Bismarck Hockey Boosters player, member, official, or employee
- Threats directed towards Bismarck Hockey Boosters player, member, official, or employee
- Intimidation or harassment of a Bismarck Hockey Booster player, member, official, or employee
- Violation of the Parent/Family Member Code of Conduct
- Violation of the Grievance Policy

The Bismarck Hockey Boosters program has a Zero Tolerance towards bullying, profanity/vulgar language, racial/ethnic slurs, and un-sportsman like conduct. Although this policy pertains primarily to players, the Zero Tolerance towards profanity/vulgar language and racial/ethnic slurs will also apply to coaches, family members, and fans. Unsportsmanlike conduct for the Parents and Family Members shall be discussed in the Parent's/Family Member's Code of Conduct. Action for a violation of the Zero Tolerance Policy will be taken as proscribed for violations in the disciplinary action section of this booklet. This policy is to be considered in effect for all Bismarck Hockey Booster events, both home and away.

**This will be considered your only notice and warning!**

## Procedure for Suspension and Discipline of Members

In response to allegations of abuse or misconduct, the USA Hockey Bylaws that are applicable to suspensions and disciplinary proceedings shall apply. Those bylaws are found in Bylaw 10 of the USA Hockey Annual Guide. Bylaw 10 provides for a disciplinary process that must be followed in connection with suspension or other discipline of an individual, team, organization or others within the jurisdiction of USA Hockey. By following the procedures of Bylaw 10, Bismarck Hockey Boosters can provide a fair and reasonable process for handling reports of abuse by members. A copy of the USA Hockey Bylaw 10 can be found on the "SafeSport" page of the Bismarck Hockey website at <http://www.bismarckhockey.com>.

### **For any criminal activities (theft, destructive vandalism, illegal possession of drugs or alcohol, etc.)**

The Board of Directors reserves the right to issue additional disciplinary action, that may include:

- Service to Bismarck Hockey Booster program;
- Require restitution; and/or
- A minimum suspension of up to six weeks, and depending on the severity of the act, in the discretion of the board, up to a permanent suspension.

### **Non-Club Activities**

Bismarck Hockey Boosters does not have control over non-club activities. The Board of Directors believes that participation should be viewed as a privilege. As such, the Club will work with parents and schools to take appropriate action as a consequence for any delinquent activity or to encourage satisfactory school performance.

### **Disciplinary Actions as a Result of Penalties in Games**

The player's coach may appeal any of the following actions to the BHB Board of Directors within one week of the incident.

Player receiving a game misconduct:

- First infraction – USA Hockey rules will apply
- Second infraction – USA Hockey rules will apply plus three additional periods following suspensions
- Third infraction – USA Hockey rules will apply and player is suspended from further play until he/she appears before a Disciplinary Committee with his/her parent(s) and is reinstated by the committee

State Match Penalty:

- Any player or coach receiving a match penalty will be responsible for all related costs for the hearing before they will be able to participate in any games or practices.

## BISMARCK HOCKEY BOOSTERS DISCIPLINARY POLICY

### **\*\* Disciplinary Actions Will Carry Over from One Season to The Next Season. \*\***

It is the policy of the Bismarck Hockey Boosters (hereinafter “BHB”) that all of its’ players, parents, coaches and any other individual participating in the activities of BHB (referred to collectively as “Member(s)”) exhibit the qualities of good sportsmanship and civil behavior and abide by the USA Hockey Parent’s Code of Conduct, USA Hockey Participant’s Code of Conduct, USA Hockey Coach’s Code of Conduct, and the USA Hockey Zero Tolerance Policy.

It is the intent of BHB to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by BHB, USA Hockey, or any other participating event. An individual is participating in a sponsored activity if he or she is a spectator, a volunteer official (time-keeper, score keeper, penalty box supervisor or other off-ice official), a player or coach on a BHB team or in attendance at any event sponsored by BHB.

When it is found that a Member has violated a level infraction or the Code of Conduct, BHB will discipline the individual in accordance with the procedures and punishment set forth in this policy and guideline.

#### **Definitions**

“*Assistant Coach*” means a certified coach that serves under the direction of the Coach.

“*Board*” means the BHB Board of Directors.

“*Coach*” means the person primarily responsible for directing and guiding the play of the team. The Coach is responsible for the conduct of the players before, during and after practices and games.

“*Disciplinary Committee*” means the BHB committee responsible for administering this policy and guideline.

“*Hearing Committee Chair*” means the Board member of BHB that has been assigned to the Discipline Committee.

“*Off-Ice Coordinators*” are in charge of handling all off-ice matters related to their designated level and serve as that levels liaison to the SafeSport Coordinator for parents, Team Managers, Locker Room Monitors, and any other staff member and/or volunteer at their level, regarding any issue or allegation that may arise.

“*Member*” means an individual that is registered as a member of the BHB, including any player, parent or coach.

“*Other Individual Associated with the Association*” means an individual that participates in BHB’s activities and programs that is not an employee or member, such as an individual that may perform minor official duties at the request of BHB or another game official.

“*Special Meeting*” means a meeting called by the Hearing Committee Chair to address a disciplinary matter that warrants a review before the next regular Discipline Committee meeting.

“*Taunting or Threatening*” means to address an individual or individuals in an intimidating, mocking, insulting, or contemptuous manner or to verbally or physically express an intention to inflict harm upon another individual or individuals.

## **Authorization**

The Committee has the full power and authority to carry out and administer the provisions of this policy and guideline.

## **Bismarck Hockey Boosters Discipline Committee**

The Past President shall chair the Disciplinary Committee. The Committee consists of four reasonably disinterested and impartial persons, appointed by the President of the Board. In the event any member of the Committee is unable to participate in the discipline process, the President or Vice-President shall appoint another member to serve as a temporary member.

Members of the Committee serve at the discretion of the Board and any member may be suspended or removed by the Board for violations of a level infraction or the Code of Conduct or breach of responsibility associated with the duties of the Committee.

Any Member of the Committee that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way. Such member shall be replaced by another member as provided above.

Any other Member of the Committee may recuse themselves from participating in a hearing if they feel as though they cannot participate in an impartial manner.

## **Duties of the Committee**

The Committee shall:

1. Review allegations of misconduct;
2. Determine if an individual has violated a level infraction;
3. Issue punishment commensurate with the severity of the offense when the Committee finds that a violation has occurred;
4. Report to the Board regarding its activities; and
5. Conduct other business as necessary to carry out its duties.

The Committee will meet as necessary during the scheduled season to carry out its duties. All members of the Committee must be present to conduct any business or discuss any disciplinary matters.

The Committee will also review all misconducts and game suspension penalties to determine if additional disciplinary action is warranted and to assure game suspensions are appropriately served and documented.

## **Powers of the Committee**

The Committee can receive allegations from members via their Off-Ice Coordinator, Hearing Committee Chair or President alleging violations of a level infraction, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation, meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board.

The Committee has the power to determine punishment, as described in the section titled Punishments, Terms and Conditions, including the termination of membership.

## Procedures

The following procedures are used to review allegations:

1. Notice of an Issue: Any Member may notify their Off-Ice Coordinator about an issue that he or she believes warrants the Committee's attention. If there is a conflict with the Level Director, the Member may notify the President of the Board or the Hearing Committee Chair. Notice is to be provided to the Committee in writing, preferably on the disciplinary form available at the end of this policy, and on BHB's website.
2. Distribution of a Notice: The Hearing Committee Chair is to distribute all Notices received to all Committee members as soon as possible.
3. Notice to Parties: The parties that are the subject of the Notice will be notified within 7 days of the Committee's receipt of the Notice and provided the opportunity to attend the scheduled Review Meeting. At the discretion of the Committee, parties may be allowed to provide written information relative to the incident in question, in addition to, or in lieu of, attending the review meeting.
4. Review Meeting: The Hearing Committee Chair will schedule the Review Meeting within 30 days of receipt of the Notice. The parties that are the subject of the Notice must be provided at least 7 days' notice of the Review Meeting. The purpose of the Review Meeting is to establish the facts relative to the incident being reviewed and to conduct a fair hearing.
5. Hearing Requirements: A fair hearing is required during the Review Meeting, including:
  - a. Reasonable notice of the grounds for the proposed suspension, but any grounds supported by the evidence presented may be considered in reaching a decision;
  - b. Notice of the possible punishments following an adverse finding;
  - c. A reasonable opportunity to present their case and argument;
  - d. The ability to have counsel present (provided that, the Disciplinary Committee may set the rules for such participation); and
  - e. The appeal procedure when a decision is rendered.
6. Hearing Rules: The Disciplinary Committee may decide the level of formality for the Review Meeting, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as each party is treated substantially equal.
7. Burden of Proof: The party proposing the punishment and/or suspension must establish the facts and the violation of rules or bylaws by a preponderance of the evidence (i.e., more likely true than not true).

8. Actions of the Committee: At the Review Meeting, the Committee will review the Notice, hold a hearing and take one or more of the following actions:
  - a. Determine that no violation has occurred and dismiss the matter;
  - b. Determine that a violation of a level infraction has occurred;
  - c. Determine that additional information needs to be collected to establish facts and make a determination;
  - d. Continue discussion on the matter until the next regularly scheduled meeting. Disciplinary matters may be continued only once unless the Committee finds there is cause to continue the matter for a specified period of time. A decision must be made within 15 business days of the Review Meeting.
  
9. Disciplinary Meeting: If the Committee determines there is a violation of a level infraction, the Committee must hold a Disciplinary Meeting within 7 days of the Review Meeting to determine the punishment. The Disciplinary Meeting can be held concurrently with the Review Meeting if the individual found to be in violation of a level infraction is present or has indicated that he or she does not plan to be present.
  
10. Issuance of Findings of Fact, Determination and Punishment: Upon conclusion of the Review and Disciplinary Meetings, the Committee will issue a written Findings of Fact and the Determination and Notice of Punishment to the Secretary of the Board and the party that is the subject of the Committee's determination. The Hearing Committee Chair or the Secretary of the Board will notify the Board of the Committee's decisions. The Findings of Fact and Determination must contain (i) findings of material facts (i.e., the committee finds the following occurred), (ii) conclusions (i.e., based upon the facts above, the committee concludes that the person violated Bylaw \*\*), and (iii) the order of the Committee (based upon the conclusions above, the Committee hereby orders the following penalty...).

### **Temporary Suspension/Benching Pending Review**

A player may be temporarily suspended or benched by any Coach or Assistant Coach for the following infractions committed during, or immediately before or after, any game or practice:

1. For swearing;
2. For being absent from a game or practice without good reason;
3. For use of tobacco, drugs or alcoholic beverages;
4. For willful destruction or mishandling of property belonging to another;
5. For unsportsmanlike conduct on or off the ice;
6. For stealing property belonging to others.

A Coach or Assistant Coach can bench a player for up to 2 games without having to go to the Disciplinary Committee. Any violation of a level infraction that is of a more serious nature would be reported to the Disciplinary Committee via the methods described above. However, in the meantime, the Coach or Assistant Coach has the ability to bench and/or temporarily suspend the player until the Disciplinary Committee has made their determination as to whether an infraction occurred and what the punishment shall be.



A coach may be suspended by the Board for the following infractions committed during his “employment” with BHB:

1. For missing a game or practice without good reason, or for not seeing that someone takes charge of his team during their absence;
2. For disrespectful conduct towards any official, player, coach, representative, arena personnel, or Board Member;
3. For intoxication during games, practices or meetings;
4. For harassment and/or abuse.

A parent or other spectator may be suspended for any of the above infractions if committed during, or immediately before or after, any game or practice.

In instances where the alleged infractions are of a serious nature or are listed above, a Board member with the concurrence of another elected Board Member of BHB can temporarily suspend a Member from participating in any BHB activity until the Committee reviews the matter during a Review Meeting. At the Review Meeting, the Committee may continue or terminate the suspension while the matter is under review.

In addition to the authority to temporarily suspend a Member set forth above, the head coach of any team, or an assistant coach if the head coach is not present, has the authority to immediately remove any player or spectator from any game, practice or activity if the player or spectator commits an infraction that the coach, in his or her own discretion, deems is of a serious enough nature that immediate removal is appropriate. The coach responsible for removing the player must contact their Off-Ice Coordinator, as soon as possible and report the incident, at which time the incident will be treated in accordance with the rest of this policy.

### **Match Penalties**

Any player receiving a match penalty during the course of a game will automatically be suspended until the case is reviewed by the Committee, and will not be allowed to resume practice or play in any USA Hockey sanctioned event (whether with BHB or any other association) until released to do so by the Committee or the Board.

### **Administration and Enforcement of Incidents**

The Hearing Committee Chair as directed by the Committee will administer the punishment decided on by the Disciplinary Committee, which includes documentation of the incident, establishment of the calendar for the punishment term, notification of coaches, team managers or other appropriate individuals of the punishment, notice to the Member when the conditions of the punishment have been satisfied and other appropriate duties.

The Disciplinary Committee and the Board, through its representative on the Discipline Committee, will monitor the punishment. Failure by a Member to honor any punishment or suspension will be punishable up to and including dismissal from BHB.

In the event the person(s) membership with BHB is revoked, it will be for a minimum term of one (1) year. After the said time limit expires, the person(s) may reapply for membership with BHB. Permission to rejoin BHB is subject to the approval of the Board.

## **Appeals of the Committee Decision**

The Committee's decision regarding determinations of violations of a level infraction resulting in a verbal warning, a Level 1 or Level 2 punishment cannot be appealed. Determinations resulting in Level 3 or higher punishments can be appealed to the Board. Appeals are to be submitted in writing to the Secretary of the Board within ten (10) days of the issuance of the punishment and state clearly the basis for the appeal.

The members of the Disciplinary Committee will not participate in any hearings held by the Board relating to an appeal of the Disciplinary Committee.

Any Board member that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way.

## **Punishments, Terms and Conditions**

The following punishments can be issued (this is not an all-inclusive list but is used as a guideline):

### **A. Verbal Warning**

- a. Any disrespect shown to any coach, parent, or teammate. Back talk or any other displays of disrespect will not be tolerated.
- b. Any action that would result in a minor game penalty. Player will serve time in penalty box per on-ice coaching supervision during practice or any BHB associated activity.
- c. Any other action that does not rise to a documented time related penalty and requires no further action.
- d. Repeated verbal warnings can lead to a higher level of punishment.
- e. All verbal warnings will be documented and reported to the Committee.

### **B. Level 1: Verbal warning and/or immediate removal from the ice.**

- a. Repeated actions requiring additional verbal warnings, as listed above.
- b. Any action that would result in a Major Game Penalty or Game Misconduct Penalty.
- c. Using profane and/or vulgar language or mannerisms.
- d. All verbal warnings will be documented and reported to the Committee.

### **C. Level 2: Up to seven-day suspension and/or immediate removal from the ice.**

- a. Repeated Level 1 offenses.
- b. Inciting other persons to become involved in any of the listed activities in this section.
- c. Pounding or climbing on the glass, when used in a negative or aggressive manner.
- d. Fighting before, during or after any BHB sponsored event.

**D. Level 3: Up to a 21-day suspension and/or immediate removal from the ice.**

- a. Any other infraction may result in a termination of membership.
- b. Repeated verbal warnings, Level 1 offenses, or Level 2 offenses.
- c. Any action that would result in a Match Penalty.
- d. Throwing of any object onto the ice surface, into the player's area, or at another individual.

**E. Level 4: Up to a 30-day suspension and/or immediate removal from the ice.**

- a. Any other infraction may result in termination of membership.
- b. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- c. Harassment of any kind, including but not limited to:
  - i. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, race, religion, or sex;
  - ii. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance;
  - iii. Unwanted or unnecessary physical contact including touching, patting or pinching;
  - iv. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance; and/or
  - v. Any form of hazing.
- d. Defacing or damaging property belonging to an individual, team, association, or arena.
- e. Going on to the ice surface for any reason, unless directed by coach or other official.
- f. Entering the bench area during a game.
- g. Any form of cyberbullying.
- h. Using cell phones or other electronic devices inappropriately, including taking inappropriate pictures.
- i. Any violations of SafeSport.

**F. Level 5: May result in termination of membership, indefinite suspension, or suspension up to 180 days. A player will also be immediately removed from the ice.**

- a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
- c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
- e. Any sexual offense.
- f. Being involved with any activity that would warrant the summoning of law enforcement officials, including any drug, alcohol, or tobacco use.

Any member receiving a Level 5 punishment must obtain approval from the Committee before returning to involvement within BHB.

Any combination of multiple lower level infractions may result in a higher-level punishment. The Disciplinary Committee retains the right to make this determination. The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

The examples of behavior provided for above are intended to serve as a guide to the Committee, and the Committee is not bound to follow those guidelines if there are circumstances that suggest a higher level of punishment is appropriate. In the event the Committee imposes punishment at a level higher than what is suggested above, the Committee will specifically explain why such a decision was made.

If a player is suspended for any length of time during the season for reasons relating to violations of a level infraction or the Code of Conduct, including removal from BHB, no refunds of any kind shall be made.

If a violation of the rules involves a BHB Member, while representing BHB at another facility, the same rules apply.

If an individual is a repeat offender in consecutive years, the Disciplinary Committee reserves the right to consider past offenses when making a decision regarding an incident in the current season.

In any case, the Disciplinary Committee reserves the right to follow their procedure, which may include restitution for damages, and turn over the violation to the authorities based on the severity of the incident.

Parents are considered Members of BHB and are held to the same standards as the Players. All Members can be punished following the above-stated guidelines.

BHB and/or the Disciplinary committee reserve the right to record any or all meetings regarding disciplinary concerns.

### **Code of Conduct**

The Code of Conduct is to be considered in effect for all Bismarck Hockey Booster events, both home and away.

The Code of Conduct is based upon the rules of USA Hockey and BHB.

This list of words or actions is intended to supplement, but not replace, the USA Hockey Code of Conduct for parents, participants and coaches, as well as the USA Hockey Zero Tolerance Policy.

Violations of the Code of Conduct include, but are not limited to, the following:

- Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.
- Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- Going onto the ice surface for any reason, unless directed by a coach or other official.
- Entering the bench during a game.

- Entering the locker room of an opposing team or obstructing their access or exit from said room or arena.
- Entering the locker room of any official or obstructing their access or exit from said room or arena.
- Using profane and/or vulgar language or mannerisms that is offensive to other persons.
- Throwing of any object onto the ice surface, into the player's area, or at another individual.
- Pounding or climbing on the glass, when used in a negative or aggressive manner.
- Defacing or damaging property belonging to any individual, team, association or arena.
- Violating posted Rink Rules, including, but not limited to:
  - a. Damage to the facility and/or vandalism of any sort
  - b. Theft of any kind
- Being involved with any activity that would warrant the summoning of law enforcement.
- Inciting other persons to become involved in any of the above listed activities.
- Any other conduct deemed inappropriate by the officials, representatives, and Board members of BHB, and rink personnel.

### **24 Hour Rule**

Coaches should not discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact. A Member is not to approach a coach to discuss a game, a game incident or situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact.

*Note to 24 Hour Rule:* Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create a strong reaction from coaches. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment.

For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, BHB has adopted the "24 Hour Rule." The intent of the rule is to move an emotional and confrontational discussion away from the presence of the players, and to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in the game in perspective before meeting to discuss it.

### **Parents/Family Members Code of Conduct**

It is the intention of the Bismarck Hockey Boosters to promote fair play and respect for all participants. It is expected that all parents and family members of Bismarck Hockey Booster participants read and understand the Parents/Family Members Code of Conduct and continue to observe all the principles contained within the code. Within the code the term "child" is used to refer to the participant of whom the person committing the violation is related to. Any violation of this code will be subject to disciplinary action to be taken by the Disciplinary Committee per the procedures defined in Bismarck Hockey Boosters' Disciplinary Policy. When you register to participate in Bismarck Hockey Boosters, you agree to follow the Parent/Family Members Code of Conduct. Registration will constitute an agreement for parents or legal guardians and/or additional family members to abide by the principles of the Code of Conduct.

## Principles:

- I will not force my child to participate in Hockey.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child to do their best. I will praise my child for competing fairly and hard.
- I will never ridicule or yell at my child for making mistakes or losing a game.
- I will remember that children learn by example. I will applaud good plays by both my child's team and their opponents. I will not be critical of, or embarrass, any player, including opposition players.
- I will never question the officials' or coaches' judgment or honesty in public. I recognize that coaches and officials are being developed in the same manner as players.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.
- I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans.
- I will emphasize skill development and a serious approach to practices and explain how skill development will benefit my child.
- I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child's development in the game.
- I will not throw objects of any kind on the ice, or lean over and yell and/or pound on the glass.
- I will communicate all my concerns regarding inappropriate behavior to the assigned off ice coordinators at that level or the Level Director. I will not take concerns regarding the handling of the team or the coaching to the coach.
- I understand the benefits from participating in a team sport, the commitment and discipline and the social skills learned and acquired.
- I will remember that my child plays hockey for his or her enjoyment, not mine.

## Grievance Policy

It is important to the health of our organization to have an open-door policy on any concerns you may have. You need to remember, however, how to best channel your concerns.

For example: If you are unhappy about something a coach does, do not complain to them. Instead, wait 24-hours and then talk to your Off-Ice Coordinator or On-Ice Coordinator; they will then address the situation with the coach. Below is an outline of the grievance procedure that shall be followed by all players, coaches, parents, and family members involved in the Bismarck Hockey Booster Program.

## **Grievance Procedure:**

- If you have a concern, complaint, or suggested change concerning an incident or anything associated with the Bismarck Hockey Booster Program (i.e. coaches, players, officials, etc.):
  - 24-hour Cooling-Off Period Requirement: Allow 24 hours to pass before reporting the situation. In many cases, people will have issues that they feel very passionate about, and this passion can get out of hand when people react instantly to something they do not agree with. This requirement will allow people to think about possible solutions to the situation and be able to discuss them in a rational manner.
  - Have patience with the Off-Ice Coordinator or On-Ice Coordinator. They are tasked to help facilitate a solution with the Board of Directors and enforce the policies adapted by the Board of Directors. They cannot enact any changes unless approved by the Board of Directors.
- Your concerns or complaints shall be directed in one of the following manners:
  - Wait 24-hours to cool-off.
  - Discuss the situation with one or more Board Members.
  - Discuss the situation with the Board Member that has been assigned as your Off-Ice Coordinator.
  - Address your concerns in a letter addressed to the level Off-Ice Coordinator, Program Director who will bring the concern forth to the Board of Directors.
    - Concerns that need to be addressed through a disciplinary procedure must be documented through a written incident report.
    - The off-ice coordinator and/or Program Director will review the incident with the BHB President and recommend to those involved whether further action will be required.

All verbal or written discussions shall be done in a respectful manner in accordance to the Parents/Family Members Code of Conduct adopted by the organization. Any violation of the Grievance Procedure will be considered a violation of the Code of Conduct and subject to disciplinary action to be taken by the Disciplinary Committee.

## **Conflict of Interest Policy**

### **Conflict of Interest Background Information**

A conflict of interest occurs when a person has a duty to promote one interest but chooses to promote a competing interest instead. In the present context, a conflict of interest exists whenever an organization “Insider” chooses to promote an interest in competition with the organization. In essence, a conflict of interest is a breach of the “Insider's” duty to act in the best interests of the organization. Most conflicts arise when the “Insider” stands to profit personally by promoting the competing interest. However, a conflict can also exist when the interests of friends, relatives or business associates are promoted.

Conflicts of interest are especially harmful when undisclosed. By not disclosing competing interests, a person acting in a representative capacity is cheating. The problem with an undisclosed conflict of interest is that two parties to a transaction may both believe their interests are being promoted, when at least one of them is wrong. This is a matter of current concern in business organizations, many of which have adopted conflict of interest policies. It should also be of concern to nonprofit organizations, because they are not immune to conflict of interest situations.

In fact, nonprofit organizations have a unique vulnerability to conflict of interest situations. This is due in part to the use of volunteers seeking to help the organization in its business transactions. The motives of many volunteers are above reproach, yet some volunteers offer their services having hidden profit motives. Conflict of interest situations abound, involving vendors, employees, and fundraisers. This material seeks to raise an awareness of several conflicts of interest commonly faced by nonprofit organizations. Many conflicts of interest can be avoided if the organization adopts policies designed to prevent them.

Some conflicts cannot be prevented, but they may still be discharged if handled properly. There are two keys to discharging conflicts of interest. First, conflicts of interest must be disclosed to the organization. Disclosure should be made as soon as any conflict is discovered. Second, after disclosure is made, the insider with a conflicting interest must not participate in judging the merits of that interest. This usually means he or she must abstain from voting and refrain from otherwise promoting the outside interest. When these two things are done, the conflict of interest has been discharged. Whatever action other people may take with respect to the interest in competition with the organization, the insider who has discharged a conflict will not be personally liable for such action.

### **Purpose of Conflict of Interest Policy**

The Board of Directors of BHB has developed this Conflict of Interest policy to ensure that any Board action that might confer a private benefit on a Director is understood in advance by the relevant decision makers and that all decisions of the Board are made in the interests of BHB. A director may not use his or her position, or confidential corporate information, to benefit them, or another person or entity.

- i) It is the policy of BHB that each Board member shall disclose in writing to the Board any person to whom the Board member is closely related who is doing business with BHB or may reasonably be expected to do business with BHB in the future and any organization with which the Board member is affiliated that is doing business with BHB or may reasonably be expected to do business with BHB in the future.
- ii) Once a conflict of interest has been disclosed to the BHB Board (through the president), it is permissible for another member of the company to represent that proprietary interest if the BHB director or staff member complies with this policy. Furthermore, a board or staff member cannot personally represent their business and maintain their membership as board or staff member. If a board or staff member wishes to personally represent their proprietary interest, he or she is required to resign their position with BHB before presenting any information to the BHB board.



- iii) Any BHB Director or Staff Member who has a proprietary interest in any motion being considered shall declare any conflict of interest and not take part in any voting and/or discussion or influence of said motion. If said Director or Staff Member does not declare such conflict as aforesaid, any other Director may point out the said conflict of interest to the Board, who shall determine if said Director or Staff Member is or is not in a conflict of interest position and declare said Director either eligible or ineligible, as the case may be, to participate in discussions, influence in the decision of an action, and/or voting.
- iv) It is also the policy of BHB that the Board member with the affiliation not be present when the vote is cast. Moreover, the Board reserves the right to require that the Board member with the affiliation not be present during any substantive discussion of the matter under consideration.
- v) A conflict of interest may also arise when Directors or Staff Members accept gifts from vendors. Therefore, it is the policy of BHB that no Board or Staff member accept gifts from vendors, whether the vendor is directly involved in any operation of BHB event or if the vendor has in the past or will potentially be involved with BHB in the future.

### **Bismarck / Mandan Community Transfer Waiver Policy**

Both of the youth hockey organizations in Bismarck and Mandan, as well as the North Dakota Amateur Hockey Association (NDAHA) and USA Hockey, have rules and regulations in place governing which players are eligible to play in which organizations. These regulations have been put in place in an attempt to curb the movement or trading of players between cities and which tends to result in other players being displaced and potentially not given the opportunities which otherwise would have been provided them. In addition, these regulations help sustain membership in all organizations, promote skill development for all players at each organization / level and promote cohesion and camaraderie amongst players who live and go to school together from the time they begin playing hockey continuing until they reach high school. Generally speaking, these regulations state that players are eligible to play hockey in specific organizations based on which school system the player would normally attend based upon his / her recorded mailing address.

Parents may request a “transfer waiver” to participate in an organization outside the community that they reside in. The requests will be reviewed by a committee consisting of the Bismarck Past-President, Mandan Past-President, Bismarck Board Member, Mandan Board Member and Bismarck or Mandan Secretary. These waivers must be agreed upon and signed by the President of the releasing organization, the President of the accepting organization and the NDAHA SW District Director. Further, it must be acknowledged that the acceptance and signature of these three parties lies wholly within the discretion of each of the three parties, and that they will discuss and evaluate the circumstances of each request; waivers are a matter of discretion by all affected parties designed to address special, unique circumstances, and are not available as a matter of right. If you have successfully petitioned a public or private school to have your child attend a different school than what is prescribed based on your home address, a waiver is still required since it is the school system of residence, not the school system of attendance which

mandates a waiver. A waiver is valid for a single hockey season and previous waiver success does not guarantee or affect future waiver applications.

**Guidelines:**

- A NDAHA Player Transfer / Waiver Form can be found on the NDAHA website.
- It is strongly recommended that anyone seeking a waiver make the transfer request in writing no later than August 1st to:

Bismarck Hockey Boosters  
P.O. Box 2408  
Bismarck, ND 58502

Mandan Hockey Club  
P.O. Box 97  
Mandan, ND 58554

- Individuals that participated in the Bismarck program the previous season (per residency) and currently live in Mandan may continue to play in the Bismarck program.
- Individuals that participated in the Mandan program the previous season (per residency) and currently live in Bismarck may continue to play in the Mandan program.
- Individuals that live outside of the Bismarck / Mandan communities and where hockey is not available will participate in Bismarck if they reside East of the Missouri River.
- Individuals that live outside of the Bismarck / Mandan communities and where hockey is not available will participate in Mandan if they reside West of the Missouri River.
- Individuals that relocate to the Bismarck / Mandan communities will participate in the community in which they currently reside.
- This policy will remain in effect until changed, agreed upon and signed by the Bismarck President, Mandan President and NDAHA SW District Director.

## **BISMARCK HOCKEY BOOSTERS' ON ICE PROGRAM**

### **Mission Statement**

The primary objective of the Bismarck Hockey Boosters Association is to provide a quality program designed to promote interest and participation in ice hockey. All programs offered by the Association will meet the guidelines, rules and regulations established by USA Hockey and the North Dakota Amateur Hockey Association (NDAHA). The foundation for program excellence consists of instruction, competition, and skill development. Expanding on these basic objectives, the Bismarck Hockey Boosters strive to be a leader in the development of a youth athletic organization that provides the environment for each child to achieve his or her maximum potential in the sport. The Bismarck Hockey Boosters provides the structure that can give each skater an opportunity to experience development of physical skills, social interaction, team spirit, goal setting, commitment, discipline, and fun. The Bismarck Hockey Boosters rely on each family to embrace these goals and to keep this organization a leader in youth hockey.

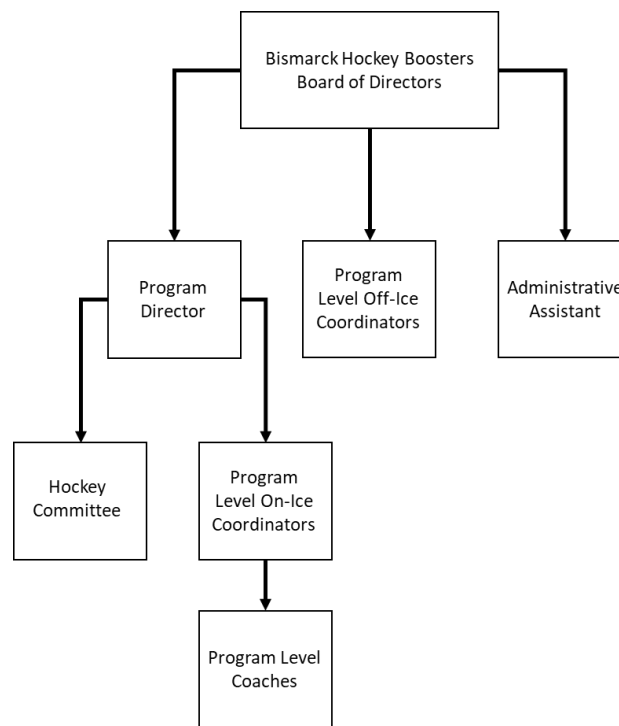
## On-Ice Program Structure

To achieve the Bismarck Hockey Boosters' primary objective of providing a quality program designed to promote interest and participation in ice hockey, the following On-Ice Structure has been created. The intent of the structure is to provide our participants the resources needed at each age level to give the best possible opportunity to develop their skills on the ice. The BHB On-Ice Program will be tasked with the promotion, education and implementation of the USA Hockey American Developmental Model (ADM).

### Bismarck Hockey Boosters' Board of Directors

The Board of Directors recognizes the Program Director as the administrator of the BHB On-Ice Program. The Board of Directors' role in the On-Ice Program is to provide oversight and support, through Off-Ice Coordinators (Members at Large), to the Program Director, On-Ice Coordinators, and Coaches. The Board of Directors will make the final approval of candidates for all positions needed to conduct the On-Ice Program. The Board of Directors shall also make the final decision on the terminations related to all positions needed to conduct the On-Ice Program.

### BHB Organizational Structure



Responsibilities of the Board of Directors include, but are not limited to:

- Make final approval of On-Ice Coordinators, Coordinators and Coaches nominated by the Program Director.
- Make final approval of the On-Ice Program submitted by the Program Director.
- Carry out any decisions and/or recommendations provided by the Disciplinary Committee related to the BHB Code of Conduct or Zero Tolerance Policy according to BHB policy.

## **Program Director**

The Program Director oversees all aspects of BHB On-Ice Program. The Program Director shall select On-Ice Coordinators and submit the candidates to the Board of Directors for approval. The Program Director shall provide oversight and support to the On-Ice Coordinators. The Program Director shall chair the Hockey Committee.

Responsibilities of the Program Director include, but are not limited to:

- Hiring of On-Ice Coordinators in conjunction with board members.
- Education of On-Ice Coordinators on the USA Hockey ADM.
- Work with On-Ice Coordinators to develop core drills and standards for Coaches at all levels with a focus on the implementation of the USA Hockey ADM.
- Work with the Hockey Committee and On-Ice Coordinators to recruit and hire Coaches.
- Oversight of On-Ice Coordinators and Coaches to help them achieve program objectives.
- Work with the Administrative Assistant to design and develop practice and game schedules as well as jamborees or exhibition games.
- Coordinate with the Administrative Assistant to determine the number of players registered at each level and determine the number of teams at each level.
- Monitor and approve player movement between teams and/or levels in accordance with BHB policies.
- Enforce all game misconducts for Coaches and players under USA/NDAHA guidelines.
- Monitor program activities to ensure BHB guidelines are being followed.
- Conduct mid-season and year-end evaluations of On-Ice Coordinators and Coaches.
- Assist On-Ice Coordinators and Coaches in player evaluations and placing of players on teams in Peewees, Bantams, Girls, and Squirts according to tryout structure outlined in the BHB Policy Handbook.
- Assist Board of Directors and On-Ice Coordinators to communicate program objectives and philosophies to membership. Parent Meetings shall be conducted before the season begins and as necessary throughout the season.
- Hold regular meetings with the On-Ice Coordinators and Coaches and relay information to the Board at the regularly scheduled board meetings.
- Coordinate purchase of equipment for each level and Coaches apparel with Board of Directors and On-Ice Coordinators.
- Define On-Ice structure for each level and keep language consistent throughout all levels and teams.
- Coordinate with the BHB NDAHA Representative who attends all local and out-of-town meetings.

## **On-Ice Coordinators**

The On-Ice Coordinators are in charge of running the day-to-day operations of the On-Ice Program at their designated level. Each On-Ice Coordinator may assist in recruiting Coordinators and Coaches as described in the On-Ice Program Organizational Chart and submit the candidates to the Program Director for approval, which shall be submitted to the Board of Directors for final approval. The On-Ice Coordinators are in charge of facilitating the on-ice practices at their designated level. Each On-Ice Coordinator is selected by the Program Director, which shall be submitted to the Board of Directors for final approval.

Responsibilities of the On-Ice Coordinators include, but are not limited to:

- May assist Program Director to recruit Coaches for pre-season, regular season, and summer sessions.
- Conduct coaches' meetings and education sessions in conjunction with the Program Director (minimum of 4 meetings per year). Meetings will consist of on-ice coaching instruction, during regularly scheduled practice and off-ice coaches' meetings.
- Minimum of 4 hours per week giving to the respective level, of which, 2-3 hours is required to be on-ice, during regularly scheduled practices (level dependent).
- Oversight of coaches to help them achieve program objectives.
- Assist the Program Director and coaches for the division of players at all levels.
- Work with Program Director and Coaches to develop practice plans that maximize ice time and follow the ADM model.
- Submit regular coaching evaluations prior to regularly scheduled On-Ice Coordinator Meetings for review.
- Facilitate and assist Program Director and coaches in evaluating players and drafting of teams in Bantams, Peewees, Girls, and Squirts, according to tryout structure outlined in the BHB Policy Handbook.
- Provide formal updates to Program Director on level progress and issues each month.
- Notify the level's Off-Ice Coordinators and the Program Director of any complaints that may arise or of any on-ice or off-ice issues related to the BHB Code of Conduct or Zero Tolerance Policy.
- Recommend purchase of equipment to the Program Director.
- Work with the Administrative Assistant to accommodate any requested schedule changes, if possible.
- Obtain all appropriate USA Hockey Level Certifications and complete the appropriate Level Coaching Module through USA Hockey.
- Work with Program Director and coaches to develop and execute ADM on-ice practices at their respective level.
- Assist in the selection of coaches with Program Director.
- Attend practices at assigned level.
- Promote teamwork among all the coaches at their assigned level.
- Ensure coaches are promoting sportsmanlike behavior during practices and games.
- Enforce all game misconducts for Coaches and players under USA/NDAHA guidelines.
- Communicate with Program Director of player development and implementation of ADM practice plans.
- Routinely update the Program Director on coaching developmental needs, strengths and weaknesses of the coaching staff.

### **Off-Ice Coordinators (Members at Large)**

The Off-Ice Coordinators are in charge of handling all off-ice matters related to their designated levels and serve as the level's liaison to the Board of Directors for parents regarding any issues or complaints that may arise.

Responsibilities of the Off-Ice Coordinators include, but are not limited to:

- Assist with all local tournaments and jamborees for their level.
- Ensure coaches for their level have all appropriate USA Hockey certifications.

- Ensure coaches turn in appropriate paperwork (background check, waivers, W2's, SafeSport certification, etc.)
- Maintain a list of all team managers, locker room monitors and registered coaches for every team in their level.
- Assist in the collection of volunteer hour checks for their level and assist the volunteer committee in communicating completed volunteer hours back to members in their level.
- Handle any complaints or issues that may arise related to the BHB Code of Conduct or Zero Tolerance Policy according to BHB policy.

### **Administrative Assistant**

The Administrative Assistant is responsible for working with the Program Director and the BHB Board to perform administrative duties throughout the season. As part of this position, the Administrative Assistant shall also perform duties as Scheduler and Registrar for the Club.

As Scheduler, the Administrative Assistant shall work with Bismarck Parks and Recreation and other hockey clubs to schedule practices and games in accordance with the BHB Mission statement. The Scheduler shall work directly with the Program Director, First Vice President and On and Off Ice Level Coordinators to create a schedule that will support the objective of providing a quality program that promotes interest and participation in ice hockey, along with being compliant with ND Amateur Hockey Association and league requirements.

As Registrar, the Administrative Assistant shall keep records of all players and coaches, along with ensuring all participants are compliant with USA Hockey and ND Amateur Hockey Association requirements. The Administrative Assistant shall also manage the USA Hockey Official Rosters and manage player registrations and apply applicable discounts and refunds to members.

Other duties for the Administrative Assistant are listed in the BHB bylaws but are not limited to these duties.

### **Hockey Committee**

The Hockey Committee is an ad-hoc committee made up of parents, coaches, board members and the BHB on-ice organization, brought together when necessary to discuss topics related to the BHB On-Ice Program and to provide suggestions related to the on-ice curriculum. The Hockey Committee does not have decision making authority, but their input will be used to assist the Program Director to develop the BHB on-ice program and curriculum. Decision making authority related to the BHB on-ice program and curriculum rests solely with the Board of Directors, with recommendations coming to the Board from the Program Director and On-Ice Coordinators. Members of the Hockey Committee are appointed by and serve at the discretion of the Board of Directors and Program Director.

## On Ice Program Team Structure

**Bismarck Hockey Boosters:** The Termite, Mite, Squirts, Pee wee, Bantam, and Girls programs are under the direction of the Bismarck Hockey Boosters and a cooperative effort with the Bismarck Parks & Recreation District.

The age guidelines and codes of conduct for ALL levels will follow the NDAHA guidelines. Bismarck Hockey Boosters is an affiliate program of NDAHA and must adhere to all rules, regulations, and policies set forth by NDAHA and USA Hockey.

All coaches are hired as employees of the Bismarck Hockey Boosters. Compensation and reimbursement for all coaches will follow the Coaches' Compensation and Reimbursement requirements set forth in the BHB Coaches Handbook.

The Bismarck Hockey Boosters purchases ice time for practices and games from the Bismarck Parks & Recreation District.

### On-Ice Programming

The On-Ice Programming begins at Termites and progresses into the Mites level. The Boys' Programming is divided into three (3) different levels –Squirts, Pee wees and Bantams. The Girls' Programming is divided into four (4) different levels – U10, U12, U14, and U19 (dependent on number of girls registered each season). The girls and boys play together during Termites and Mites and have the option to continue to play together beyond that level.

There are tryouts and evaluations for each age group to ensure each skater is playing at the appropriate level, while having fun and also learning. Each level will be divided into two or more divisions based on the number of skaters registered for the season. A decision as to how many teams, including Junior Gold, and what division each level will play in will be made by the Program Director prior to the season, with Board approval, and the decision will be submitted to NDAHA for approval. Player placement is based on experience, skill and/or age, or a combination of any of these three. Movement between levels will be minimal after the season starts and it will be at the discretion of the Program Director and the On-Ice Coordinators. More information for tryouts and evaluations will be posted on the BHB website as it gets closer to the start of the hockey season.

Any female skater, age 10 and up, has the option to play with the girls' league. However, a female skater also has the option to continue to play within the age-appropriate level within the boys' league. See the "Advanced Level Participation Policy" of this handbook, as this policy will be strictly adhered to.

USA Hockey guidelines for the American Development Model (ADM) with skill stations during practice and weekly games will be followed at all levels.

All skaters, coaches and on-ice helpers must be registered with USA Hockey prior to the start of the season. A new USA Hockey number is required every year.

Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets.

Any post season participation is optional. Practice ice, game ice, coaching, expenses and tournament entry fees will be at the expenses of the participants. Any post season participation is not sanctioned by BHB.

Please see the Current Registration page on the BHB website to inquire about age cutoffs for each specific level.

### **Termites**

The Termite program is designed as an introduction to basic hockey fundamentals, ice skating, stickhandling, shooting, and sportsmanship. Termites will be placed in groups based on the number of years a child has had in the program. For example, a child who is undergoing their 1st year in hockey as a termite, will automatically be placed in Termite Group 1. The Program Director and On-Ice Coordinator have the right to move a player if the skills of a player allow for it. At the closing of each hockey season, there will be a Termite Jamboree in which all teams and players participate.

### **Mites**

The Mite program is designed to develop players on core learning aspects of the game, which includes ice skating, stickhandling, shooting, basic hockey fundamentals and sportsmanship. Mite players will be placed in 3 to 4 groups, depending on the number of kids registered, these groups will fall within one of two tiers. Players will be assigned to a tier based on skill. Groups 1 and 2 will be in Tier 1. Groups 3 and 4 will be in Tier 2. At the closing of each hockey season, there will be a Mite Jamboree in which all teams and players participate.

### **Squirts/10U League**

The Squirt/U10 programs are designed to develop basic hockey skills including ice skating, puck handling, stickhandling, shooting, basic hockey fundamentals, and sportsmanship. Playing time during games is to be distributed among players as equally as possible. The Bismarck Squirt League will be made up of Tier 1 and Tier 2. Players will be evaluated at the beginning of the season and placed into a tier based on skill level. Running from approximately October through mid-December and the month of March, there will be a Squirt League game to be played weekly.



## **Squirt/10U Traveling Teams**

Throughout the Squirt League portion of the Squirt/10U hockey season, players will continually be evaluated to be placed on travel teams. Running from approximately January until the beginning of March, Squirts/10U teams will play a variety of travel games and tournaments. For the Squirts, it is anticipated that there will be two A teams, three B1 teams, and four B teams. 10U is anticipated to have one A team and one B team. The breakdown of the Squirt/10U teams can and will be adjusted as necessary by the Program Director.

The date ranges listed above for both the Squirt/10U League and Squirt/10U Travel Teams are only approximate and may be adjusted by the Program Director in order to best meet the needs of the program.

## **Peewees/12U**

The Peewee12U programs are designed to develop player skills, ice skating, puck handling, and use of the body. The number of teams and the placement of players onto those teams will be determined by the Program Director, along with input from other evaluators, Board members, and coaches, yearly. Teams will play in various ice hockey games, including league play around the state, and participate in tournaments. There will be a state tournament at the end of the season.

## **Bantams/14U/19U**

The Bantam/14U/19U/ programs are designed to teach players advanced skills, sportsmanship and ice hockey team systems in preparation for the competitive level that lies ahead in area high school hockey programs. The number of teams and the placement of players onto those teams will be determined by the Program Director, along with input from other evaluators, Board members, and coaches, yearly. Teams play in ice hockey games, including league play around the state, and participate in tournaments. There will be a state tournament at the end of the season.

## **Bantams/14U/19U - High School Tryout Policy**

Second year Bantam players who are eligible for high school hockey may return and play for Bismarck Hockey Boosters in the event they do not make their high school team, so long as they follow the process outlined below.

Eligible players must declare their intention to return by emailing the Program Director at [programdirector@bismarckhockey.com](mailto:programdirector@bismarckhockey.com). The declaration of intention should state if the player intends to return to BHB in the event they are cut from the high school tryout.

This declaration will assist BHB with team numbers and placement.

If a player does declare their intention to return to BHB prior to BHB's tryout dates for Bantams14U/19U, the player will be placed on a team at the same level they played at in the previous season. The player will then begin a one-week tryout process.

If a player does not declare to return prior to BHB tryout dates for their appropriate level but later decides to return to BHB to finish their Bantam season, they will be placed on a team one level lower than their previous season. At that time, they will begin a one-week tryout process.

The one-week tryout will be evaluated by the Program Director, two Board members or two Hockey Committee members to determine the player's placement.

However, even if a player has stated their intentions prior to the BHB tryout dates, if the player decides to return to BHB after playing one game for their high school team or if the player decides to return to BHB after December 15 of the current year, they will no longer be eligible to register with BHB.

### **BHB Refund Policy**

- 1) Refund levels:
  - a. Termites and Mites
    - i. If a player chooses not to play prior to the season, the entire registration cost minus a \$25 service charges may be refunded
    - ii. If a player chooses not to play after the first practice but before December 15th, 50% of the registration costs minus a \$25 service charge may be refunded
    - iii. No USA hockey registration fees will be refunded by BHB
  - b. Squirts/10U, Pee wee/12U or Bantam/15U
    - i. No refunds will be issued at these levels unless approved by the BHB Board of directors per the "Special Exceptions" section of this policy
  - c. No refunds will be issued for summer hockey, preseason hockey or other camps.
- 2) Special Exceptions:
  - a. Injuries
    - i. In the event a player incurs an injury that renders him/her unable to play for the remainder of their team's season (a "season ending hockey injury"), the player may be eligible for a refund of registration fees minus a \$25 service charge. The Board may approve a prorated refund if the request is made because of an injury to the player that, in the written opinion of a medical doctor, prohibits the player from participating in hockey for a period of at least 8 weeks. The amount of the refund for which the player may be eligible will be based on the date he/she notifies BHB that they do not intend to return to play and provides the required physician's documentation that the player has incurred a season ending hockey injury:
      1. Prior to the start of the season – 100%
      2. Prior to December 15 – 50%
      3. On or after December 15 – 0%.
    - ii. To be eligible for a refund, the player must provide written documentation from a physician stating the player has suffered a "season ending injury" and cannot return to play.

- b. Relocation
    - i. In the event a player's family moves outside the Bismarck area (50 miles or greater) during the hockey season, the player may be eligible for a refund of registration fees minus a \$25 service charge. The refund amount will be prorated based on the same dates listed for injuries above.
- 3) Requirements
- a. All requests for refunds must be submitted in writing to the BHB Board of Directors for review and approval at the next regularly scheduled board meeting.
  - b. The BHB Board of Directors reserves the right to review all requests for refund or credit based on special exceptions to consider, among other things, compliance with this policy and extraordinary circumstances, at its sole discretion.
  - c. The BHB Board of Directors is under no obligation to approve a requested refund.
  - d. Deciding not to play in the BHB program is not considered a special exception warranting a review by the BHB Board of Directors for levels above Mites.
  - e. Refunds may only be granted if the player is in good standing with the club and paid in full. If the player's registration has been paid using the payment plan method, only payments made up to the date of notification will be considered for the refund.

### **Advanced Level Participation Policy**

USA Hockey and NDAHA age limits for playing levels change on June 1st of each year. ND school age limits for grade change on August 1st of each year. If a player's birth date falls after June 1st and the player is enrolled in the grade corresponding to the player's school age, then the player's parents may elect to permit the player to play at the higher playing level with players in his/her class.

BHB will not accept petitions for early advancement from Termites to Mites. All Termite players will be evaluated for the first 2-4 weeks of the season, during this period On-Ice Coordinator will observe and make recommendations for advancement into Mites, based on skill, strength and maturity. Parents will be notified of any recommendation for advancement to Mites.

Mite age players and higher can petition the Board for player advancement based on size, skill, and maturity. A written request must be received by BHB Board no later than September 1st of the playing year. Failure to meet this deadline will result in denial of request. The request will be reviewed by the On-Ice Coordinator and the Program Director and a recommendation presented to the Bismarck Hockey Board, with a vote to follow. Upon completion of voting, notification will be sent to the player's parents with the decision. Upon notification of a positive vote, the player will need to rank in the top 10% of the upper level 'A' team to be allowed to stay at the higher level. As an example, if we have 2 'A' teams at a particular level with 30 players, the player petitioning would need to be ranked as one of the top 3 players at that upper level. If they do not attain that ranking, they will be assigned to their correct age level.

## Game Ice Time Policy

**Mites/Squirts/U10** – Equitable playing time – EXCEPT for disciplinary reasons only

**Peewee/Bantams/U12/U14/U19** –

Even strength: Equitable playing time during all regular season games. The only exception is the last two minutes of the first two periods and the last four minutes of the third period in a game with a goal differential of two or less goals.

Power Play/Penalty Kill: At the coaches' discretion, special power play and penalty kill units are allowed during the game. For development purposes, it is strongly encouraged that coaches utilize "other" players when there is a three-goal lead.

Post Season Play: Equitable playing time rules do not pertain to games played during the post season. Playing time for all post season games will be at the Coaches' discretion. It is strongly encouraged that coaches utilize equitable playing time during post season games when there is a three-goal lead.

Note: BHB will allow flexibility to the coaches with any first or second year hockey players that are not at the appropriate skill level. However, we expect the coach to honor the BHB ice time policy once the player has made the effort to improve and can play the game.

## Equipment Policy

Each participant is required to wear protective equipment for all games, warm-ups and practices. Required protective equipment includes gloves, shin pads, shoulder pads, elbow pads, padded hockey pants, protective cup, colored (non-clear) mouth guard, HECC approved skates and HECC approved helmet (non-expired) with HECC approved facemask. All protective equipment must be designed specifically for ice hockey.

Neck guards are not required but are highly encouraged to be worn. If at any time USA Hockey requires the use of neck guards, they will be considered required protective equipment for participation in all games, warm-ups and practices.

This policy will be followed for ALL practices and games in which BHB participates. There is a simple no tolerance rule to this policy. If the participant does not have all of the required equipment, the coach or coordinator will not allow the participant on the ice.

The required Bismarck Capitals gear colors for all players at the Squirt level and above are navy gloves and hockey pants (breezers) with white or red trim, white helmets and Capitals socks. It is mandatory for participants to wear gear with these colors. Game jerseys are provided by the Club.

Termite and Mite level players are not required to follow this color scheme, but it is strongly encouraged when purchasing new gear to follow this color scheme.

## Extra Ice Policy

BHB registered participants may NOT participate in another team's practice time or participate in extra ice sessions within the Bismarck Hockey Boosters program.

Exceptions:

- A Coordinator/Coach may invite an extra goalie or skaters to their practice session in order to implement an effective practice.
- A volunteer Coordinator/Coach may want to have their own child on the ice with them while they are volunteering their time if the child is younger than the skaters practicing and if the child is less than 10 years old and so long as the child does not disrupt practice for the skaters scheduled to practice.
- A participant (with Coordinator/Coach approval) may need to attend an alternative tryout/practice because of a schedule conflict.
- Non-parent Coaches may bring older skaters on to their ice at their discretion as long as the purpose of their attendance enhances the practice in development or competition and does not detract from the ice time of the skaters at that level.
- Any skills sessions, summer ice, camps, preseason, or other recreational ice time does not apply to this rule.

## Outside Community Participation Policy

Without Board approval, BHB registered participants may NOT participate on a USA Hockey registered team from an outside community while registered and actively participating in the Bismarck Hockey Booster program from October 1 through March 31. All transfer requests to participate on a USA Hockey registered team from an outside community must be made through a recommendation from the Bismarck On-Ice Level Coordinator and Off-Ice Level Coordinator.

Guidelines:

- The participant must have completed their commitments to the BHB program.
- There must be a legitimate need from the outside community to make a transfer request.
- The Coach or Coordinator making the request must contact the Program Director.
- The Bismarck participant may not take a spot away from a participant from the outside community.
- The Board will make the final decision based on the recommendation of the Program Director.
- Outside community must provide written documentation and agree to immediately transfer the Bismarck participant back to Bismarck per USA Hockey guidelines after the commitment to participate has been fulfilled.

Exemptions: NDAHA, Northern Plains District and USA Hockey post season programs.

## Coaches' Disciplinary Authority

Coaches are expected to take appropriate actions to maintain discipline on their teams. This may include, for example, skating, pushups or sprints. However, any such disciplinary action must be reasonable, not demeaning and never taken to a point where the player's health is at risk. Abusive language towards players will not be tolerated. Coaches are not allowed to use any form of corporal punishment as part of a disciplinary action. In addition, coaches may limit a player's ice time as a motivational/disciplinary tool, either for violations of team rules, repeated failures to follow directions or for lack of effort during practice or a game. The player will not be "Benched" based upon skill level or the attempt to win at all cost. (See "Game Ice Time" policy)

When a discipline action occurs, the coach will explain to the player how he/she failed to meet the coach's expectations and the impact that this will have on the player's ice time. The explanation shall be put in writing and shared with the player's parents, contain the input/response of the individual disciplined, and be submitted to the Program Director for record. The Program Director must approve any suspension that exceeds one game.

Repeated suspension of a player, even if less than an entire game is indicative of a problem and will be discussed with the player's parent(s). Use of ice time as a motivational tool, in accordance with this policy is not a violation of the Bismarck Hockey Boosters' Ice Time Policy.

## Concussion Policy

As part of any registration for Peewee level and up Bismarck Hockey Boosters is including a free Baseline Impact Test from Sanford Health. This testing is voluntary.

### **Parental Involvement**

Parents need to be involved whenever a player is injured. In order for that to happen, parents must know the signs and symptoms of a concussion, both on injury-date and post injury, and should be aware of possible resources for more information.

Bismarck Hockey coaches have the final say about return to play in the game if the coach suspects a concussion. Parents should ensure that their child is checked by an informed health care professional when a concussion is suspected. An informed health care professional's note of examination should be provided as written notification for return to play. If diagnosed, see the suggested return to play guidelines below.

### **Player Safety**

Young hockey players tend to believe they are invincible. It is important they understand how severe head injuries are, and that it is their job to properly protect themselves. Players should securely fasten their helmet and always wear their mouth guard properly.

When skating, players should have correct body stance and keep their head up. This will help them balance themselves for contact and also be aware of their surroundings.

Players must be able to communicate effectively with their coaches and parents. It is crucial that players are aware of the signs and symptoms of a concussion and to alert their coaches and parents if any arise during a game or practice.

## **Coaches**

### **If you suspect a player has a concussion, you should take the following steps:**

- 1) Remove athlete from play, keep him/her supervised, and alert the athlete's parents of their signs and symptoms.
- 2) Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
- 3) Inform athlete's parents of Bismarck Hockey suggested "Return to Play" guidelines.

## **Parents**

### **If you suspect your child has a concussion, you should take the following steps:**

- 1) Remove athlete from play and alert their coaches of any prior concussions.
- 2) Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
- 3) Review Bismarck Hockey's suggested "Return to Play" guidelines to ensure your child is healing their concussion properly.

## **Return to play Guidelines**

These guidelines are meant to act as a suggestion for players after they suffer a concussion. The length of each phase varies depending on the severity of the concussion and should be decided based on consultation with a health care professional. Variables include past medical history, age, weight, severity of symptoms, return of symptoms, etc. There is no exact return to play time line, however, it may vary from one-week to not being able to play again.

Players are required to completed each of the below phases for a minimum of 24 hours. Consult an informed health care professional and provide a copy of the examination note, which states the player is cleared to return to play. This examination note should be given to the coach, Program Director and President.

### **Phase #1: Head Injury Occurs**

Player should be taken out of play and be treated by an informed health care professional. Until cleared by an informed health care professional, players should refrain from any physical or brain intense activity. If cleared, they may return to play. If diagnosed with a concussion, complete these suggested guidelines.

### **Phase #2: Rest Period**

Concussed player should get plenty of rest and refrain from all physical and brain intense activity. Parents are urged to speak with the player's school to alert them to any possible side effects resulting from the concussion. Depending on the severity, players may want to refrain from exams, reading, computer, and video games.

### **End of Phase #2: Cleared by an Informed Health Care Professional**

After completing phase #2, if players have been symptom free for 24 hours and cleared by an informed health care professional, the player should begin the return to play regiment below. Players are suggested to complete each of the below phases for a minimum of 24 hours. Consult an informed health care professional and provide a copy of the examination note to the coach who will then give it to the Program Director.

### **Phase #3**

Light aerobic exercise (5-10 min) that does not drastically increase heart rate. Light walk is suggested. No weights, jumping, or skating.

### **Phase #4**

Add activity that increases heart rate & limited body and head movement. Light jog, brief run, and stationary bike are suggested.

### **Phase #5**

Heavy non-contact physical activity. Player is allowed back on the ice with no contact. Hard run or stationary bike is also suggested.

### **Phase #6**

Reintegrate back into full practices.

If player is 100% symptom free, after phase #6 player may return to games.

\*Please consult an informed health care professional if the signs and symptoms continue throughout the return to play protocol.

## **Parents Fact Sheet**

### **What Is A Concussion?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### **What Are the Signs and Symptoms of a Concussion?**

#### **Signs Observed by Parents or Guardians**

*\*\*\*If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion\*\*\**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Loses consciousness (even briefly)
- Moves clumsily
- Answers questions slowly
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall
- Shows behavior or personality changes



## Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

## What Should You Do if You Think Your Child Has a Concussion?

### 1. Seek medical attention right away.

A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

### 2. Keep your child out of play.

Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

### 3. Tell your child’s coach about any recent concussion.

Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

## Coaches Fact Sheet

### On-Bench Assessment

The following are ways to assess a player if you suspect a concussion. This is not a diagnostic tool, and the player should still be seen by a health care professional.

#### MEMORY:

Ask the player questions they should know the answer to, such as date, period, opponent.

#### FOCUS:

Talk with the player, are they focusing on the conversation? Able to speak with coherent sentences?

#### PHYSICAL TEST:

Ask the player to touch their finger to their nose numerous times, are they able to perform this properly?

## Observed by Coaching Staff

1. Appears dazed or stunned
2. Is confused about assignment or position
3. Forgets general hockey plays (breakout, etc...)
4. Is unsure of game, score, or opponent
5. Moves clumsily
6. Answers questions slowly
7. Loses consciousness (even briefly)
8. Shows behavior or personality changes
9. Can't recall events prior to or after hit or fall

## Symptoms Reported by Athlete

1. Headache or "pressure" in head
2. Nausea or vomiting
3. Balance problems or dizziness
4. Double or blurry vision
5. Sensitivity to light and/or noise
6. Feeling sluggish, hazy, foggy, or groggy
7. Concentration or memory problems
8. Confusion
9. Does not "feel right"

## Action Plan

### If you suspect a player has a concussion, you should take the following steps:

- 1) Remove athlete from play, keep him/her supervised, and alert the athlete's parents of their signs and symptoms.
- 2) Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
- 3) Inform athlete's parents of Bismarck Hockey suggested "Return to Play" guidelines, and refer athlete's parents to the "Parents Fact Sheet".

**Sources:** Tearse, Hal. Concussion Guidelines. Minnesota Hockey Center for Disease Control

## OTHER IMPORTANT INFORMATION

### Volunteer Opportunities/Committees

#### Merchandising Sponsorship

Time frame: Contracted

Objective: Provide sponsorship and services to our program by allowing vendors to merchandise Bismarck Hockey items to our members. Rates will be determined by the Board and depend on the length of contracts with vendors.

Scope: BHB apparel

Committee: 2nd Vice President assisted by the President Elect

#### Team Sponsors

Time frame: September through June

Objective: Locate businesses to sponsor teams (Mites/Squirts) and also find sponsorships to purchase jerseys (Peewee/Bantam/All Girls)

Scope: Contact business currently sponsoring teams, locate new businesses

Committee: 2nd Vice President assisted by the President Elect

### **Manager Coordinator**

Time frame: August through April

Objective: Assign team managers to teams, provide information to team managers, and assist team managers with jerseys and tournaments.

Scope: Develop monthly Team Manager meeting agendas and lead the meetings.

### **Team Managers**

Time frame: October through April

Objective: Provide regular monthly meetings for team managers to pick up information and fundraising materials, turn in fundraising materials, discuss problems and network with other team managers.

Scope: Maintain team managers books, hand them out in November and collect them in April. Hand out team jerseys at the beginning of the season and collect them at the end of the season.

Committee: 2-4 people

### **Pictures**

Time frame: September through December

Objective: Provide families with option to purchase pictures of their child in hockey gear.

Scope: Every other year bid for biannual contract with photographer, setup times

Committee: 2nd Vice-President

### **Spring Meltdown Committee**

Time frame: April or May

Objective: Provide evening of fun for hockey parents and friends of hockey.

Scope: Coordinate committees for various projects, get tickets printed and distributed, collect auction items, reserve venue and entertainment.

Committee: Led by 2nd Vice-President and 4 people

### **Gun Raffle Committee**

Time frame: October through May

Objective: Raise funds to support hockey program

Scope: Order tickets, distribute to BHB members and local businesses. Each family must sell 10-gun raffle tickets. The last hand in date will be February 1<sup>st</sup>, unless arrangements are made to work the sports show in February to sell unsold tickets. Players in families that have not sold and turned in their tickets will not skate in practices or games until they have sold and turned in their tickets.

Committee: 3-6 people

### **Website**

Time frame: All Year

Objective: Provide information to members and public

Scope: Acquire and post all information pertinent to the members and public

Committee: President, Registrar/Scheduler

### **Parent/Team Meetings**

Time frame: October

Objective: Educate players and parents of various aspects of Bismarck Hockey Boosters

Scope: Schedule times for meetings, arrange for speakers, gather necessary props, and develop agenda for meetings

Committee: 2 people, Chaired by the President

### **Signage**

Signage for Capital Ice Complex is currently being sold to anyone interested in promoting their business. Please contact the BHB Treasurer at [treasurer@bismarckhockey.com](mailto:treasurer@bismarckhockey.com) for more information or to assist with this task.

### **Tournament Committee**

Time frame: November through February/March

Objective: Host fun and competitive tournaments for our home teams and for away teams

Scope: Assist in ordering programs, gathering team information, contacting teams prior to the tournament, being present during the tournaments, and setting up and taking down.

Committee: 4-5 people, Chaired by the 1<sup>st</sup> Vice President

### **Volunteer Committee**

Time frame: October through March

Objective: Maintain records and keep track of volunteer hours throughout BHB

Scope: Gather information from the concessions and box workers, compile data, ensure all members have worked their required hours

Committee: 4-5 people

## **Important Dates and Information**

### **Contact Information/Website**

Contact information can be found at our website at [www.bismarckhockey.com](http://www.bismarckhockey.com).

### **Logo**

Bismarck Hockey Boosters retains the copyright to the BHB logo. BHB must approve any vendors that wish to print our logo on any merchandise.

### **Gaming**

Bismarck Hockey Boosters receives part of the proceeds from the gaming currently held at various locations in Bismarck/Mandan. If you are interested in learning more about this, please contact [president@bismarckhockey.com](mailto:president@bismarckhockey.com).

### **Spring Meltdown**

Typically held towards the end of March.

### **July 1**

Regular Season Registration opens. Early Bird Discount applies until August 1.

## **July 15**

Teams must be declared to NDAHA by this date.

## **August 1**

BHB Early Bird Discount expires so register prior to this date to avoid an increase in the registration fee.

## **December 15**

All teams must be rostered by this date. No player can be left unrestored and no player can register after this date.

## **DIBS and Volunteer Information**

BHB has a volunteer program in which families will be required to volunteer hours to support games, tournaments, concessions and various other activities. This program covers the entire season from April 1 to March 31 of the calendar year.

This volunteer program supports BHB's vision for the growth of youth hockey in Bismarck and it will allow for the realization of exciting future plans, including:

- Summer programs, camps and off-season ice
- Staffing for personalized training and attention
- Purchases including goalie gear, dryland equipment, pucks, nets, jerseys and more
- Facilities, meeting and event space

Scope:

1. Volunteer Hour Requirements: Families with a player(s) participating at the squirts level or higher will be required to work 14 hours of volunteer time during the season. This is a family requirement, regardless of the number of registered skaters.
  - a. *BHB members who are already volunteering as a team manager, board member or on any other volunteer committee, will be asked to volunteer 3.5 hours*
  - b. *Any full-time rostered coach who has a USA Hockey registration number, Coaches CEP, and has completed SafeSport, a background check and the module requirements at their level is exempt and not required to work volunteer hours. Note: All of these requirements must be fulfilled and confirmed by the BHB Program Director to be eligible.*
  - c. *Families with players at the Termite or Mite level will only be required to work 7 hours of volunteer time during the season. Families with a player at one or both levels as well as a squirt or higher are still required to volunteer the 14-hour requirement.*

2. Payment Requirements: Each family with a player participating at the Termite and above levels will be required to provide a personal check or cashier's check written out to Bismarck Hockey Boosters. This check must be dated 3/31 of the following year. For example, for the 2019-2020 season, all checks must be dated 3/31/2020.
  - a. *Families with any player at the squirts/10U level and above will be required to provide a personal check or cashier's check in the amount of \$400*
  - b. *Families with a player at the Mite level, but no player at a higher level will be required to provide a check or cashier's check in the amount of \$200.*
  - c. *Families with players at the Termite level only will be required to provide a check or cashier's check in the amount of \$100.*
  - d. *Families with players at multiple levels will be required to pay the amount noted for the player at the highest level. For example, a family with a termite and a squirt will be required to pay \$400.*
  - e. *Any families new to the program with a player entering their first year as a Termite or first year as a Mite will not be required to turn in a check but will still be required to perform the volunteer hours. (7 hours)*
  - f. *On the memo line of the check submitted each players name and level of play must be indicated to ensure accuracy in tracking. For example, John Doe (PW), Jane Doe (U12), etc.*
  - g. *Only one check per player(s) family is to be submitted. For example, if parents are divorced only one check will be submitted for the total amount required for their player(s) level of play. It is the responsibility of parents and or guardians to make payment arrangements with other family members in split households prior to submitting a check.*
  
3. Payment Submission: Checks can be submitted to BHB at one of three (3) official turn in opportunities listed below. Checks can also be mailed to Bismarck Hockey Boosters, PO BOX 2408, BISMARCK, ND 58502
  - a. *At the parent meeting at the beginning of the season.*
  - b. *During tryouts when the player receives their tryout jersey.*
  - c. *After the teams are selected at player game jersey handout.*

*\*If a check is not received from the family by the team jersey pick up date, the player(s) in that family will not be permitted to receive a game jersey and will not be allowed to play for the season until the check is received.*

4. Fulfillment:
  - a. *If the family completes the required volunteer hours by March 31 of the current season, the check will not be cashed. All checks that are not cashed will be securely destroyed by BHB.*
  - b. *If the family does not complete the required hours by March 31 of the current season, BHB will cash the check.*
  - c. *If the family completes the required hours prior to the start of tryouts for the current season, a check will not be required to be submitted.*

## Discounted Registration Fees

BHB offers a 50% discount of registration fees for those members that qualify for free or reduced meals through their school. In order to receive this discount members requesting this discount must provide proof of eligibility for the free or reduced meal program by providing documentation from the school district stating their enrollment in the program for the current school year or by providing proof of income eligibility for the program to the BHB Administrative Assistant . Once proof of eligibility is submitted, the BHB Administrative Assistant will refund either 50% of the registration fee if the registration was paid in full or cancel the last 2 registration payments due if the member(s) are participating in the BHB payment plan. Income eligibility will be based on the most current income eligibility guidelines issued by the federal government for free or reduced school meals.

BHB offers a 50% discount of registration fees to those players committing to be a full-time goalie for the entire season for Peewee through Bantam and the equivalent Girls' levels. To receive this discount, during registration choose goalie as the player's position.

Squirt and equivalent Girls' level players may also be eligible for the goalie discount. Squirt and equivalent Girls' level players will pay the full registration fee at the time of registration. The determination as to whether a player is designated as full-time goalie will be made by the player's coach. The coach will inform the Off-Ice Coordinator of any players designated as full-time goalie. The Off-Ice Coordinator will provide the names of the player(s) designated as full-time goalie to the BHB Administrative Assistant who will issue a refund of 50% of the player's registration fee.

At any time if a player receiving a goalie discount chooses not to play goalie for the entire season for any reason other than due to injury the discount will be revoked, and the family will be required to submit payment for the entire amount of the discount. Failure to submit payment will result in the player being removed from the ice until payment is received.

BHB may offer discounted registration fees to members who volunteer their time to serve as members of various committees within BHB and as incentives for fundraising activities. The amount of the discount and who are to receive discounts are solely the discretion of the BHB Board of Directors. All discounted registration fees will be redeemed in the form of a discount code to be entered at the time of registration. The discount code will be provided to the eligible member(s) by the BHB Administrative Assistant. Multiple discounts for registration fees will not be allowed to be redeemed. Bismarck Hockey Boosters will only honor one discounted registration fee per family per season. If multiple discounts are earned, Bismarck Hockey Boosters will accept the larger of the discounts earned to be applied toward registration fees. The "Early Bird" registration discount is exempt from this policy. The "Early Bird" discount will be allowed to be combined with another earned registration discount.