

# Brookings Ice Skating Association Handbook



Adopted  
7/14/2025

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Any changes to this Handbook must be reviewed and approved by the BISA Board.

## **INTRODUCTION**

The Brookings Ice Skating Association (BISA) welcomes you to a year of hockey fun.

BISA is a non-profit organization, which works with the Brookings City Parks and Recreation Department to manage youth hockey in the city of Brookings, South Dakota. It is a volunteer, parent-organized and funded program.

BISA is a member of the South Dakota Amateur Hockey Association (SDAHA). Other member cities in the Association include Aberdeen, Brandon Valley, Huron, Mitchell, Rapid City, Sioux Falls, Oahe, Watertown, Yankton, and Sioux Center, Iowa.

SDAHA is registered member of USA Hockey, the national governing body for amateur hockey in the United States. It sets the rules under which our youth hockey program operates. SDAHA registers six league levels with USA Hockey as Traveling teams: Varsity/Junior Varsity, Bantam, Pee Wee, Squirts, Varsity/Junior Varsity Girls, and U14 Girls. All other teams are considered House teams. SDAHA administers a league playing schedule for the six traveling groups. All traveling teams have a sanctioned state tournament except Squirts. League play and sanctioned state tournaments follow the rules and regulations set forth by USA Hockey.

## **HISTORY**

The Brookings Ice Skating Association (BISA) was organized on January 7, 1982 by a group of parents interested in promoting hockey and figure skating in Brookings. These programs were made possible by an agreement signed in 1981 between the city of Brookings and Larson Manufacturing to build an indoor ice facility. In the first years of the program, natural ice was used. In 1983, efforts began to install artificial ice at Larson Ice Arena. A committee was formed to proceed with the project in January 1985, and the system began operating in December 1985. Contributions from Dale Larson, the city of Brookings and many individual donors made the \$136,500 project possible.

As the number of hockey participants has grown, so has the number of age groups and teams in each age group. In 1985 Mites and Squirts were divided into separate groups. In 1988, first grade and younger players were placed in a new division called Termites. In the 1998-1999 season, girls were added to the program. In recent years, rapid growth in BISA's hockey membership has occurred. At the present time, two to four teams are formed within each age group.

In March of 2002, the new Larson Ice Center was completed. It took a lot of hard work, but the Varsity State Tournament was hosted in the new rink that year in March. Larson Ice Center is a beautiful building hosting two sheets of ice – a blue rink and a red rink. The Concession area is on the second floor and vending machines are on the main floor. The facility is equipped with 8 locker rooms for teams. In 2003-04 an equipment room was installed for rental equipment and jerseys. In 2004, heat was also installed above the bleachers in the red rink. In the 2004-05 season, BISA funded and installed an enclosed mezzanine with upper and lower viewing of the red rink and added storage under the steps. Also in 2005 a shooting cage was installed in the northeast corner of the red rink.

In 2010, fund raising and construction of Girls and Boys Varsity locker rooms and seating on north side of the Red rink was completed.

In 2012, The North American Hockey League (NAHL) announced that its Board of Governors has approved the relocation of the Alexandria Blizzard from Alexandria, Minnesota to Brookings, South Dakota. After the team moved to Brookings, the team was renamed the Brookings Blizzard and compete in the NAHL's Central Division.

In 2016, an apparel store, named “The Penalty Box” was built adjacent to the Concession to house Ranger and Blizzard merchandise, replacing the rolling cabinets of merchandise.

In January and February 2019, the City of Brookings funded a \$3.7 million dollar renovation converting the ice plant to NH<sub>3</sub> indirect system replacing the R-22 freon system and replacing both the red and blue rink floor cooling and subfloor heating/water mitigation system.

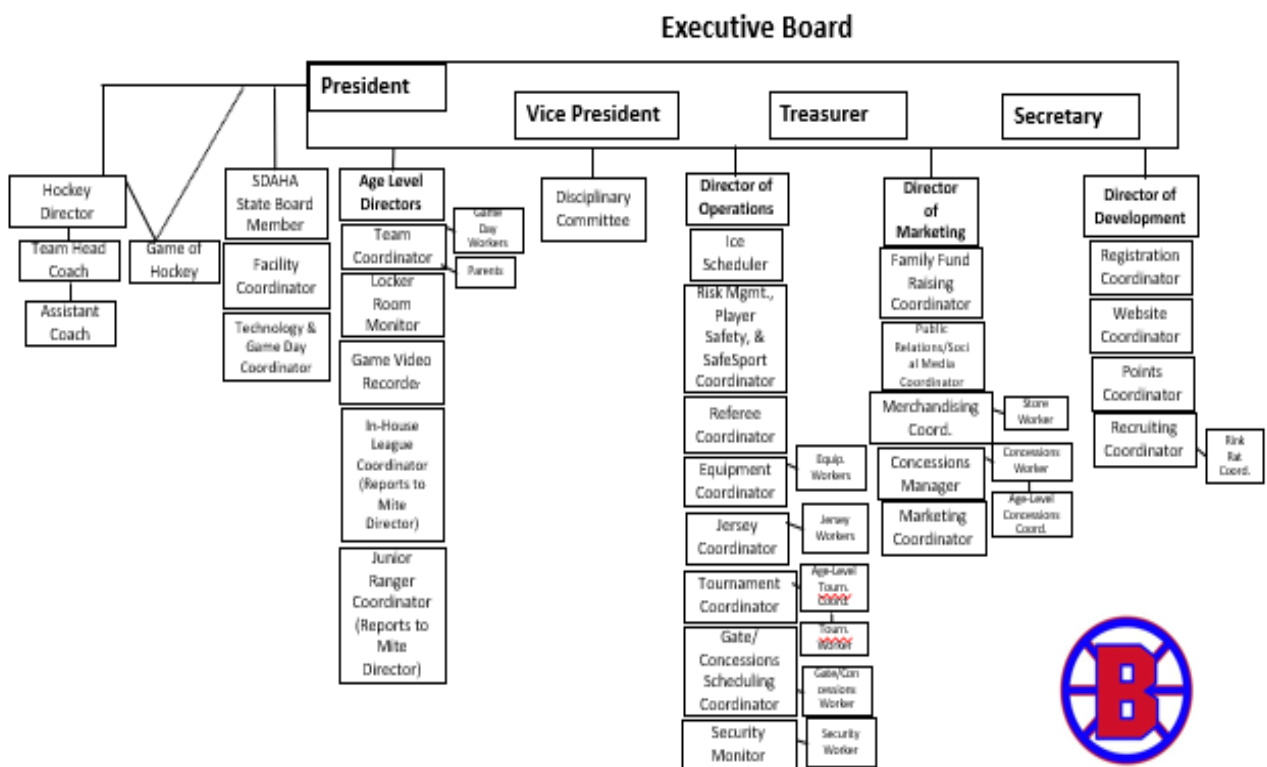
In July 2019, Brookings Blizzard relocated to St. Cloud, Minnesota.

### PHILOSOPHY

The philosophy of the BISA hockey program is that each player will have an equal opportunity to participate and enjoy the world’s fastest team sport.

BISA will strive to provide players with equal ice time consistent with their level of play. The objective of the program is to develop a positive attitude, good sportsmanship and a winning spirit. Teamwork and cooperation by players and coaches both on and off the ice is necessary. Anything less is unacceptable. BISA’s organization structure is outlined in Figure 1.

**Figure 1. Organization Structure of Brookings Ice Skating Association (BISA). (November 2023)**



\*Board of Director positions are in Bold  
Updated: 11/04/2023



### PARENT RESPONSIBILITIES, POSITIONS, POINTS, SAFESPORT, AND BACKGROUND SCREENING

BISA is a parent-run organization that depends on the volunteer efforts of hundreds of people and thousands of hours to cover operational costs, while maintaining low player registration fees. It is very important that all participants take on responsibility and share the necessary duties. Parents earn points by working at concession, gate, apparel store, and serve as minor officials for games (running the clock, announcing, scorekeeping and penalty boxes) throughout the season (including the post-season). To ensure that all parents of youth hockey players are involved in the program, BISA has developed a Brookings Ice Skating Association Participation Points Agreement. The purpose of the agreement is to increase parental awareness of the need for volunteers in the Hockey Association (see Appendix A.).

A family is required to earn points based on the number of children in the program. A point value will be assigned to each position that requires volunteer work. It is up to each individual to make sure they sign in for their volunteer shift, so that they will be credited with time worked. The Points Coordinator will record all points and post them periodically on the website throughout the season. You will be required to post date a check for the amount of points that you need to earn. At the end of the season the Points Coordinator will tally all points and if you have not earned all of your points, your entire postdated check will be deposited.

Positions and points assignment that parents can earn toward their agreement are covered in Table 1. The time frame to earn these points begins May 1<sup>st</sup> and continues until April 15<sup>th</sup> of the following year. Extra points earned in this time are appreciated by the association but cannot be carried over to the next playing season. Points are also not transferable to other families. Concern on meeting points should be referred to your respective Age Level Director and then to the Points Coordinator, who in turn can request an Executive Board review. Each request is handled on a case by case basis, spouse deployment or serious health concerns are the primary reasons for Executive Board review. Detailed position descriptions for the four elected positions and three directors are covered in the By-laws. The age level directors and coordinators position descriptions are listed in Appendix J.

It is the policy of USA Hockey and BISA that those Participants who (1) have Regular Contact with, or Authority over, amateur athlete(s) who are minors (e.g., coaches, team managers, chaperones, etc.), (2) are responsible for enforcing child abuse and misconduct policies, (3) are adults authorized by USA Hockey, an Affiliate or Member Program to have Regular Contact with, or Authority over, any amateur athlete(s) who is a minor, including all persons that are in managerial or supervisory roles of a USA Hockey Member Program (including all members of such organization's board of directors and owners and administrators of a USA Hockey Member Program), (4) are new and current employees and/or volunteers of USA Hockey, an Affiliate or Member Program, or (5) are hockey players seventeen (17) years of age or older on or before December 31 of that playing season, and that play on a team in a classification that allows Minor Athlete players, shall complete appropriate training as required.

BISA will require background checks per USA Hockey and the SDAHA requirements for all Board Members, Directors, Hockey Director, Age-Level Directors, Age-Level Team Coordinators, Locker Room Monitors, Equipment Coordinator, and Coaches. BISA has adopted "Minimum Safe Sport and Background Check Guidelines" (Table #2). It is the policy of USA Hockey and BISA that it will not authorize or sanction, in programs that it directly controls, any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey/SDAHA or BISA before he/she is allowed to have routine access to children in USA Hockey SDAHA or BISA programs. Further, it is the policy of USA Hockey/SDAHA that it will require its affiliates to adopt this policy as a condition of its affiliation with USA Hockey/SDAHA.

A person may be disqualified and prohibited from serving as an employee or volunteer of BISA or USA Hockey/SDAHA if the person:

1. Has been convicted (including crimes of which the record has been expunged and pleas of “no contest”) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child’s death, neglect of a child, murder, manslaughter, felony, assault, any assault against a minor, kidnapping, arson, criminal- sexual conduct, prostitution-related crimes, or controlled substance crimes.
2. Has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
3. Has been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection;
4. Has had their parental rights terminated;
5. Has a history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
6. Has resigned, been terminated, or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
7. Has a history of other behavior that indicates that he/she may be a danger to children in USA Hockey.

**Table 1. BISA Positions and Participation Points (July 2025).**

<b>Board Positions (BOD<sup>1</sup>):</b>		Squirt Head Coaches	170 points
President (EC)	Exempt	Squirt Assistant Coaches	150 points
Vice President (EC)	Exempt	Mite & Termite Head Coaches	150 points
Secretary (EC)	Exempt	Mite & Termite Assistant Coaches	75 points
Treasurer (EC)	Exempt	Age Level Team Coordinator - Squirt to Varsity	50 points
Director of Operations (BOD)	Exempt	In-house League Coordinator	75 points
Director of Development (BOD)	Exempt	Age-Level Tournament Coordinator	100 points
Director of Marketing (BOD)	Exempt	Age Level Concession and Gate Coordinator	50 points
Termite Director (BOD)	200 points	Game Video Recorder	50 points
Mite Director (BOD)	200 points	Risk Management, Player Safety, & SafeSport Coordinator	125 points
		Family Fundraising Coordinator	100 points
Squirt Director (BOD)	200 points	Social Media Coordinator	100 Points
PeeWee, Girls U14, Bantam (BOD)	200 points	Security Monitor/Usher (Squirts)	5 points/game
JV/Varsity Directors (BOD)	230 points	Security Monitor/Usher (Peewees & up)	10 points/game
<b>All other positions:</b>		Referee Coordinator	100 points
Concessions Manager	Exempt	SDAHA State Board Position	100 points
Ice Schedule Coordinator	Exempt	Locker Room Monitors – Squirt & Pee wee	75 points/team
Tournament Coordinator	Exempt	Locker Room Monitors – Mite & Termite	50 points/team
Registration Coordinator	Exempt	Jersey Coordinator	50 points
Equipment Coordinator	150 points	Technology & Game Day Coord.	125 points
Points Coordinator	125 points	Junior Ranger Coordinator	20 points
Facility Coordinator	125 points	Website Coordinator	100 points
Concessions & Gate Scheduling Coordinator	200 points	General Helpers (Penalty Box 5)	10 points / 2 hours
Merchandising Coordinator	100 points	General Helpers Minor (Penalty Box 2.5)	5 points
Marketing Coordinator	100 points	Board meeting attendance	5 points per family
Recruiting Coordinator	100 points	General Committee Participant	5 points / 2 hours

<sup>1</sup>Members of the Board of Directors (identified by BOD) must attend at least 75% of monthly board meetings to receive their points. Board members on the Executive Committee are identified by EC in this document. Exempt positions and Age-Level Directors are excused from 30 tournament points.

**Table 2. BISA Minimum SafeSport and Background Check Guidelines (November 2025)**

Position	Needs SafeSport?	Needs Background Screening?
President	Yes	Yes
Vice President	Yes	Yes
Treasurer	Yes	Yes
Secretary	Yes	Yes
Director of Operations	Yes	Yes
Director of Development	Yes	Yes
Director of Marketing	Yes	Yes
Hockey Director/Varsity Head Coach	Yes	Yes
Varsity/JV Director	Yes	Yes
Varsity/JV Girls Director	Yes	Yes
Bantam Director	Yes	Yes
PeeWee Director	Yes	Yes
14U Girls Director	Yes	Yes
Squirt Director	Yes	Yes
Mite Director	Yes	Yes
Termite Director	Yes	Yes
Age-Level Team Coordinators	Yes	Yes
Equipment Coordinator	Yes	Yes
Locker Room Monitors	Yes	Yes
All Coaches	Yes	Yes
Ice Schedule Coordinator*	Yes	Yes
Risk Management, Player Safety, & SafeSport Coordinator	Yes	Yes
Concessions Manager*	Yes	Yes
Referee Coordinator	Yes	Yes
Technology/Game Day Coordinator*	Yes	Yes
Points Coordinator*	Yes	Yes
Registration Coordinator*	Yes	Yes
Recruiting Coordinator*	Yes	Yes
Tournament Coordinator*	Yes	Yes
Social Media Coordinator*	Yes	Yes
Merchandising/Marketing Coordinator*	Yes	Yes
Facility Coordinator*	Yes	Yes
Jersey Coordinator*	Yes	Yes
Website Coordinator & Game Video Recorder*	Yes	Yes
Family Fundraising Coordinator*	Yes	Yes
Concession and Gate Scheduling Coordinator*	Yes	Yes
In-House League Coordinator*	Yes	Yes
Age-Level Tournament Coordinator*	Yes	Yes
Age-Level Concessions Coordinator*	Yes	Yes
Trainers (only if team trainer)	Yes	Yes
SportsEngine, Penalty Box Worker, Clock, Music, Security Monitor, Announcer, Scorekeeper*	No	No
JV/V hockey players seventeen (17) years of age or older on or before December 31 of that playing season, and that play on a team in a classification that allows minor age players	Yes	No
<p>*Local program decides if Safesport and Screens needed: "It is the policy of USA Hockey that those Participants who (1) have regular contact with or supervision over minor participants (e.g., coaches, team managers, chaperones, etc), (2) are responsible for enforcing child abuse and misconduct policies, (3) are adults authorized by USA Hockey, an Affiliate or Member Program to have regular contact with or authority over minor participants, including all persons that are in managerial or supervisory roles of a USA Hockey Member Program that includes Minor hockey players (including all members of such organization's board of directors and owners and administrators of a USA Hockey Member Program), (4) are new and current employees and/or volunteers of USA Hockey, an Affiliate or Member Program, or (5) are hockey players seventeen (17) years of age or older on or before December 31 of that playing season, and that play on a team in a classification that allows minor age players, shall complete appropriate training as required herein."</p>		

## SCHOLARSHIPS

Introduction: BISA manages funds for three scholarships: 1) Ellsbury, 2) Zerfas and 3) Kuehn through use of Certificate of Deposits which provide interest to help fund annual needs.

Ellsbury Scholarship: BISA provides opportunities for families that want to participate in the hockey program but have limited financial resources. In cooperation with the family of John Ellsbury, the Ellsbury Scholarship Fund was established for this purpose. John Ellsbury spent much of his life on the ice from Mites to Junior Varsity. The Brookings Ice Skating Association honored the memory of John Ellsbury after he was killed in a car crash at the age of 17 in February of 2002. The Ellsbury scholarship fund is replenished through the annual Hockey Night and other fundraising efforts. Applicants interested in applying for assistance can contact the president of BISA. Scholarship applications will be reviewed and approved by the majority of the scholarship committee consisting of BISA President, BISA Vice President, BISA Secretary, BISA Treasurer, Past President, and a member of the Ellsbury family. Scholarships can be used on registration fees, equipment rentals, and jersey use fees (not on discount cards, USA Hockey registration fees, family passes, or deposit checks). Donations are continually accepted for this fund so that all dedicated players can participate in the BISA hockey program.

David M. Zerfas Memorial Scholarship was set up by David's children as a way of honoring their father and his commitment to the Brookings Rangers. David believed in giving his time to support his and his children's' passions and one of those passions was hockey. David served on the BISA board as President and Vice President and helped in numerous areas within BISA. He believed hockey was truly a privilege and believed in doing whatever he could to build the organization so that others would be able to become part of this family. He loved his hockey family and loved the quality time it meant spending with his children. As a way of honoring his commitment to the program this scholarship will be awarded to a graduating senior who has played hockey for the Brookings Rangers and intends to further their education after completing high school. Emphasis will not only be on playing hockey but also on leadership skills on and off the ice as well as exemplary sportsmanship on and off the ice. Applications are available on the BISA website.

Kuehn Scholarship: Tristin Kuehn was a lifelong ranger and a goalie; he was a passionate player and always willing to help a friend in need. Tristin tragically fell when helping a friend resulting in his passing in May of 2019. A "Go Fund Me" account was established along with memorial gifts to establish this scholarship for future Ranger goalies to cost share goalie equipment. Apply directly by writing a letter explaining your request to the BISA Executive Board for this scholarship.

#### **SDAHA Delegate Committee**

Purpose: Elect/form a five-person committee to propose changes and review proposed changes to SDAHA bylaws or Playing Rules. Committee would solicit and review member input and decide Association position (support or nonsupport) on each respective proposal. Committee would also discuss any possible amendment motions. This "slate of positions" would be taken to the Annual Meetings of SDAHA by the committee (goal is to have at least 3 if not all 5 members attend the meeting). Proposed membership of this committee would include BISA President, Vice President, Hockey Director and two other members either "at large" or BISA member. At large members could be past BISA members or Brookings community members with a hockey background/interest. Term length would be at committee members discretion and subject to change with elections.

Voting Director is the BISA President position (elected every 2 years and designated by BISA by-laws as the SDAHA voting member). If the BISA President is unable to attend SDAHA annual meeting(s), the committee would designate a voting member and notify the SDAHA President, at least 30 days prior to annual meeting. The role of the voting member is to vote the BISA slate of positions and confer with committee members when deviations due to amendments or other reasons arise at the annual SDAHA

meeting.

1. BISA President (elected and designated as SDAHA voting member by BISA by-laws)
2. Vice President
3. Hockey Director
4. At Large or BISA member
5. At Large or BISA member

#### **REGISTRATION FEES**

Boys Varsity/JV	\$495.00
Girls Varsity/JV	\$495.00
Bantam	\$440.00
Pee Wee	\$360.00
Girls 14U	\$390.00
Squirt	\$290.00
Mite	\$140.00
Termite	\$100.00

In addition to BISA's registration fees, each player must register with USAHockey online at [www.usahockey.com](http://www.usahockey.com) and pay their registration fee. This is required for both travel and in-house league players.

In addition, each family must purchase a season pass.

Family Pass: \$50.00

The season pass allows mothers, fathers and any siblings under the age of 18 to attend Ranger home games. They are for BISA families only and not for sale to the public.

The Family Pass fee is waived for any new family to BISA. A new family is a family that has not registered any player within BISA previously regardless of age.

Additional season passes may be purchased at the gate. Brookings school activity passes can also be used to attend all home JV and Varsity games.

There is a \$200 late fee for registering after the announced registration deadline to avoid late fees. The latest registration date will be December 31<sup>st</sup> (set by SDAHA) of the current season which corresponds to the SDAHA deadline for state tournament eligibility. Players will not be allowed on the ice until all registration fees are paid in full. The late fee is waived for any new family to BISA. A new family is a family that has not registered any player within BISA previously regardless of age.

#### **INSURANCE COVERAGE**

By registering as a member of USA Hockey you are automatically enrolled in the USA Hockey insurance program. Please see the USA Hockey website for insurance specifics and how to file a claim.

#### **FUNDRAISING**

Funding for BISA is acquired from the following sources: 1) participant registration fees, 2) tournaments sponsored for each age level, 3) proceeds from concession and Ranger Store sales, rink signage, private donations, gate and game tickets and other sources. Family and Community fundraising includes in-season selling raffle tickets, fall fundraising event and a summer event. Parents working their point commitments in concessions, gate ticket sales, as minor officials during tournaments or league games provides a significant source of funding.

Expenses covered by the above funds include: yearly facility usage/ice rental fees, Hockey Director and coach salaries, travel for coaches, hosted tournament and league game referees, USA Hockey fees, state (SDAHA) registration fees, insurance, tournament fees, player awards, informational mailings, coaches' clinics, equipment in general, goalie equipment, internet services, and capital improvements made to the Larson Ice Center.

Please refer to the BISA bylaws for any questions regarding fundraising.

### UNIFORMS AND EQUIPMENT

#### Uniforms

Uniforms are one of the most visible ways in which BISA is represented to Brookings, the state of South Dakota, and other communities and hockey associations across the region. Because of both this and the cost of uniforms, it is important that Brookings Ranger teams present themselves in a consistent manner that conveys team unity and that players and parents take care of uniforms in such a way that they always look sharp, well-kept, and last as long as possible.

The official colors of BISA are royal blue, white, and red, and these colors are the predominant colors in the uniform scheme.

Age Level	Jersey	Breezers (or Breezer Covers)	Helmet	Socks	
Boys Varsity	Home: White, Royal Blue, and Red  Away: Royal Blue, White, and Red	Red	Red <sup>1</sup>	Royal Blue, White, and Red (or any combination thereof) <sup>2</sup>	
Boys JV			Royal Blue <sup>1</sup>		
Girls Varsity		Royal Blue	White <sup>1</sup>		
Girls JV			White or Black		
Bantams			Blue		
PeeWees		Royal Blue and White	Royal Blue or Black		White or Black
Squirts					White or Black
Mites					White or Black
Girls 14U					
Termites					

<sup>1</sup>As stated in SDAHA Playing Rules section 7A, all helmets will be uniform same color for teams at the 12U, 14U, and Varsity/JV levels. (5/8/2021).

<sup>2</sup>Team warm-ups will be chosen and ordered by the Merchandising Coordinator. Team warm-ups will be stocked and on-hand through the Ranger Store or will be available to order. Team warm-ups are optional to purchase.

<sup>3</sup>Black acceptable if issued by BISA

Game jerseys are provided by BISA from Termites through Bantam levels. A set of home and away jerseys for JV/V levels are purchased by the player and the jerseys are theirs to keep at the end of the season. Termites are provided with a single jersey while Mites through Bantam players are provided

with a set of home and away jerseys. In addition, breezer covers are purchased by players at the Boys and Girls Varsity and Boys JV levels. Breezer covers are also theirs to keep at the end of the season.

Usage Fee: Boys and Girls Varsity and Boys JV:

Must purchase a set of home and away jerseys, price varies from year to year.  
JV/V Girls may purchase their jersey if they lettered the previous year.  
Must purchase breezer covers, price varies from year to year

Termites – Bantam Levels:

\$10 for a set of home and away jerseys

\$5 for single Termite jersey

If there is excessive wear or intentional damage to the uniform, a charge may be made to either replace or repair the article.

Loss Deposit: \$100 per jersey (\$200 for a set of home and away jerseys), Termites – Bantam Levels

A deposit check dated April 1 of the following year will be collected at the time of jersey checkout and returned at the end of the season when jerseys are returned.

Cleaning Deposit: \$20 per player

A deposit check dated April 1 of the following year will be collected at the time of jersey checkout and returned at the end of the season if jerseys are returned clean.

Players and parents at all levels will be responsible for maintaining their uniform in a clean and repaired state during the season. Uniforms are made of nylon or similar materials, and care must be taken when washing and drying. Jerseys may be washed in warm water. Hot settings in the washer and dryer shorten the life of the lettering on jerseys. It is best to hang and air-dry jerseys. If a dryer is used, it should be set at a low temperature and gentle dry setting. Participants are encouraged to contact the Jersey Coordinator as soon as a major problem with jerseys or breezer covers arises.

Players may only wear jerseys at games and to school on Fridays. Jerseys shall not be used for practice unless specifically requested by the coach. If a player is found to be wearing a jersey at other than authorized times, the jersey will be confiscated immediately, the deposit check will be cashed, and the jersey will be returned to the player.

All BISA jerseys and equipment must be checked into the Jersey Coordinator and Equipment Coordinator, respectively, no later than April 1 following the season. Jerseys and equipment cannot be used for any games or tournaments outside the season (November 1 through the Varsity State Tournament) without receiving permission from the BISA board. Equipment rented from BISA for use at summer camps is excluded from this restriction.

## **Goalie Equipment**

BISA will supply goalie equipment to goalies from levels of Mite through Varsity. Players will pay rent on goalie equipment from 2<sup>nd</sup> year Squirt level and up. Cost sharing is available for JV and Varsity players.

Equipment supplied by BISA is as follows: chest protectors, catch glove, blocker glove, leg pads and knee/thigh protectors-(if correct size is available). Equipment to be supplied by player is helmet, breezers and skates. Goalie sticks at the Squirt and Mite level will be supplied by BISA. Goalie sticks at PeeWees through Varsity will be at the expense of the player.

Rental prices for goalie equipment will be charged as follows:

Varsity/JV	\$200.00
Girls Varsity	\$200.00
Bantam	\$150.00
Pee Wee	\$125.00
Girls U-12	\$125.00 (if equipment is not shared)
Squirt	\$90.00 (if equipment is not shared)

These prices are for full sets. If players rent parts of the set the prices are as follows:

Leg pads	60% of full price
Catch glove	10% of full price
Blocker glove	10% of full price
Chest protector	20% of full price

Cost sharing is available to all Girls and Boys JV and Varsity players. Cost sharing is available on chest protector, catch glove, blocker glove and leg pads. BISA will cost share on each piece of equipment described above one time only, based on the number of years the goalie is expecting to play in the BISA organization:

- 1 year remaining: \$250.00 BISA cost share
- 2 years remaining: \$500.00 BISA cost share
- 3 years remaining: \$750.00 BISA cost share
- 4 years remaining: \$1000.00 BISA cost share

Players will pay all shipping costs and sales tax. Forms are required to be filled out and brought before the BISA board for their approval before any equipment is to be ordered. Forms are available from the BISA Secretary or Brookings Rangers website. Players are to pay for equipment first then submit their receipt for reimbursement.

Any player that leaves BISA prior to completing their senior hockey season is to repay BISA the reimbursed amount that they received. Exceptions may be granted for medical reasons that affects the player.

*BISA will sell off used goalie equipment when the coordinator feels it is necessary with prior approval from BISA board.*

The Tristin Kuehn Scholarship is also available for future Ranger goalies to cost share goalie equipment. Please see scholarship section in handbook for further information.

## **Rental Equipment**

BISA has purchased youth equipment for our program and furnishes this equipment to Termite through Pee Wee level players at a nominal cost. Although some Pee Wee equipment sets are available for rent, Pee Wees are encouraged to purchase their own equipment. The idea behind the rental program is to give younger participants or new players a chance to play without requiring a large investment. The equipment issued is approved for the use intended and to meet the needs of an intermediate player. BISA makes no warranty or assumes no liability for injury incurred during the rental period of the equipment.

The rental equipment program is not a fundraising project. Rent collected is used to repair and replace equipment and add new equipment sets as the program grows.

Rental equipment provided by BISA includes:

Helmet with full face mask and chin strap, Gloves, Shoulder pads, Breezers, Elbow pads, Shin pads

Players are responsible for providing:

Mouth guard, Skates, Athletic supporter and cup, Hockey stick, Stockings

Rental equipment fees will be charged as follows:

	Summer <u>Rental Fee</u>	Season <u>Rental Fee</u>	Equipment <u>Deposit</u>
Pee Wee (1 <sup>st</sup> year players only)	\$35.00	\$80.00	\$180.00
Girls 14U (1 <sup>st</sup> year players only)	\$25.00	\$80.00	\$180.00
Squirts	\$80.00	\$80.00	\$160.00
Mite	\$60.00	\$60.00	\$140.00
Termite	\$40.00	\$60.00	\$110.00

Equipment rental checks will be written in addition to a deposit check. The deposit check is written in the amount of the replacement value of the equipment and is to be dated April 1 of the following year. The deposit check will not be cashed but will be held by BISA until the equipment is returned. If the equipment is returned late, a \$20 late charge will be assessed. If the equipment is returned and it is determined that there has been excessive wear or intentional damage, a fee will be charged to cover the repair or replacement of the equipment. There is no charge for normal wear and tear to the equipment. Participants are encouraged to contact the Equipment Coordinator early if a major problem with equipment repair arises. This reduces the need for extensive repair or replacement.

Equipment can be rented prior to the start of the season only if the player is participating in BISA summer ice activities.

**REFUNDS**

Refunds of certain fees may be requested for players that do not complete the entire season and are based on factors including the reason for not completing the season, the age level of the player, and when the player stopped playing. The refund that will be returned to the player’s family may be determined using the following chart.

	Player Choice / Non-Injury					Health / Injury				
	First-Year Player					Returning Player		Before First Practice	Before Dec 1	Before Jan 1
						Termite, Mite, or Squirt	Girls U12, Peewee, Bantam, JV, or Varsity			
	Before Nov 15	Before Jan 1	Before First Practice	Before Jan 1	Before First Practice					
BISA Registration Fee	100% refund	50% refund	100% refund	50% refund	50% refund	100% refund	67% refund	33% refund		
Jersey Usage Fee										
Equip. Rental Fee										
USA Hockey Reg. Fee	Non-refundable									
Family Pass	Non-refundable (may use)									
Family Fundraising Raffle	Non-refundable (may use or resell)									
Parent-Paid Tourn. Fees	Non-refundable									
Jersey Loss Deposit	Refundable (refer to Uniforms and Equipment section of BISA Handbook)									
Jersey Cleaning Deposit										
Equipment Deposit										
Points Requirement	100% reduction	50% reduction	100% reduction	50% reduction	50% reduction	100% reduction	67% reduction	33% reduction		

Refunds will not be provided for players who discontinue hockey after the dates shown above. For the discontinuation to become official and for the refund to be processed, the parents or guardians of the player must contact the age level director, who will in turn notify the BISA Registrar and BISA Treasurer.

#### BISA TEAM POLICIES

BISA will strive to follow USA Hockey program guidelines (see [www.usahockey.com](http://www.usahockey.com)), as well as the guidelines established by the South Dakota Amateur Hockey Association.

In addition, the following team policies apply to in season play (start of practice through the Varsity State Tournament) for each age group.

The BISA Hockey Director will strive to fill all vacancies with the MOST qualified coaches whenever possible, at all levels.

#### Age Classifications:

BISA will follow the Age Classifications as set forth by SDAHA.

## RETURNING PLAYERS (approved Sept 2016)

If any player starts the season with a different hockey association and moves into or returns to BISA prior to the SDAHA established season roster lock date (currently December 31), the Executive Board will quickly review the circumstances that led to the player's return. If the Executive Board finds any indication of possible Code of Conduct violations which led to the player leaving his or her prior team, they will contact the Discipline Committee which will conduct a review. The returning player will be subject to all USA and BISA Code of Conduct rules regardless of the fact they were not playing for BISA earlier in the season. If the Executive Board does not find any possible Code of Conduct violations or other reasons the player should not be allowed to return to BISA, the player will be placed on the appropriate team immediately. The returning player will be eligible to play in all upcoming games and tournaments.

### Age Groups

#### 5 year old and Under Free Skate

**Overview:** Kids must turn 4 prior to the year of registration to participate. However, open skating times will be provided to younger kids or 4-5 year olds not committed to registering for hockey. Protective equipment can be rented for these sessions.

#### Termites

**Overview:** Follow ADM recommendations for team structure, roster size, sorting, and goalies. At the Termite level, emphasis is placed on introducing kids to the game of hockey. The focus will be on making ice time as enjoyable and interesting as possible for the players. Creative games and cross ice scrimmages will be used. There are no goaltenders at the Termite level.

**Team Assignment:** Team size may vary depending on the overall number of players. 8-10 skaters, no goalies. Players grouped in practice and games by like ability. Teams to comprise a mix of abilities (beginner, intermediate, advanced) on each team so equally-talented teams can effectively scrimmage and play in-house games. Players of similar abilities to rotate through stations together during practice and play with teammates and against opponents of similar ability during games.

**Game Format:** Cross ice games with blue pucks. Penalties, icing and offside are not enforced. Clock will stop every two minutes for line changes. There are no goaltenders.

**Season:** Weekly open hockey times will be provided throughout the season. Intra-squad scrimmages may also be scheduled, especially at the beginning of the year. Games with other towns are not permitted with the exception of the Termite Fest Tournament.

#### Mites

**Overview:** Follow ADM recommendations for team structure, roster size, sorting, and goalies. At the Mite level, more structured skill development and rules understanding will be incorporated with small games in practices. Skating and stick handling drills will be introduced at practices. Mites will play all positions, including goaltender. Whenever possible, this position will be filled only by those kids who are interested in it. We would like to encourage each player to experience every position during a weekend game/scrimmage. Every effort will be made to ensure equal playing time for each player.

**Team Assignment:** Team roster size may vary depending on the overall number of players. 8-10 skaters, goalies must skate out 50% of ice sessions. Players grouped in practice and games by like ability. Teams for in-house to comprise a mix of abilities (beginner, intermediate, advanced) on each team so equally talented teams can effectively scrimmage and play in-house games. Players of similar abilities to rotate through stations together during practice and rotate on ice with teammates and opponents of similar ability during games. Teams for tournaments formed from interested players/families, divided by ability through HEP testing; playing levels determined on a tournament-by-tournament basis with multiple teams at the same level divided equally. All Mite players are eligible to participate in one home tournament and two away tournaments per season. Utilize USA Hockey Red, White and Blue rosters for rostering flexibility.

**Game Format:** Cross ice or half ice with referees and blue pucks. Penalties will be enforced. Clock will stop every two minutes for line changes. In-House: Cross ice or half ice. Cross ice/ small games will be the focus of this league. Half ice games enable players to handle the puck much more often than if games were on full ice. This format also results in more shots on goal.

**Season:** Each player is limited to 2 away tournaments, 1 home tournament and 6 in-house games. Every effort will be made to schedule games with a 1 for 1 home and away game ratio. Weekly open hockey times will be provided throughout the season. Intrasquad scrimmages may also be scheduled during the weekends. The focus of "in-House" league is to provide a competitive atmosphere along with improving their skills by playing the game of hockey. These "in-house" teams will be playing during the weekends allowing more ice time and skill development for the kids. Two traveling tournaments and one home tournament will be funded by BISA. No out of town tournaments can be scheduled before December 1<sup>st</sup> or later than the end of February.

## **Squirts**

**Overview:** Follow ADM recommendations for team structure, roster size, sorting, and goalies. At the Squirt level, skill development and game understanding will be a continued emphasis including small games during practices. "On the fly" line changes will be incorporated. Squirts will play all positions, including goaltender. Whenever possible, this position will be filled only by those kids who are interested in it. We would like to encourage each player to experience every position during a weekend game/scrimmage. Second year Squirt goalies will be encouraged to commit to the position. Every effort will be made to ensure equal playing time for team player.

**Team Assignment:** Team roster size may vary depending on the overall number of players. 11-12 skaters and 1-2 goalies; if 2 goalies, goalies must split games or 1 skate out. Rotating positions so players experience playing both forward and defense positions. Players grouped in practice and games

by like ability. One A team and multiple equally-divided B team, based on number of registered players.

Game Format: All standard rules apply.

Season: League schedule will be determined by SDAHA. Twenty (20) games with other towns are permitted. Every effort will be made to schedule games with a 1 for 1 home and away game ratio. Two traveling tournaments and one home tournament will be funded by BISA. No games with out of town teams can be scheduled before December 1<sup>st</sup> or later than the end of February.

### **Pee Wee**

Overview: Follow ADM recommendations for team structure, roster size, sorting, and goalies. Pee Wees, using a method determined by the coaches, will split by ability to allow a true A and B match-up with other towns. Parents and players may request to be on the B team if they do not wish to try out for the A team, however all players are required to participate in the tryout process. Based on the expected number of players, there will be two Pee Wee teams: one A and one B team. Equal playing time for all players will be strived for, with the understanding that playing time in any one game may be unequal but that over the course of the season all players will get to play an equal amount in games. An effort will be made to increase the coach-to-player ratio for the B teams to allow more personal attention for skill development. Rotation of A and B team coaches at practice will be encouraged to ensure that both teams benefit from all expertise present. At the present time, State tournaments are planned for both A and B leagues.

Team Assignment: Teams will be divided by ability (see Tryout section). Team assignments will be determined by the Hockey Director and Coaching Staff. 11-14 skaters (12 recommended) and 1-2 goalies per team.

Game Format: All standard rules apply.

Season: League schedule will be determined by SDAHA. In addition, tournaments can be scheduled throughout the season. Thirty-five (35) games with other towns are permitted. Every effort will be made to schedule games with a 1 for 1 home and away game ratio. Two traveling tournaments and one home tournament will be funded by BISA. Games with out of town teams may be scheduled one week following the conclusion of team tryouts, unless said game is scheduled by the SDAHA Scheduler.

### **Bantam**

Overview: Bantams, using a method determined by the coaches, will split by ability to allow a true A and B match-up with other towns. Parents and players may request to be on the B team if they do not wish to try out for the A team, however all players are required to participate in the tryout process. Equal playing time for all players will be strived for, with the understanding that playing time in any one game may be unequal, but that over the course of the year all players will get to play an equal amount in games. An effort will be made to increase the coach-to-

player ratio for the B teams to allow more personal attention for skill development. Rotation of A and B coaches at practice will be encouraged to ensure that both teams benefit from all expertise present. At the present time, State tournaments are planned for both A and B leagues. Based on the expected number of players, there will be two Bantam teams: one A and one B team. Coaches, with the approval of the BISA Hockey Director, will be allowed the discretion of varying the division of teams by one or two players.

**Team Assignment:** Teams will be divided by ability (see Tryout section). Team assignments will be determined by the Hockey Director and Coaching Staff.

**Game Format:** All standard rules apply.

**Season:** League schedule will be determined by SDAHA. In addition, tournaments can be scheduled throughout the season. Forty (40) games with other towns are permitted. Every effort will be made to schedule games with a 1 for 1 home and away game ratio. Two traveling tournaments and one home tournament will be funded by BISA. Games with out of town teams may be scheduled one week following the conclusion of team tryouts, unless said game is scheduled by the SDAHA Scheduler.

### **Varsity / Junior Varsity**

**Overview:** The SDAHA has adopted a Varsity/Junior Varsity arrangement. There is a maximum of 30 players on JV and Varsity rosters with players able to be on both rosters. The Junior Varsity program in BISA will be utilized as an opportunity for competition and skill development.

**Team Assignment:** Determined by Hockey Director and Coaching Staff throughout the season.

**Game Format:** All standard rules apply.

**Season:** League schedule will be determined by SDAHA. In addition, tournaments can be scheduled throughout the season. Forty-five (45) games with other towns are permitted. Every effort will be made to schedule games with a 1 for 1 home and away game ratio. Two traveling tournaments and one home tournament will be funded by BISA. Games with out of town teams may be scheduled one week following the conclusion of team tryouts, unless said game is scheduled by the SDAHA Scheduler.

### **Girls 14U**

**Overview:** Follow ADM recommendations for team structure, roster size, sorting, and goalies. 14U girls will range in age from 2<sup>nd</sup> year Squirts to 14U and shall follow all fees in accordance with the Peeewe classification. All girls meeting the age requirements above will be given the option of playing 14U girls, however, if the number of participants warrants a try-out process, as determined by the coaches, Squirt aged girls that don't make the team will be asked to move to their age level co-ed team, at which time fees reimbursements would be given.

Team Assignment: Team assignments to be determined by the Hockey Director and Coaching Staff. Team roster size may vary depending on the overall number of players. 11-12 skaters and 1-2 goalies; if 2 goalies, goalies must split games or 1 skate out. Rotating positions so players experience playing both forward and defense positions. Players grouped in practice and games by like ability. One A team and multiple equally-divided B team, based on number of registered players.

Game Format: All standard rules apply.

Season: League schedule will be determined by SDAHA. In addition, tournaments can be scheduled throughout the season. Thirty-five (35) games with other towns are permitted. Every effort will be made to schedule games with a 1 for 1 home and away game ratio. Two traveling tournaments and one home tournament will be funded by BISA. Games with out of town teams may be scheduled one week following the conclusion of team tryouts, unless said game is scheduled by the SDAHA Scheduler.

#### **Girls Varsity and Girls JV**

Overview: Girls registering in SDAHA are age 19 or under. SDAHA has adopted a Girls Varsity/Junior Varsity concept (spring meeting 2004). The Junior Varsity program in BISA will be utilized as an opportunity for competition, enjoyment, and skill development for those players that do not skate regularly on the Varsity team.

Team Assignment: Teams will be divided by ability (see Tryout section). Team assignments to be determined by the Hockey Director and Coaching Staff.

Game Format: All standard rules apply.

Season: League schedule will be determined by SDAHA. In addition, tournaments can be scheduled throughout the season. Forty-five (45) games with other towns are permitted. Every effort will be made to schedule games with a 1 for 1 home and away game ratio. Two traveling tournaments and one home tournament will be funded by BISA. Games with out of town teams may be scheduled one week following the conclusion of team tryouts, unless said game is scheduled by the SDAHA Scheduler.

#### **TRYOUT PROCEDURE**

BISA policy states that teams at Squirt/Girls U14/PeeWee/Bantam/Varsity/Girl's JV & Varsity age groups are to be split by ability, with the hockey director and head coaches determining the selection method of tryouts. All players at each level will participate in the tryout procedure. The final decision of the teams will be determined by the hockey director and head coach. Please contact the Hockey Director with any questions.

#### **POLICY ON CHALLENGING TO HIGHER LEVEL TEAMS**

No player may play outside his or her age level unless initiated by BISA. BISA registration numbers may result in a need to move one or more players to the next oldest age level in order to create teams that fall within ADM team size guidelines. In such cases, the player(s) most ready and capable of playing at the older age level will be offered the opportunity to move up, but only if the player and family wish to do so. A 5-person committee comprised of the Hockey Director, head coaches of the top team at the two impacted age levels, BISA President, and BISA Vice-President will determine which players, if any, are most ready and capable of playing at the older age level.

#### **OFF SEASON**

From the Varsity State Tournament to the 1<sup>st</sup> day of practice/try-outs the next season, there are no BISA guidelines regarding rostering, tournaments, game limits, etc. During the offseason, BISA will not provide game jerseys.

#### **GUIDELINES FOR TEAM COMMUNICATION**

BISA has developed a system for communication among parents, directors and coaches that allows concerns to be heard but reduces the number of questions coaches must respond to. For the system to work, it is beneficial if everyone involved clearly understands his or her role.

##### **Parents**

Parents may have questions about team rules, discipline, coaching philosophy; or they may have a concern about application of BISA team policies or a coach's conduct. These questions or concerns should be brought to the attention of the director for that age group. The age-level director simply providing a copy of rules or policies to the parent can handle many of these questions. Other questions may be referred to the hockey director, coach, or the BISA Executive Board, depending on the nature of the problem. In any event, the parent is entitled to an explanation of how the question was resolved.

##### **Age-Level Directors**

The Age-Level Directors function as an administrative liaison between parents and coaches and represents parents' concerns (on-ice/game play concerns shall be referred to Hockey Director to handle) at BISA Executive Board meetings. Co-directors are allowed only one vote at Executive Board meetings. The communication role of the director is to hear parents' questions or concerns and respond appropriately and/or refer to Hockey Director to handle. Directors may hand out copies of rules and policies, or they may seek information from the hockey director, coach, BISA officers, or the Executive Board. The director then contacts the parent with the requested information.

##### **Coaches**

The BISA Hockey Director reviews BISA policies for each age group with the coaches prior to the beginning of the season. Many of the policies allow the coaches to decide how to implement the policy. This is true for tryout procedures, several articles in the Code of Conduct, bench discipline, playing time, and other aspects of team formation. Coaches are encouraged to inform their directors of how these functions will be carried out so that parents can be informed.

### **TOURNAMENTS AND OUT OF TOWN TRAVEL**

Each age group will host a tournament, if possible. In addition, BISA will pay for two away tournaments for each team at each age level mites and up. Teams playing in the SDAHA league will also attend an SDAHA-sponsored tournament. Additional tournaments must be approved by the BISA board and will not be funded by BISA.

During out of town travel, players are the responsibility of their parents or parent designee. Please see BISA Travel Policy, Appendix E.

### **VARSITY "B" AWARD**

Ranger players will be awarded the Brookings Ranger Varsity "B" when they first meet the BISA requirements for Varsity competition in hockey. Both Boys Varsity and Girls Varsity players are eligible to receive the award. Varsity "B"s will be awarded at the BISA annual meeting.

To qualify for the Varsity "B", a player must be rostered to play in at least one half of the total games (league, pick-up, tournament, and state tournament) played by his or her respective Varsity team. Seniors who have completed both their junior and senior seasons, but who have not attained the above requirements, will qualify to receive the Varsity "B" when recommended by his or her head coach.

Players that have previously been awarded the Varsity "B" but meet the requirements to receive it in subsequent season will be awarded a service bar pin for each additional season the requirements are met.

Athletes must complete a season in good standing in order to be eligible for the Varsity "B". Code of Conduct violations, in and of themselves, will not render a player ineligible for the award. However, any player who has been suspended for the season by BISA, SDAHA, or USA Hockey will be ineligible for the award. If a hardship case or extenuating circumstances exist that may warrant special consideration of whether a player should or should not be awarded the Varsity "B", the head coach and respective Boys or Girls Varsity director may make a joint recommendation to the BISA president for a final decision.

### **USA HOCKEY AWARD PATCHES**

USA Hockey provides award patches for players participating in games during the fall hockey season. Patches are limited to one of each patch per player per season. There are three different patches that can be earned. They are:

Hat Trick – 3 goals in one game

Playmaker – 3 assists in one game

Zero Club – No goals allowed by a goalie playing in one complete game

According to USA Hockey rules, Player Awards are distributed under the following conditions:

1. The recipient is a registered USA Hockey player.
2. The game was in league competition (not a scrimmage or exhibition), or a USA Hockey Sanctioned Tournament involving only registered USA Hockey teams.
3. The game was officiated by registered USA Hockey referees.
4. Eligible player categories are all players Peewee's and above.
5. A readable copy of the score sheet with the players listed is required with the request.

6. There is a limit of one of each award per player per season.

All award patches are ordered through the BISA registrar.

#### **BISA DEFENSE PATCH**

The Brookings Ice Skating Association (BISA) offers to their members a Blue Line Award for defensive players.

To Qualify:

1. Players must play the majority of the season at Defense.
2. Defenseman Patch recipients must have coach's approval at end of season.

The BISA Defense Patch will be ordered and managed by the BISA registrar. The registrar will collaborate with Age-Level Directors to ensure that the players receive their patches during the BISA Annual Meeting. Only one award per player per year.

#### **GENERAL POLICIES**

In the effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. The campaign is designed to require all players, coaches, officials, team officials and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games.

#### **BISA Hockey Code of Conduct**

See Appendix C

#### **Enforcement of the BISA Hockey Code of Conduct**

As a participating member of SDAHA and according to SDAHA By-Laws, the Brookings Ice Skating Association (BISA) has the authority to enforce its rules and regulation through its Board of Directors or their designee. Concerning violations of the BISA Hockey Code of Conduct, the BISA Officers are designated as a Discipline Committee to investigate and enforce articles of the Code not listed under Coach's Discipline. The Discipline Committee will also hear appeals of action taken by a coach under articles enforced through coach's discipline. The Discipline Committee will conduct a prompt and fair hearing to hear such matters. The appeal may be brought to the BISA Board of Directors by filing a written notice of appeal with the BISA Vice President within 5 days of the event giving rise to the appeal.

Administrative appeals to SDAHA are provided for in the SDAHA By-Laws. Section 3.2 states that "Any person, team or league may appeal adverse action taken against he/she/it by a local association." Filing a written notice of appeal with the SDAHA Secretary makes the appeal. They must state the facts and circumstances and shall be accompanied by a non-refundable fee of \$250. Such notice of appeal shall be made within 10 days of the event giving rise to the appeal.

#### **Zero Tolerance**

Larson Ice Center is a Zero Tolerance Facility. BISA Officers, Directors, Coaches, Parents and spectators are required to abide by the same standards as outlined above in the BISA Code of Conduct. Use of tobacco and alcohol outside of the arena is allowed as defined by State and Federal laws. Anyone who refuses to abide by Zero Tolerance rules may be asked to leave the arena.

All players, parents, and coaches will be mandated to attend a code of conduct / sportsmanship seminar which will be available after registration and before the regular hockey season.

### **BISA Policy on Discrimination**

BISA will assure that none of the programs it governs will be discriminatory on the basis of race, color, religion, sex, national origin, age, disability, marital or family status, status as a Vietnam Era or disabled veteran, or status as an alien authorized to work in the United States. BISA expects all participants in the programs it governs to be helpful and respectful to others. Segregation or harassment on the basis of any of the above will not be tolerated. Any issue brought to the attention of the BISA Board in regard to the above will be investigated and dealt with in a manner appropriate to the findings and insuring BISA's policy of non-discrimination.

### **USA Hockey SafeSport**

The first step in providing a great youth sports experience is establishing a safe environment. USA Hockey had systems in place to protect players from abuse long before SafeSport was launched in 2012, but by uniting all of the policies and procedures into one policy, USA Hockey once again displayed the type of paramount importance it places on player safety. Below are the seven primary types of abuse and misconduct addressed by SafeSport policies. For official definitions of these violations, reference the USA Hockey SafeSport Handbook.

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying
- Threats
- Harassment
- Hazing

Through the USA Hockey SafeSport Program, USA Hockey and BISA are committed to creating the safest possible environment for participation in hockey.

### **Winter Weather Policy**

BISA recognizes that winter weather in South Dakota may, at times, become dangerous enough to warrant cancelling practice or rescheduling games for the safety of players and their families.

#### **Practice:**

The determination to cancel practice will be based on whether schools are delayed, dismissed early, or cancelled entirely in the Brookings public school district:

Delayed start: No morning practices

Early dismissal: No afternoon or evening practices

Closed/cancelled: No morning, afternoon, or evening practices

Families should monitor the status of Brookings public schools closely through the media, internet, SchoolReach notification system, and other available methods.

BISA Executive Board of Directors has the ability to overrule the above guidelines and hold optional open hockey if coach supervision is available and if the conditions have changed since the cancellation of school or for cancellations not related to safety of players and their families.

#### **Games:**

BISA will follow the South Dakota Amateur Hockey Association policies and procedures currently in place pertaining to postponing and rescheduling games.

### **BISA DISCIPLINARY PROCESS**

The BISA Disciplinary Committee has been designated in accordance with USA Hockey Bylaw #10 to review any and all appropriate BISA disciplinary matters including, but not limited to, violations of the player, parent, and coaches Code of Conduct, Articles, and Bylaws and to investigate and enforce articles of the Code of Conduct not listed under Coach's Discipline. The Disciplinary Committee will also hear appeals of action taken by a coach under articles enforced through coach's discipline. The Disciplinary Committee will conduct a prompt and fair hearing to hear such matters.

The Disciplinary Committee is comprised of up to five, with at least 3, reasonably disinterested and impartial persons to hear a case. The committee is selected and maintained by the BISA Vice President who also serves as the liaison between BISA and the committee's chairperson.

Any violation of the Articles, Bylaws, or any other rules and regulations of BISA, SDAHA, and/or USA Hockey shall render a member, including any amateur athlete, coach, manager, administrator, or parent, subject to action by the governing authority. Any violation, discipline, suspension, or expulsion actions will be handled in a manner in accordance to USA Hockey; Policies; or Bylaws, or Rules and Regulations, or Duties and Responsibilities as set forth in the most recent USA Hockey Annual Guide.

SafeSport concerns can be reported directly to USA Hockey and/or reported to the BISA SafeSport Coordinator. Any SafeSport reports received by the SafeSport Coordinator shall be forwarded to USA Hockey. Depending on the circumstances, USA Hockey or the SafeSport Coordinator may refer that report to the BISA Vice President for action, investigation and/or discipline. Per the SafeSport Handbook, the SafeSport Coordinator must report all alleged violations of SafeSport policies, results of investigations, hearing, or proceedings with the program that involved allegations or violations of the USA Hockey SafeSport Policies or SafeSport Handbook on a monthly basis.

#### **Initiating a complaint**

In order to initiate a complaint with BISA, an incident report form must be completed and submitted to the BISA Vice President. The same form may be used to file an SDAHA complaint directly with the SDAHA Secretary.

#### **BISA Appeals**

An appeal of a local disciplinary action may be filed using the "BISA Request for a formal hearing" form to the BISA VP President within 5 days of the event giving rise to the appeal. An appeal of a disciplinary ruling will follow USA Hockey Rule 10 guidelines and will consider the same evidence and theories explicitly presented to the ruling authority. The progression of appeals will be as follows:

- Local Discipline, Local Discipline Committee, Local BOD, SDAHA BOD.
- State Discipline, SDAHA Discipline Committee, SDAHA BOD, USA Hockey.

If a potential conflict of interest exists, the respective Board member may be asked to recuse themselves from the appeal. Conflict of Interest means a situation in which a Board Member or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Board Member's independence of judgment in exercising his/her responsibilities to BISA.

## **SDAHA Appeals**

Administrative appeals to the South Dakota Amateur Hockey Association (SDAHA) are provided for in the SDAHA By-Laws. 4.3 Appeals: All appeals will be handled and/or conducted according to USA Hockey Bylaw 10 as found in the USA Hockey Annual Guide. The Notice of Appeal shall be filed with the SDAHA Secretary and be accompanied by a nonrefundable fee of \$250. Such notice of appeal shall be made within 14 days of receipt of the decision appealed or of the date of the failure to hold a hearing, whichever is applicable.

### **PROCEDURE FOR SUSPENSION AND DISCIPLINE OF MEMBERS (updated version as of 8/20/15)**

This Memorandum provides guidance to those within USA Hockey that have the occasion to impose suspensions or other discipline. The information in this memorandum is not new and does not change the existing Bylaw provisions, but merely clarifies and reiterates their application. When in doubt, you should refer to the provisions of Bylaw 10. USA Hockey, and any Affiliate, local league or organization, Council, Committee or Section must follow Bylaw 10 in imposing discipline. Bylaw 10 may be amended only through the Bylaws amendment procedure, not through amendment to Rules or Policies. Courts will generally not interfere in disciplinary proceedings when USA Hockey has followed the provisions of its Bylaws. However, when a party is suspended without being afforded the rights accorded to them in the Bylaws, courts may intervene and overturn the suspension for failure to follow the Bylaws. Attached to this memorandum are certain sample documents that may be useful for preparing notices to parties that are or may be disciplined.

## **USA HOCKEY RULE 10**

### **Main Principles of USA Hockey Disciplinary Procedures**

#### **A. Hearings**

- In nearly all cases a suspension should not be imposed until after a party has been afforded a right to a hearing under the procedures set forth in Bylaw 10.C.
- Hearings under Bylaw 10.C. have certain requirements:
  - o Hearing Committee: The hearing committee must be at least 3 reasonably disinterested and impartial persons;
  - o Offer of Hearing: The hearing committee must hold a hearing within 30 days after its appointment unless a later date is agreed upon by the parties and approved by the hearing committee;
  - o Notice of Hearing: The hearing committee must provide at least 7 days' notice of the hearing, which shall include time and place of the hearing, the manner in which the hearing will be conducted, the grounds for any proposed suspension or discipline, the possible consequences of an adverse finding, and the issues to be resolved by the panel;
  - o Suspension Remains in Effect: Any existing suspension remains in effect until the decision of the hearing committee is rendered;
  - o Location: The hearing must be in a location that is accessible to the suspended party and the parties proposing the suspension;
  - o Hearing Requirements: A fair hearing is required, including:

- Reasonable notice of the grounds for the proposed suspension, but any grounds supported by the evidence presented may be considered in reaching a decision;
- Notice of the possible consequences of an adverse finding;
- A reasonable opportunity to present their case and argument;
- The ability to have counsel present (provided that, the hearing committee may set the rules for such participation); and
- The appeal procedure when a decision is rendered;

o Hearing Rules: The hearing committee may decide the level of formality for the hearing, 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.

o Burden of Proof: The party proposing the suspension must establish the facts and the violation of rules or bylaws by a preponderance of evidence (i.e., more likely true than not true).

o Decision Deadlines: The hearing committee must use reasonable efforts to render a decision within 5 business days of the hearing, and prepare and deliver a written decision within 15 business days of the hearing.

o Decision Contents: The written decision must contain (i) findings of material facts (i.e., the committee finds that 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 suspension . . .).

o Scope of Suspension: Any suspension imposed is only valid with respect to the jurisdiction of the suspending authority (e.g., a local program may only suspend within its program and an affiliate may only suspend a party from participation within their affiliate) provided that a local association may request that the affiliate honor the suspension throughout the affiliate, and an affiliate may request that USA Hockey honor the suspension throughout USA Hockey's jurisdiction.

## B. Suspensions Prior to a Hearing.

- There are very few situations that allow USA Hockey, or any Affiliate, local league or organization, Council, Committee or Section, to suspend a Member without providing a hearing prior to the suspension.
- The limited circumstances where a suspension may be imposed prior to a hearing are:
  - o Playing Rules Suspensions (suspensions where a playing rule expressly permits the suspension – if the suspension is a result of a Match Penalty, a playing rule hearing is required pursuant to Bylaw 10.C);
  - o Officiating Suspensions (a state association or USA Hockey league or local supervisor may suspend a referee for up to 10 days, and a state association or Affiliate may suspend a referee pursuant to the summary suspension procedures below);

o Assault of a Game Official (an immediate suspension occurs if a match penalty is assessed for assault on a game official, with a subsequent hearing under Bylaw 10.C); and

o Summary Suspensions (are permitted “. . . only in those cases where a person has been arrested for a crime alleged to have been committed, a person has assaulted another or violated the USA Hockey SafeSport Policy, including such abuse between adults, or other violations of USA Hockey Policies set forth in the Annual Guide or comparable Policies of Affiliate Associations that are in writing and have been approved by USA Hockey. . . .”).

- Although the language allowing Summary Suspensions for “violations of USA Hockey policies as set out in the Annual Guide, or comparable Policies of Affiliate Associations”, may be interpreted broadly, it is intended that situations calling for suspension prior to a hearing are the exception rather than the rule and hence they should not be overused.
- An Affiliate or local league or organization may not issue a Summary Suspension unless the Affiliate’s bylaws, rules or regulations provide for such a suspension.
- USA Hockey Bylaw 10.C(3)I requires only 7 days notice prior to a hearing. Only extreme cases should rise to the level where a suspension cannot wait for 7 days to conduct a hearing. Although a party may try to delay a hearing, a suspending party would be within their authority to impose a suspension if the notified party did not appear at a properly called hearing (they would then have a right to appeal).
- If a Summary Suspension is imposed, the suspended party must be provided a written notice of their right to request a hearing. If the party requests a hearing in writing within 7 days of the notice, they must be provided a hearing pursuant to the provisions of Bylaw 10.C. In situation where legal proceedings are pending or ongoing, it may be appropriate to allow the suspended party to delay their hearing while legal proceedings are ongoing, in which case the disciplinary authority may permit the suspended party to request their hearing within 7 days of the conclusion of the legal proceedings.

### C. Appeals.

- Any person suspended or otherwise disciplined may appeal that suspension after the hearing or failure to have a hearing.
- The Appeal Authority for Playing Rules Suspensions and suspensions for violations of Bylaws or rules of local, league, affiliate or district organizations is either (a) the entire Board of a state association, (b) the entire Board of an Affiliate, or (c) a designated committee of a state association or Affiliate.
- The Appeal Authority for suspensions of referees by a state association or local supervisor is the Affiliate, and the Appeal Authority for suspensions of a referee by an Affiliate is a committee comprised of the National RIC, a District Director from the District to which the Affiliate belongs, and a third person named by those two people.
- The Appeal Authority for Council decisions is the USA Hockey Executive Committee.
- The Appeal Authority for suspensions involving Juniors is the Junior Council.
- The final Appeal Authority for “Administrative Actions” is the Affiliate Board of Directors;

- The Executive Committee of USA Hockey may allow an appeal of a suspension, or other discipline if there is shown to be a gross abuse of discretion.
- Any suspension shall be in force and effect until it expires or the Appeal Authority modifies it.
- Appeals must be handled pursuant to certain procedures:
  - o The Appealing Party must provide a written Statement of Appeal to the Disciplinary Authority and Appeal Authority within 14 days from receipt of the decision from the hearing body or the date of the failure to have a hearing, and if the Statement of Appeal is not delivered within the ten (14) day period, the suspension is final;
  - o The Statement of Appeal must describe why the suspension should be overruled or reversed, and should include the record of the hearing panel (if any) and a copy of the decision being appealed. The Disciplinary Authority shall have 14 days from receipt of the Statement of Appeal to provide a written response to the Appeal Authority;
  - o The Appeal Authority may hold a hearing or may choose to consider the appeal on the written submissions of the parties. The Appeal Authority may establish other hearing rules so long as each party is treated substantially equal;
  - o Only the evidence and theories explicitly presented to the Suspending Authority may be presented or considered in appeal;
  - o The Appeal Authority must make every reasonable effort to issue a written decision (to include statement finding of the facts that were proven at the hearing and the conclusions of the Appeal Authority) within the later of (i) thirty (30) days of the receipt of a reply or expiration of the period for a reply, or (ii) fourteen (14) days of the hearing; and
  - o The Appeal Authority may affirm, reverse or modify (including increase or decrease) any decision as it deems proper under the circumstances.

### **Application of the Above Principles**

- Each local league, association and organization; each Affiliate; and each Council, Committee and Section of USA Hockey must abide by the procedures set forth in Bylaw 10 when imposing suspensions or other discipline.
- Each local league, association and organization; each Affiliate; and each Council, Committee and Section of USA Hockey should have a committee, or persons that could be named to serve on a committee, in order to ensure that there are at least 3 reasonably disinterested and impartial persons hearing each matter.
- Each Affiliate and each Council should be prepared to determine an appeal (either by holding a hearing or through written submissions) within 14 days of the date the parties have submitted their statements;
- Affiliates and Councils should consider appointing an appeals committee to hear appeals in order to meet the required timelines.

**BROOKINGS ICE SKATING ASSOCIATION POINTS AGREEMENT:**

Thank you for volunteering; your help is needed for the organization to be successful!



**Points Worker Guidelines:**

- 1) Only legal guardians/parents/step-parents of registered players are authorized to work toward earning points for the season. This does not include any siblings, grandparents, or friends of the player’s family. Requests for the approval of additional workers for a family due to a hardship may be made to the BISA board.
- 2) All points will be earned during the period starting May 1 and ending April 15.
- 3) All shifts are 10 points per 2 hours worked per person, unless noted. Game worker shifts are 10 points per game for Peewee and above and 5 points per game for Squirt, Mite, and Termite. Penalty box points are ½.
- 4) No children (under 18) **for any reason** shall be in the concessions area.
- 5) Game workers must always remain neutral.
- 6) It is the volunteer’s responsibility to legibly write their name and player’s name on the sign-in sheet to ensure points are properly noted on account. \*If you fail to write your name down on the sign in sheet, it is **YOUR** responsibility to notify the Points Coordinator within **1 week of the date worked**. Failure to do so will result in forfeit of those points. \*If there is a discrepancy on the ‘Points Tracker’, it is **YOUR** responsibility to notify the Points Coordinator within **2 weeks** of the most updated spreadsheet being posted on the website (must be able to provide the date worked, approx time and location of shift for any missing points).
- 7) Sign in sheets are available at the concession stand for all working areas. It is the responsibility of the workers to return them to the concession stand at the end of the day.
- 8) **\*Thirty (30) of the total points required must be earned during hosted tournament weekends\***
- 9) Each point has a dollar value of **\$8.00**.
- 10) If a family’s **TOTAL points obligation has not been earned as of April 15, their entire points deposit check will be deposited.**

Concerns on meeting points should be referred to your Age Level Director and then to the Points Coordinator, who in turn can request an Executive Board review.

Level Points Per Player	Player Name(s)
Termite: 80	
Mite: 100	
Squirt: 170	
Boys & Girls JV/V, 14U, Bantam & PeeWee: 200	(note level for each player):
<b>Total Points:</b>	<b>OR Family Maximum: 260 Points</b>

Parent/Guardian Names who will work as Volunteers: \_\_\_\_\_

Board Approved Non-Guardian/Parent Workers: \_\_\_\_\_

Deposit Check Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

I HAVE READ THROUGH AND RECEIVED A COPY OF THE BROOKINGS ICE SKATING ASSOCIATION PARTICIPATION AGREEMENT AND AGREE TO ABIDE BY THE SYSTEM WITHIN. I AGREE TO EARN THE POINTS AS REQUIRED WITH A MAXIMUM OF 260 POINTS PER REGISTERED FAMILY. **I UNDERSTAND IF I DO NOT MEET MY FAMILY’S TOTAL POINT OBLIGATION BY APRIL 15, MY ENTIRE POINT DEPOSIT CHECK WILL BE DEPOSITED.** ATTACHED IS MY DEPOSIT CHECK DATED 4/15/\_\_\_\_ MADE PAYABLE TO BISA.

## APPENDIX B

### BISA Concussion Policy and Concussion Information Form and Player/Parent Agreement

#### Brookings Ice Skating Association Concussion Policy

#### Policy Regarding Concussions / Concussed Athletes and Return to Play Protocol

It is important for all adults involved in youth athletics to recognize the potential for catastrophic injury and even death from concussions. Thus it is extremely important that each coach, parent, board member, and medical support personnel review, understand, and fulfill their responsibilities in protecting young athletes.

**Note:** It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that players are only put into practice or contests if they are physically capable of performing and that it is safe to do so.

However, all adults involved in the conduct of youth sports competition have responsibilities in this endeavor.

BISA's policy shall follow the regulation adopted by the SDHSAA Board of Directors which incorporates the National Federation of State High School Associations (NFHS) rules and protocols.

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest and shall not return to practice or play until cleared with written authorization by a qualified and appropriate health care professional.

#### Concussion Baseline (Pre-Injury) Testing

BISA is requiring athletes participating in Bantam, JV and Varsity levels to complete a "concussion baseline (pre-injury) test prior to the start of the season. Voluntary testing for athletes participating at levels below Bantam a baseline is also available. We have partnered with SDSU community Sport-Related Concussion Management Program to assist with delivery of baseline testing.

#### Why is Baseline Concussion Testing Helpful?

Each person responds somewhat differently after experiencing a concussion. If your child suffers a concussion, we repeat the same tests post-injury as pre-injury and can compare your child's findings against their own pre-injury data. This provides a more detailed description of your child's condition and can help individualize the care they receive. The tests we use in our baseline and post-injury sessions are not the only components used to determine if your child has suffered a concussion, however, they do help to describe their condition and help you to make appropriate decisions regarding return to school, activities of daily living and activity/play.

#### **WHEN do I contact someone from this project to complete a post-concussion test?**

- If you suspect your son or daughter may have suffered a concussion, ***please follow the instructions regarding emergency care immediately following a concussion*** to ensure their concussion is diagnosed and they begin appropriate management.
- The post-concussion testing we perform is not completed at the time of the injury; however, we like to complete the ***first post-concussion test approximately 24-72 hours*** after the injury has occurred

and has been diagnosed by a licensed healthcare provider educated and experienced in working with concussions.

**WHO do I contact to set up a post-concussion testing appointment:**

- Contact the BISA Risk Management, Player Safety, and SafeSport Coordinator.

The following parameters shall guide coaches, parents, board members, and medical personnel in implementing this policy.

**WHAT are the signs, symptoms, or behaviors consistent with a concussion?:**

- The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms and behaviors that are consistent with a concussion:

**Symptoms may include one or more of the following:**

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Adapted from the CDC and the 3<sup>rd</sup> International Conference in Sport

**Signs observed by teammates, parents and coaches include:**

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays poor coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit

- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

**WHO is responsible for administering this policy?:**

- All adults who have responsibilities and duties in the youth athletics environment are responsible: coaches, parents, BISA board members, and medical personnel.

**SPORTS REGULATIONS**

**1. What is the role of coaches in administering this policy?:**

- Coaches are to review and know the signs and symptoms of concussion and to remove and/or prevent any athlete who displays these signs or symptoms from participating in a practice or a contest.
- Coaches are not medical professionals and have no authority to determine whether or not an athlete has sustained a concussion. The coach is responsible for removing a player when he or she observes signs and symptoms that may indicate an athlete is concussed and ensuring that the athlete's parents are notified and the athlete is referred to a medical professional. The coach and/or Age Level Director is also responsible for notifying BISA's Risk Management, Player Safety, and SafeSport Coordinator.

**2. Who decides if an athlete has not been concussed and/or who has recovered from a concussion?**

- **Only** a licensed and approved health care provider can diagnose and provide return to play approval.
- If any one of these individuals believes that the athlete has sustained a concussion, that decision is final.

**3. Can an athlete return to play on the same day as he/she receives a concussion?**

- No, under no circumstances can that athlete return to practice or play that day. When in doubt, hold them out.
- If the event continues over multiple days, then a health care professional has ultimate authority over return to play decisions.
- However, if a licensed and approved health care professional has evaluated the athlete, who has been removed from competition due to exhibiting the signs and symptoms of a concussion, and has determined that the athlete did not sustain a concussion, that athlete may return to play with the submission of the written authorization by the health care professional.
- The written authorization shall be submitted to the coach who shall forward a copy of the written authorization within 48 hours to the BISA Risk Management, Player Safety, and SafeSport Coordinator and/or Age-Level Director, and place a copy in the team book.

**4. Once the day has concluded, who can issue authorization to return to practice / competition in the sport?**

- Once a concussion is suspected based on symptoms the player is exhibiting, only a licensed and approved medical provider can authorize subsequent return to play (RTP), and such authorization shall be in writing.
- With receipt of the written authorization, the coach has the permission to return the athlete to practice or play.

**5. What should be done after the athlete is cleared by an appropriate health care professional?**

- After a clearance has been issued, the athlete's actual return to practice and play should follow a protocol established by an appropriate health care professional.
- The following graduated protocol is by the NFHS: (**Note:** This is simply a suggested protocol. The appropriate health care professional who issues the clearance may establish a different graduated protocol.)

**Suggested Medical Clearance Return To Play Protocol**

1. No exertional activity until all symptoms are gone.
  2. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
  3. Initiate aerobic activity fundamental to specific sport such as skating, and may also begin progressive strength training activities.
  4. Begin non-contact skill drills specific to sport such as stick-handling, etc.
  5. Full contact in practice setting.
  6. Game play/competition.
- Athlete must remain symptom-free to progress to the next level. (It is often suggested that an athlete not be allowed to progress more than one level per day.)
  - If symptoms recur, athlete must return to previous level and should be reevaluated by an appropriate health care professional.
  - Medical check should occur before contact. (Final written clearance from the medical professional shall be obtained before the athlete engages in any unrestricted or full contact activity. A copy shall be submitted to the coach who shall forward a copy of the written authorization within 48 hours to the BISA Risk Management, Player Safety, and SafeSport Coordinator, and place a copy in the team book).

USA Hockey Insurance Coverage

- As a member of USA Hockey, treatment for injuries occurring during 'sanctioned USA Hockey events' (i.e. games and practices) are covered by the USA Hockey Insurance. To review a description of the benefits, visit the USA Hockey website.

Other Resources

- The NFHS has developed a 20-minute online coach education course, *Concussion in Sports – What You Need to Know*, the NFHS *Suggested Guidelines for Management of Concussion in Sports* brochure and the NFHS *Sports Medicine Handbook*; there are materials from the

Center for Disease Control (CDC) “Heads Up” program, and there are other materials that schools are highly encouraged to make available to coaches, parents, and athletes.

- The Centers for Disease Control and Prevention has a publication entitled “Heads up to Schools: Know your Concussion ABC’s” – A Fact Sheet for Teachers, Counselors and School Professionals,” available on its web site. Go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion) to obtain this valuable publication that will assist teachers and other school personnel in making accommodations for athletes who were concussed and returning to school, an important aspect of concussion management that is often overlooked.

### **Resources and Links**

Coach fact sheet: [http://www.cdc.gov/concussion/pdf/coaches\\_Engl.pdf](http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf)

CDC Concussion training for coaches:

[http://www.cdc.gov/concussion/headsup/pdf/Heads\\_Up\\_Concussion\\_in\\_Sports\\_Script-a.pdf](http://www.cdc.gov/concussion/headsup/pdf/Heads_Up_Concussion_in_Sports_Script-a.pdf)

Parent fact sheet: [http://www.cdc.gov/concussion/pdf/TBI\\_factsheets\\_PARENTS-508-a.pdf](http://www.cdc.gov/concussion/pdf/TBI_factsheets_PARENTS-508-a.pdf)

Athlete fact sheet: [http://www.cdc.gov/concussion/pdf/athletes\\_Eng.pdf](http://www.cdc.gov/concussion/pdf/athletes_Eng.pdf)

CDC Concussion fact sheet: [http://www.cdc.gov/concussion/pdf/Fact\\_Sheet\\_ConcusTBI-a.pdf](http://www.cdc.gov/concussion/pdf/Fact_Sheet_ConcusTBI-a.pdf)

ImPACT Testing website: <http://impacttest.com/>

South Dakota High School Activities Association Health and Safety Issues:

<http://www.sdhsaa.com/Athletics/HealthSafetyIssues.aspx>

USA Hockey Insurance and Risk Management:

[http://www.usahockey.com/Template\\_Usahockey.aspx?NAV=AU\\_06&ID=28832](http://www.usahockey.com/Template_Usahockey.aspx?NAV=AU_06&ID=28832)

## BROOKINGS ICE SKATING ASSOCIATION

### Concussion Information Form and Player/Parent Agreement



A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

#### Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Adapted from the CDC and the 3<sup>rd</sup> International Conference in Sport

#### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays poor coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion shall be removed from play immediately. Continuing to play with the signs and symptoms of a concussion or returning to practice or play too early leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after a concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often underreport symptoms of injuries. Concussions are no different. As a result, education of coaches, parents and athletes is the key for the athlete's safety.

### **If you or your child's coach think your child has suffered a concussion**

Any athlete exhibiting concussion symptoms or suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without review by a qualified medical provider (M.D., D.O., or C.A.T.) and written authorization to return to play. Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. When in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

**APPENDIX C**  
**BISA Hockey Code of Conduct**



In the effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. The campaign is designed to require all players, coaches, officials, team officials and administration to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. The policies set forth in this Code of Conduct are in effect from October 1 through the final day of the last state tournament for the entire BISA organization. The Code of Conduct is also in effect for the players outside the season while in the Larson Ice Center or when representing BISA at any event.

**PARENTS:**

- Show a positive attitude towards the games, coaches, and all participants, including on social media.
- Do not embarrass yourself, our town and our hockey association by yelling at players, coordinators, directors, coaches or on-ice officials.
- Contact your team coordinator if your player is unable to attend a practice or game.
- If you have issues with the program, coach, or officials, contact the Team Director or file a formal complaint (see BISA handbook) and submit it to the BISA Executive Board. You will be contacted by one of the Executive Board members and the matter will be discussed. Avoid voicing opinions and comments to the general population.
- A 24- hour waiting rule will be in place for any communication from parents to coaches, on-ice officials and/or Board of Directors. This would include game play, playing time, and policy changes. All game/practice communication needs to be directed to the director of hockey or age level director. All other communication can be communicated with any BISA board member.
- If the 24-hour rule is broken, the following penalties will be served by the parent's player: If profanity is used by the parent it constitutes a second offense.
  - 1<sup>st</sup> offense – Suspension of 1 period for the next game
  - 2<sup>nd</sup> offense – Player will be suspended for the next game, to be served within same season as offense
  - 3<sup>rd</sup> offense – Player will be suspended for the next two games, to be served within same season as offense

**PLAYERS: \*\* A separate copy of this form is required for each of your children\*\***

1. I will be a team player and get along with my teammates. I will show courtesy to other team players, officials and fans at all times.
2. I will not swear or use abusive language on the bench, in the rink, or at any team function.
3. I will not lash out at any official, no matter what the call. The coaching staff will handle all matters pertaining to officiating.
4. I will skate directly to the penalty box upon receiving a penalty.
5. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions, including on social media.
6. I will attend and be prompt for every practice and game, unless excused by the coach.
7. I will not misbehave during open skating or hockey practice. If I abuse this, I understand that the arena staff may remove me from the arena and I may not practice or play game(s) for the time period specified by the arena staff.
8. I will not haze, fight with, or bully anyone.
9. I will not steal or vandalize any property.
10. I will not use or possess illegal drugs or alcohol.
11. I will not use products containing tobacco and devices such as e-cigarettes or vaping devices with or without tobacco contents.
12. I will not use a cell phone or any electronic device that is capable of taking pictures/videos in any locker room.
13. I will abide by all team specific rules as well as BISA Hockey Code of Conduct.
14. I will abide by any new/updated rules approved and communicated from the BISA Board of Directors.
15. If I choose not to abide by these rules or to violate the BISA Hockey Code of Conduct, I will be subject to disciplinary action by the team coach/discipline committee.

**DISCIPLINE FOR VIOLATIONS OF THE CODE OF CONDUCT**

- Article 1-6: Coach’s Discipline
- Articles 7: Dependent on infraction/Coach’s discipline.
- Article 8. Coach’s Discipline
- Article 9-11: First offense– 5 game suspension  
Second offense- season suspension
- Article 12-13: Coach’s Discipline
- Article 14-15: Coach’s Discipline/Disciplinary committee

**EVIDENCE OF VIOLATIONS**

1. Information received from law enforcement or court services personnel providing reasonable cause to believe an infraction has occurred.
2. A coach or player is found guilty, or enters a no contest plea in a juvenile court or an adult criminal court.
3. A self-reported violation by a parent, coach or player.
4. A reported violation by a parent, coach, player, or anyone affiliated with BISA or the Larson Ice Center.

**CODE VIOLATIONS AND CONSEQUENCES**

1. The BISA Board of Directors, or its designee, shall be responsible for the fair and equitable administration of the Code of Conduct.
2. This Code of Conduct is in force beginning October 1<sup>st</sup> through end of Boys’ Varsity State Tournament.
3. The possession, use, distribution of tobacco, alcohol, anabolic steroids, or the possession, use or distribution of marijuana or controlled substances, as defined Chapters 22-42, SDCL 13-32-9, is a violation of the Code of Conduct.
4. Any violation of any city, state or federal law (excluding Class II Misdemeanors and all non- felony motor vehicle offenses) are a violation of the Code of Conduct.

**COACHES’ CODE OF CONDUCT:** I hereby pledge to provide positive support, care, and encouragement for all BISA participants by following this Coach’s Codes of Conduct Pledge.

1. I will place the emotional and physical well-being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will insist that my team play in a safe and healthy environment.
4. I will do my best to organize practices that are fun and challenging for all my players.
5. I will lead by example in demonstrating fair play and sportsmanship to all my players.
6. I will not cheat or engage in any form of unethical behavior that violates league rules.
7. I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
8. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
9. I will use those coaching techniques appropriate for all of the skills that I teach.
10. I will follow the USA Hockey ADM age specific guidelines for development where possible (station based practice, small area games, age appropriate skill development, etc.)
11. I will remember that I am a youth sports coach, and that the game is for children and not adults.

***PLEASE NOTE: If a coach is found to be in violation of any of the above stated Codes of Conduct, they are subject to BISA Board review and up to possible dismissal.***

Player’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Player’s Parent/Guardian Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Coach’s Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(updated 06/13/2022)

I hereby grant permission to Brookings Ice Skating Association (BISA) to publish photographs/video of me/my child, containing clearly identifiable features, in any or all official BISA publications to be used on social media, the official Brookings Rangers Youth Hockey website, or in local media (in print or online) without further consideration or compensation. Parent Signature: \_\_\_\_\_

## APPENDIX D

### BISA (Brookings Ice Skating Association) Locker Room Policy



In addition to the development of our hockey players and enjoyment of the sports of hockey, the safety and protection of our participants is central to BISA's goals. BISA 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, BISA 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 Larson Ice Arena there are 12 locker rooms available for our program's use. Most of the locker rooms have their own 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. BISA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you're unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower is desired.

#### **Locker Room Monitoring**

BISA has predictable and limited use of locker rooms and changing areas. 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.

We conducted a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been SafeSport trained and passed a background check) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participations (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

#### **Parents in Locker Rooms**

Except for players at the younger age groups (Termites and Mites), we discourage parents from entering locker rooms unless it is truly necessary. 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 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 players are given consideration and appropriate arrangements made. Where possible, BISA 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 Phone 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 should be taken outside of the locker room.

### **Prohibited Conduct and Reporting**

BISA 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 BISA 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, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call [1-800-888-4656](tel:1-800-888-4656).

As approved by BISA  
Board of Directors 10/14/13  
Updated: 12/29/2019

## APPENDIX E

### BISA TRAVEL POLICY



Brookings Ice Skating Associations (BISA) encourages all of its teams to take advantage of travel tournament opportunities. We believe that this provides our participants with a competitive, bonding experience that is not replicated in regular league play.

A significant portion of USA Hockey participation involves overnight travel for youth teams to games and tournaments. Minor players are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of player to player misconduct. During travel, players may be away from their families and support networks, and the setting – unfamiliar locker rooms, automobiles, and hotel rooms – is less structured and less familiar. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor players will be supervised between and during travel to and from practice and games. Adherence to travel policies helps to reduce the opportunities for misconduct.

USA Hockey requires that all local programs have travel policies applicable to their youth teams and to provide the policies to all players, parents, coaches and other adults that are travelling with the team.

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 BISA 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. 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 BISA or one of its teams, who are not also acting as a parent, 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.
- 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 BISA 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 BISA coordinates or arranges for travel so that our teams can compete locally, regionally, or nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, BISA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays. The Team Coordinator will be the point of contact for each team.
- Players may not drive to or from out-of-town games.
- 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 or sibling of the player).
- The team personnel may ask hotels to block adult pay per view channels.
- 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.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

#### **Prohibited Conduct and Reporting**

BISA 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 BISA 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, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

**APPENDIX F  
Incident Report**



This form is to be filled out whenever there is an incident of inappropriate actions. Complete the form and submit it to the BISA Vice President.

Name of person reporting the incident: \_\_\_\_\_

Name of person/s involved in the incident: \_\_\_\_\_

\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Incident:

Verbal

Physical

Property

1. Describe Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Immediate action taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. List any injury or property damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other action taken by the local Association:

\_\_\_\_\_  
(if additional space is needed, attach sheets to this form)

**APPENDIX G**

**Request for Formal Hearing by the BISA Discipline Committee**



Team(s) of players involved: \_\_\_\_\_

\_\_\_\_\_

List the Articles you believe have been violated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the events, issues or items that are pertinent to the hearing: (use additional paper if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List names and phone numbers of potential witnesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Attach documents you want the BISA Discipline Committee to review.

**APPENDIX H  
USA HOCKEY CONCUSSION MANAGEMENT**

## RETURN TO PLAY FORM

The USA Hockey Concussion Management Protocol and most state statutes require that an athlete be removed from any training, practice or game if they exhibit any signs, symptoms or behaviors consistent with a concussion or are suspected of sustaining a concussion. The player should not return to physical activity until he or she has been evaluated by a qualified medical provider who has provided written clearance to return to sports.

This form is to be used after an athlete has been removed from athletic activity due to a suspected concussion and must be signed by their medical provider in order to return without restriction to training, practice or competition.

Player Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

District/Affiliate: \_\_\_\_\_ Name of Person Reporting: \_\_\_\_\_

Association and Team: \_\_\_\_\_ Date of Injury: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Location of Injury/Arena: \_\_\_\_\_

Injury Signs/Symptoms: \_\_\_\_\_

---

Print Health Care Professional Name: \_\_\_\_\_ License No: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I HEREBY AUTHORIZE THE ABOVE NAMED ATHLETE TO RETURN TO ATHLETIC ACTIVITY FOR FULL PARTICIPATION WITHOUT RESTRICTION.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

---

**I AM THE PARENT OR LEGAL GUARDIAN OF THE PLAYER IDENTIFIED ON THIS FORM AND I CONSENT TO THEIR RETURN TO ATHLETIC ACTIVITY WITHOUT RESTRICTION.**

Parent/Legal Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

---

**I AM THE COACH OF THE PLAYER IDENTIFIED AND I CONFIRM RECEIPT OF THIS CLEARANCE FORM ACKNOWLEDGING THE HEALTH CARE PROVIDER AND PARENT HAVE APPROVED THE ATHLETE'S RETURN TO PARTICIPATION WITHOUT RESTRICTION.**

Coach Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## APPENDIX I

## **BISA ADM Vision and Recommendations**

### **Background and Rationale**

BISA has, from time to time, experienced uncertainty in how to most effectively organize and operate certain age levels. In recent years, questions have arisen regarding the younger age levels in particular. Following a presentation to the BISA Board of Directors in December of 2013 by two members of USA Hockey on the American Development Model (ADM) and key concepts for developing young hockey players, a committee was established by the BISA Board of Directors to study and make recommendations to improve the structure and organization of playing age levels within BISA. The key principles recommended by the committee, and outlined below, are expected to:

Maximize player development through practicing and playing with players of similar ability, maximizing participation and puck touches, exposing all players to the best coaches, and focusing on fundamentals and age-appropriate skill development and practice plans.

Increase player retention at the younger levels by focusing on development and participation over winning and losing, reducing the focus on traveling, and responding positively to recent parent requests.

Enhance consistency throughout the association through establishment of a clearly-articulated set of guiding principles that ensure BISA, coaches, players, and parents are on the same page.

Minimize costs to participate in youth hockey by maximizing the utilization of available ice time.

Increase the “fun” of hockey through learning and growing; unlocking potential at a pace that’s appropriate to each individual player; developing creativity and decision-making skills; and allowing hockey to become a larger part of players’ lives as skills are refined, players mature, and friendships and a love of the game increase.

### **Key Principles**

1. Implement a “Hockey Director” to implement and oversee the ADM program, and to lead a committee of “age division coordinators” who oversee practice planning and off-ice training; will develop a long-term job description and prioritize the most important responsibilities; need to determine financial impact and add when budget permits; use a volunteer to perform key responsibilities or divide responsibilities among a small committee in the meantime
2. Provide skating, puck skills, and goaltending training by a qualified coach to each team (Squirts and older, possibly younger) once a week as soon as coaching personnel and budget permits
3. Two “Try Hockey for Free” days per season
4. At least one Learn-to-Skate program to teach basic skating fundamentals offered prior to the start of each season
5. Minimum of 1 set of cross-ice boards
6. Follow USA Hockey age-specific station-based practice plans through PeeWees, and apply station-based principles at all age levels
7. No single-team practices through PeeWees, 3 teams recommended at Squirts, 2-3 teams at PeeWees
8. Follow ADM recommendations for team structure, roster size, sorting, and goalies
  - a. Termites:
    - i. 8-10 skaters, no goalies
    - ii. Players grouped in practice and games by like ability
      1. Teams to comprise a mix of abilities (beginner, intermediate, advanced) on each team so equally-talented teams can effectively scrimmage and play in-house games
      2. Players of similar abilities to rotate through stations together during practice and play with teammates and against opponents of similar ability during games
    - iii. Secure sponsors for jerseys (NHL team on front, sponsor’s name on back) for in-house games
  - b. Mites:
    - i. 8-10 skaters, goalies must skate out 50% of ice sessions
    - ii. Players grouped in practice and games by like ability
      1. Teams to comprise a mix of abilities (beginner, intermediate, advanced) on each team so equally talented teams can effectively scrimmage and play in-house games

2. Players of similar abilities to rotate through stations together during practice and rotate on ice with teammates and opponents of similar ability during games
3. Teams for tournaments formed from interested players/families, divided by ability through HEPP testing; playing levels determined on a tournament-by-tournament basis with multiple teams at the same playing level divided equally. All Mite players are eligible to participate in one home tournament and two away tournaments per season.
4. Utilize USA Hockey Red, White, and Blue rosters for rostering flexibility
- iii. Secure sponsors for jerseys (NHL team on front, sponsor's name on back) for in-house games
- c. Squirts and 12U Girls
  - i. 11-12 skaters and 1-2 goalies; if 2 goalies, goalies must split games or 1 skate out
  - ii. Rotating positions so players experience playing both forward and defense positions
  - iii. Players grouped in practice and games by like ability
  - iv. One A team and multiple equally-divided B teams, based on number of registered players
- d. PeeWees:
  - i. 11-14 skaters (12 recommended) and 1-2 goalies per team
9. Blue pucks at practices and games for Termites and Mites
10. Cross-ice format for all Termite games; cross-ice or half-ice format for all Mite games
11. Equal playing time for all players will be strived for through the PeeWee age level, with the understanding that playing time in any one game may be unequal but that over the course of the season all players will get to play an equal amount in games
12. No player may play outside his or her age level unless initiated by BISA (players that challenged up during the 2013-2014 season will be permitted to remain at the same age level). BISA registration numbers may result in a need to move one or more players to the next oldest age level in order to create teams that fall within ADM team size guidelines. In such cases, the player(s) most ready and capable of playing at the older age level will be offered the opportunity to move up, but only if the player and family wish to do so. A 5-person committee comprised of the Hockey Director (or coaching director), head coaches of the top team at the two impacted age levels, BISA President, and BISA Vice-President will determine which players, if any, are most ready and capable of playing at the older age level.
13. Travel
  - a. Termites: None (schedule to consist of in-house games and home Termite Fest only)
  - b. Mites: Two away tournaments (schedule to consist of in-house games, two away tournaments, and home tournament)
  - c. Squirts: Per BISA Handbook
  - d. PeeWees: Per BISA Handbook
  - e. Bantams: Per BISA Handbook

**As Approved by BISA Board of Directors 6/26/2014**

#### **Appendix J: BISA Position Descriptions**

**PRESIDENT (BOD, EC) (defined in BISA By-Laws)**

**VICE PRESIDENT (BOD, EC) (defined in BISA By-Laws)**

**SECRETARY (BOD, EC) (defined in BISA By-Laws)**

**TREASURER (BOD, EC) (defined in BISA By-Laws)**

**DIRECTOR OF OPERATIONS (BOD) (defined in BISA By-Laws)**

**DIRECTOR OF DEVELOPMENT (BOD) (defined in BISA By-Laws)**

**DIRECTOR OF MARKETING (BOD) (defined in BISA By-Laws)**

**TERMITE AND MITE AGE LEVEL DIRECTORS (BOD)**

The Mite and Termite Age Level Directors will handle all administrative communication to the parents from the Hockey Director, coaching staff and BISA Board of Directors. The Age Level Directors are required to attend board meetings. The Age Level Director will keep parents, Team Coordinators, and coaches informed about new policies, practice information, and changes to schedules. The Director and Hockey Director will co-host a team meeting at the beginning of the year to welcome new parents, review required hockey equipment, discuss BISA policies, review schedules, and to recruit age level volunteers such as the Team Coordinators, In-house League Coordinators, and Concession Coordinators. They will also work with the Equipment Coordinator to ensure that all players have properly fitting equipment. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

**SQUIRT, PEEWEE, GIRLS U14, BANTAM LEAGUE AGE LEVEL DIRECTORS (BOD)**

The Squirt, Peewee and Bantam League Age Level Directors will be the direct liaison between parents, Hockey Director and the Board. The Age Level Directors are required to attend board meetings. They will be responsible for scheduling out of town tournaments and pick-up games, and reserving hotel blocks for the teams. They will also coordinate coach travel reimbursement for all away games. The Director will work with the Registrar to make sure that players are registered and that the team books are completed and given to the Team Coordinators before the first game. The Age Level Director will keep parents, Team Coordinators, and coaches informed about new policies, practice information, and changes to schedules. The Director and Hockey Director will co-host a team meeting at the beginning of the year to go over rule changes, BISA policies, schedules, and to recruit age level volunteers such as the Team Coordinators, Concession Coordinator, and Tournament Coordinator. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

**JV and VARSITY LEAGUE AGE LEVEL DIRECTORS (BOD)**

The JV/Varsity League Age Level Directors will be the direct liaison between parents, Hockey Director and the Board. The Age Level Directors are required to attend board meetings. They will be responsible for scheduling out of town tournaments and pick-up games, and reserving hotel blocks for the teams. They will also coordinate coach travel reimbursement for all away games. The Director will work with the Registrar to make sure that players are registered and that the team books are completed. The Age Level Director will keep parents and coaches informed about new policies, practice information, and changes to schedules. The Director and Hockey Director will co-host a team meeting at the beginning of the year to go over rule changes, BISA policies, schedules, and to recruit age level volunteers such as the Team Coordinator, Concession Coordinator and Tournament Coordinator. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

**REGISTRATION COORDINATOR**

The Registration Coordinator (Registrar) works with the SDAHA Registrar and for the USA Hockey Registrar and takes care of the registration of BISA players, coaches, and officials as required by the state and national organizations. The Registrar coordinates with Team Directors to make sure all players have signed and submitted the BISA Code of Conduct form. S/He will be required to get copies of Birth Certificates for all new players and send these copies to the State Registrar. Once all teams have been finalized, s/he they will fill out

all of the rosters for the association and submit to the State Registrar. Registrar will also work with the Coaching Coordinator to ensure that all coaches have the proper classes & registrations completed for them to be eligible to coach no later than Dec. 31. Once all forms and rosters are complete and verified by the State Registrar. If a team participates in a National Tournament, the Registrar will be required to fill out all necessary paperwork, re-submit the roster, provide proof of school enrollment and be the lead contact for USA Hockey pertaining to registration, hotel and travel arrangements. There will be a Tournament book that needs to be completed and sent to the State & Regional Registrar for approval that will need to go with the team participating in the National Tournament.

### **CONCESSION MANAGER**

The Concession Manager is responsible for the direction of the concession stand. This person will order supplies and oversee any training needed to operate the concession equipment, including filling vending machines. The Concession Manager will make sure that equipment is in good working condition. The Concession Manager will take stock inventory weekly and order food, beverage, and paper products from the appropriate BISA vendors, including those BISA has vending relationships with such as Pepsi. The inventory shall be delivered before games. The Concession Manager will put orders away, including stocking the soda machines, and ensure the concession area and food/beverage storage area is organized. The Concession Manager will keep computer info up to date (buttons, prices, menu board, etc.). S/He will make sure cleaning supplies are stocked, keep towels and washcloths clean, and help keep the concession area clean. The Concession Manager will work with the Director of Marketing to determine pricing. S/He will also work with Age-Level Tournament Coordinators on any special items that may need to be ordered for tournaments. The Concession Manager will monitor the pop vending machines. He or she will inform the ice arena manager on when the concession stand needs to be unlocked for shifts and also of any maintenance issues. At the end of the season they will return unused Pepsi products to Pepsi, sell unused candy products to the soccer association, and deep clean the concession area for the downtime of the season.

### **ICE SCHEDULE COORDINATOR**

The Ice Scheduler will coordinate with the Brookings Park and Recreation Department in the scheduling of BISA activities, in facilities owned or managed by the city. The Ice Scheduler will schedule ice time for hockey games, practices and any other events associated with the operation of a youth hockey program. The Ice Scheduler will work with Age Level Directors to keep the Park and Recreation Department aware of BISA requests in a timely manner. Throughout the season, the Ice Scheduler will work with Directors when practices need to be canceled and rescheduled. The Ice Scheduler is in constant communication with the BISA Tournament Coordinator to facilitate available ice time for home tournaments. The Ice Scheduler communicates, coordinates, and monitors all league games with the South Dakota Amateur Hockey Association. The Ice Scheduler will work with the SDAHA Scheduler and Age Level Directors to allow for time off from league games for away tournaments as well as home tournaments. The Ice Scheduler will communicate with the SDAHA Scheduler and Age Level Directors regarding cancelled and rescheduled games due to weather. The Ice Scheduler will also keep a line of communication with hockey clubs and organizations such as the SDSU hockey club and the Men's Hockey League for cooperative efforts.

### **TOURNAMENT COORDINATOR**

The Tournament Coordinator will be responsible for schedules of tournaments and posting on the BISA web site. S/He will ensure BISA tournaments are registered appropriately with USA Hockey. He or she will advertise or send invites to ensure tournaments are filled. The Tournament Coordinator will serve as primary contact for teams involved in tournaments and be responsible for the registration of teams. S/He will work with outside vendors that are providing services for tournaments including t-shirt and program vendors. The Tournament Coordinator will communicate with each team level Tournament Coordinator, provide guidance to, and ensure successful tournaments at each level by providing assistance such as checklists on what duties and timelines, such as tournament program needs, t-shirt orders, communication/contact information on arranging officials, trainers, ice cleaning, etc. The Tournament Coordinator will be responsible to communicate with the Ice Scheduler to ensure that enough ice time is available.

### **EQUIPMENT COORDINATOR**

The Equipment Coordinator will manage the rental, maintenance, and storage of hockey equipment for players and goalies. The Coordinator will submit proposals to the board for the replacement of old equipment and will

negotiate and place orders for new hockey equipment. In addition, the Equipment Coordinator shall properly document and manage the collection of paperwork for equipment rentals and collecting rental costs and deposits. The Equipment Coordinator is expected to manage the actual checkout process activities, including participating in the actual hand out of equipment, setting up signup genius for additional help, and drafting communications to the entire BISA community. Other duties include: making recommendations for price increases in rental costs; deciding on what equipment to keep or dispose of; keeping the equipment room in order; supplying the association with practice and printed game pucks (which requires the negotiation and placement of orders for pucks); ensuring game pucks are properly stocked in the concession area freezer every weekend for games; participating in and ensuring Try Hockey for Free events and other marketing events have proper equipment available for kids participating; being flexible for coming to the rink to assist with occasional equipment problems or assisting families that have missed times when scheduled equipment check outs were announced; ensuring all equipment has been returned at the end of the year. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

### **POINTS COORDINATOR**

The purpose of the Points Coordinator is to create and maintain a points system file on each unit membership. The Points Coordinator will be responsible for the recording of points earned by BISA members. The Points Coordinator will make sure there are point sign-up sheets available in the concession stand. He or she will pick up completed sheets, record the points, and post them on the Ranger website. Points updates will be posted every other Thursday throughout the hockey season, starting on the 2<sup>nd</sup> Thursday of December. The Points Coordinator will annually review the BISA Participation Agreement and sign-up sheets with the Board of Directors to discuss any changes. S/He will also attend registration at the beginning of the season to obtain points agreements and deposit checks. Deposit checks will be held by the Treasurer. The Coordinator will also attend parent meetings at the beginning of the year to answer questions and report any points changes for the year. If not able to attend a meeting, a detailed list of information should be forwarded to the Age Level Director. S/He will send a report to Age Level Directors and/or Team Coordinators of families that have not submitted their points information and remind them that a player is not allowed to practice/participate until information is received. The Points Coordinator will maintain inventory of all participation sheets and obtain supplies when needed. He or she will prepare and submit a season end summary to the President and Treasurer. The summary will include detailed information of the unit memberships that have not obtained all of the points required.

### **FACILITY COORDINATOR**

The Facility Coordinator will act as a liaison with the City of Brookings Park Department concerning all operational issues at the Larson Ice Center and reports directly to the BISA President. All proposals for facility improvement will be coordinated through the Facility Coordinator. The Facility Coordinator should be acquainted with the operating agreement between the Park and Recreation Department and BISA. The Facility Coordinator will also be responsible to coordinate with the internet provider and the city to provide reliable Internet service within Larson Ice Center to meet the needs of both BISA and the general public. Be the administrator and liaison to live streaming services (Livebarn). Her or she should be available when needed for questions or for emergency repairs.

### **TECHNOLOGY AND GAME DAY COORDINATOR**

The Technology & Game Day Coordinator will ensure the video scoreboard control system is current with game day content including but not limited to varsity player head shots, announcements, and scoreboard templates. Work with the Marketing Coordinator to create and update sponsor ads and in-game features. Create and update each varsity game script. Ensure BISA computers and software applications are up to date including music and live game scoring computers. Program and maintain lighting effects controller, audio mixer and PA system. He/She

will coordinate training in the operation of each system as appropriate. Communicate with the facility coordinator for any maintenance, repair, or replacement needs.

### **CONCESSION AND GATE SCHEDULING COORDINATOR**

The Concession and Gate Scheduling Coordinator will schedule all concession and gate shifts that occur at Larson Ice Arena during the hockey season. They will make signup sheets and send them out to the BISA organization for volunteers. The Concessions and Gate Coordinator will assign each age-level weekend concession shifts throughout the season. The Concessions and Gate Coordinator will work with the Age-Level Concession and Gate Coordinators to make sure that all shifts are filled for those weekends.

### **MERCHANDISING COORDINATOR**

The Merchandising Coordinator is responsible for ordering Ranger clothing and other memorabilia with the Ranger logo. Purchase Orders (PO's) approval required and Vendor Agreements up to date/completed. The coordinator is responsible for establishing pricing, operation and scheduling of the store and recruiting volunteers to staff the store. The Coordinator will work with the BISA Treasurer to handle funds and coordinate these activities in a fiscally responsible manner. The Store should be open during most weekends and special events. Reports to Director of Marketing for pricing, purchase orders and vendor agreements.

### **MARKETING COORDINATOR**

The Marketing Coordinator is responsible for scheduling signage sponsor renewal meetings and forwarding invoicing details to the BISA Treasurer. He/she will also be a liaison to ensure sponsor ads and graphics are created and applied according to the agreed entitlement including BISA flyers, sponsor program ads, arena signage, in game video, PA and streaming promotions. They will coordinate annual meeting arrangements and annual sponsor appreciation activities. The coordinator is responsible for managing the red rink bar seat sales, promotions, and ensuring a quality experience for season seat holders. He/she will assist with marketing and set-up of Ranger tailgate events in the red rink. The coordinator will schedule each age level date for Hockey Nights at Cubby's and communicate dates to the Team Directors. The coordinator will participate in the Marketing Committee. Reports to the Director of Marketing

### **RECRUITING COORDINATOR**

The Recruiting Coordinator will organize information and events to increase interest and participation in BISA activities, including organizing and coordinating Try Hockey for Free Events. He or she is responsible for organizing other recruiting opportunities such as BISA's participation in the Hobo Day Parade, Bobcat Homecoming Parade, and at least two Downtown at Sundown events. Will work with the Social Media Coordinator to promote these activities. The Recruiting Coordinator shall provide support and materials to new families of BISA to assist their transition into hockey, and work with the Director of Development on retainment initiatives.

### **WEBSITE COORDINATOR**

The Website Coordinator is in charge of updating the website and taking care of any questions pertaining to the website. The Coordinator will update the website for off-season registration, season registration, tournament registration and any other registrations that may come during the year (e.g. Try Hockey, skating lessons, etc.). S/He will also update team information, rosters, photos, and contacts. The Coordinator is also responsible for updating the tournament page with dates and information. S/He will update board contact information and upload the board meeting notes. The Website Coordinator will also make additional information or links available via the website such as documents, photos or pdf files. The Website Coordinator must work with Sport NGIN for all set-up and to resolve any website issues.

### **TEAM HEAD COACHES**

A Head Coach of a non-league team will be responsible for the development of players according to USA Hockey and SDAHA rules and regulations, and per BISA's policies including ensuring ADM is followed. There will be one Head Coach appointed to each team. All coaches must be registered with USA Hockey and complete the necessary training and certification per USA Hockey and BISA policies. All certificates shall be submitted to the Registrar. Head coaches report to the Hockey Director on coaching concerns. Parent coaches that work as a coach during their home tournament will be considered to have earned their 30 required

tournament points. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

### **ASSISTANT COACHES**

Assistant Coaches for non-league teams will assist the Head Coach with the development of players according to the USA Hockey and SDAHA rules and regulations, and per BISA's policies including ensuring ADM is followed. All coaches must be registered with USA Hockey and complete the necessary training and certification per USA Hockey and BISA policies. All certificates shall be submitted to the Registrar. Assistant Coaches must consistently help with practices and games per Head Coach and Hockey Director's discretion. Parent coaches that work as a coach during their home tournament will be considered to have earned their 30 required tournament points. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

### **AGE LEVEL TEAM COORDINATOR -**

Age Level Team Coordinators will assist Age Level Directors with communication (off-ice concerns) between parents, and coaches (coaching concerns should be communicated to the Hockey Director). The Team Coordinator will assist the Age Level Director with any tasks or requests associated with their team and/or age level (for example but not limited to: scheduling game workers or general helpers, being point of contact for teams while on the road, sharing scheduling information with parents, planning end of season party or special events, etc). There will be one Age Level Team Coordinator assigned for each team Squirt and above. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

### **IN-HOUSE LEAGUE COORDINATOR**

The In-House League Coordinator is responsible for setting up six in-house Mite league games. He/she will work with the Ice Scheduler and Mite Coaches to determine dates for the games. The In-House League Coordinator will let the Referee Director and Concession Coordinator know when games are so that workers can be scheduled. The Coordinator will work with the Fund Raising Coordinator to find sponsors for each team and work with them to get business logos for use on Jerseys and in the programs. The Coordinator will work with the Merchandising Coordinator to purchase Jerseys with the sponsor's logo printed on them for each team. The coordinator is also responsible for scheduling game day workers (announcers and score keepers) for league nights. He/she will also update the trophy with league champions and arrange an end of season pizza party.

### **AGE LEVEL TOURNAMENT COORDINATOR**

Age Level Tournament Coordinator will oversee and direct the age level tournament. The Tournament Coordinator will communicate with the Tournament Coordinator to ensure all details of the tournament are addressed. This person will be in charge of overseeing the appropriate tournament program, t-shirt order forms, recruiting volunteers and ensuring the tournament runs smoothly. There will be one coordinator for each age level.

### **AGE LEVEL CONCESSION AND GATE COORDINATOR**

The Age Level Concession and Gate Coordinator will work with the Concession Manager to oversee the running of the concession stand and gate during the age level's assigned week(s). The Coordinator will recruit and schedule members to work concessions and help with problems that may occur. The Age Level Concession and Gate Coordinator is responsible to fill or work any unfilled concession or gate shifts during the age level's assigned week(s). There is one coordinator per age level.

### **GAME VIDEO RECORDER**

The Game Video Recorder will record and make available all games per the coach's request. One per Team.

### **FAMILY FUND RAISING COORDINATOR**

The Family Fundraising Coordinator will initiate, oversee, and report on fundraising activities that may include Winter Raffle, fundraisers in conjunction with Hot Hockey Nights (basket raffles), State Tournament, and other purpose-specific fundraisers as approved by the Board of Directors.

## **SOCIAL MEDIA COORDINATOR**

The Social Media Coordinator will disseminate information on BISA activities to the general public. The coordinator will update the social media accounts (e.g. Facebook, Twitter and Instagram) with relevant material about the Brookings Rangers. The coordinator will post the home game schedule on the Facebook page on Thursdays during the hockey season.

## **REFEREE COORDINATOR**

The Referee Coordinator will contact and schedule certified referees, specific to each age group, for all tournaments and all non-league home games during the hockey season. The Coordinator shall have a list of certified referees and contact information available. The Referee Coordinator will maintain contact with the South Dakota Referee in Chief or other subordinates. This Coordinator will also promote the benefits of becoming a certified referee to BISA participants.

## **SDAHA STATE BOARD POSITION**

Members of BISA that serve on SDAHA State Board will be awarded 50 points toward their total listed on the BISA Points Agreement.

## **LOCKER ROOM MONITOR**

The Locker Room Monitor will be established for all levels of play. The Locker Room Monitor will be responsible for ensuring the safety of all BISA participants at all times. The Locker Room Monitor will conduct a sweep of the locker rooms and changing areas prior to players arriving. To ensure safety, the Locker Room Monitor will be posted outside of the locker room and changing areas during periods of use. The Locker Room Monitor must also ensure that locker rooms are appropriately secured during times when players are on the ice as well as after practice and games. Each team will have one locker room monitor assigned. If there are multiple locker room monitors per team, they will share the points. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

## **JERSEY COORDINATOR**

The Jersey Coordinator will maintain inventory and check in and out all jerseys in the BISA program. The coordinator will inform the Board of any jerseys that need replacing, and coordinate offseason repair of jerseys as necessary.

## **JUNIOR RANGER COORDINATOR**

The Junior Ranger Coordinator will schedule and coordinate Junior Ranger players for Boys and Girls Varsity home games. He/She will coordinate player biographies to be read by the announcer. One Coordinator will be needed at each of the Mite and Termite age levels. In addition, Junior Ranger Coordinator receives General Helper points for time spent at the rink during Varsity games.

## **RISK MANAGEMENT, PLAYER SAFETY, AND SAFESPORT COORDINATOR**

The Risk Management, Player Safety, and SafeSport Coordinator oversees risk management and player safety matters for the association to create the safest environment possible for all youth participants within BISA. The Coordinator will maintain certificates of insurance for events and activities, stay informed of safety issues and policies, recommend the implementation of programs and policies to ensure player safety, and implement and oversee such programs and policies as directed by the Board of Directors. Responsibilities will also include a concussion management program, the coordination of First Aid/CPR training for coaches and assistant coaches, first aid supplies at Larson Ice Arena, and scheduling medical support staff as appropriate for games and tournaments. The Coordinator will monitor the training of local program administrators (USA Hockey registration, Background Checks and SafeSport training) as well as those who hold a position within BISA that are listed on the "Minimum SafeSport and Background Check Guidelines". He/She serves as BISA's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on SafeSport issues with BISA, and when appropriate, reporting such information to USA Hockey. The Coordinator will maintain filing system for all SafeSport Reports and SafeSport Certificates for individuals for whom they're required, take calls and respond to verbal and written reports from members or others regarding

allegations of misconduct, communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions. He/She will work with participants and parents to educate them about the SafeSport Program and understand the complaint reporting procedures and structure within USA Hockey. The Coordinator will maintain confidentiality on sensitive membership information and complaint details. The coordinator will forward complaints to the Vice President who will submit to discipline committee. The coordinator is the liaison to the State and National Safesport body. This position must be registered with USA Hockey, pass Background Check, and complete SafeSport Training.

## GENERAL HELPERS

General Helpers are needed to run the concessions stand, clock, announcers, security/usher, penalty box, gamesheet, gate workers, equipment and jersey check-out and check-in, Ranger Store workers, Try Hockey for Free volunteers, Hot Hockey Night volunteers, rink clean up, and various other positions that are needed throughout the season.

\*\* 10 points are earned for approximately every 2 hours worked.

\*\* 5 Points are earned by game workers for termite, mite, and squirt (2.5 points for Penalty Box).

\*\* 10 Points are earned by game workers for PeeWee and older (5 points for Penalty Box).

*Game Worker - Announcer/Music:* The Announcer/Music Game Worker is a minor official who works with the Official Scorer, using the facility's public address system, he or she will clearly announce relevant game information to spectators. This is generally limited to pre-game team roster recognition, point scorers (goals and assists), and player/penalty information but also includes facility announcements as needed. The Announcer also operates the BISA-owned in-venue music software and audio system, particularly during stops in play. He or she shall report to the scorer's area with the music system and bag of game pucks a minimum of 15 minutes before game time. As a minor official and a visible representative of the BISA organization, the Announcer must be professional and impartial at all times. This position is scheduled by the age-Level Tournament Coordinator for tournament games and the Age Level Director or Team Coordinator for all other games.

*Game Worker - Gamesheet/Official Scorer:* The Gamesheet/Official Scorer is a minor official who works with on-ice officials to complete the official game score sheet accurately and completely using the Gamesheet system or other method (if needed). He or she shall report to the scorers area 15 minutes before game time with the official scoring system. As a minor official and a visible representative of the BISA organization, the Gamesheet/Official Scorer must be professional and impartial at all times. This position is scheduled by the age-Level Tournament Coordinator for tournament games and the Age Level Director or Team Coordinator for all other games.

*Game Worker - Clock:* The Clock Worker is responsible for operating the score clock, including managing game time, penalty minutes, score, and shots on goal. He or she shall report to the scorer's area a minimum of 15 minutes before game time. The Clock Worker is a minor official and as such, should not be actively cheering during the game. For tournament games, the Clock Worker turns on the video board to loop throughout the game. This position is scheduled by the Age-Level Tournament Coordinator for tournament games and the Age Level Director or Team Coordinator for all other games.

*Game Worker - Penalty Box:* The Penalty Box Worker is a minor official and manages the traffic flow in and out of the penalty box. He or she shall report to the penalty box 15 minutes before game time. The Penalty Box Worker shall open the door to let in player(s) serving a penalty, attentively watch the penalty clock, and open the door to release the player(s) at the appropriate time. As an off-ice official, the Penalty Box Worker should not be actively cheering during the game nor coaching players in the box. This position is scheduled by the Age-Level Tournament Coordinator for tournament games and the Age Level Director or Team Coordinator for all other games.

### *Security Monitor/Usher:*

- Game security monitor/usher for all Boys varsity, Girls varsity and Bantam league home games.
- Game security monitor/usher for all home tournament games from Squirt level to Varsity.
- Only 1 security position needed for the entire LIC for 2 hour shifts during tournaments and league games.

The Security Monitor/Usher position will ensure an enjoyable experience for all fans while attending games at Larson Ice Center. The following list of responsibilities need to be carried out during the specific game shift. Please arrive 15 minutes prior to the start of the game and until both teams have left the ice at the end of each game. The yellow security vests are located in the concessions behind the door. Age level coordinators to set up sign up genius for each home game. Responsibilities include directing visiting fans to the south side of the FB&T rink for their league game; ensure visiting and home fans are sitting on their respective sides in the BDC rink; ensure the season bar rail seats are in numerical order prior to the game and ensure seats are not being moved around; ensure only Ranger fans are sitting on the north side of the red rink prior and during the game (ask visiting fans to please move to the south side of the FB&T rink to support their team); ensure the handicap viewing areas remain free of standing fans as these are designated for handicap fans only; ensure fans are not pushing on the glass (have the announcer make an announcement if needed and ask the fans to stay off the glass); remind fans that appear to be belligerent in violation of our zero-tolerance policy and to show good sportsmanship; ask a belligerent fan to exit the LIC when their behavior is disrupting to the game if you feel comfortable performing this; or notify a city worker and then call the Brookings Police Department when needed to report an altercation or to have a fan removed from the LIC.

*Concession worker:* Concessions workers are responsible for preparing and serving menu items and for keeping work areas clean. This includes maintaining an appropriate amount of food that is ready to sell and stocking ready-to-serve items and supplies as needed. Throughout their shift concessions workers should work to keep the Concessions Area as clean as possible by wiping countertops, sweeping the floor, and washing any dirty dishes. The Concessions Area needs to be cleaned at the end of the last shift each day (dishes washed, food stored in refrigerator or thrown out, equipment cleaned and/or emptied, counters and floors cleaned). BISA is responsible for the lobby area near concessions, and concessions workers should sweep the floor and wipe tables in the upstairs lobby as needed throughout the day and at the end of each day. Concessions workers use BISA's point of sale system to record items sold and money collected from customers. Those working a closing shift will need to count the tills and complete a deposit slip. Additional deposits may be made throughout the day if needed.

*Gate worker:* The income BISA collects from gate fees is used to pay officials, buy youth hockey equipment, and pay for rink improvements. Gate workers are the first people fans encounter when they arrive at Larson Ice Center. They are the friendly face and attitude that represent our hockey organization. Gate workers are responsible for collecting gate fees, selling season passes, stamping paid fans' hands for re-entrance, making change, counting cash and checks, stocking season and tournament programs, general cleanup and tidying of the gate area, and being a source of general information for fans. This includes wheeling the gate to the appropriate spot for the day and putting it back under the steps after the last game, bringing the cash box to the gate for opening shift, counting cash and putting a deposit in the on-site drop box at the end of each shift, putting the cash box in its place at closing shift, and occasionally getting change from the concessions stand. Gate workers get asked questions from fans and players about locker rooms, game times, location of restrooms and concessions, and where they can get skates sharpened or buy laces, mouth guards and tape.

## **GENERAL HELPERS MINOR**

Hall monitors and music coordinators

## **BOARD MEETING ATTENDANCE**

Members of BISA who attend monthly Board meeting

## **GENERAL COMMITTEE MEMBER**

Volunteers are needed for various committees as directed by the Board.

## **Appendix K**

### **BISA Ellsbury Scholarship Application**



#### **OVERVIEW**

BISA provides opportunities for families that want to participate in the hockey program but have limited financial resources. In cooperation with the family of John Ellsbury, the Ellsbury Scholarship Fund was established for this purpose. Scholarships can be used on registration fees, equipment rentals, and jersey use fees (not on discount cards, USA Hockey registration fees, family passes, or deposit checks).

#### **ELIGIBILITY**

#### Requirements for eligibility:

- Athletes must be of eligible age to participate in a Ranger Hockey Program.
- Parents/Guardians agree to volunteer for all points required for the appropriate age level, per scholarship recipient. Hours must be completed no later than April 1 following the season in which the scholarship was granted.
- The maximum amount awarded per recipient family is \$599.00 per calendar year.

#### **QUALIFICATIONS**

Please provide information to help the committee determine qualifications. Scholarship consideration will be given to families that meet some or all of the following criteria:

- Receive assistance from programs such as: Supplemental Nutrition Assistance Program, Medicaid, Supplemental Security Income, Foster Care, WIC, etc. and can provide written documentation of participation in these programs
- Provide recommendation by school representative, social worker, youth community center workers or other social service representative
- Provide a written statement of immediate financial hardship explaining the current situation. BISA recognizes that a family may not be receiving formal assistance from the programs mentioned above, yet financial assistance may still be needed to participate in a BISA Hockey Program. In these instances, the scholarship board will consider the financial hardship statement to determine scholarship eligibility. Please provide any supporting documentation that may support the facts in your financial hardship statement.
- Complete the application process and read and sign the Terms and Conditions statement.

#### **PROCEDURE**

- Scholarship requests must be submitted to the BISA President one month prior to the start of the hockey season in order to be considered. Scholarship applications will be reviewed by and approved by the majority of the Scholarship committee consisting of BISA President, BISA Vice President, BISA Secretary, BISA Treasurer, Past President, and a member of the Ellsbury Family.
- A parent, guardian, or head of household must complete the application, with all requested information provided. All items on the Scholarship Terms and Conditions must be initialed and the form must be signed and dated.
- The amount of the scholarship awarded (if any) may be a partial or full scholarship depending on the number applicants, and amount of scholarship funds available.
- The parent, guardian or head of household will be notified of application status.

**Ellsbury Scholarship Application Terms and Conditions**

*"I", "me" and "my" refer to the adult scholarship applicant.*

- By signing this form I certify that the information contained in this scholarship packet is true and correct to the best of my knowledge.

\_\_\_\_\_ By signing this form I agree to be bound by the responsibilities and expectations set forth in this application if I receive a scholarship.

\_\_\_\_\_ I understand that members of the BISA Ellsbury Committee consider each scholarship application on a case-by- case basis.

\_\_\_\_\_ I understand that no guarantee of assistance is implied by this application and scholarships are awarded if funds are available.

\_\_\_\_\_ I understand that unless I am awarded basic equipment as part of my scholarship, I am responsible for any equipment and uniforms required for my child's participation.

- I understand that scholarship money will not be paid to the individual recipient, nor will any money be refunded to the individual recipient.
- I understand that if a scholarship is awarded to my child or multiple children, I am required to work my required points.
- This application is considered private and will not be shared with anyone other than the scholarship review board.

Printed Name of Adult Applicant \_\_\_\_\_

Signature of Adult Applicant \_\_\_\_\_

Name of Scholarship Athlete \_\_\_\_\_

Date \_\_\_\_\_

<b>ATHLETE INFORMATION</b>
----------------------------

Athlete's Name:		Age:	Birth date:
Address:			
Street:	City:	State:	Zip:
School Athlete Attends:		Grade:	
Teacher's Name:		School Phone:	
Athlete lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other			
<b>PARENT / GUARDIAN INFORMATION:</b>			
Number of dependent children in your household during the last year:			
Number of people in your household total:			
Father/Guardian Name:		Occupation:	
Employer Name:		Employer Address:	
Home Phone:	Work Phone:	E-mail:	
Mother/Guardian Name:		Occupation:	
Employer Name:		Employer Address:	
Home Phone:	Work Phone:	E-mail:	
Do you currently receive state or federal financial assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type?			
If you receive state or federal financial assistance, is this your sole source of income? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>SCHOLARSHIP INFORMATION</b>			
Amount of scholarship requested:	Full \$	Partial \$	
Do you also request additional assistance to rent basic equipment needed for this hockey season? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>PREVIOUS PARTICIPATION</b>			
What other sport(s) has the child played? _____			
Name of Team & Organization _____			
What was the cost of that sport(s) played? _____			
Has this athlete ever received scholarships before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes:	Which sport(s):	Year(s) :	Amount \$
Please indicate supporting documentation being provided: <input type="checkbox"/> Proof of receipt of state or federal financial assistance <input type="checkbox"/> Letter from school, social workers, youth community center workers, or other social services representatives <input type="checkbox"/> Written Personal Statement of Immediate Financial Hardship <input type="checkbox"/> Other ( <i>explain in detail</i> ):			

\*The Ellsbury Scholarship does not discriminate on the basis of race, color, national origin, sex or disability in its program and activities.

**REVISION LOG**

Date	Description of Revision	By
1/11/14	Update Table of Contents with new sections and page numbers; add Brandon Valley and Sioux Center to Introduction; update Registration Fees section with current fees; revise Uniforms and Equipment section with BISA uniform colors, current jersey and breezer cover fees, clarify goalie equipment cost-sharing schedule, and add current summer rental fees and equipment deposits; add Refund section; update BISA Team Policies with current age ranges and remove conflicting note that player must turn 4 before start of season; add Varsity "B" Award section; add Winter Weather Policy to General Policies section; consolidate Appendices A-C into Handbook document; add Concussion Policy as Appendix D	TS
6/26/14	Added ADM approved items from June 2014 board meeting	RD
8/11/14	Updated many items approved at August 2014 board meeting	RD
9/19/14	Added Coaches Code of Conduct	RD
8/10/15	Updated girls 12U sections with the change in registration fees, rental fees and game play due to the introduction of league play in 2015/2016 by SDAHA. Added clause in team policies section after age cut offs to allow 3 years of V/JV eligibility. Updated winter weather policy. Removed grandfather clause in uniform section and challenge-up procedure.	SB
7/11/16	Updated new associations in introduction, updated registration and equipment fees, updated and added verbiage around family pass, changed latest registration date per SDAHA ruling, removed designation of discount card fund allocation, removed language that jersey usage fee will be added to registration cost, corrected a couple uses of girls U14 to U12, updated birth date ranges in policies section, updated league team policies to state out of town games can begin one week after the completion of tryouts, updated USA Hockey/BISA Screening Policy to refer to USA Hockey and SDAHA requirements. All updates were approved during July 2016 board meeting.	SB
8/14/17	Updated points cost, changed use of girls U12 to U14, updated birth ranges due to implementation of SDAHA new age guidelines, added locker room policy, updated code of conduct verbiage. Added information about using student activity passes for attending JV/V games. Updated code of conduct to reflect starting date of Sept. 1 and adding in additional verbiage around tobacco use and vaping devices. Added returning player policy approved by the board on Sept 12, 2016.	
3/30/2019	Updated SDAHA teams, added history 2010 fund raising, red rink north seating and varsity locker rooms, Brookings Blizzard, Penalty Box store and \$3.7 million renovation, added Figure 1. BISA organizational flow chart, added "Positions and Points" to Parent Responsibilities title, added text and Table 1. BISA Positions and Points from 2017 document. Updated maximum points from 220 to 260, updated Goalie Equipment cost share to include revised percentages and a fourth year. Added Appendix F: BISA Job Descriptions, retained titles of four officers and 3 directors but removed position duties and referencing the By-Laws as source of duties for these respective Board of Director members. Remainder of age level and coordinator positions descriptions left in Appendix F form the 2017 Points and Positions document.	TG
2/8/2020	Deleted BISA discount card section, deleted cheerleader section, updated code of conduct, deleted Northern Hills, updated introduction section, updated history section, updated "parent responsibilities, positions, points, safesport, and background" section, added safesport position (50 points) to Table 1, typo in insurance section, updated fundraising section to include proceeds from concessions and Ranger store sales, Friday jersey day, created and updated scholarship section, updated birth years for registration, included spirts as a travel league, team	BK

	assignments included Hockey Director, added USA Hockey Patches section, added policy on BISA Defense Patch, Updated Safesport to include all forms of abuse.	
2/15/2020	Made editorial changes to the following position description: Registrar, Concessions Manager, Ice Scheduler, Risk Management & Player Safety, Equipment Coordinator, Team Coordinator, Points Position, Facility Coordinator, Ranger Store, Age-Level Concession Coordinator, Family Funding Raising, Junior Ranger, General Helper, and Discipline Committee Member. Added SafeSport Position Description and points. Combined Concessions and Gate Scheduling coordinator position and increased points to 200. Added USA Hockey, Background Check, and SafeSport Training requirement to the position descriptions that are listed on the "Minimum Safesport and Background Check Guidelines".	<b>BK</b>
2/17/2020	Updated Code of Conduct; editorial change to U14 helmets, now blue	<b>BK</b>
3/14/2020	Updated the following points: Squirt & Peewee locker room monitor, 75; squirt head coaches, exempt; squirt assistant coaches, 150; mite & termite head coaches, 150; mite & termite assistant coaches, 75; Director of Finance, Exempt; Concessions & Gate Scheduling Coordinator, 200 points. Updated Locker Room Monitor, Team Head Coaches (clarification on home tournament points), and Assistant Coaches position description (clarification on home tournament points). Added Disciplinary Process Policy, Incident Report form (Appendix E), and Request for Formal Hearing by the BISA Discipline Committee (Appendix F). Updated Risk Management, Player Safety, and SafeSport Coordinator Position Description and updated points to 125. Updated Concussion Section and added Return to Play for as Appendix G.	<b>BK</b>
3/15/2020	Updated SDAHA 7A playing rule regarding helmets. Deleted ranger socks from the uniform section; deleted Discipline Committee Members as we use non-BISA members (also deleted points); Updated age classification section to follow SDAHA Regulations; Updated Concussion Section w/ new Return to Play Form;	<b>BK</b>
5/18/2020	Per bylaw approval 4/2020, changed Finance Director to Marketing Director; changed Ranger Store Coordinator to Merchandising Coordinator; updated organization chart; combined Gate and Concession Scheduling Coordinator position into one role and increasing points to 200; adding Safesport to Risk Management and Player Safety Coordinator and increased points to 125; and deleted Summer Arts Festival position. Updated Points Agreement; Organization chart, and Travel policy.	<b>BK</b>
9/16/2020	Added approved Marketing Coordinator position description to the handbook as well as points value (100 points). Updated locker room monitor position description to include disinfecting after each team usage. Added Ellsburry Scholarship application as Appendix K; updated scholarship section of handbook.	<b>BK</b>
2/19/2021	Updated ORG chart, BISA Positions and Participation Points, and Minimum Safesport and Background Check Guidelines to include Security Monitor position; added new Code of Conduct form (#15 added under player and article 14-15 added); added position description for Security Monitor/Usher.	<b>BK</b>
7/15/2021	Updated BISA Positions and Participation Points Chart, Age-Level Directors are exempt from 30 tournament points. Updated Points Agreement document that added parents/step-parents to legal guardians as approved workers.	<b>BK</b>
8/18/2021	Updated BISA Uniform & Equipment Policy	<b>BK</b>
10/18/2021	Update Goalie Reimbursement Policy	<b>BK</b>
6/16/2022	Update Code of Conduct and Points Agreement; updated ORG chart to reflect blending of Public Relations/Social Media Coordinator; updated position description of Public Relations/Social	<b>BK</b>

	Media Coordinator; updated position description for Marketing Coordinator to reflect scheduling of Cubby's Hockey Nights; updated registration fees.	
7/11/2022	Updated Public Relations/Social Media Coordinator to 100 points; deleted rink rat coordinator from points and safesport list; updated registration fees; deleted rink rat program paragraph and position description; editorial updates to USA Hockey Insurance Coverage, SDAHA playing rule 7A,	<b>BK</b>
10/10/2022	Added Technology & Game Day Coordinator Position (125 points) and description; updated facility coordinator position description.	<b>BK</b>
3/21/2023	Updated Summer equipment rental fees. Updated eligibility for USA Hockey patches.	<b>BK</b>
5/15/2023	Updated points agreement to include entire points deposit check will be deposited if families do not meet full points obligation; updated registration fees; updated points for Age-Level Directors.	<b>BK</b>
6/13/2023	Updated season equipment rental fees. Deleted rental fees for GV.	<b>BK</b>
11/4/2023	Updated ORG chart to include Technology & Game Day Coordinator; updated game security workers/position description.	<b>BK</b>
5/14/2024	Updated points for all Age level Directors to 200, and Varsity Directors to 230. Adjusted Squirt Head coach points from Exempt to 170. Adjusted Referee Coordinator from 50 to 100 points. Revised Jr Ranger Coordinator potions to show they receive additional General Helper points for attending the Varsity games to help with Jr Ranger.	<b>TB</b>
6/10/2024	Increased point value from \$6 to \$8. Increased number of required points for Termites from 60 to 80 and Mites from 80 to 100.	<b>TB</b>
10/14/2024	Increased Termite / Mite Locker Room Monitor points from 25 to 50. Added verbiage to the "Recruiting Coordinator" job description to include participation in the bobcat homecoming parade and at least two downtown at sundown events.	<b>TB</b>
7/24/2025	Updated BISA Points Agreement to include reporting details on missed points, points for working penalty box are half (2.5 for Termite, Mite and Squirt and 5 for Peewee and above) Appendix J: Registration Coordinator - removed team book responsibility Age Level Team Coordinator - Updated to be assigned one per team for Squirt and above, removed print and provide roster stickers, team book, collect scoresheets, verifying stats for NGIN. Added will assist Age Level Director with any and all requests needed for age level / team Age Level Concession Coordinator - updated to include Gate Public Relations / Social Media Coordinator - Removed public relations responsibility Locker Room Monitor - Removed disinfecting locker rooms General Helpers - Game Worker - Announcer - Added Music, Removed Scoresheet, Added responsibility of the puck bag Game Worker - Gamesheet / Official Scorer - Removed announcer responsibility Security Monitor / Usher - Updated 'red rink' and 'blue rink' wording to First Bank & Trust (FB&T) and Brookings Dental Clinic (BDC) Game Worker - NGIN - Deleted	<b>TB</b>
12/8/2025	Updated <b>Table 2. BISA Minimum SafeSport and Background Check Guidelines</b> to reflect SDAHA requirements	<b>TB</b>