



## **POLICY MANUAL**

Adopted by the BHVA Board, April 1, 2019

**BRANDON VALLEY HOCKEY ASSOCIATION**

🌐 [www.brandonvalleyhockey.com](http://www.brandonvalleyhockey.com) 🌐 Facebook: Brandon Valley Hockey 🌐

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## Version Control

Version	Date	Description of revision	Author(s)
1.0	6/18/2018	Document creation	Mallory Zell, Bryan Seaver
2.0	11/19/2018	Additions: - Player Move Up Policy Request process - Jersey Number Reservation process - Volunteer hour credit for Team Coordinator - Registration late fee information - Tournament fee section - Breezer, Helmet & Hockey sock requirement - Concussion Screening policy Clarified categories for additional volunteer hour activities Replaced Admin Assistant w/ Scheduler in org chart	Bryan Seaver
2.5	4/1/2019	Added Mini-mites and process clarity to the Player Move-Up policy (IE. requests not accepted until after September 1 <sup>st</sup> )	Mallory Zell
2.6	10/3/2019	- Changed Team Coordinator volunteer credit to 5 hours for Mini-mite (6U) and Mite (8U) teams and 15 hours for Squirt (10U) and older teams. - Added Capital Campaign Committee Liason as volunteer opportunity.	Bryan Seaver
2.7	3/9/2020	Add USA Hockey information to Concussion Screen Policy and add “and Return to Play” to section title.	Bryan Seaver
2.8	6/9/2020	Updated registration fees, added equipment discount if registered in July, added language to waive registration and equipment fees for first year BVHA skaters. Updated volunteer check deposit information and fundraising minimums.	Laura Schoen Carbonneau
2.9	9/22/2020	Updated volunteer check deposit to \$375 (25 hours at \$15/hour)	Laura Schoen Carbonneau
3.0	4/16/2021	Added New Player Policy and adjusted language throughout to refer to policy.	Laura Schoen Carbonneau
3.1	7/1/2021	Added new logo and updated registration fees.	Jamie Pyle
3.2	10/12/2021	Updated volunteer deposit check to \$450 (30 hours @ \$15/hr), registration payments from 11/30 & 12/31 to 11/1 & 12/1, registrar contact to Marsha Pederson, & updated TOC.	Bryan Seaver

# **1. Welcome to Brandon Valley Hockey** **Home of the Ice Cats!**

## **A. Vision**

“Building a Dream”

## **B. Mission**

We are dedicated to growing the sport of ice hockey and other ice sports in the Brandon area, to encourage youth and adults, to be active and enjoy team sports, and to secure optimal facilities. We also want to build character, teach life lessons, and instill a service-oriented mindset in our youth members; ensuring they see the value of working hard towards a goal. Our long-range vision includes building an indoor ice facility in Brandon and fielding competitive high school teams.

## **C. Goals**

Below are the goals of the Brandon Valley Hockey Association.

1. Develop a sense of team play and sportsmanship.
2. Develop the playing skills of each participant.

## **D. Objectives**

Below are the objectives of the Brandon Valley Hockey Association.

1. To help our youth develop into better players and adults through the experiences they gain as participants in organized hockey.
2. To encourage each youth member to consistently put forth his or her best effort, to have the courage to accept the results of that effort and to have the determination to constantly strive to improve that effort.

## **E. Players' Creed**

We live clean and play hard. We play for the love of the Game.  
We win without boasting, we lose without excuses, and we never quit.  
We respect officials and accept their decisions without question.  
We never forget that we represent the BVHA and our community **at all times**.  
We understand that sportsmanship is a part of being a competitor.

## **F. Coaches' Creed**

We inspire in our player a love for the game and the desire to do their best.

We promote the philosophy that to do your best is to win.

We teach our players that it is better to lose fairly than to win unfairly.

We lead players and spectators to respect officials by setting a good example.

We coach the game of hockey and guide our players to be better people.

We never forget that we represent the BVHA and our community **at all times**.

## **G. Parents' Creed**

We support and encourage every child.

We support our child's coaches and appreciate their effort on our child's behalf.

We understand that the BVHA is designed to benefit all participants and we do our best to work on its behalf.

We never forget that we represent the BVHA and our community **at all times**.

## **H. Spectators' Creed**

We never verbally abuse a player or official.

We appreciate a good play, no matter who makes it.

We know we represent the BVHA by our conduct in the stands.

We support the decisions of coaches and referees.

We recognize the need for more sportsmen and few "sports".

## **2. Introduction**

This policy manual serves as a guide to all board members, parents, team managers, players and coaches of the Brandon Valley Hockey Association (BVHA). If the policies in this manual are referred to and applied regularly, consistency and continuity will be achieved throughout the entire hockey program.

Changes in the policies and guidelines may take place from time to time. The BVHA will make every effort to keep this manual up to date. Please be sure to ask a board member if you have questions about anything in this manual. Our association contact information is listed below. The information is also on the BVHA website as is the Board of Directors' contact information and the contact information for non-board positions.

### **A. Contact Information**

Email	<a href="mailto:info@brandonvalleyhockey.com">info@brandonvalleyhockey.com</a>
Website	<a href="http://www.brandonvalleyhockey.com">www.brandonvalleyhockey.com</a>
Facebook	Brandon Valley Hockey Association
Twitter	@BVHAIceCats
Phone (voice mail only)	(605) 582-8900
Mailing Address	PO Box 174 Brandon SD 57005

### **B. Affiliations**

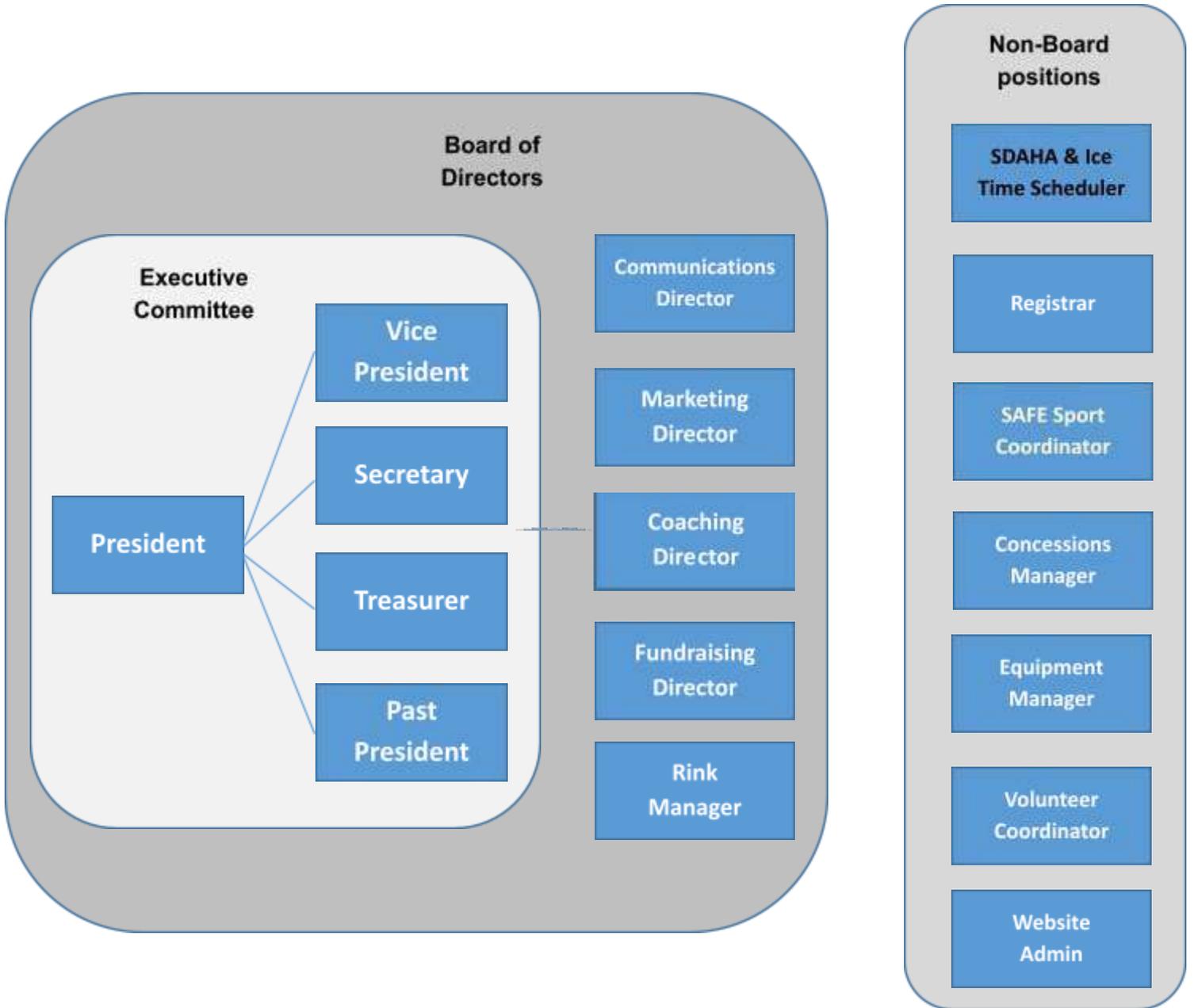
The BVHA is a member of and falls under the jurisdiction of the entities below.

- South Dakota Amateur Hockey Association (SDAHA); [www.sdaha.org](http://www.sdaha.org)
- Northern Plains Hockey District; [www.npdistrict.com](http://www.npdistrict.com)
- USA Hockey; [www.usahockey.com](http://www.usahockey.com)

### **3. Acknowledgement**

In order to participate in **ANY** BVHA activities, every player and parent is **REQUIRED** to acknowledge they have read, understand and agree to the policies set forth in this manual. This acknowledgement is collected with an electronic signature as part of the BVHA yearly registration process.

## 4. Organizational Chart



## 5. Registration

Registering is a two-part process and needs to be completed **every** season. Additional details on the registration processes can be found on the USA Hockey & BVHA websites.

<b>Step 1</b>	USA Hockey	All new and returning players All new and returning coaches	<a href="http://www.usahockeyregistration.com">www.usahockeyregistration.com</a>
<b>Step 2</b>	BVHA	All new and returning players	<a href="http://www.brandonvalleyhockey.com">www.brandonvalleyhockey.com</a>

**Questions about registration?** Contact the BVHA Registrar:

Marsha Pederson

605-254-2793

Marshap@alliancecom.net

## 6. Costs and Fees

### C. Registration

This section defines payment requirements and payment options for BVHA members.

The BVHA strives to provide affordable access to youth hockey and be financially responsible for the success and growth of the association. The BVHA Board of Directors reviews and sets registration fees on an annual basis and communicates these fees during the registration process at the start of each season.

Registration fees are due upon completion of an online registration. Any transaction fees for online and automatic payments are the responsibility of the registering member. The BVHA reserves the right to remove any player from their team without refund if any remaining balance is not paid by **December 31<sup>st</sup>** or if the automatic payment plan is terminated, rejected, or returned with an unpaid balance.

Below are the BVHA registration fees. Registrations after August 31st will have an additional \$50 fee added. Late registration fees apply to all new players except when players join the association through the try hockey for free. Members who register in July will receive a 50% discount on equipment rental for the upcoming season. New families to BVHA will have registration fees waived for Learn to Skate, Mini Mite, and Mite levels. All other levels will be required to pay standard BVHA registration fees. Contact a board member to obtain an online discount code.

Families with 3 or more skaters will only pay for the top two skaters, the remaining skaters are free. There is a one-time \$50 donation per family at time of registration that will go to the Capital Campaign fund.

18U (Junior Varsity and 14U (Bantam) have an additional fee included in registration to collect for home games at the Scheels Ice Plex for ice time. The fee is \$150 for JV and \$125 for Bantam.

Age Level	BVHA Registration Fee
6U In-House (Learn-to-Skate)	\$105
6U Travel (Mini-mite)	\$140
8U Travel (Mite)	\$155
10U Travel (Squirt)	\$250
12U Travel (PeeWee)	\$275
14U Travel (Bantam)	\$275
18U Travel (Junior Varsity)	\$305

#### i. Registration Payment Plan

For families unable to make full payment at the time of registration, an online payment plan must be set up. The registration fee is divided into 3 installments. The first installment is collected at the completion of the registration. The remaining installments will be automatically debited November 1st and December 1st. The payment plan is NOT available for registrations after September 30th.

The BVHA reserves the right to remove any player from their team without refund if the remaining balance is not paid by December 31st. The BVHA reserves the right to remove any player if the automatic payment plan is terminated, rejected, or returned with an unpaid balance.

## D. Tournament Fees

Tournaments typically charge a fee for teams to participate. Tournament team fees will be divided equally amongst the players on the team. The BVHA will pay any tournament team fees in advance and invoice each family towards the end of the regular season. All families' tournament fees are due no later than 30 days from receiving the invoice.

### NOTES:

1. Fees for any SDAHA sponsored Senior Showcase or other senior events will be paid by the families participating.
2. Team fees for any SDAHA state league tournaments will be paid by the BVHA.

## E. Financial Assistance

The BVHA wants all kids to be able to experience hockey, regardless of their financial situation. Families who are experiencing financial hardship can request financial assistance by submitting a completed financial assistance application and any supporting documentation. The application will be reviewed at the next regularly occurring board meeting during an Executive session. A BVHA Executive board member will contact the family to let them know if their request has been approved or denied or if additional information is needed. Every effort is made to keep individual requests CONFIDENTIAL.

The financial assistance application can be found on the BVHA website on the Board page under By-laws & Policies.

### i. Qualifying for Financial Need

Families requesting financial assistance must submit documentation from one of the programs below along with their application.

- Food Stamps
- Free & reduced school lunch program
- Medicaid
- Other (to be determined on a case-by-case basis)

### ii. Costs and Fees Covered

Below is a list of costs which are covered by this policy. The actual dollar amount which will be covered can vary from case to case. Any other costs, fees and deposits are the **full responsibility** of the family.

- Hockey equipment rental
- BVHA annual membership fee
- USA Hockey annual membership fee
- South Dakota Amateur Hockey Association annual membership fee

### iii. Additional Requirements for Families

Families who are approved for financial assistance must complete an additional **5 volunteer hours** during each season assistance is received. Any family failing to complete their volunteer requirement as agreed upon to receive financial assistance, will be considered not in compliance and all fees will become due in full. If fees are not paid, the skater will be removed from the program. The player will also not be allowed to register the following season until all fees have been paid. Failure to meet the additional requirements will also impact any future request for financial assistance.

## **F. Refunds**

A refund is the monetary transaction between the BVHA and a registered participant. A refund may apply to the cost of registration or to the cost of equipment rental. USAH registration is NOT refundable at any time.

### **i. Refund Schedule**

The BVHA may apply a refund based on the criteria below.

1. Requests submitted within the first (2) weeks of the season are eligible for a refund of registration and equipment rental minus a processing fee of 30% of the participants total. Online transaction fees would NOT be refunded. The first (2) weeks is defined by the start of the first practice.
2. Date of notification is determined by the date a board member or attending coach is made aware of the request.

### **ii. Refund Requests**

Parents of registered participants may file a **WRITTEN** refund request to BVHA. The request must identify the amount and reason for the request. The BVHA board will review the request and determine if the request meets eligibility for a refund.

## **G. Deposit Checks**

Any deposit checks are due upon registration or at the time of equipment/jersey handout. There are NO payment plans or grace periods for collection of deposit checks. Deposit checks will be cashed if requirements are not met or equipment and/or jerseys are not returned on time.

## **H. Equipment Costs**

Sets of protective equipment can be rented from the BVHA for \$60 per season. A \$120 deposit is required. The deposit will be refunded when the equipment is returned, minus any cost of damages. Rental equipment is provided on a first-come, first-serve basis and is available in limited quantities and sizes. Equipment can also be purchased new or used from several stores and individuals in the area. Prices start at \$100 - \$300 and can vary greatly.

## **I. Game Jerseys**

A deposit check of \$100 is required by any player at the 10U (Squirt) level and older who uses game jerseys supplied by the BVHA. A deposit is NOT required for players who wish to purchase their own jerseys; however, the jersey purchase must be approved by the BVHA Board of Directors.

## **7. Family and Player Policies**

This section includes the policies each family and player must follow each season. Failure to meet any requirements in these policies could result in removal of the player from membership.

### **J. Volunteer Policy**

The BVHA relies on each family to volunteer their time and talents to keep the association operating. This policy is intended to distribute amongst all families the many volunteer hours needed to maintain, promote and advance the goals of the BVHA. Volunteer hour requirements are separate from fundraising requirements and should be considered separate unless otherwise noted.

Upcoming volunteer opportunities will be communicated to the BVHA membership and available in DIBS on the BVHA website. The BVHA Volunteer Coordinator maintains the DIBS entries and a record of completed volunteer hours. The Volunteer Coordinator also will review the volunteer opportunities which were available in each season and recommend to the BVHA any changes or adjustments to the requirements.

### **i. Requirements**

- Each family participating in the Brandon Valley Hockey Association (BVHA) is required to fulfill a minimum of **30 volunteer hours** in any category listed below **each season**.
  - Rink Maintenance
    - Some examples include rink flooding, snow removal, zamboni operation, installing and removing glass, site cleanup, serving on a BVHA committee
  - Game Support
    - Some examples include scoreboard operator, scoresheet keeper, announcer, penalty box worker, game assistant, registration desk at tournaments, open skate/open hockey chaperone
  - Concession Stand
    - Operate the concession stand during a BVHA sponsored event (such as a home game, tournament or open skate/open hockey).
- Volunteer hours for activities not listed in the examples above will be credited towards **Rink Maintenance**.
- It is each family's responsibility to seek out volunteer opportunities and ensure hours are accurately recorded and marked as completed in DIBS.
- All families will keep track of hours on their own and reconcile with DIBS (as needed).
- All families will be required to provide a **\$450** deposit check at the beginning of each season. The checks will be collected at the team meetings by the team coordinator or coach.
- Volunteer checks will be returned to families at the end of the season. Checks for families who have not fulfilled their volunteer requirement will be cashed at the end of the season with the difference for any fulfilled hours refunded at a rate of \$15.00 per hour.
- Volunteer opportunities do exist during the off-season. Any hours completed through June 30 will be credited towards the current season. Any hours completed ON or AFTER July 1<sup>st</sup> will be credited for the following season.
- Volunteer hours can NOT be shared or transferred from one family to another without approval by the BVHA Board of Directors.

## ii. Excluded Activities

There are some activities which DO NOT fill volunteer hours but which are encouraged and definitely appreciated. Examples are:

- Team parties
- Treat scheduling
- Calling tree

## ii. Volunteer Requirement Exclusions

Members who fill the positions below will be credited for ALL required hours. Each position includes the responsibility to fill-in when and where necessary at any BVHA activity.

- Member of BVHA Board of Directors
- Coach
- Assistant Coach

## iii. Who Can Complete Volunteer Hours

Players' parents and/or guardians and the players themselves can fill volunteer hours. There are some activities which will need to be completed by an adult. However, players are encouraged to complete volunteer hours when the activity is age-appropriate. Determining which volunteer activity, or activities, the player is capable of completing will be left to each family. Extended family members and other parties can complete the hours with prior approval from the BVHA Board of Directors.

## iv. Buy-Out Option

The BVHA desires all families to be active members of the association. It is vital to our success that each family volunteers their time and talents to keep the association operating. The BVHA does offer an option to "buy-out" the volunteer requirement. If a family wishes to exercise this option, they would notify the BVHA Volunteer Coordinator and state the reason(s) the volunteer requirement cannot be met. In this case, the deposit check would then be **cash**ed at the beginning of the season.

## v. Hardship Policy

The BVHA understands that on occasion, there may a family experiencing a hardship and is unable to fulfill their volunteer requirement. An exemption can be requested by writing a letter explaining the circumstances (including all relevant details) and mailing it to the BVHA. It will be reviewed by the Board of Directors at the next regularly occurring board meeting.

## vi. Volunteer Opportunities

Below are **some** of the volunteer opportunities which may be available each season. This list is NOT all-inclusive and is subject to change each season.

<b>Annual Rinks2Links Golf Fundraiser</b>	Join the Rinks 2 Links planning committee. The committee is responsible for organizing the event, scheduling the course, advertising, acquiring hole sponsors, prizes, and food arrangements. The committee will assign duties day of the event. The duties are credited hour-for-hour to volunteer's responsibilities.
<b>Registration and Open House</b>	Volunteers can help with registration and Open House Kickoff for the season. These duties include helping families register for USA Hockey and BVHA Ice Cat Hockey, answering questions, collecting payments, and deposit checks. Volunteers can earn hour-for-hour credit to their responsibilities.

<b>Outdoor Ice Building and Reconditioning</b>	As weather permits suitable conditions to build ice, volunteers are needed to flood the outdoor rink. This is an hour-for-hour credit for each person assisting. Ice building schedule will be communicated on a weekly basis during the outdoor season.
<b>Capital Campaign Committee Liaison</b>	Each team shall nominate one person to act a Captial Campaign Committee liaison. This person will attend all campaign meetings, relay any questions and feedback from their team and communicate back updates to their team. Each person will receive <b>5 hours</b> towards their rink maintence requirement.
<b>Team Coordinator</b>	<p>At the beginning of the season, a parent (or parents) volunteer to be designated as the “Team Liaison” for the season. The parent handling this responsibility will receive the following hours towards their volunteer requirement: <b>5 hours</b> rink maintenance for Mini-mite (6U) and Mite (8U) teams; <b>15 hours</b> (10 hours rink maintenance; 5 hours game support) for Squirt (10U) and older teams. This designee will have the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. Communicate – relay information to parents from the coach via email, and answer any questions.</li> <li>2. Reservations – Make motel/hotel reservations for families when staying out of town for games or tournaments.</li> <li>3. Tournament Money – Collect extra money from families to pay for tournaments. The responsibilities of the team parent continue after the hockey season until the beginning of the next hockey season.</li> </ol> <p>Snacks- Coordinate the snack schedule for tournaments (if desired by team).</p>
<b>Annual Brandon Loyalty Day Parade</b>	The BVHA participates in Brandon’s annual Loyalty Day Parade. Volunteers can help make this a great event for BVHA by volunteering for float building leading up to the event on an hour-for-hour basis. Volunteer hours are NOT credited by participating in the parade.
<b>Off-Ice Officials</b>	Up to three (3) volunteers are needed for each home game to serve as Off-ice officials. For games at the Squirt (10U) age level and above, a separate person is required for each position. These individuals consist of (1) Game clock Operator, (2) Announcer (also plays national anthem & music) and (3) Scoresheet Keeper. These duties range from 1 to 2 hours per game. Volunteers can sign up for these hours on DIBS as games are scheduled.
<b>Penalty Box</b>	Two (2) volunteers are needed to work the penalty boxes for each home game at the Squirt (10U) age level and above. The individuals are also responsible for moving nets when the ice is resurfaced between periods and at the end of games. This duty ranges from 1 to 2 hours per game. Volunteers can sign up for these hours on DIBS as games are scheduled.
<b>Game assistant</b>	During Mite/Mini Mite home games volunteers are needed to turn over the ice between games. Turning over the ice means making sure nets are located by the Zamboni door, assisting getting the nets to the ice, and helping set up ice dividers. Volunteers can sign up for these hours on DIBS as games are scheduled.
<b>Try Hockey For Free Day (THFF)</b>	BVHA traditionally participates in 1 to 2 THFF days per season. This is an important event for recruitment of players and exposure of the organization. Many volunteers are needed to execute the THFF event. Examples of duties include: flyer distribution, registration, equipment hand out, assisting participants trying on the equipment, on ice assisting, and clean up. Each duty is an hour-for-hour credit to volunteer responsibilities. Volunteers can sign up for these duties on DIBS as the event(s) are scheduled

<b>Rink Set Up and Tear Down</b>	<p>Volunteers are needed annually to set up the glass at McHardy Park along with general maintenance before the start of the season. Volunteers are also needed in the spring to remove the glass and complete a spring cleanup. Each volunteer receives hour-for-hour credit. These days are communicated once scheduled and then posted on DIBS.</p>
<b>Equipment Check-Out /Turn-In</b>	<p>Volunteers can assist the Equipment Manager on hand-out and turn-in days. Duties may include collecting deposit checks and helping fit test the equipment appropriately. These days are communicated as scheduled and posted on DIBS. Volunteers are credited on an hour-for-hour basis.</p>

## K. Fundraising Policy

This policy defines how the BVHA addresses fundraising requirements per family, identifies fundraising opportunities and defines how fundraising credits are awarded to participants. BVHA largely depends on consistent incoming funds to help support operations, ice rental, outdoor rink maintenance, equipment purchasing, and capital planning. Fundraising helps keep the cost of hockey relatively low in comparison to surrounding programs and maintains affordable access to hockey for the community of Brandon and surrounding areas.

Fundraising is a **requirement** to play hockey for the BVHA. Each family participating in their second and subsequent BVHA seasons is required to fundraise. Each family will raise a minimum of **\$800.00** if they have one player and **\$1000.00** if they have two or more players. All new players will be required to participate 100% in the fundraising events after their registration date. This policy will be revisited as our association grows.

### i. Fundraising Opportunities

The BVHA's main fundraiser is an annual raffle and all returning members are required to participate. Other fundraising opportunities are available to raise additional funds. Below is some information on the fundraising opportunities available each season. This list is subject to change each season.

#### Raffle

1. A deposit check needs to be written for the required minimum to Brandon Valley Hockey Association. You will receive 1 or more books of raffle tickets to sell at this time.
2. Player(s) then sell tickets from this (or these) book(s).
3. Once an entire book is sold, the stubs and money from sales must be turned into the Fundraising Committee.
4. If you sell all your tickets, you will receive your deposit check back.
5. If you do NOT sell any of your tickets, you can fill out the stubs with your family's information, return the stubs to a committee member and your deposit check will be cashed.
6. If the stubs are NOT returned to a committee member **by the deadline**, your deposit check will be cashed and **no entries** will go into the raffle.

#### Annual Rinks 2 Links Golf Tournament

A golf tournament is held every year to raise funds for our association. For every **new** corporate Hole Sponsor of \$250.00 secured, a registered BVHA member can receive \$250.00 towards their fundraising credit. A new sponsor is defined as a company or person that has not previously sponsored a hole. The registered BVHA member is responsible to communicate this to the Fundraising Director.

#### Scripts

Scripts is a year-round fundraiser where gift cards can be purchased for a wide variety of retailers. Families get to spend the full amount purchased while each retailer gives a certain percentage of the purchased amount back to the BVHA. This is an easy way to continue to raise money for the BVHA on the purchase products and services many families already purchase. Many retailers offer electronic (online) gift card vouchers which can be purchased just prior to the actual time of purchase. Some retailers (such as Hy-Vee & Hockey Headquarters) only offer physical gift cards. The physical gift cards are available to purchase at many BVHA events and by contacting the BVHA Fundraising Director.

### **Dimock Cheese**

This is a popular fundraiser requested by our fans and community. Cheese and meat packages are sold and delivered before Christmas. BVHA earns a percentage of each package. The percentage varies depending upon the package.

### **Advertising Signs**

The BVHA is extremely grateful to the businesses and individuals who support the association through their advertising signs displayed around our hockey rink. PLEASE SUPPORT THESE BUSINESSES, AS THEY HAVE BEEN GENEROUS IN SUPPORTING YOUTH HOCKEY. If you would like more information about the advertising signs, please contact the BVHA Marketing Director.

## **L. Locker Room Policy**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to BVHA's goals. The BVHA 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, the BVHA 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.

This policy applies to any locker room used by a BVHA team—at home and away games. Some teams may 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. BVHA'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 are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower, if desired.

### **i. Locker Room Supervision**

The USA Hockey rule is simple. It requires that at least one responsible adult be in all hockey locker rooms at all times when players are present. As always, however, the devil is in the details of executing. Initially, that person may be a coach or some other person. A coach frequently has reason to leave the locker room, and this suggests always having some other responsible adult present. Any person other than a coach must be subject to criminal background screening and complete the USA Hockey Safe Sport tutorial, just like the coaches. The team can form a group of gender-correct parents, who would be screened and be scheduled so that at least one of them was in the locker room at all times before and after practices and games when the players are there. The designated parent would have to come early and stay late. That parent could also have the locker room key and be responsible for securing the room when the players are on the ice. The parent would have to understand that his or her role is limited to supervision, and that he or she is not an additional coach.

Parents of Mini Mites, Mites, and Squirts are routinely in the locker rooms before and after practices and games to assist their sons and daughters with their equipment. Implementing the new rule would simply involve having one or more of them come early, remain in the room until the players take the ice, be present when they return, and stay until all players leave the locker room. Older players, of course do not require such assistance, so the parent would have to come early and stay late on his or her scheduled duty days.

In addition to hazing, rough-housing and verbal abuse, coaches and the supervising parents need to be reminded that many players bring cell phones to hockey practices and games. Sometimes the phone is needed to call for a ride home. Most cell phones, however, include a digital camera. The opportunity for inappropriate locker room photos exists, and our players may not realize the harm of phones in the locker rooms. The supervising parent shall collect the phones when the players enter the locker room and return them when they leave.

### **ii. Gender Separation in Dressing Rooms**

During practice and games upon request, one of the dressing rooms will be designated as a dressing room for "females only" if necessary. All BVHA female players, regardless of age, can use the dressing room. It will be offered to visiting teams. This policy will be enforced at all age levels by the team coach. All players must be dressed for hockey games 20 minutes prior to the scheduled start time of the game so that female players can join the team's dressing room for review of game strategies and discussion. Male players that arrive late – less than 20 minutes before scheduled start time of the game – will dress in the bathroom.

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

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are **not permitted** to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

### **iv. Prohibited Conduct and Reporting**

The BVHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook<sup>1</sup>. Participants, employees or volunteers in the BVHA may be subject to disciplinary action for violation of this locker room policy or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations can be sent to the BVHA president or you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or call 1-800-888-4656.

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<sup>1</sup> USA Hockey SafeSport Program Handbook  
[https://assets.ngin.com/attachments/document/0127/0812/USA\\_Hockey\\_SafeSport\\_Program\\_Handbook\\_2017.pdf](https://assets.ngin.com/attachments/document/0127/0812/USA_Hockey_SafeSport_Program_Handbook_2017.pdf)

## M. Concussion Screening and Return to Play Policy

All players at the Squirt (10U) and older age level are **required** to complete a concussion screening prior to the start of each season. Any fees for the screening will be paid for by the families. However, the BVHA board may elect to pay for and administer the screenings.

BVHA follows the USA Hockey Concussion Management Program which shall be shared with every registered player, regardless of age, at the beginning of each hockey season. The information will also be available on the BVHA website. Any player who suffers a concussion or suspected concussion while participating in a BVHA or USA Hockey sanctioned event must complete a RETURN TO PLAY FORM and submit it to the BVHA President prior to returning to any BVHA practice or game. Parents/guardians of players registered with BVHA are required to notify their team coach if their child has suffered a concussion or suspected concussion outside of a BVHA or USA Hockey Association event. The player must complete a RETURN TO PLAY FORM and submit it to the BVHA President prior to returning to any BVHA practice or game. The form can be found in the USA Hockey 2019 Concussion Management Program manual, which is attached below and on the BVHA website.

## N. Substance Abuse Policy

This policy defines prohibited substances and how the BHVA addresses the use of these substances. **ALL** BVHA youth members are required to abide by this policy **at all times**—on and off the ice—to be a participating member.

### i. Definition

The BVHA abides by the alcohol and drug abuse policy prescribed by USA Hockey:

*“It is the considered judgment of the Board of Directors of USA Hockey that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of alcohol or drugs, as these terms are defined below, during participation in its programs as follows:*

- 1. Zero tolerance for possession or use of drugs by any participant unless participant is currently under a doctor’s care and the medication is required for treatment of an illness or injury;*
- 2. Zero tolerance for providing or condoning the use of alcohol or drugs to a minor athlete by a coach, assistant coach, manager, official or any other person who is in a position of authority over that athlete;*
- 3. Zero tolerance for being under the influence of alcohol or drugs while supervising minor athletes or while participating in a USA Hockey practice, game or event; and*
- 4. Abuse of alcohol by a participant while participating at a USA Hockey event other than that prohibited by #3 above.*

*Violation of this policy shall subject the participant to disciplinary action up to and including suspension or disqualification from membership. Further, USA Hockey hereby recommends that each and all of its teams, associations, programs and affiliates develop and enforce alcohol and drug abuse policies and practices that are consistent with this policy.*

*For purposes of this policy, the word “alcohol” shall include the following:*

- 1. Intoxicating beverages.*

*For purposes of this policy, the words “drug” shall include the following:*

- 1. Any controlled substances.*
- 2. Prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce the state of intoxication in the participant.*
- 3. Any mood altering or psychoactive substance that produces a state of intoxication in the participant. Further, the word “participant” shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest.”<sup>2</sup>*

In addition to the substances defined by USA Hockey above, tobacco and any tobacco products are also prohibited. For the purposes of this policy, the word “tobacco” and “tobacco products” is defined by, but not limited to, any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product. Nicotine-free vape products are included in the list of prohibited substances.

At any time during the hockey season, a youth member shall not, regardless of the quantity:

1. Use, consume or have in possession a beverage containing alcohol;
2. Use, consume or have in possession any tobacco product;
3. Use, consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
4. Use, consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
5. Use, consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by South Dakota or Federal Law.

## **ii. Reporting**

It is **mandatory** that any violation of this policy be reported to the BVHA President. A written record regarding the dates of any violations must be made.

## **iii. Penalties**

### **First Violation Penalty**

The youth member shall lose eligibility for the next two consecutive contests or 14 calendar days, whichever is greater, of a season in which the youth member is a participant.

### **Second Violation Penalty**

The youth member shall lose eligibility for the next six consecutive contests or 21 calendar days, whichever is greater, in which the youth member is a participant.

### **Third or Subsequent Violation Penalty**

1. The youth member shall lose eligibility for the next 12 consecutive contests or 28 calendar days, whichever is greater, in which the youth member is a participant.
2. A youth member who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

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<sup>2</sup> USA Hockey 2017-2018 Annual Guide:

[https://cdn3.sportngin.com/attachments/document/0039/8240/Annual\\_Guide\\_1718\\_web.pdf](https://cdn3.sportngin.com/attachments/document/0039/8240/Annual_Guide_1718_web.pdf)

- a. The youth member is assessed as chemically dependent,
  - b. Enters treatment voluntarily, and
  - c. The director of the treatment center certifies that the youth member has successfully completed the treatment program.
  - d. The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
3. Applying the Penalty
    - a. Penalties shall be progressive beginning with the youth member's first violation and continuing throughout the youth member's career. Penalties shall be served consecutively.
  4. Counting Weeks
    - a. The weeks shall begin on the date that the violation is reported to the BVHA president and extend for the required number of calendar days.
    - b. At the beginning of the season, any practice and conditioning weeks are counted.
    - c. The youth member must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a youth member cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a youth member join a program after the season has begun, and serve the penalty.
    - d. Practices, jamborees, inter-squad scrimmages and previews are not contests and may not be counted; however, the youth member is eligible to participate.
  5. Denial Disqualification
    - a. A youth member shall be disqualified from all activities for 63 additional calendar days (nine weeks) beyond the youth member's original period of ineligibility when the youth member denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

## O. Unsportsmanlike Behavior

Unsportsmanlike behavior will NOT be tolerated by any member of this organization. This includes **players, parents and coaches**. All incidents will be dealt with on a case-by-case basis. A player and/or coach can be removed from the team for disciplinary reasons. In the case of a player, the coach should discuss the problem with the parents, and if necessary, the BVHA Board of Directors. If the problem cannot be resolved with the best interests of all concerned, then the player and/or coach can be removed from the team. A coach can be removed from the team for unsportsmanlike behavior. The BHVA Board of Directors is responsible for this action. If the player is the coach's child, then the coach will not be involved in the discipline.

## P. USA Hockey Code of Conduct

- No swearing or abusive language on the bench, in the rink, or at any team function.
- No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
- Anyone who receives a penalty will skate directly to the penalty box.
- Fighting will not be tolerated. Fighting will result in an appearance before the Discipline Committee.
- There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
- I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.
- Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

## **8. General Policies**

### **A. Player “Move Up” Policy**

This policy applies to Mini Mite (6U) through Junior Varsity & Varsity (18U).

Parents/Guardians can submit a request to “move up” their player to the next oldest age level—even though that player’s birthday would allow him or her to remain at a lower level— by emailing the BVHA Coaching Director and cc’ing the current board president the information below. The Coaching Director will review the request and present it to the BVHA Board of Directors. Player move up requests will not be accepted until after **September 1st** of the current season. Any move up requests submitted prior to the September 1st date will not be accepted and will **not be reviewed** once the move up request submission date has been opened.

1. Player’s first and last name
2. Current playing level (level at which they would play based on their birthdate)
3. Desired playing level (“move-up” level)
4. Reason(s) why player should “move-up”

A “move up” request will be influenced by the steps below with final approval coming from the BVHA Board of Directors.

1. Need for numbers of players at the upper level.
2. The ability to keep strong numbers at the lower level.
3. Player’s skill level.
4. Board will solicit input from coaches at both levels.
5. Parent request needs to come directly to the Coaching Director with the current President cc’d.

### **B. Player “Move Down” Policy**

A player may request to move down due to a disability documented via a doctor’s note. Requests need to be brought to the BVHA Board of Directors who will review and request approval from the South Dakota Amateur Hockey Association (SDAHA).

### **C. Player Release Policy**

This policy defines how the BVHA addresses player releases.

#### **i. Definitions**

A player release is the process a player is required to follow if that player resides in the BVHA’s jurisdiction and wishes to become a member of another hockey association. The release process is defined by the South Dakota Amateur Hockey Association (SDAHA). The BVHA jurisdiction is the Brandon Valley & Garretson school districts.

#### **ii. Criteria**

The BVHA will NOT release players who meet any of the criteria below.

1. Players who have not been a registered USA Hockey participant in any prior or current season (aka. brand-new participants).
2. Players who were registered members of the BVHA during a season prior to the current season.
3. Players who were registered USA Hockey participants in a prior season and moved to the BVHA jurisdiction before or during the current season and for which the BVHA offers the appropriate age level.

## ii. Appeals

Players may request a waiver from this policy by submitting a **written** appeal to the BVHA Board of Directors explaining why they wish to be released and naming the hockey association to which they wish to be released. The written appeal must be received by the BVHA **no later than the last day of August**, prior to the current season. The BVHA Board of Directors will review and vote on the appeal at its regular September meeting, prior to the current season.

## D. Grievances

The Board of Directors of BVHA has instituted a procedure by which all grievances or complaints may be effectively dealt with.

The BVHA Board of Directors functions as the grievance committee, whereby any referee, parent, coach, or youth with the program can file a grievance in the period of between 24 to 48 hours after the incident occurred. The complaint **must be in writing** and be given to the President of the BVHA Board of Directors. ANY parent complaint involving a coach must be brought before the BVHA Board of Directors. Under no circumstances is it allowed for a parent to directly approach a coach with a complaint.

The Grievance submission form can be found on the BVHA website on Board page under By-laws & Policies.

## E. Event Cancellation Policy

This policy is intended to define & guide the decision making process for cancelling activities scheduled & sponsored by the Brandon Valley Hockey Association (BVHA) and for ice rink closure. Activities include—but are not limited to—practices, games, scrimmages & tournaments.

### i. Ice Rink Status

The “Open/Close” status of the rink will be determined using several methods:

- Current and future weather conditions, as determined by the National Weather Service (NWS) website—[www.weather.gov](http://www.weather.gov);
- Physical examination of the ice conditions by a BVHA Rink committee member, other BVHA member or Brandon City Parks department staff;
- Other methods as deemed appropriate by the BVHA Rink committee.

Rink status will be communicated via the BVHA website, Facebook page, emails and/or other communication media.

### ii. Outdoor Activity Status

Cancellation of any scheduled activities will be determined using the following methods:

- Air temperature or wind chill temperature is forecasted to reach **-10° F** or lower during the time of the activity, as determined by the NOAA website—[www.noaa.gov](http://www.noaa.gov),
- Winter travel which will endanger participants and rink maintenance personnel,
- Rink closure,
- Brandon Valley School district closure or early release,
- Cancellation of Brandon Valley school activities,
- Other methods as deemed appropriate by the BVHA Rink committee & the BVHA Board of Directors.

The decision to cancel any activities will be made at least **2 hours** before the event is scheduled to begin. Cancellation will be communicated via the BVHA website, Facebook page, emails and/or other communication media.

## **F. New Player Policy**

As BVHA is a growing hockey association, new players are welcome. As new members of the association, the requirements are as follows:

- New families to BVHA will have registration fees waived for Learn to Skate, Mini Mite, and Mite levels. All other levels will be required to pay standard BVHA registration fees.
- All new families will be required to complete volunteer hours as outlined in the policy above.
- All new players will be required to participate 100% in the fundraising events after their registration date.
- Late registration fees apply to all new players except when players join the association through the try hockey for free
- All new players, after regular registration closes, will be approved by the board and the affected team head coach.

## 9. Other Information

### A. Insurance Coverage for Members

Any player, coach or volunteer who registers as a member of USA Hockey is automatically enrolled in the USA Hockey insurance program. If you are injured while participating in a USA Hockey sanctioned activity, follow the procedures outlined on the USA Hockey website.

<http://www.usahockey.com/page/show/837074-insurance-and-risk-management>

### B. Equipment

The BVHA provides jerseys for all hockey players through the Bantam (14U) level. Rental equipment and helmets are available in limited quantities and sizes. Goaltending equipment is also available. All other equipment is the responsibility of the player.

Please remember that **ALL** protective gear is to be worn covered during games, practices, and open hockey. **NO LOOSE STRAPS, SCARVES, OR JEWELRY ARE ALLOWED!**

#### i. General Information

- Helmets and goalie equipment will be handed out at a designated time.
- New and used hockey equipment is available at area sporting goods stores like, Hockey Headquarters, Scheels, and Play It Again Sports.
- All issued equipment is the property of the BVHA and must be returned, clean, at the equipment return night. If you are not available to attend equipment return night, it is your responsibility to get the equipment to someone to return it for you or make prior arrangements with the equipment committee. **NO EXCEPTIONS!** We will make every effort to provide equipment for hockey camp after all equipment is in. This also applies to goalie equipment.
- We want Brandon Valley hockey to be available to ALL kids. If purchasing or renting equipment creates a financial hardship, help may be available on an individual basis. Please contact a member of the BVHA Board of Directors if help is needed.
- The BVHA website has a great visual aid for all your player's equipment needs. Links are also available to demonstrate proper assembly. Find this on the "New to Hockey?" tab.

<http://www.brandonvalleyhockey.com/>

#### ii. Jersey Number Reservation

Players may elect to reserve and keep the same jersey number throughout their membership with the BVHA. A jersey number can be purchased for a one-time, non-refundable fee of **\$100**. Players are encouraged to use the BVHA provided jerseys. However, the player may need to purchase a jersey—at their own expense—through the BVHA if the player's desired number is not available on a BVHA provide jersey or the BVHA jersey with the desired number does not fit the player. The jersey purchase price would be **in addition** to the \$100 fee to purchase the number.

Jersey number requests should be **emailed** to the BVHA Equipment Manager. Numbers will be reserved on a first-come, first-serve basis based on the email's date and time stamp. Phone calls and mailed letters or emails sent to anyone other than the equipment manager will **NOT** be accepted.

**NOTE:** The player's desired number may not be available if another player of similar age-level has already reserved and purchased that number (up through Varsity 18U).

### **iii. Breezers, Helmets & Hockey Socks**

All players at the Squirt (12U) and older age levels are **required** to wear black helmets, black breezers and matching hockey socks in all games, tournaments & showcases.

#### iv. Equipment Checklist

<b>Mouth guards</b>	<b>Required</b> for all players. Players must wear mouth guards during practices, games, and open hockey. The mouth guard must be colored and attached to the facemask.	Purchase
<b>Helmets</b>	<b>Required</b> for all players. Due to the limited availability, distribution begins at the younger levels. All players must wear an HECC approved hockey helmet and full facemask during games, practices, and open hockey. All registered members 18 years and younger must wear a helmet with a full facemask whenever on the ice or in the player or penalty box. The helmet must have all straps intact and all screws in place. If you lose screws, do not substitute others. Contact your coach for helmet screws. These are specially designed to reduce the risk of injury to the head and face. Each helmet can be made smaller or larger by adjusting the screws. You may wear your own helmet as long as it meets HECC standards. This is also a USA Hockey rule for team uniformity.	Rent or Purchase
<b>Breezers</b>	<b>Required</b> for all players.	Rent or Purchase
<b>Hockey Gloves</b>	<b>Required</b> for all players.	Rent or Purchase
<b>Hockey Socks</b>	<b>Required</b> for all players. Black and Red needed. Having a pair for both practice and games is recommended. A garter belt or tape will be needed for the socks.	Purchase
<b>Hockey Skates</b>	<b>Required</b> for all players. Proper fitting skates are vital in the game of hockey; it is recommended you use the guidance of someone who is knowledgeable about hockey skates when trying on and buying skates. Sharpen skates regularly. See your coach for any questions.	Purchase
<b>Shoulder Pads</b>	<b>Required</b> for all players.	Rent or Purchase
<b>Shin Guards &amp; Elbow Pads</b>	<b>Required</b> for all players.	Rent or Purchase
<b>Athletic Cups</b>	<b>Required</b> at all levels for boys	Purchase
<b>Pelvic Protectors</b>	<b>Required</b> at all levels for girls	Purchase
<b>Jersey Name Tags</b>	Optional. Check with your player's coach. The nametag should be hand basted to the upper back of the jersey so that it can be easily removed at the end of the season and used next year.	Purchase
<b>Hockey Sticks</b>	<b>Required</b> for all players. Sticks may need to be cut down to size for younger players. Check with your coach for proper length. In general, the stick should come up to the player's nose when they have skates on. Make sure that you have your name on your stick and please make sure you take your own stick home. Mini Mites should start with a straight blade.	Purchase
<b>Neck Guards</b>	Not required but strongly recommended for protection from flying sticks, pucks, and skate blades.	Purchase

<p><b>Goaltender Equipment</b></p>	<p><b>Required</b> for any player playing the goalie position. Goalies Mite (8U) thru PeeWee (12U) are supplied with leg pads, blocking board, catching glove, and shoulder pads, if available. Mite (8U) and Squirt (10U) goalies are supplied with a goalie stick. PeeWee (12U) goalies must supply their own sticks. It is a good idea to oil leather parts a couple times during the season to keep the leather parts soft and flexible. Use any good glove oil. DO NOT try to custom fit the leg pads by cutting straps. The care and return of all goalie equipment is the responsibility of the player it is issued to. DO NOT loan the equipment to other players. Coaches will issue goalie equipment when practices begin.</p>	<p>Rent or Purchase</p>
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## C. License Plates

Show your Ice Cats pride on your vehicles' license plates! There are two steps to obtain the license plates.

1. Request Organization license plates from your county treasurer's office.
2. Request an Ice Cats logo sticker.

The form to request an Ice Cats sticker and additional information can be found on the BVHA website on the Home page under License Plates.

## D. Rink Information

There are two outdoor hockey rinks located in McHardy Park in Brandon, SD. The park hours are 8:00AM – 11:00 PM. The park address is:

720 S McHardy Park Rd  
Brandon, SD 57005

### East Hockey Rink (Refrigerated)

- Reserved for scheduled activities only.
- Contact the BVHA Ice scheduler to reserve ice time.
- Check the calendar on the BVHA website for open skate & open hockey times.

### West Hockey Rink (Non-Refrigerated)

- Open to the public during normal park hours.