

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 B.I.S.A. 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, the Registrar will provide a team book to each team which that needs to travel with the team to all games as it documents the team credentials as approved by USA Hockey. 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 2nd 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 ensure BISA computers and software applications, including but not limited to music, video board, concessions, and live game updates are up to date, functional, and reliable. He or she will coordinate training on computers and software as necessary. 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. Her or she should be available when needed for questions or for emergency repairs.

CONCESSION AND GATE SCHEDULING COORDINATOR

The Concession and Gate Scheduling Coordinator will schedule all concession and gate shifts that occurs 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 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

Position description needs to be finalized.

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, and will work with the Social Media Coordinator to promote these activities. The Recruiting Director shall provide support and materials to new families to BISA to assist their transition into hockey, and work with the Director of Hockey 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

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 make phone calls and schedule general helpers as needed, including scheduling game workers for all home games. The Team Coordinator will print and provide roster stickers at all games and ensure that the team book is onsite during games. He/She will collect scoresheets after each game and submit to Registrar Coordinator at end of season. The Team Coordinator will also submit requested information to the Public Relations Coordinator for submission in the Brooking Register Ranger Round-up. He/She will verify stats were entered correctly into Ngin for league games. 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 and 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 COORDINATOR

Age Level Concession Coordinator will work with the Concession Manager to oversee the running of the concession stand 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. 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.

PUBLIC RELATIONS COORDINATOR

The Public Relations Director will disseminate information on BISA activities to the general public, including writing or coordinating press releases and game reports for all teams to be submitted to the newspaper and publicizing special events.

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 Monitors 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.

RINK RAT COORDINATOR

The Rink Rat Coordinator will promote the Rink Rat program to encourage additional skating and skill development outside of scheduled practices and games. He or she will manage the registration process and coordinate the year end awards.

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.

SOCIAL MEDIA COORDINATOR

The Social Media 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.

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, Penalty box, NGIN live updates, 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.

**10 Points are earned by game workers for PeeWee and older.

Game Worker-Announcer: The Announcer Game Worker is a minor official who works with on-ice officials to complete the official game score sheet accurately and completely. 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. For league games, he or she shall obtain the official game scoresheet complete with rosters and coaches' signatures from the Age Level Team Coordinator and from the Age-Level Tournament Coordinator for all other games. He or she shall report to the scorer's area with the scoresheet 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 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 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 Team Coordinator for all other games.

Game Worker-NGIN: The NGIN Game Worker is responsible for accurately and completely entering game stats live online throughout the game for League level games. Prior to game start, the NGIN Game Worker shall obtain a laptop from the concessions area, bring it to the rink scorekeeper area, and enter roster and starting line-up information for both teams. Throughout the game, he or she shall enter goals, SOG, and penalties. (These stats must be entered live during the game for points to be earned). The NGIN Game Worker is present in the official scorekeeper's area and as such, should not be actively cheering during the game. This position is scheduled by the Age-Level Tournament Coordinator for tournament games and the Age Level Team Coordinator for all other games.

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 to for various committees as directed by the Board.

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	SB