

BISMARCK HOCKEY BOOSTERS

Youth Hockey Program

Handbook for the 2023-2024 Season



Table of Contents

Table of Contents

Welcome from the Board	4
Mission Statement.....	4
Bismarck Hockey Boosters.....	5
Organizational Chart	5
Bismarck Hockey Boosters Off-Ice Structure	6
Bismarck Hockey Boosters On-Ice and Team Structure	7
Registration and Fees	7
Roles Within the On-Ice Programming	8
On-Ice Programming.....	11
Level Specific Programming	12
TERMITES	12
MITES	12
SQUIRTS/10U	13
PEEWEEES/12U	13
BANTAMS/15U/19U	14
Bantams/14U/19U - High School Tryout Policy	14
Game Ice Time Policy.....	15
Equipment Policy	15
Advanced Level Participation Policy.....	16
Extra Ice Policy	16
Outside Community Participation Policy	17
Coaches' Disciplinary Authority	18
OTHER IMPORTANT INFORMATION	19
ATTACHMENT A: USA Hockey SafeSport Program	21
ATTACHMENT B: Bismarck Hockey Boosters' Locker Room Policy	22
ATTACHMENT C: Bismarck Hockey Boosters' Travel Policy.....	24
ATTACHMENT D: BHB Grievance Policy	27
ATTACHMENT E: Procedure for Suspension and Discipline of Members.....	41
ATTACHMENT F: Conflict of Interest Policy	42
ATTACHMENT G: Bismarck/Mandan Community Transfer Waiver Policy	44

ATTACHMENT H: BHB Refund Policy 46
ATTACHMENT I: Concussion Policy 48
ATTACHMENT J: DIBS Policy 52
ATTACHMENT K: Fundraising Policy 56

GENERAL INFORMATION

Welcome from the Board

Welcome to the Bismarck Hockey Boosters. Bismarck Hockey Boosters is herein referred to as “BHB” or as the “Club”. This policy manual is designed to provide the parents, players and coaches an outline to the BHB youth hockey program. This document is an overview of the upcoming hockey season and what to expect, along with a breakdown of the specific roles associated with the organization. At the end of the Handbook, you will find additional information, such as important dates and ways to get involved with BHB. There are also Attachments A-N, which are the important policies that BHB has adopted.

Please read and make a copy of this document, as it will be your guide throughout your participation in the BHB program. By registering your child for the season, you agree that you have read this document, along with all attachments, in its entirety and agree to abide by the policies set forth herein.

Should you have any additional questions about the program or would wish to volunteer for one of the BHB committees or projects, please refer to the BHB website for board member information.

Mission Statement

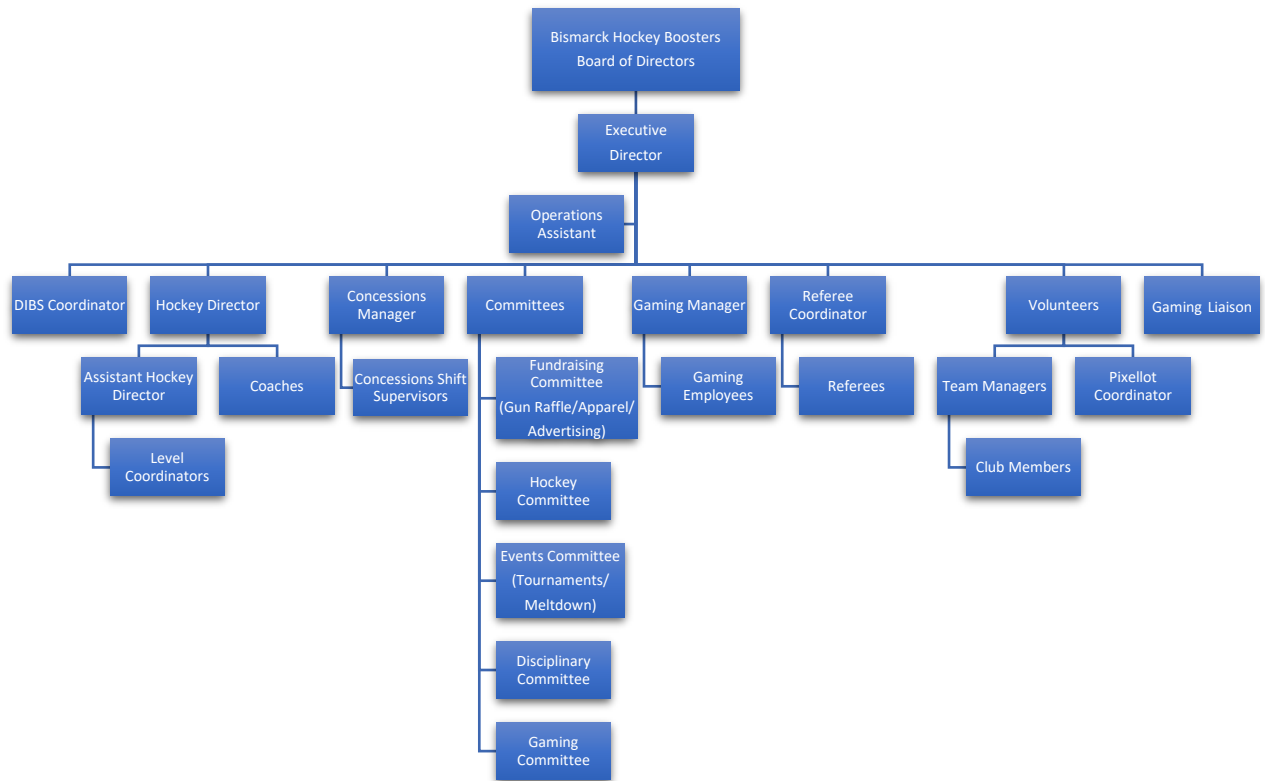
The primary objective of the Bismarck Hockey Boosters Association is to provide a quality program designed to promote interest and participation in ice hockey.

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

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

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

Bismarck Hockey Boosters Organizational Chart



Bismarck Hockey Boosters Off-Ice Structure

Bismarck Hockey Boosters' Board of Directors

The Board of Directors recognizes the Executive Director as the administrator of the BHB Program. The Board of Directors' role in the Program is to provide oversight and support, through the Executive Director, to the Hockey Director, On-Ice Coordinators, and Coaches. The Board of Directors will make the final approval of candidates for all positions needed to carry out the mission of the organization. The Board of Directors shall also make the final decision on the terminations related to all positions.

Executive Director

The role of the Executive Director is to carry out the mission of BHB and oversees the day-to-day operations of BHB to promote the future of the BHB. The Executive Director is the main point of contact for BHB and works on creating policies and procedures to ensure success of the program. All administrative matters are handled by the Executive Director. This position also acts as the Scheduler and Registrar for the Organization and works closely with other organizations to aid in the program's success. The Executive Director also oversees the Disciplinary Committee, all BHB committees, and all employees of BHB.

Bismarck Hockey Boosters On-Ice and Team Structure

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

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

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

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

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

Registration and Fees

BHB provides various programming throughout the season for the youth interested in playing hockey. The registrations are open on our website (www.bismarckhockey.com) and an email communication is sent to past members when these registrations open, along with a post on our Facebook page. The BHB Board sets registration fees for each of these programs at the onset of each new hockey season and those are posted on the website.

You can find information about age requirements, current season fees, and if registration is currently open for a particular program on our website. You can also find important dates regarding registration at the end of this Handbook.

Discounted Registration Fees

BHB offers a 50% discount of registration fees for those members that qualify for free or reduced meals through their school. To receive this discount members requesting this discount must provide proof of eligibility for the free or reduced meal program by providing documentation from the school district stating their enrollment in the program for the current school year or by providing proof of income eligibility for the program to the BHB Executive Director. Once proof of eligibility is submitted, the BHB Executive Director will refund either 50% of the registration fee if the registration was paid in full or cancel the last 2 registration payments due if the

member(s) are participating in the BHB payment plan. Income eligibility will be based on the most current income eligibility guidelines issued by the federal government for free or reduced school meals.

BHB offers a 30% discount of registration fees to those players committing to be a full-time goalie for the entire season for Peewee through Bantam and the equivalent Girls' levels. To receive this discount, during registration choose goalie as the player's position.

Squirt and equivalent Girls' level players may also be eligible for a 25% goalie discount. Squirt and equivalent Girls' level players will pay the full registration fee at the time of registration. The determination as to whether a player is designated as full-time goalie will be made by the player's coach. The coach will inform the Hockey Director of any players designated as fulltime goalie. The Hockey Director will provide the names of the player(s) designated as fulltime goalie to the BHB Executive Director who will issue a refund of 25% of the player's registration fee.

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

BHB may offer discounted registration fees to members who volunteer their time to serve as members of various committees within BHB and as incentives for fundraising activities. The amount of the discount and who are to receive discounts are solely the discretion of the BHB Board of Directors.

Discounts shall not exceed 50% of the registration fee per player, unless specifically granted otherwise through the Executive Director. All discounted registration fees will be redeemed in the form of a discount code to be entered at the time of registration. All discount codes must be obtained from the Executive Director through email prior to registering for the season and prior to November 1 of the current season or the discount is null and void. If a member registers and then requests the discount, the discount will be deducted by 50% of the original discount amount.

The "Early Bird" registration discount is exempt from this policy. The "Early Bird" discount will be allowed to be combined with another earned registration discount.

Roles Within the On-Ice Programming

Hockey Director

The Hockey Director oversees and manages the youth hockey on-ice programs for BHB. This position will directly manage on-ice personnel and directly manage player development matters related to hockey for all of BHB's hockey programs. The Hockey Director selects Coaches and Level Coordinators and submits the candidates to the Executive Director for approval. The Hockey Director provides oversight and support to the Coaches and Level Coordinators. The Hockey Director also oversees the Assistant Hockey Director.

Assistant Hockey Director

The role of the Assistant Hockey Director is to assist the BHB Hockey Director in overseeing and managing the youth hockey on-ice programs for BHB. This position will directly manage on-ice personnel and assist the Hockey Director in managing player development matters related to hockey for all BHB hockey programs. The Assistant Hockey Director provides support to the Coaches and Level Coordinators, as needed.

Coaches

Coaches are the essence of our hockey program and BHB relies on quality coaches to carry out the mission of BHB. Coaches are expected to fulfill their commitment to coaching a team by attending practices, including dryland practices when requested to be present, and games. Coaches should always consider players' safety, along with providing a fun environment, while aiding in the development of our youth hockey players. Coaches will also be required to attend coaches' meetings, at least one (1) preseason on-ice coaching clinic, and meet with the Hockey Director on a regular basis and to complete evaluations. Concerns from coaches should be addressed with the Hockey Director and/or Assistant Hockey Director at the earliest opportunity. If further concerns arise, coaches should contact the Executive Director.

All coaches, parent and non-parent, must be USA Hockey Certified prior to the start of the season. All requirements must be met in order to be placed on a roster, receive compensation, and fulfill DIBS requirements. The requirements for coaches are laid out on the BHB website. Additionally, all coaches are required to review this Handbook, along with the Coaches Handbook and manuals provided by the Hockey Director.

Coaches are hired by the Executive Director, alongside direction and recommendation from the Hockey Director. Coaches shall report to the Hockey Director for on-ice issues and the Executive Director for all other matters. Coaches shall report all disciplinary matters to the Executive Director.

If you are interested in coaching, please email hockeydirector@bismarckhockey.com.

Level Coordinators

Level Coordinators are responsible for coordinating coaches for practices and games, communicating practice plans and philosophies to coaches, being present at practices and games, and fielding questions from coaches and/or parents. The Level Coordinators would be in direct communication with the Hockey Director and the Assistant Hockey Director continuously throughout the season and report any concerns to the Hockey Director as needed. This is a volunteer position but the position is expected to be present at least 80% of the time during practices and games. There shall be two (2) Level Coordinators for Termites, two (2) Level Coordinators for Mites, and one (1) Level Coordinator for Squirts/10U.

Team Managers

The Team Managers gather necessary information from the Executive Director regarding the season and relay this information to their teams. Team Managers are responsible for keeping

their teams' website up to date with game scores and submitting home games for league play to NDAHA. The Team Manager also is responsible for finding Locker Room Monitors for their designated team and shall provide the names of all Locker Room Monitors for their team to the Executive Director. The Team Manager may also be required to coordinate travel and/or hotels and ensure that all information pertaining to the travel schedule is relayed to the team in a timely manner.

Team Managers are required to complete background checks and SafeSport Training. Team Managers must also register on the BHB website as a manager.

Players and parents should contact the Team Manager for their team with any questions or concerns. The Team Manager shall then contact the Executive Director if s/he is unable to assist the player or parent with their inquiry.

If a Team Manager receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to the Executive Director.

Locker Room Monitors

All teams, Squirt level and higher are required to have a Locker Room Monitor(s). The Locker Room Monitors will enforce the Bismarck Hockey Booster's Locker Room Policy for their designated team. Locker Room Monitors are required to be present at any practice or game that the team has and must be actively monitoring the locker room at all times. There shall be no more than two (2) Locker Room Monitors per team.

Locker Room Monitors are required to complete a background check and SafeSport Training. Locker Room Monitors are also required to complete the registration through the BHB website for Locker Room Monitors.

If a Locker Room Monitor receives an allegation or observes misconduct or other inappropriate behavior, he/she will immediately report it to the Executive Director.

Hockey Committee

BHB shall have active Hockey Committee within their program. There shall be one committee to include both the Girls Hockey and the Boys Hockey levels.

The Hockey Committee is a committee made up of qualified individuals such as parents, coaches, board members and other individuals deemed qualified by the Board of Directors. The Hockey Committees will meet, at a minimum, quarterly to discuss topics related to the BHB On-Ice Program and to provide suggestions related to the on-ice curriculum. The Hockey Committee shall be chaired by a Director At Large Board Member appointed annually by the Board of Directors. The Hockey Committee does not have the decision-making authority, but their input will be used to assist the Hockey Director to develop the BHB on-ice program and curriculum. Decision-making authority related to the BHB on-ice program and curriculum rests solely with the Board of Directors, with recommendations coming to the Board of Directors from the Hockey Director. Members of the Hockey Committees are appointed by the Board of

Directors and Hockey Director to serve 2-year terms. If a committee member is still interested in serving as a committee member after completion of his/her term, the committee member must seek re-appointed from the Board of Directors.

At a minimum, the Hockey Committee should include at least six (6) members, including, but not limited to, the BHB Hockey Director, BHB Assistant Hockey Director, one (1) Board Member, and one (1) representative from each of the Boys' and Girls' Bismarck High School Hockey Programs.

On-Ice Programming

The On-Ice Programming begins at Termites and progresses into the Mites level. The Boys' Programming is divided into three (3) different levels –Squirts, Peewees and Bantams. The Girls' Programming is divided into four (4) different levels – 10U, 12U, 15U, and 19U (dependent on number of girls registered each season). The girls and boys play together during Termites and Mites and have the option to continue to play together beyond that level.

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

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

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

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

Players are required to skate with full protective gear as approved by USA Hockey. Coaches are required to wear helmets.

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

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

Level Specific Programming

TERMITES

The Termite program is designed as an introduction to basic hockey fundamentals, ice skating, stickhandling, shooting, and sportsmanship. Termites will be placed in groups based on their years of experience. The Hockey Director, Assistant Hockey Director, and Level Coordinator have the right to move a player if the skills of a player allow for it.

Termites can expect one practice on the weekends and one game on Sunday, as ice time allows. Additional ice time and/or practice times will be provided when available. Due to multiple ice users, practices vary from week-to-week and are not set on a specific schedule. Termite games are played cross-ice.

At the closing of each hockey season, there will be a Termite Jamboree in which all teams and players participate.

The Termite season runs from beginning of November to the end of February.

MITES

The Mite program is designed to develop players on core learning aspects of the game, which includes ice skating, stickhandling, shooting, basic hockey fundamentals and sportsmanship. Mite players will be placed in groups, depending on the number of kids registered, and these groups will fall within one of two tiers. Players will be assigned to a tier based on skill and evaluations held at the end of October. Groups 1 and 2 will be in Tier 1. Groups 3 and 4 will be in Tier 2.

When possible and if the skater wishes, girls at this level (8U) will be placed on a team(s) together. The girls' teams will continue to play in the BHB Mites league.

Mites can expect one practice during the week, one practice on the weekend, and one game on Sunday, as ice time allows. If schedules allow, teams may play other teams from outside the Bismarck area. Additional ice time and/or practice times will be provided when available. Due to multiple ice users, practices vary from week-to-week and are not set on a specific schedule. Mites can also expect to see some dryland practices scheduled throughout the season. Dryland is mandatory for both skaters and coaches. Mite games are played either cross-ice or half-ice, as directed by the Hockey Director.

At the closing of each hockey season, there will be a Mite Jamboree in which all teams and players participate.

The Mite season runs from end of October to the end of February.

SQUIRTS/10U

The Squirt/10U programs will start the season with an In-House League. The In-House League is designed to develop basic hockey skills including ice skating, puck handling, stickhandling, shooting, basic hockey fundamentals, and sportsmanship. Playing time during games is to be distributed among players as equally as possible. The Bismarck Squirt In-House League will be made up of equal teams. Players will be evaluated at the beginning of the season and placed onto a team based on skill level.

Squirt/10U In-House League will practice at least twice per week. Additional ice time/practices will be allocated as ice schedules allow.

Teams can expect to play a minimum one game on the weekends. There will also be a league tournament in early December.

The In-House League runs from approximately middle of October through early December.

Squirt/10U players are evaluated at the beginning of the season through a tryout process. Based on the tryout results, players are placed on teams either in Tier 1 or Tier 2 of the In-House portion of the season. Players are continuously evaluated during the In-House League and another selection process is held in December to place kids on appropriate travel teams for the remainder of the season. The breakdown of the Squirt/10U travel teams can and will be adjusted as necessary by the Hockey Director and/or Assistant Hockey Director.

Squirt/U10 Travel League will practice at least twice per week. Additional ice time/practices will be allocated as ice schedules allow. Squirt/U10 Travel League will also incorporate a dryland schedule alongside their ice practice schedule. Dryland practices are required practices for all team members.

The Squirt/10U Travel League play from approximately January until the end of February and have a target goal of at least 20 games during this time, including tournaments. Teams can expect to participate in at least two tournaments per team. Some teams may require additional tournaments to meet BHB's minimum game requirement. Travel is required.

PEEWEEES/12U

The Pee wee/12U programs are designed to develop player skills, ice skating and puck handling. The number of teams and the placement of players onto those teams will be determined by the Hockey Director, along with input from other evaluators, and coaches, yearly. Teams will play in various ice hockey games, including league play around the state, and participate in tournaments. There will be a state tournament at the end of the season.

Peewee/12U can expect to practice two to three times per week, as ice schedules allow. Peewee/12U can also expect a dryland portion to be implemented alongside their ice schedule practice. Dryland is a required practice for all team members.

Peewee/12U can expect to play 32-36 games, between tournament games, league games, and exhibition games. Teams can expect to participate in at least three tournaments outside of the state tournament. Some teams may require additional tournaments to meet BHB's minimum game requirement. Travel is required.

BANTAMS/15U/19U

The Bantam/15U/19U programs are designed to teach players advanced skills, sportsmanship and ice hockey team systems in preparation for the competitive level that lies ahead in area high school hockey programs. The number of teams and the placement of players onto those teams will be determined by the Hockey Director, along with input from other evaluators, and coaches, yearly. Teams play in ice hockey games, including league play around the state, and participate in tournaments. There will be a state tournament at the end of the season.

Bantam/15U/19U can expect to practice two to three times per week, as ice schedules allow. Bantam/14U/19U can also expect a dryland portion to be implemented alongside their ice schedule practice. Dryland is a required practice for all team members.

Bantam/15U/19U can expect to play 34-40 games, between tournament games, league games, and exhibition games. Teams can expect to participate in at least three tournaments outside of the state tournament. Some teams may require additional tournaments to meet BHB's minimum game requirement. Travel is required.

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

Second year Bantam/15U/19U players who are eligible for high school hockey may return and play for Bismarck Hockey Boosters in the event they do not make their high school team, so long as they follow the process outlined below.

Eligible players must declare their intention to return by emailing the Hockey Director at hockeydirector@bismarckhockey.com. The declaration of intention should state if the player intends to return to BHB in the event they are cut from the high school tryout.

This declaration will assist BHB with team numbers and placement.

If a player does declare their intention to return to BHB prior to BHB's tryout dates for Bantams/15U/19U, the player will be placed on a team at the same level they played at in the previous season. The player will then begin a one-week tryout process.

If a player does not declare to return prior to BHB tryout dates for their appropriate level but later decides to return to BHB to finish their Bantam/15U/19U season, they will be placed on a team one level lower than their previous season. At that time, they will begin a one-week tryout process.

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

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

Game Ice Time Policy

Mites/Squirts/U10 –

Equitable playing time – EXCEPT for disciplinary reasons only

Peewee/Bantams/U12/U15/U19 –

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

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

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

Equipment Policy

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

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

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

The required Bismarck Capitals gear colors for all players at the Squirt level and above are navy gloves and hockey pants (breezers) with white or red trim, white helmets and Capitals socks. It is mandatory for participants to wear gear with these colors. Game jerseys are provided by the Club. The colors for the gear are strictly enforced and players will be removed from the ice if they do not adhere to these uniform color requirements.

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

Advanced Level Participation Policy

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

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

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

Extra Ice Policy

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

Exceptions:

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

Outside Community Participation Policy

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

Guidelines:

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

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

Coaches' Disciplinary Authority

Coaches are expected to take appropriate actions to maintain discipline on their teams. This may include, for example, skating, pushups or sprints. However, any such disciplinary action must be reasonable, not demeaning and never taken to a point where the player's health is at risk. Abusive language towards players will not be tolerated. Coaches are not allowed to use any form of corporal punishment as part of a disciplinary action.

In addition, coaches may limit a player's ice time as a motivational/disciplinary tool, either for violations of team rules, repeated failures to follow directions or for lack of effort during practice or a game. The player will not be “Benched” based upon skill level or the attempt to win at all cost. (See “Game Ice Time” policy.)

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

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

Please refer to BHB's Disciplinary Policy for more information regarding disciplinary matters.

OTHER IMPORTANT INFORMATION

2023-2024 BHB Season Calendar

[BHB 2023-2024 SEASON CALENDAR](#)

2023-2024 Communication Tree

[BHB 2023-2024 COMMUNICATION TREE](#)

Communication

All communication from BHB to its members will be through email. Please ensure your Sports Engine account is updated with the email you prefer to use and that is the account you register your player with. Additional communication occurs on Bismarck Hockey's Facebook page, along with the website.

Schedules

Game schedules and practices schedules can be found on the calendar at our website at www.bismarckhockey.com. Game schedules are typically released prior to the start of the season, with Squirt/10U Travel Teams being released prior the start of the travel season. Practice schedules are typically released a month in advance. Due to numerous ice users within the Bismarck community, game schedules and practice schedules can change without notice so please remember to check the calendar frequently.

All practice cancellations must be relayed from the head coach directly to the Executive Director so BHB can find an alternative use for the ice time. If the team is seeking to switch a practice time, the request must be communicated from the head coach for the team directly to the Executive Director at least five (5) days prior the event.

Game cancellations will only occur due to inclement weather, illness/injury, or interference with school related events. All game cancellations must be relayed from the head coach directly to the Executive Director so the proper people can be notified as soon as possible. Cancellations must come from the head coach of the team to the Executive Director at least five (5) days prior to the event to avoid a forfeiture of a game.

Contact Information/Website

All contact information can be found at our website at www.bismarckhockey.com.

Logo

Bismarck Hockey Boosters retains the copyright to the BHB logo. BHB must approve any vendors that wish to print our logo on any merchandise. If you are interested in printing our logo, please contact executivedirector@bismarckhockey.com.

Gaming

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

Rink Locations

Rinks in the Bismarck area are as follows:

Capital Ice Complex (Wachter/Schaumberg Rinks) – 1504 Wichita Drive, Bismarck, ND 58504

VFW Sports Center (VFW 1/VFW 2/VFW 3) – 1200 N Washington Street, Bismarck, ND 58501

ATTACHMENT A: USA Hockey SafeSport Program

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

All coaches, coordinators and youth volunteers are required to complete the USA Hockey SafeSport Program. In addition, Bismarck Hockey Boosters requires at least one parent in each family to complete the USA Hockey SafeSport training, Bismarck Hockey Boosters relies heavily on parent volunteers to assist with making this program a success. Any person having contact with a youth hockey player under any Bismarck Hockey Booster sanctioned activity must have their SafeSport certification completed. It is further recommended that all members review the SafeSport Handbook.

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

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

ATTACHMENT B: Bismarck Hockey Boosters' Locker Room Policy

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

At VFW #1 & #2 & #3 and Capital Ice Complex, there are several locker rooms available for our program's use. Each of the locker rooms has its own or shares a restroom and shower area. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. Bismarck Hockey Boosters' Team Managers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in planning for their child to dress, undress and shower, if desired.

Locker Room Monitoring

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

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

Parents in Locker Rooms

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

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a brief time before the game and for a brief time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

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

Cell Phones and Other Mobile Recording Devices

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

Prohibited Conduct and Reporting

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

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

ATTACHMENT C: Bismarck Hockey Boosters' Travel Policy

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

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

Local Travel

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

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

Team Travel

Team travel is overnight travel that occurs when Bismarck Hockey Boosters or one of its' teams' sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally,

nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, Bismarck Hockey Boosters will provide reasonable notice before team travel. Travel notice may also include designated team hotels for overnight stays, as well as a contact person within Bismarck Hockey Boosters or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Bismarck Hockey Boosters will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. Bismarck Hockey Boosters will make efforts to provide adequate supervision through coaches and other adult chaperones. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its' coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian, sibling of the player, or other relative with prior approval from Bismarck Hockey Boosters Board).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team manager who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach shall at any time be under the influence of alcohol or drugs while performing their coaching duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

- During team travel, coaches and team personnel will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

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

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

ATTACHMENT D: BHB Grievance Policy

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

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

BHB has a Zero Tolerance Policy when it comes to violations of the Code of Conduct, specifically related to acts of bullying, hazing, or harassment. When it is found that a Member has violated a level infraction of the Code of Conduct, BHB will discipline the individual in accordance with the procedures and punishment set forth in this policy and guideline.

All verbal or written discussions shall be done in a respectful manner in accordance to the Parents/Family Members Code of Conduct adopted by the organization. Any incidents involving specific individuals will be documented and put into that member’s BHB file, whether handled informally or formally.

Any misuse of the Grievance Policy or the making of false allegations will be considered a violation of the Code of Conduct and subject to disciplinary action to be taken by the Disciplinary Committee.

Definitions

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

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

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

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

“*Hearing Committee Chair*” means the member/employee that has been assigned to the Discipline Committee.

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

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

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

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

RULES OF CONDUCT

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

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

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

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

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

BHB PLAYER CODE OF CONDUCT

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

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

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

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

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

24 Hour Rule

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

Note to 24 Hour Rule: Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create a strong reaction from

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

*Please note that a suspected violation of SafeSport MUST be reported to the US Center for SafeSport within 24 hours and should not adhere to the 24-Hour Rule adopted by BHB.

BHB PARENT/FAMILY MEMBER CODE OF CONDUCT

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

Principles:

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

- I will communicate all my concerns regarding inappropriate behavior to the assigned level coordinator or Executive Director. I will not take concerns regarding the handling of the team or the coaching to the coach.
- I understand the benefits of participating in a team sport, the commitment and discipline and the social skills learned and acquired.
- I will remember that my child plays hockey for his or her enjoyment, not mine.

GRIEVANCE REPORTING AND PROCEDURES

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

Coaches are empowered to handle minor behavior and general team rule infractions internally. If the coach feels the incident rises to a higher level of infraction, he/she should report it as noted in this policy. The report should outline how the incident has been handled to that point, in addition to any recommendations.

BHB has implemented the following as the Grievance Reporting and Procedures for when an incident within the organization arises.

Non-Specific Concerns, Complaints, and Suggestions:

If you have a concern, complaint, and/or suggestion that is non-specific to one incident and does not involve a violation of the BHB Code of Conduct, you should report your concern, complaint or suggestion using the following form:

These issues can be reported anonymously and are reviewed and addressed by the Executive Director. These matters do not include any disciplinary action and will not follow the BHB Disciplinary Policy, as it would not be considered a violation of the BHB Code of Conduct.

Hockey related issues would fall under this category as well. These are issues related to playing time, position concerns, how a coach is handling in-game issues, and/or how a coach is communicating with your player. Every issue should be made to work out these issues with the coach directly. It is best to reach out to the coach in a calm, respectful manner to address these concerns and work out an amicable resolution; however, if a resolution cannot be reached, please fill out the form linked above.

BHB also enforces the 24-Hour Rule for these matters: Allow 24 hours to pass before reporting the situation. In many cases, people will have issues that they feel very passionate about, and this passion can get out of hand when people react instantly to something they do not agree with. This requirement will allow people to think about workable solutions to the situation and be able to discuss them in a rational manner.

Specific Complaints Involving a BHB Code of Conduct Violation:

If you have a specific complaint involving a violation of the BHB Code of Conduct, you will need to fill out a Grievance Form, which can be found here:

These matters are not anonymous, and the form must be filled out in its entirety in order for the BHB Disciplinary Committee to take any further action. The person filling out the form must be a witness to the incident. All matters are kept confidential. However, you should not report SafeSport violations here; please see the SafeSport Violations section below on how to report these matters.

If there is an immediate safety concern, please contact the head coach or the Executive Director as soon as possible. If not, try to give yourself 24 hours to consider all of the facts and if an informal meeting with the other individual may be able to resolve your issue before submitting a Grievance Form.

Any grievances filed through the Grievance Form shall be addressed according to the BHB Grievance Policy. The entire Grievance Policy should be reviewed prior to submitting a Grievance Form.

SafeSport Violations:

Any violations of SafeSport must be reported to the US Center for SafeSport within 24 hours. To find out more about what should be reported to the US Center for SafeSport, please visit the following website: [Report a Concern | U.S. Center for SafeSport \(uscenterforsafesport.org\)](https://www.uscenterforsafesport.org).

If you believe you have witnessed a violation of SafeSport, please fill out the form on this page: [Report Online](#). The US Center for SafeSport will make a determination if they assume jurisdiction and handle the matter or if they will defer the matter back to our organization for disposition.

DISCIPLINARY COMMITTEE AND PROCEDURES

It is the intent of BHB to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by BHB, USA Hockey, or any other participating event.

Authorization

The BHB Disciplinary Committee has the full power and authority to carry out and administer the provisions of this policy and guideline. BHB Disciplinary Committee shall follow USA Hockey Bylaw 10 in administering this section of the Disciplinary Policy.

Bismarck Hockey Boosters Disciplinary Committee

The Executive Director shall chair the Disciplinary Committee. The Committee consists of four reasonably disinterested and impartial persons, appointed by the President of the Board. In the event any member of the Committee is unable to participate in the discipline process, the President or Vice-President shall appoint another member to serve as a temporary member. Members of the Committee serve at the discretion of the Board and any member may be suspended or removed by the Board for violations of a level infraction or the Code of Conduct or breach of responsibility associated with the duties of the Committee.

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

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

There shall be no less than three (3) members of the committee present at a hearing.

Duties of the Committee

The Committee shall:

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

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

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

Powers of the Committee

The Committee can receive allegations from members via the BHB Grievance Form alleging violations of a level infraction, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation, meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board.

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

Procedures

The following procedures are used to review allegations:

1. Notice of an Issue: Any Member may notify the Executive Director through the BHB Grievance Form about an issue that he or she believes is a violation of BHB's Code of Conduct and warrants the Committee's attention. If there is a conflict with the Executive Director, the Member may notify the BHB Board President. Notice is to be provided to the Committee in writing, using the BHB Grievance Form available on the BHB website. The form must be completed in its entirety in order for the Disciplinary Committee. Once a Grievance Form is received, an investigation shall commence immediately into

the allegations being submitted to BHB and be concluded no later than fourteen (14) days from the date of BHB receiving the Grievance Form. Pending the outcome of the investigation and/or Review Hearing, the Executive Director, under direction from the Disciplinary Committee, may issue an immediate, temporary suspension.

2. Distribution of a Notice: The Hearing Committee Chair is to distribute all Notices received to all Committee members as soon as possible. Any additional information received through the investigation shall be provided to the Committee members within fourteen (14) days from the date of BHB receiving the Grievance Form.
3. Notice to Parties: The parties that are the subject of the Notice will be notified within 7 days of the Committee's receipt of the Notice and provided the opportunity to attend the scheduled Review Meeting. At the discretion of the Committee, parties may be allowed to provide written information relative to the incident in question, in addition to, or in lieu of, attending the review meeting. The Disciplinary Committee shall inform the party that is the subject of the investigation of the alleged violation and also notify the party of their right to waive the Review Hearing.
4. Review Meeting: The Hearing Committee Chair will schedule the Review Meeting within 30 days of receipt of the Notice. The parties that are the subject of the Notice must be provided with at least 7 days' notice of the Review Meeting. The written Notice shall provide the interested parties of: 1) the time and place of the hearing; 2) the manner (in person, Zoom, Google Meet, etc.) in which the hearing will be conducted; 3) the grounds for any proposed suspensions, discipline, or administrative action; 4) the possible consequences of an adverse finding; and 5) the issues to be resolved by the panel.
5. Hearing Requirements: A fair hearing is required during the Review Meeting, including:
 - a. Reasonable notice of the grounds for the proposed suspension, but any grounds supported by the evidence presented may be considered in reaching a decision;
 - b. Notice of the possible punishments following an adverse finding;
 - c. A reasonable opportunity to present their case and argument;
 - d. The ability to have counsel present (provided that, the Disciplinary Committee may set the rules for such participation); and
 - e. The appeal procedure when a decision is rendered.
6. Hearing Rules: The Disciplinary Committee may decide the level of formality for the Review Meeting, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as each party is treated substantially equal.
7. Hearing Process:
 - a. The Complainant and the Respondent may attend the hearing;
 - b. The Committee may also request additional parties to be present to present testimony;
 - c. Each party may present facts to support their position;

- d. Each party will be permitted to communicate directly to the Disciplinary Committee at the hearing. The time allowed for testimony shall be determined by the Committee prior to the hearing and the parties shall be notified accordingly. Each party shall have the same amount of time to present their position and respond to the questions from the Committee members.
 - e. The Committee shall strictly enforce the established time limits. Cross Examination is not permitted. Parties must address the panel and respond to questions from the panel.
 - f. One or both of the parties may choose not to appear at the hearing. By not appearing at the hearing, a party does not concede any part, or any merits in general of their case.
 - g. Parties may be represented by counsel, at their own cost, regardless of the outcome of the hearing. Pursuant to USA Hockey Guidelines, counsel's role in the hearing is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the hearing.
 - h. The Committee shall make the final decision with a burden of proof. In order to impose a suspension or discipline, the panel must make a finding supported by a preponderance of the evidence (i.e., more likely true than not true) that the Respondent violated an applicable rule, regulation, or policy.
 - i. The Committee shall not disclose the confidential information obtained through the investigation or through interviews or disclose the parties involved in the investigation or interviews.
8. Burden of Proof: The party proposing the punishment and/or suspension must establish the facts and the violation of rules or bylaws by a preponderance of the evidence (i.e., more likely true than not true).
9. Actions of the Committee: At the Review Meeting, the Committee will review the Notice, hold a hearing and take one or more of the following actions:
- a. Determine that no violation has occurred and dismiss the matter;
 - b. Determine that a violation of a level infraction has occurred;
 - c. Determine that additional information needs to be collected to establish facts and make a determination;
 - d. Continue discussion on the matter until the next regularly scheduled meeting. Disciplinary matters may be continued only once unless the Committee finds there is cause to continue the matter for a specified period. A decision must be made within 15 business days of the Review Meeting.
10. Issuance of Findings of Fact, Determination and Punishment: Upon conclusion of the Review Meetings, the Committee will issue a written Findings of Fact and the Determination and Notice of Punishment to the Secretary of the Board and the party that is the subject of the Committee's determination. The Hearing Committee Chair or the Secretary of the Board will notify the Board of the Committee's decisions. The Findings of Fact and Determination must contain (i) findings of material facts (i.e., the committee finds the following occurred), (ii) conclusions (i.e., based upon the facts above, the committee concludes that the person violated Bylaw **), and (iii) the order of the

Committee (based upon the conclusions above, the Committee hereby orders the following penalty...).

Temporary Suspension/Benching Pending Review

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

Player Suspension

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

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

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

Coach Suspension

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

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

Parent/Spectator Suspension

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

If a parent or other spectator is ejected from a game, that parent or spectator shall not be allowed to attend any BHB related activities, including but not limited to games and practices, for a

period of six (6) consecutive games. The six (6) consecutive games begins with the game immediately following the game in which the infraction occurred and shall continue until that same team has completed six (6) games.

Match Penalties

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

Administration and Enforcement of Incidents

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

The Disciplinary Committee and the Executive Director will monitor the punishment. Failure by a Member to honor any punishment or suspension will be punishable up to and including dismissal from BHB.

In the event the person(s) membership with BHB is revoked, it will be for a minimum term of one (1) year. After the said time limit expires, the person(s) may reapply for membership with BHB by providing a written request to the BHB Board President. Permission to rejoin BHB is subject to the recommendation from the Disciplinary Committee and approval of the Board.

Appeals of the Committee Decision

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

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

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

Punishments, Terms and Conditions

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

A. Verbal Warning

- a. Any disrespect shown to any coach, parent, or teammate. Back talk or any other displays of disrespect will not be tolerated.

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

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

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

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

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

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

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

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

- a. Any other infraction may result in termination of membership.
- b. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- c. Harassment of any kind, including but not limited to:
 - i. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, race, religion, or sex;
 - ii. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance;
 - iii. Unwanted or unnecessary physical contact including touching, patting or pinching;
 - iv. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance; and/or
 - v. Any form of hazing.
- d. Defacing or damaging property belonging to an individual, team, association, or arena.

- e. Going on to the ice surface for any reason, unless directed by coach or other official.
- f. Entering the bench area during a game.
- g. Any form of cyberbullying.
- h. Using cell phones or other electronic devices inappropriately, including taking inappropriate pictures.
- i. Any violations of SafeSport.

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

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

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

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

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

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

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

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

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

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

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

SafeSport Violations:

SafeSport violations, unless specifically directed otherwise by the BHB Executive Director and the BHB Board, will be handled in accordance with the procedures of the USA Hockey SafeSport Policy and are not subject to this policy and procedure. SafeSport violations MUST be reported immediately to the US Center for SafeSport within 24 hours. If US Center for SafeSport declines jurisdiction, BHB shall determine the appropriate response to the allegation at that time.

ATTACHMENT E: Procedure for Suspension and Discipline of Members

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

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

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

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

Non-Club Activities

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

Disciplinary Actions Because of Penalties in Games

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

Player receiving a game misconduct:

- First infraction – USA Hockey rules will apply
- Second infraction – USA Hockey rules will apply plus three additional periods following suspensions
- Third infraction – USA Hockey rules will apply, and player is suspended from further play until he/she appears before a Disciplinary Committee with his/her parent(s) and is reinstated by the committee
- State Match Penalty – Any player or coach receiving a match penalty will be responsible for all related costs for the hearing before they will be able to participate in any games or practices.

ATTACHMENT F: Conflict of Interest Policy

Conflict of Interest Background Information

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

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

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

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

Purpose of Conflict of Interest Policy

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

- i) It is the policy of BHB that each Board member shall disclose in writing to the Board any person to whom the Board member is closely related who is doing business with BHB or may reasonably be expected to do business with BHB in the future and any organization with which the Board member is affiliated that is doing business with BHB or may reasonably be expected to do business with BHB in the future.
- ii) Once a conflict of interest has been disclosed to the BHB Board (through the president), it is permissible for another member of the company to represent that proprietary interest if the BHB director or staff member complies with this policy. Furthermore, a board or staff member cannot personally represent their business and maintain their membership as board or staff member. If a board or staff member wishes to personally represent their proprietary interest, he or she is required to resign their position with BHB before presenting any information to the BHB board.
- iii) Any BHB Director or Staff Member who has a proprietary interest in any motion being considered shall declare any conflict of interest and not take part in any voting and/or discussion or influence of said motion. If said Director or Staff Member does not declare such conflict as aforesaid, any other Director may point out the said conflict of interest to the Board, who shall determine if said Director or Staff Member is or is not in a conflict of interest position and declare said Director either eligible or ineligible, as the case may be, to participate in discussions, influence in the decision of an action, and/or voting.
- iv) It is also the policy of BHB that the Board member with the affiliation not be present when the vote is cast. Moreover, the Board reserves the right to require that the Board member with the affiliation not be present during any substantive discussion of the matter under consideration.
- v) A conflict of interest may also arise when Directors or Staff Members accept gifts from vendors. Therefore, it is the policy of BHB that no Board or Staff member accept gifts from vendors, whether the vendor is directly involved in any operation of BHB event or if the vendor has in the past or will potentially be involved with BHB in the future.

ATTACHMENT G: Bismarck/Mandan Community Transfer Waiver Policy

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

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

Guidelines:

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

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

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

- Individuals that participated in the Bismarck program the previous season (per residency) and currently live in Mandan may continue to play in the Bismarck program.
- Individuals that participated in the Mandan program the previous season (per residency) and currently live in Bismarck may continue to play in the Mandan program.
- Individuals that live outside of the Bismarck / Mandan communities and where hockey is not available will participate in Bismarck if they reside East of the Missouri River.

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

ATTACHMENT H: BHB Refund Policy

- 1) All requests for refunds meeting the criteria set forth in this policy do not require BHB Board of Directors approval. The Executive Director shall have the authority to approve these requests.
- 2) All requests for refunds shall be submitted via email to the Executive Director.
- 3) The BHB Board of Directors reserves the right to review all requests for refund or credit based on special exceptions to consider, among other things, compliance with this policy and extraordinary circumstances, at its sole discretion.
- 4) The Executive Director is under no obligation to approve a requested refund.
- 5) No USA hockey registration fees will be refunded by BHB.
- 6) Refunds may only be granted if the player is in good standing with the club and paid in full. If the player's registration has been paid using the payment plan method, only payments made up to the date of notification will be considered for the refund and any future payments via the payment plan may be cancelled in accordance with the refund policy and any refund owed to the individual.
- 7) Regular Season Refunds
 - a. Termites and Mites
 - i. If a player chooses not to play prior to the season, the entire registration cost minus a \$25 service charges may be refunded.
 - ii. If a player chooses not to play after the first practice but before December 15th, 50% of the registration costs minus a \$25 service charge may be refunded.
 - b. Squirts/10U, Peewee/12U or Bantam/15U
 - i. Refunds at these levels may be refunded per the "Special Exceptions" section of this policy. All requests not meeting the conditions in the "Special Exceptions" section of this policy shall require full BHB Board approval.
- 8) Special Exceptions:
 - a. A. Injuries/Medical Conditions
 - i. In the event a player incurs an injury or develops a medical condition that renders him/her unable to play for the remainder of their team's season (a "season ending hockey injury"), the player may be eligible for a refund of registration fees minus a \$25 service charge. A prorated refund may be issued if the request is made because of an injury or a medical condition developed to the player that, in the written opinion of a medical doctor, prohibits the player from participating in hockey for a period of at least 8 weeks. The amount of the refund for which the player may be eligible will be based on the date he/she notifies BHB that they do not intend to return to play and provides the required physician's documentation that the player has incurred a season ending hockey injury:
 1. Prior to the start of the season – 100%
 2. Prior to December 15 – 50%
 3. On or after December 15 – 0%
 - ii. To be eligible for a refund, the player must provide documentation from a physician stating the player has suffered a "season ending injury/medical

condition” and cannot return to play. This should be provided to the Executive Director.

- b. Relocation
 - i. In the event a player’s family moves outside the Bismarck area (50 miles or greater) during the hockey season, the player may be eligible for a refund of registration fees minus a \$25 service charge. The refund amount will be prorated based on the same dates listed for injuries/medical conditions above.
 - c. Other Circumstances
 - i. If a player chooses not to play for any reason other than those listed above in this section (e.g., playing High School Hockey, dissatisfaction with team placement or academic reasons) a refund may be granted.
 - ii. Any refund amount granted will be based on the following criteria:
 - 1. If a player did not participate in preseason hockey or tryouts.
 - a. 100% refund of all registration payments made up to the date of the refund minus a \$25 service charge.
 - 2. Player participated in either preseason hockey or tryouts.
 - a. Up to a 50% refund of player’s registration fee minus a \$25 service fee may be granted.
 - b. If the member requesting the refund utilized the BHB payment plan the following will apply:
 - i. Any registration fee payments made exceeding 50% of the total registration fee due minus a \$25 service charge may be granted.
 - ii. If necessary, any future payment plan payments will be cancelled.
 - 3. If a player participates in at least 1 team practice after team placement.
 - a. 0% refund will be granted.
 - d. Camps and Other Programming
 - i. Camp or other Programming (i.e., Intro to Hockey, Preseason, Summer Programming) refund requests for injuries preventing a player from participating may be granted based on the criteria below.
 - 1. Prior to start of the programming – 100% refund minus a \$25 service charge.
 - 2. If the injury occurs after the start of the programming, a pro-rated refund minus a \$25 service charge based upon date of injury may be granted.
 - ii. Camp or other programming refund requests for any other reason may be granted and will be handled on a case-by-case basis by the Executive Director in conjunction with the BHB President.
- 9) All refunds, either in full or pro-rated, will be assessed a \$25 service charge

ATTACHMENT I: Concussion Policy

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

Parental Involvement

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

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

Player Safety

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

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

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

Coaches

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

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

Parents

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

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

Return to play Guidelines

These guidelines are meant to act as a suggestion for players after they suffer a concussion. The length of each phase varies depending on the severity of the concussion and should be decided based on consultation with a health care professional. Variables include past medical history,

age, weight, severity of symptoms, return of symptoms, etc. There is no exact return to play time line, however, it may vary from one-week to not being able to play again.

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

Phase #1: Head Injury Occurs

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

Phase #2: Rest Period

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

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

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

Phase #3

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

Phase #4

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

Phase #5

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

Phase #6

Reintegrate back into full practices.

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

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

PARENTS FACT SHEET:

What Is A Concussion?

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

What Are the Signs and Symptoms of a Concussion?

Signs Observed by Parents or Guardians

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

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

Symptoms Reported by Athlete

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

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

1. Seek medical attention right away.

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

2. Keep your child out of play.

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

3. Tell your child's coach about any recent concussion.

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

COACH FACT SHEET:

On-Bench Assessment

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

MEMORY:

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

FOCUS:

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

PHYSICAL TEST:

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

Observed by Coaching Staff

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

Symptoms Reported by Athlete

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

Action Plan

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

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

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

ATTACHMENT J: DIBS Policy

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

This volunteer program helps support BHB's vision for the growth of youth hockey in the Bismarck community.

Scope of the DIBS Program:

1. Volunteer Hour Requirements:

- a. *All families regardless of level will be required to complete **twelve (12) hours** of volunteer time during the season. This is a per family requirement, regardless of the number of registered skaters.*
- b. *Most DIBS shifts worked will be set up in two (2) hour increments; however, there are occasions where a shift is one (1) hour, or three (3) hours and members are responsible for keeping track of their volunteer hours so the member should be mindful of the length of the shift they have signed up for*
- c. *BHB members who volunteer as a Team Manager, Board Member, or Locker Room Monitor, will receive twelve (12) hours of DIBS credit. A list of these volunteers must be submitted to the BHB Executive Director **prior to December 31** in order to be eligible for the DIBS credit.*
 - i. *There shall only be one (1) Team Manager and two (2) Locker Room Monitors per team. If duties are split between more than the allotted numbers in the previous statement, the twelve (12) DIBS hours will also be split between the number of volunteers serving in those positions.*
 - ii. *There shall be no stacking of volunteer positions amongst family members – i.e., one parent serving as locker room monitor and one parent serving as team manager.*
 - iii. *All team managers and locker room monitors will be required to register with BHB and complete their background check and SafeSport Training **prior to December 31** of the current year or you will not receive your twelve (12) hours of credit.*
 - iv. *Verification that the team managers and locker room monitors have fulfilled their obligations to be present and fulfill their duties will be done at the end of the season.*
- d. *Any full-time rostered coach who has a USA Hockey registration number, Coaches CEP, and has completed SafeSport, a background check and the module requirements at their level will receive twelve (12) hours of DIBS credit, so long as the certified coach is present at 80% of all games and practices. Coaches must also register as a coach on the BHB website and submit all required employment paperwork **prior to December 31**. For DIBS purposes, there shall be no more than four (4) coaches per team that receive DIBS credit. If more than four (4)*

coaches are on a team, the Executive Director shall make the final decision as to which coaches will receive their twelve (12) hours of DIBS credit. Note: All of these requirements must be fulfilled and confirmed by the BHB Executive Director to be eligible.

- e. All registered members who serve on a committee shall receive twelve (12) hours of DIBS credit, so long as the volunteer is an active member of the committee they serve on (attending all meetings, participating in events and work, and completing required tasks). This will be confirmed by the Executive Director.*

Position Held	DIBS Hours Received	Deadline to Complete Requirements	Requirements
Team Manager <i>(maximum of 1 per team)</i>	12 hours	December 31	Register with BHB, Background Check, and SafeSport Training
Locker Room Monitor <i>(maximum of 2 per team)</i>	12 hours	December 31	Register with BHB, Background Check, and SafeSport Training
Coach <i>(maximum of 4 per team)</i>	12 hours	December 31	Register with BHB, Register with USA Hockey, Coaching Clinic, Age Specific Module, Background Check, SafeSport Training and 80% attendance rate
Committee Member	12 hours	March 31	Active Member of the Committee
Other Approved Volunteer Positions	Varies	March 31	Varies

2. Payment Requirements:

- a. Each family will be required to complete their required DIBS shifts prior to March 31, 2024 or the family will be assessed a \$500.00 fee for non-completion. Invoices will be sent to those families who do not complete their DIBS requirements on or around April 15, 2024. You will be required to pay the invoice prior to May 1, 2024 or you will be assessed a \$50.00 late fee and your player will not be able to attend any BHB activities or events until all fees are paid in full.*
- b. BHB will not prorate any hours for reimbursement. Required DIBS hour completion is an all or nothing policy. If the required hours are not completed the full payment scheduled will be processed. For example, if a family is required to complete 12 hours and only 7 hours are completed, the entire DIBS payment will be processed.*

- c. To simplify DIBS tracking and to avoid the possibility of duplicate processing of payment it is highly recommended that each family use a single account/email when registering players. For example, a family may have over time created more than 1 SportsEngine account. If members of the same family are registered under different accounts, it will require submitting to the DIBS payment for each separate registration and subsequently duplicate processing for a family at the end of the season as the system is unable to automatically link family members if separate accounts are used during registration.*
3. **Buyout Option:**
During registration a family may choose a “Buyout” option for their required DIBS. If this option is chosen during registration the full DIBS fee of \$500 will be charged and the family will be free of their DIBS obligation for the season. Any family choosing the “Buyout” option will not be eligible for any DIBS incentives given during the season.
4. **Fulfillment:**

 - a. All DIBS shifts are tracked by family on a Google Sheet, which is linked on the DIBS page of BHB’s website. Each family is responsible for checking this sheet often and making sure all required shifts are accounted for prior to March 31. Please be patient as it usually takes up to two (2) weeks to mark off all shifts completed in a time period, such as over a weekend. However, if a member is missing a shift and it has been more than two (2) weeks since the member completed the shift, please email dibs@bismarckhockey.com.*
 - b. No shift will be counted as a full shift if it overlaps with another shift. For example, a member signs up for a shift from 10:00am-12:00pm and signs up for a shift from 11:30am-1:30pm – the member shall only be given credit for 3 hours and not the full 4 hours. If a family wishes to complete two shifts at the same time, the family must have two individuals (over the age of 16) with them to fulfill the shifts and they must have the shifts listed under two separate names.*
 - c. No member shall have children under the age of 16 with them while completing their DIBS shifts or the member will be asked to leave and NOT receive their DIBS credit for that shift.*
 - d. In the event that BHB must cancel a DIBS shift due to unforeseen circumstances, such as weather or rink closure, the DIBS shifts will be cancelled, and the member will NOT receive DIBS credit for those shifts.*
 - e. If the family completes the required volunteer hours by March 31 of the current season, the DIBS payment will be cancelled and will not be processed.*
 - f. If the family does not complete the required volunteer hours by March 31 of the current season or chooses the Buyout option during registration, BHB will invoice the family for the \$500.00 DIBS payment, which will be due by May 1, 2024 or a \$50.00 late fee will be assessed.*
 - g. If a family does not fulfill their DIBS payment and they were required to do so, their player will not be eligible to participate in any BHB activity the following season until this is paid in full.*

- h. If a family has completed their required DIBS hours prior to registration being opened for the season they are to contact the Executive Director at the time of registration to bypass the DIBS payment requirement.*
5. DIBS Incentives:
- a. Occasionally, BHB will give DIBS incentives out to families who have previously fulfilled their DIBS requirements prior to an upcoming weekend in which BHB is still needing volunteer shifts fulfilled. Incentives are not a guarantee, and we ask that families do not count on receiving DIBS incentives. Please volunteer where you are able and do not wait for incentives to be given out.*
 - b. Prior to receiving any DIBS incentives, the family must have completed ALL required DIBS shifts prior to the weekend in which DIBS incentives are offered.*
 - c. DIBS incentives shall be given in the form of a discount towards the following regular season registration and will be at a rate of \$20.00/shift worked (2-hour shift). This is not compensation for the time you volunteer during those weekends but is held at a discount for the following season.*
 - d. DIBS incentives shall be capped at no more than \$100.00 earned (5 DIBS shifts) unless prior approval is granted by the Executive Director to receive additional incentives.*
 - e. When DIBS incentives are earned, a family receiving DIBS incentives **MUST** email our DIBS Coordinator **within two (2) weeks** of completing the DIBS incentive shift to actually claim the incentive. The DIBS Coordinator can be reached at dibs@bismarckhockey.com.*
 - f. Additionally, when a member registers their skater(s) for the following season and believes they should receive DIBS incentives as a discount on their regular season registration, the member **MUST** contact the Executive Director at executivedirector@bismarckhockey.com **prior to October 15** in order to receive your discount code. The member must also get your discount code from the Executive Director **PRIOR** to registering for the season or the member will be responsible for the processing fees at a rate of \$25.00 per transaction.*
 - g. All requirements must be followed and met, or the member will lose the DIBS incentives.*

ATTACHMENT K: Fundraising Policy

Fundraising is a necessary requirement for participation in Bismarck Hockey Boosters. Fundraising helps offset costs of registration and helps contribute to ice rental expenses, equipment, coach compensation, and other necessary expenses to conduct business. Outside of the requirement to participate in the Big Gun Raffle or to “buyout” their requirement for the Big Gun Raffle, each family is encouraged to assist with additional fundraising efforts to avoid any increase in registration fees in future years.

Big Gun Raffle: Each family is *required* to sell one book of Big Gun Raffle tickets (10 tickets at \$20.00 each) each year or to “buyout” their requirement. Each family will be responsible for \$200.00 to cover the cost of their initial book of Big Gun Raffle tickets. Families will receive their initial book upon receiving a jersey. A jersey will not be given to your player until you have picked up your book of tickets.

Once raffle tickets have been checked out to a member, that member is responsible for the full value of the tickets. If tickets are lost, stolen, washed, etc., the member will be responsible for the value of the tickets (\$200.00 per book) and will be responsible for selling an additional book of tickets.

Ticket pickup and dropoff locations, dates, and times will be listed on BHB’s website at the start of the season. These are typically the 1st and 3rd Wednesdays of each month throughout the season.

If a member wishes to obtain additional ticket books to sell, the member must hand in their initial book of tickets and money prior to receiving additional ticket books. These additional books must be picked up at the pickup and dropoff times and locations listed on the website. You will be responsible for selling all tickets. If you are unable to sell the remaining tickets that you have obtained from the committee, you will be responsible for buying all unsold tickets.

Tickets and any additional funds owed for Big Gun Raffle tickets must be turned in to one of the Gun Raffle Committee members during the pickup and dropoff times and locations that are listed on the BHB website. No other pickup or dropoff arrangements will be made outside of these times and locations and no one outside of the Big Gun Raffle Committee shall accept any money owed or ticket books.

The last dropoff date for the Big Gun Raffle tickets is January 24, 2024. If your tickets and money are not turned in by this date, you will receive one reminder to turn in the books and/or money owed prior to February 1 as the last date to turn in the ticket books and/or money owed.

If you do not hand in your ticket books or any additional money owed for the ticket books by February 1, your player will be removed from the ice and not allowed to participate in any additional BHB activities until the ticket books and/or money is turned in.

If you turn in your ticket books and/or any money owed after February 1, you will be assessed a \$50 late payment penalty fee, which will need to be paid prior to your player returning to the ice.

The top 5 sellers of Big Gun Raffle tickets will be determined at the end of March and a list will be posted on the website no later than April 15. The top 5 sellers will receive a discount for regular season registration for the following season. Any participant receiving a discount for being a top seller must email the Executive Director prior to registering and prior to November 1 of the following year to receive your discount. The discount will be null and void if the member registers prior to contacting the Executive Director or does not reach out prior to November 1.

Buyout: Families also have the option to “buyout” the Big Gun Raffle tickets. Buyout is \$300.00. If a member chooses to participate in the buyout, they will not be responsible for selling any tickets. A person wishing to buyout their Big Gun Raffle tickets must email the Executive Director prior to October 15 and must pay their invoice no later than October 20 or they will be responsible for selling their book of Big Gun Raffle tickets.

Any questions related to the Big Gun Raffle should be directed to gunraffle@bismarckhockey.com.