

BISMARCK HOCKEY BOOSTERS

Youth Hockey Program

Handbook for the 2025-2026 Season



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GENERAL INFORMATION

Welcome from the Board

Welcome to Bismarck Hockey Boosters (herein referred to as “BHB” or the “Association”). This Handbook is designed to provide parents, players, and coaches an outline of the BHB youth hockey program. It serves as an overview of what to expect in the upcoming hockey season as well as an overview of key roles within the Association. Several attachments (A through K) to the Handbook include important policies adopted by BHB.

As part of the registration process, families are encouraged to read and make a copy of this document and agree to abide by the policies set forth within. It will also be a guide throughout your participation in the BHB program.

Should you have any additional questions about the program or are inspired to volunteer for one of the committees or projects, please refer to the BHB website for contact information.

Mission Statement

BHB’s mission is to be a leader in the development of youth athletes by fostering a love for the game while developing players both on and off the ice. The organization aims to foster a love for the game, instill strong lifelong values of teamwork, discipline, sportsmanship, and dedication that extend beyond the rink, and provide a structured pathway for players to reach their full potential while learning, growing, and having fun. BHB is dedicated to building confident, resilient players who embody respect, integrity, and a passion for hockey – preparing them for success in hockey and in life. We strive to create a positive, competitive, and inclusive hockey environment that promotes skill development and personal growth, while providing high-quality coaching, strong mentorship, structured training programs, and a supportive community where players of all skill levels can thrive.

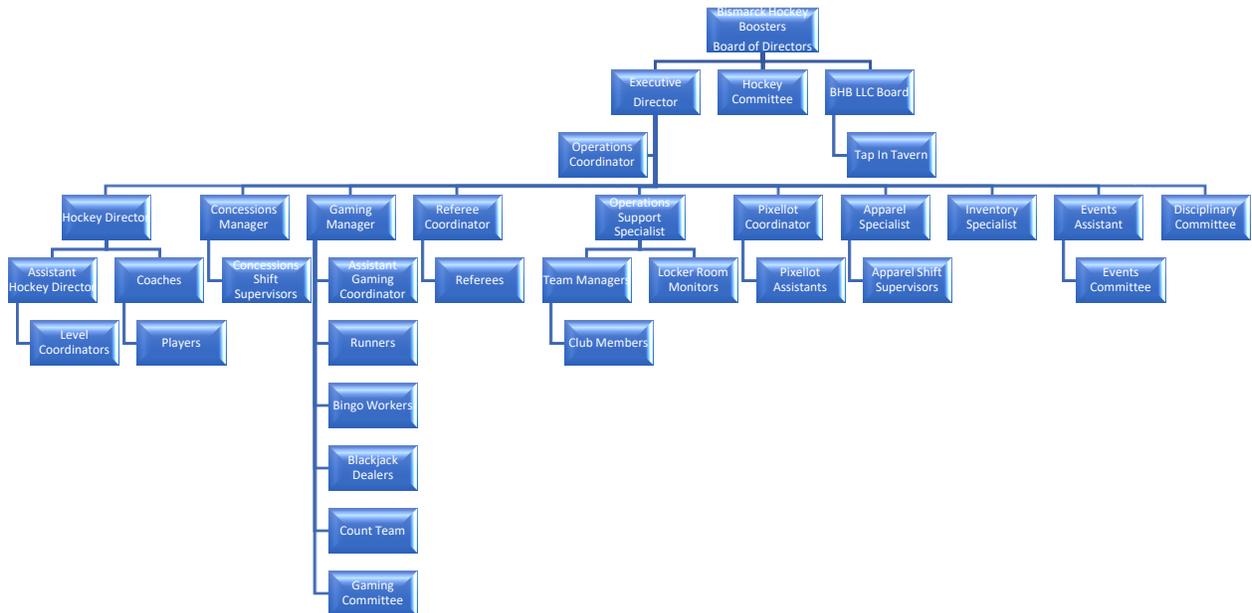
BHB’s core values include:

- **Sportsmanship:** Encouraging respect for teammates, coaches, opponents, and officials while promoting fair play and integrity.
- **Teamwork:** Teaching the importance of collaboration, communication, and supporting one another to achieve common goals.
- **Dedication:** Instilling a strong work ethic and commitment to improvement.
- **Integrity:** Promoting honesty, accountability, and ethical behavior.
- **Development:** Focusing on skill improvement, personal growth, and fostering a lifelong love for the game.
- **Excellence:** Striving for the highest level of performance and personal growth.
- **Discipline:** Instilling hard work, dedication and accountability both on and off the ice.
- **Fun:** Ensuring a positive and enjoyable experience that keeps players engaged and passionate about 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).

BHB relies on each family and those in our community to embrace the Association goals in order to continue to be recognized as a leader among North Dakota youth hockey programs.

Bismarck Hockey Boosters Organizational Chart



Bismarck Hockey Boosters Off-Ice Structure

BHB Board of Directors (Board)

The Board recognizes the Executive Director as the administrator of the BHB Program. The Board's role is to provide oversight and support, through the Executive Director, to support the roles within the organization and to continue to provide support for the business of the Association. More information pertaining to the BHB Board positions and roles can be found within the BHB Bylaws.

BHB LLC Board of Directors (BHB LLC)

The BHB LLC Board of Directors' role is to aid and advise the BHB Board on business and asset acquisitions and provide oversight on financial matters, risk management, asset transactions, and asset valuations on any and all assets owned by BHB. The BHB LCC Board shall maintain compliance within the laws of the businesses owned by BHB and shall provide monthly updates to the BHB Board of Directors.

Executive Director

The role of the Executive Director is to carry out BHB's mission, oversee the day-to-day operations, and promote the future of the Association. The Executive Director is the main point of contact and works on creating policies and procedures to ensure success of the program. All administrative and financial matters are handled by the Executive Director. This position works closely with other organizations and community partners to aid in the program's success. The Executive Director also oversees all employees and volunteers of BHB.

Bismarck Hockey Boosters On-Ice and Team Structure

To achieve BHB’s 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 every age-level participant with resources and opportunities 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, Pee wee, Bantam, and Girls programs are under the direction of BHB 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. BHB 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 BHB employees. Compensation and reimbursement for all coaches will follow the Coaches’ Compensation and Reimbursement requirements set forth in the BHB Coaches Handbook.

BHB 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.

LEVEL	BIRTHDATES	REGULAR REGISTRATION FEE	LATE REGISTRATION FEE**
Mini Mites	6/1/21-5/31/22	\$100	\$100
Termites	6/1/18-5/31/21	\$175	\$175
Mites	6/1/16-5/31/18	\$300	\$300
8U Girls	6/1/16-5/31/18	\$300	\$300
Squirts	6/1/14-5/31/16	\$650	\$1,050
Squirts – Goalie*	6/1/14-5/31/16	\$487.50	\$887.50
10U Girls	6/1/14-5/31/16	\$650	\$1,050
10U Girls – Goalie*	6/1/14-5/31/16	\$487.50	\$887.50

Peewees	6/1/12-5/31/14	\$900	\$1,300
Peewees – Goalie*	6/1/12-5/31/14	\$630	\$1,030
12U Girls	6/1/12-5/31/14	\$900	\$1,300
12U Girls – Goalie*	6/1/12-5/31/14	\$630	\$1,030
Bantams	6/1/10-5/31/12	\$900	\$1,300
Bantams – Goalie*	6/1/10-5/31/12	\$630	\$1,030
15U Girls	6/1/10-5/31/12	\$900	\$1,300
15U Girls – Goalie*	6/1/10-5/31/12	\$630	\$1,030

**Goalies from levels Squirt/10U Girls and up receive a discount. Squirt/10U Girls receive 25% off the Regular Registration Fee amount for their level. Peewee/12U Girls and up receive 30% off the Regular Registration Fee amount for their level.*

***A late registration fee of \$400.00 will be applied to any registrations for Squirt/10U Girls or up that are received after 11:59 pm on July 31, 2025.*

As in previous years, BHB will be taking payments for the full amount at time of registration OR participants can choose to pay an initial payment at time of registration then pay the balance in equal installments on 9/15, 10/15 and 11/15.

Discounted Registration Fees

BHB offers a 50% discount of registration fees for those members that qualify for free or reduced meals through their school or receive other financial assistance from a recognized government agency. To receive this discount, members requesting this discount must provide proof of eligibility for the free or reduced meal program or other financial assistance by providing documentation from the school district or funding agency 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 two 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.

Goalies also receive a discount if committing to playing full-time goalie for the entire season for Squirts/10U and up. Please see the Goalie Registration Fees and Goalie Gear Policy for more information.

BHB may offer discounted registration fees to members who volunteer their time to serve as members of the Events Committee within BHB and as incentives for fundraising activities and DIBS activities. The amount of the discount and who are to receive discounts are solely the discretion of the Executive Director.

Discounts shall not exceed 50% of the registration fee per player and discounts shall not be combined, unless specifically granted otherwise by the Executive Director. Any combined discounts shall not exceed 100% of the registration fee per player. 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 “Gaming Operations Discount” mentioned below is exempt from this policy. The “Gaming Operations Discount” will be allowed to be combined with another earned registration discount. Any additional discounts earned outside of the “Gaming Operations Discount” will be given based on the net amount after the “Gaming Operations Discount” is applied.

Gaming Operations Discount

BHB has gaming operations at several sites within the Bismarck-Mandan community. In an effort to give back to our members, BHB has adopted the following discount chart for players in Squirts/10U and up. The discounts are based on the prior year’s net income from the gaming operations and the discount amount for the upcoming season will be announced prior to or at the July Board Meeting. Discounts are provided per player based on the Regular Registration Fee for the player’s level and will automatically be applied to your registration for the upcoming season.

GAMING NET INCOME (2024-2025)	DISCOUNT AMOUNT (2025-2026)
\$0-\$200,000	\$25.00
\$200,000-\$400,000	\$50.00
\$400,000-\$600,000	\$75.00
\$600,000-\$800,000	\$100.00
\$800,000+	\$150.00

To learn more about the gaming sites for this upcoming season, please review BHB’s website.

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. 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 Hockey Director in overseeing and managing the youth hockey on-ice programs for BHB. This position will assist the Hockey Director in managing on-ice personnel and 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 backbone of the hockey program and BHB relies on quality coaches to carry out the mission. 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 scheduled meetings, at least one (1) preseason on-ice coaching clinic, and meet with the Hockey Director on a regular basis. Aside from grievances, 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 paid position and the Coordinator is expected to be present at least 90% of the time during practices and games. There shall be four (4) Level Coordinators for Termites and four (4) Level Coordinators for Mites.

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 team website up to date with game scores and submitting home gamesheets 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.

Besides sending gamesheets to NDAHA as required, Team Managers will send copies of completed gamesheets to the Assistant Hockey Director via text or email. **This includes all home and away games.**

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, unless otherwise approved by the Executive Director.

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 an 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 elected individuals from the Club and includes the Hockey Director and Assistant Hockey Director. The Hockey Committees will meet, at a minimum, monthly 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 elected by the members on a three-year election term. There shall also be a Vice Chair and a Secretary. Members of the Hockey Committee shall have The Hockey Committee acts as a resource for the Hockey Director and provides feedback and suggestions to the Hockey Director. The 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 Hockey Director, with recommendations coming from the Board of Directors and Hockey Committee. Members of the Hockey Committees are elected by the members to serve 3-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-election from the members.

The Hockey Committee meetings will be a space for discussions to take place regarding on-ice development, team selections, structure of the program, and more. Parents should plan to participate in these meetings if they have any concerns regarding on-ice programming.

On a quarterly basis and as deemed necessary by the Hockey Committee Chair and the Hockey Director, there shall be special sessions in which other hockey community members are invited to participate in the meetings.

On-Ice Programming

The On-Ice Programming begins at Termites and progresses into the Mites level. The Boys Programming is divided into three (3) age-specific levels –Squirts, Peewees and Bantams. Girls Programming is divided into four (4) age-specific levels – 10U, 12U, 15U, and 19U (dependent on number of girls registered each season). Termite girls and boys play together. Mite girls and boys will practice together but 8U Girls teams will be formed for weekend games. Starting at the Squirt level, girls have the option to play on either Girls or Boys Teams.

Aside from termites, there are tryouts and evaluations for each age group to ensure each skater plays at an 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 and what division each level will compete will be made by the Hockey Director prior to the season. After Board approval, the team declarations will be submitted to NDAHA for approval no later than July 15. 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.

As stated previously, any female skater, age 8 and up, has the option to play Girls. However, a female skater also has the option to continue to play within the age-appropriate level within the Boys program. If you choose to register within a female division, you will be required to try out for that division and play within that division. There will not be an option to move to an equivalent boys' division. See the “Advanced Level Participation Policy” of this handbook, as this policy will be strictly adhered to.

USA Hockey American Development Model (ADM) guidelines with skill-based 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 expense 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

MINI MITES

The Mini Mites program is designed as an introduction to skating and is for our youngest skaters on the ice. The program is specifically for three year olds and will only run from beginning of November until the week prior to the holiday break.

Mini Mites can expect two practices per week, usually one on Sunday and one during the week. BHB does its best to keep practice days as consistent as possible; however, with multiple user groups for the ice sheets, this is not always able to be done. Please check the calendar often to make sure you have the correct days and times for practices.

Mini Mites will be required to have a helmet, skates, neck guard, and gloves while on the ice.

TERMITES

The Termite program is designed as an introduction to basic hockey fundamentals, ice skating, stickhandling, and shooting. Termites will be placed in groups based on years of experience and/or skill level. 1st year skaters will likely start in Termite 3; 2nd year skaters will likely start in Termite 2; and 3rd year skaters will likely start in Termite 1.

The Hockey Director, Assistant Hockey Director, and Level Coordinator have the right to move a player up or down within the level as skill appropriate and to maximize overall player development.

Termites 1 and 2 can expect one weekday practice, one-two weekend practice(s), and one game every other Sunday, as ice time allows. Additional ice time and/or practice times will be provided when available.

Termites 3 will begin as an Intro to Skating program and will progress to a Learn to Play program mid-way through the season. During the beginning of the season, Termites 3 will have two practices per week, alongside the Mini Mites. After the switch to Learn to Play, Termites 3 will move to two-three practices per week and one game every other Sunday for the remainder of the season.

Due to multiple ice users, practice days and times may vary from week-to-week.

Termite games are played cross-ice within Tiers 2 and 3 Half-ice games are played in Tier 1. At the end of the season, there will be a Termite Jamboree in which all teams and players participate.

The Termite season runs from beginning of November to early March.

Basic Termite Skill Progression

The following skills will be introduced at the Termite Level and worked on throughout the season.

Beginner Termite Skills

- Getting up off the ice
- Proper hockey stance
- T-push with both R and L foot
- Gliding on two feet
- Gliding on one foot (R and L)
- Snow plow stop
- Moving sideways with weight transfer
- Forward skating stride
- Backward stance
- V-stop for backward skating
- Stationary puck handling (passing, shooting, and stick handling)
- Open ice puck carry

Intermediate Termite Skills

- Push and glide
- Front start (V)
- Two-foot stop (R and L)
- Forward crossovers (R and L direction)
- Backward glide on one skate (R and L)
- Push and glide backwards
- Reverse direction (two-foot stop and T-push start both R and L)
- Tight turns (R and L)
- Starting with the puck
- Stopping with the puck (R and L)
- Use of feet to control the puck
- Weaving through cones with and without pucks
- Forehand passing and receiving passes
- Backhand passing and receiving passes
- Skating and passing

- Shooting (forehand, backhand, and drag shot)

Advanced Termite Skills

- Front start (“L” start both R and L)
- Forward two-foot stop (R and L)
- Backward start (R and L)
- Backward crossovers (R and L direction)
- Backward one-foot stops (R and L)
- Pivots (F to B and B to F)
- Skating and shooting
- Wrist shot
- Backhand shot
- Passing (moving target, stationary target, and drop passes)

MITES/8U

The Mite program is designed to develop core aspects of the game, that include ice skating, stickhandling, shooting, basic hockey fundamentals and sportsmanship. Mite players will be placed in one of four tiers, depending on the number of players registered. Players will be assigned to a tier based on skill and evaluations held in October. The Hockey Director, Assistant Hockey Director, and Level Coordinator have the right to move a player up or down within the level as skill appropriate and to maximize overall player development.

When possible, like-skilled girls at this level will be placed on teams together and will compete as a team for games within the appropriate Mite tier.

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, practice days and times may vary from week-to-week and are not set on a specific schedule. Mite games are played half-ice, or as directed by the Hockey Director.

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

The Mite season runs from end of October to early March.

Basic Mite Skill Progression

The following skills will be introduced at the Mite/8U Level and worked on throughout the season. Mites will also continue to refine and master skills previously introduced at the Termite Level.

Mite Skills

- Backward parallel stop (R and L)

- Backward lateral crossovers (R and L direction)
- Two-foot stop (R and L)
- Reverse pivot
- Mohawks (R and L)
- Pair passing (Forehand and Backhand)
- Pass receiving in the skates
- Give and go passing
- Rebounds (attack the net)
- Skating fake change of pace
- Skating fake body dekes
- Situational play (1v1, 2v1, 2v2, 3v2, 3v3)
- Basic forecheck (introduce concept using small area games)
- Basic breakout (introduce concept using small area games)
- Encourage player to play all positions (F, D, Goalie)
- Introduce basic face-off alignment
- Introduce basic game rules (offsides, icing, penalties)

SQUIRTS/10U

The Squirt/10U programs will start the season with an In-House League. The In-House League runs from late October to early December and 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.

Squirt/10U players are evaluated in September through a tryout process. Based on the tryout results, players are placed on In-House teams in either Tier 1 or Tier 2 based on skill and level of experience. In-House teams will practice at least twice per week and can expect to play a minimum of one game on the weekends. There will also be an end of the league season tournament in late November. Players in Tier 1 or Tier 2 during the In-House portion of the season does not guarantee they will stay within those upper or lower teams during travel season. Players will be evaluated during in-house period and will be appropriately placed on a travel team for the second portion of the season.

Players are continuously evaluated during the In-House League and another selection process is held in November 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.

As a reminder, girls must register for the division they want to tryout with and they will be placed on a team according to their registration.

Squirt/U10 Travel League starts late November and runs through early March. Teams will practice at least twice per week. Additional ice time/practices will be allocated as ice schedules allow. The game target is approximately 30 games including tournaments. Teams can expect to participate in at least two tournaments. Some teams may play in additional out of town tournaments to meet the minimum game count requirement. **Travel is required.**

Basic Squirt/10U Skill Progression

The following skills will be introduced at the Squirt/10U Level and worked on throughout the season. Squirt/10U players will also continue to refine and master skills previously introduced at the Mite/8U Level.

Squirt/10U Skills

- Skating with puck in traffic
- Weave passing
- Touch pass
- Drop pass
- Shooting off the pass
- Quick shot
- Drag shot
- Snap shot
- Body contact (introduce puck battles)
- Puck protection
- Small area games
- Situational play (1v1, 2v1, 3v2, etc)
- Basic team play concepts
- Basic forecheck strategies
- Basic breakout strategies
- Basic Offensive Zone concepts
- Basic Defensive Zone coverage concepts
- Basic zone entry strategies
- Encourage play at all positions (F, D, Goalie)

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 annually. 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.

Pee wee/12U teams can expect to practice two to three times per week, as ice schedules allow.

Peewee/12U teams can expect to play 30-40 games, between tournament games, league games, and exhibition games. Teams can expect to participate in at least three tournaments not including the state tournament. Some teams may play in additional out of town tournaments to meet the minimum game count requirement. **Travel is required.**

Basic Peewee/12U Skill Progression

The following skills will be introduced at the Peewee/12U Level and worked on throughout the season. Peewee/12U players will also continue to refine and master skills previously introduced at the Squirt/10U Level.

Peewee/12U Skills

- Skating (form, stride, forward, and backward)
- Passing with movement
- Touch passes
- Drop passes
- Shooting in stride
- Quick shots/one-timers
- Snap shots
- Body contact and body position
- Puck protection
- Intermediate level situational play
- Intermediate level team play concepts
- Intermediate level forechecking strategies
- Intermediate level breakout strategies
- Intermediate level zone entry strategies
- Intermediate level Offensive Zone concepts
- Intermediate level Defensive Zone coverage concepts
- Basic Neutral Zone strategies
- Basic power play concepts
- Basic penalty kill concepts

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 yearly. Teams play in ice hockey games, including league play around the state, and participate in tournaments. There will be post-season play and/or a state tournament at the end of the season, as determined by NDAHA.

Bantam/15U/19U teams can expect to practice two to three times per week, as ice schedules allow.

Bantam/15U/19U teams can expect to play 35-50 games, between tournament games, league games, and exhibition games. Teams can expect to participate in at least three tournaments, not including the state tournament. Some teams may play in additional out of town tournaments to meet the minimum game count requirement. **Travel is required.**

Basic Bantam/15U/19U Skill Progression

The following skills will be introduced at the Bantam/15U/19U Level and worked on throughout the season. Bantam/15U/19U players will also continue to refine and master skills previously introduced at the Pee wee/12U Level.

Bantam/15U/19U Skills

- Skating
- Shooting
- Passing
- Puck protection
- Direction and speed changes
- Intermediate body contact and body position
- Advanced level situational play
- Advanced level team play concepts
- Advanced level forechecking strategies
- Advanced level breakout strategies
- Advanced level zone entry strategies
- Intermediate level Neutral Zone strategies
- Advanced level Offensive Zone strategies
- Advanced level Defensive Zone coverage concepts
- Intermediate level power play concepts
- Intermediate level penalty kill concepts

Bantams/15U/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.

The Hockey Director has the ability to make final decisions as to placement of any players that may return to BHB after high school tryouts conclude.

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/8U & Squirts/10U –

Equal playing time – EXCEPT for disciplinary reasons only.

Pewee/12U & Bantam/15U/19U –

Even strength: Fair playing time during all regular season games based off of work ethic, attitude, and attendance. The head coach has the ability to make decisions as to playing time. Any decisions made by a head coach to not play a player for any reason must be reported to the Hockey Director prior to the game. The only exception is the last two minutes of the first two periods and the last four minutes of the third period in a game with a goal differential of two or less goals.

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

Post Season Play: All coaches should make every effort to play all players during Post Season Play. However, the head coach shall have final say on the playing time for all players and have the ability to make decisions as to what is best for the team. Playing time does not need to be fair, equal, or equitable during Post Season Play and could result in a lack of playing time for

individuals. Coaches should communicate with the parents and players when making these decisions.

Equipment Policy

Each participant is required to wear protective equipment for all games, warm-ups and practices. Required protective equipment includes neck guards, 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 were required as of the 2024-2025 season by USA Hockey and will continue to be required. These are 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 Mite level and above are navy gloves and navy hockey pants (breezers), white helmets and Capitals socks. It is mandatory for participants to wear gear with these colors. 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 level players are not required to follow this color scheme, but it is strongly encouraged when purchasing new gear to follow this color scheme.

No other team names shall be displayed on practice jerseys, gloves, breezers, helmets, or any other mandatory equipment. The player will be asked to remove the gear and will not be able to return to the ice until proper gear is worn. This also applies to tryouts and a player will be asked to leave tryouts if they are not wearing the proper gear.

Game jerseys are provided by the Club, along with practices jerseys provided to Squirts/10U and up. First year Squirts/10U players will receive a practice jersey at no cost. All other upper level players are required to have a practice jersey and wear this during all practices. Players will have the option to purchase a practice jersey during their registration.

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 and to fill out the proper request form.

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, the Assistant Hockey Director, and the Level Coordinator will observe and make recommendations for advancement into Mites, based on skill, strength and maturity. Parents will be notified of any recommendation for advancement to Mites.

Mite age players and higher can petition the Hockey Director for player advancement based on size, skill, and maturity. A Tryout/Move Up Request Form must be received by Executive Director no later than September 1st of the playing year. This form can be found on BHB's website under "Regular Season Registration." Failure to meet this deadline will result in denial of request. The request will be reviewed by the Hockey Director, Assistant Hockey Director, and Level Coordinator and a decision will be made regarding allowing the player to participate in tryouts. Following tryouts, a decision will be made by the Hockey Director.

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.)

Coaches shall make every effort to communicate with the player and parents about any disciplinary actions that have occurred as a result of a player's behavior. When a disciplinary 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 and/or Disciplinary Committee must approve any suspension that exceeds two games.

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 Grievance Policy for more information regarding disciplinary matters.

OTHER IMPORTANT INFORMATION

2025-2026 BHB Season Calendar

[BHB 2025-2026 SEASON CALENDAR](#)

2025-2026 Communication Tree

[BHB 2025-2026 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.

We encourage coaches and/or team managers to also use other applications to communicate with your team, such as Sports Engine Chat, GroupMe, and other platforms.

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 Operations Coordinator 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 Operations Coordinator 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 Operations Coordinator so the proper people can be notified as soon as possible. Cancellations must come from the head coach of the team to the Operations Coordinator 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 refer to the BHB Logo Use/Apparel Policy and/or 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 be inside the locker rooms and changing areas during periods of use to ensure no inappropriate behavior is occurring. Players are not to enter the locker room until a monitor or coach is available to attend to the locker rooms. 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.
- 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: Bismarck Hockey Boosters 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 individuals 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 and/or Zero Tolerance Policy, 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 with the Parents/Family Members Code of Conduct adopted by the organization. Any incident 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.

It is the responsibility of the parents, members, players, coaches, volunteers, and staff to ensure an understanding of the policy set forth herein. All coaches, locker room monitors, and team managers are required to complete a background check and SafeSport training on an annual basis prior to the start of each season. All other parents are also encouraged to complete SafeSport training annually and share information with your children. By registering for the hockey season, you agree to comply with the Grievance Policy.

We encourage our members to review SafeSport trainings as a family so our players also know what is acceptable and unacceptable behaviors. You can find a full list of trainings here: [FSS-CourseCatalog_083122_vFinal3.6.pdf \(uscenterforsafesport.org\)](https://www.uscenterforsafesport.org/CourseCatalog_083122_vFinal3.6.pdf)

Definitions

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

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

“*Bullying*” means the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological and can happen face-to-face or online or through social media.

“*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.

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

“*Complainant*” means the party who makes the complaint.

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

“*Harassment*” means abuse, insults, or otherwise harming another on a regular basis; any kind of ongoing torment.

“*Intimidation*” means to frighten or threaten someone, usually in order to persuade them to do something that you want them to do.

“*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.

“*Spectator*” means a person who watches a show, game, or other BHB event.

“*Taunting*” means to intend to provoke someone in an insulting or contemptuous manner.

“*Threatening*” means to show an intent to cause bodily harm or cause one to feel vulnerable or at risk.

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 these violations include, but are not limited to: (includes **in person**, all **social media**, and/or **phone/group messages**)

- 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 Code of Conduct
- Violation of the Zero Tolerance Policy
- Violation of the Grievance Policy

The Bismarck Hockey Boosters program has a Zero Tolerance towards bullying, profanity/vulgar language, racial/ethnic slurs, and unsportsmanlike conduct. Although this policy pertains primarily to players, the Zero Tolerance Policy 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 and the Zero Tolerance Policy. 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!**

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 onto 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 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.
- Any other violation of the Zero Tolerance Policy.

BHB PARENT/FAMILY MEMBER/SPECTATOR 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, family members and participants of Bismarck Hockey Boosters 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’ Grievance Policy. When you register to participate in Bismarck Hockey Boosters, you agree to follow the Parent/Family Members/Spectator 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 with determination.
- 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 abide by all Rules of Conduct set forth within this document and provided by USA Hockey and NDAHA.
- I will not verbally abuse or disparage Bismarck Hockey Boosters’ players, members, officials, employees, or volunteers.
- I will not physically abuse Bismarck Hockey Boosters’ players, members, officials, employees, or volunteers.
- I will not threaten or use threatening behavior towards Bismarck Hockey Boosters’ players, members, officials, employees, or volunteers.

- I will not intimidate or harass any Bismarck Hockey Boosters' players, members, officials, employees, or volunteers.
- I will communicate all my concerns regarding inappropriate behavior to the assigned Committee Chair 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.
- I will abide by the Zero Tolerance Policy.

BHB COACH/COORDINATOR CODE OF CONDUCT

As a hockey coach/coordinator in BHB, I agree to follow the below stated rules:

- I will abide by the rules and regulations of USA Hockey, NDAHA, and BHB.
- I will conduct myself in a respectful and professional manner both on and off the ice.
- I will focus on overall player development and not place winning at all costs above the culture of the Association.
- I will understand the rules of the game, the importance of teamwork, and promote team unity.
- I will wear appropriate attire to practice, games, and while representing BHB in the community.
- I will be on time for all games and practices.
- I will be well prepared for practice sessions with organized practices that are fun and challenging, and properly utilize time and the ice.
- I will maintain a professional relationship with all players and parents devoid of favoritism or the perception of favoritism.
- I will promote fair playing time for all players to ensure the development of each individual. This fair playing time will be the result of effort, attitude and attendance at on-ice/off-ice practices and games along with a positive attitude towards all coaches, teammates, and referees.
- I will maintain an open line of communication with players' parents and clearly explain primary goals, the goals and objectives of the association, and the responsibilities coaches and players have in helping the team run smoothly.
- I will not use offensive language toward, or physically/verbally abuse, the players, officials, coaches, or parents.
- I will not use tobacco, drugs, or alcohol while supervising players or in the presence of players.
- I will follow the instructions of the BHB Hockey Director and/or Assistant Hockey Director as to on-ice and off-ice training, practice plans, and structure.
- I will follow the USA Hockey and BHB policies for locker room supervision and SafeSport compliance. I will monitor players closely and hold them accountable if they are violating BHB's player code of conduct. I will do my very best to be a positive mentor for my players and teach them not only to be quality hockey players, but quality individuals on and off the ice.

Non-compliance with this Code of Conduct will result in a review of the coach by the Hockey Committee to determine disciplinary action up to, and including, verbal warning, suspension, loss of pay (or non-completion of DIBS hours), and/or termination of employment.

BOARD OF DIRECTORS/EMPLOYEE CODE OF CONDUCT

As a member of the BHB Board, BHB LLC Board, and/or an employee of BHB, I agree to follow the below stated rules:

- I will abide by the rules and regulations of USA Hockey, NDAHA, and BHB.
- I will know the by-laws and policies and procedures of BHB.
- I will attend scheduled meetings to the best of my ability and notify the proper individual(s) when I cannot be present.
- I will encourage a hockey program that focuses on the development of competitive and respectful players.
- I will carry out the responsibilities set out by BHB in a consistent manner and to the best of my abilities.
- I will provide members with truthful and appropriate feedback and follow up in a timely manner.
- I will act as a good steward and in the best interest of the association through ethical conduct.
- I will be respectful of the concerns of association members and work to negate any misconceptions or misinformation.
- I will avoid conflicts of interest and disclose situations where a conflict could be perceived.
- I will treat our members and employees fairly with dignity and respect.
- I will NOT make improper use of position and/or improper use of information.
- I will NOT tolerate unprofessional or malicious behavior among board or association members.
- I will NOT use my position on the board of directors for personal gain.

I understand that non-compliance with this Code of Conduct could lead to review by the Disciplinary Committee and/or Board of Directors. I also understand that failure to follow this Code of Conduct could lead to my removal on the Board within the Bylaws of the Association and/or termination of my position of employment.

ZERO TOLERANCE POLICY

Bismarck Hockey Boosters members must agree to the entire BHB Grievance Policy and this Zero Tolerance Policy to complete registration.

Breaking any rules on the zero tolerance list will put you and/or a player in the association's disciplinary process and will require immediate summary suspension during the immediate investigation. This zero tolerance list was created to properly punish the most serious violations in a timely manner. Violations outside of this list will be dealt with on a case-by-case basis.

- Following the summary suspension, BHB reserves the right to issue additional suspensions post investigation.
- The minimum punishment for a zero tolerance violation will be a two-week suspension from all BHB sanctioned activities. The Disciplinary Committee will determine if a player or other individual is still allowed to attend games or other activities during any suspension. Failure to adhere to the suspension could increase penalty to maximum punishment.
- The maximum punishment for a zero tolerance violation will be a suspension for the remainder of the season from all BHB sanctioned activities for players and families.
- Separate discipline may be levied by USA Hockey/NDAHA for USA Hockey/NDAHA sanctioned activities.
- In the event an incident goes to the SafeSport level, and they take jurisdiction of the matter, then BHB no longer has any involvement or influence on the disciplinary decisions made by US Center for SafeSport. The Disciplinary Committee can issue a suspension pending the outcome of an investigation by US Center for SafeSport.

Zero Tolerance List of Prohibited Activities:

- Reported and confirmed obscene profanity and objectionable cheers or offensive gestures towards spectators, officials, or participants at an event, including fellow teammates and/or coaches.
- Reported and confirmed racial slurs of any kind.
- Reported and confirmed throwing of any items on the playing surface or into the stands at an event.
- Reported, confirmed, or unapproved entering of a locker room. Locker rooms are private areas for players, coaches and other certified individuals.
- Reported and confirmed hostile or argumentative contact (face-to-face, phone, texting, emailing, or any other communication methods) of any BHB employees, coaches, board members, volunteers, or Disciplinary Committee members.
- Reported and confirmed inappropriate addressing of an issue in front of players, coaches, or at the rink.
- Reported and confirmed violations of the 24 Hour Rule.
- Reported and confirmed use of an illegal substance, excessive alcohol use, possession of an illegal substance, or use of paraphernalia by BHB players, coaches, or members during a BHB event or at any facility used by BHB.

- Reported and confirmed evidence of members threatening officials, coaches, employees, Board members, volunteers, members, or non-members. This includes any physical contact with any of these individuals.
- Reported and confirmed evidence of abusive behavior between players. BHB honors the SafeSport definition of bullying (see page 1 for definition of bullying).
- Reported and confirmed theft of property.
- Reported and confirmed false allegations or the spreading of false information.
- Reported and confirmed actions that are considered sexually offensive or sexually harassing.
- Reported and confirmed inappropriate or obscene use of social media, chat groups, text groups, emails, or online forums.

Procedure for Violation of Zero Tolerance Policy:

BHB’s 2025-2026 Grievance Policy will utilize a uniform Grievance Form through the BHB website that will be submitted to the Executive Director and reviewed by the Disciplinary Committee.

Any Member may notify the Executive Director and/or Committee Chair 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 or Committee Chair, 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 to continue with the Disciplinary Policy as set forth within this document.

Notice will also be sent to the individual accused of violating the Zero Tolerance Policy. The Committee Chair will conduct a thorough investigation and analysis of any filed report and issue findings and punishment. A member receiving a suspension under the Zero Tolerance Policy will have an informal meeting with at least three (3) members of the Disciplinary Committee within five (5) days of the Notice of Grievance to discuss the findings of the initial investigation and to either accept or reject the punishment issued.

If the member accepts the Disciplinary Committee’s findings, the member will sign an “Acceptance of Disciplinary Action – Zero Tolerance Policy” form and return it to BHB. The form will be placed in the member’s file.

If the member rejects the Disciplinary Committee’s findings, the member can request a hearing be held. The request for a hearing must be made within three (3) days of when the Committee’s initial findings were shared with the member. The request for hearing must be made in writing.

The member will remain under a suspension until a hearing date can be scheduled, which will be set within thirty (30) days from the notice of the grievance, in accordance with USA Hockey Bylaw 10, as set forth in the BHB Grievance Policy.

Any decisions regarding suspensions and/or other punishment are final, unless involvement from NDAHA, law enforcement, USA Hockey, or SafeSport is necessary.

GRIEVANCE REPORTING AND PROCEDURES

It is important for 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: [Bismarck Hockey Boosters Comments/Concerns \(google.com\)](#).

These issues are reviewed and addressed by the Executive Director and/or Hockey 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 may fall under this category as well. These are issues related to playing time, position concerns, how a coach handles in-game issues, and/or how a coach communicates with your player. Every attempt 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 come to 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 or Zero Tolerance Policy 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: [Bismarck Hockey Boosters Grievance Form \(google.com\)](#).

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 the facts and if an informal meeting with the other individual may be able to resolve your issue before submitting a Grievance Form.

Grievances filed through the Grievance Form by Complainant shall be addressed according to the BHB Grievance Policy. The entire Grievance Policy should be reviewed prior to submitting a Grievance Form. The Committee reserves the right to issue an alternative form of reporting and/or resolution to the Complainant if the grievance does not allege a violation of any Code of Conduct contained herein or is a SafeSport violation.

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 will assume jurisdiction and handle the matter or if they will defer the matter back to our organization for disposition.

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 the US Center for SafeSport declines jurisdiction, BHB shall determine the appropriate response to the allegation at that time.

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. In order to maintain a level of trust and to avoid any fears of retaliation, all grievances and disciplinary matters remain confidential.

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 Grievance Policy.

Bismarck Hockey Boosters Disciplinary Committee

An employee of BHB shall chair the Disciplinary Committee. The Committee consists of the Committee Chair, the Executive Director, and four reasonably disinterested and impartial persons, appointed by the Executive Director. In the event any member of the Committee is unable to participate in the discipline process, the Committee Chair or Executive Director shall appoint another member to serve as a temporary member. Members of the Committee serve at the discretion of the Executive Director and any member may be suspended or removed by the Executive Director for violations of a level infraction of 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 through a thorough investigation;
3. Issue punishment commensurate with the severity of the offense if it is found that a violation has occurred;
4. Report all findings and activities to the Executive Director; and
5. Conduct other business as necessary to carry out assigned 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.

Powers of the Committee

The Committee can receive allegations from members via the BHB Grievance Form alleging violations of an 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 Executive Director.

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 that are not alleging violations of the Zero Tolerance Policy:

1. Notice of an Issue: Any Member may notify the Executive Director and/or Committee Chair 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 or Committee Chair, 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 for the Disciplinary Committee to continue with the Disciplinary Policy as set forth within this document. Once a Grievance Form is received, an investigation of the allegations shall commence immediately 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 the direction from the Disciplinary Committee, may issue an immediate, temporary suspension.
2. Distribution of a Notice: The 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 BHB received 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 related to the incident in question, in addition to, or in lieu of, attending the review meeting. The Disciplinary Committee shall inform the party subject of the investigation of the alleged violation and also notify the party of their right to waive the Review Hearing. All identifying information of the Complainant and/or any witnesses is redacted from any notices and information sent to any parties related to the incident and investigation.
4. Review Meeting: The 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 in a closed, confidential setting;
 - 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 Executive Director and the party that is the subject of the Committee's determination. The Committee Chair or the Executive Director 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 infractions committed during, or immediately before or after, any game or practice. The following will be used as a basic guide by each team for handling discipline problems that may occur during the year. The discipline guidelines are intended to be minimum guidelines that outline expectations, methods of acceptable discipline, and escalation procedures if needed. Each coach may put additional rules in place but will follow these basic guidelines. Coaches will enforce such rules consistently and fairly with all participants. Any disciplinary actions taken by a coach during the season shall be documented in writing and reported to the Executive Director. The list below provided examples of behaviors and discipline techniques that may be used for violations of the Code of Conduct.

1. For being absent from a game or practice without good reason:
 - a Players/parents must contact one of the coaches or team manager prior to practice or games to say they will not be able to attend and why. School-related activities, faith events, family functions, illnesses will be considered excused absences. Unexcused absences will have disciplinary actions, such as:
 - i First violation: sit one or two shifts in next game. Coach must notify parent.
 - ii Second violation: sit one or two period in next game. Coach must notify parent.
 - iii Third violation: 1 game suspension. Coach must notify parent.
 - iv Fourth violation: Report to Disciplinary Committee; possible suspension.
2. For willful destruction or mishandling of property belonging to another (damaging locker rooms, provoking trouble in motels, stealing, or disrespect to other players' property):
 - a First violation: Immediate 1 game suspension and payment for damages. Coach must notify parent.
 - b Second violation: Report to Disciplinary Committee; possible suspension.
3. For unsportsmanlike conduct on or off the ice and showing disrespect (badmouthing teammates, harmful teasing or bullying, poor locker room behavior, disrespect to coach(es), officials, or other teams, etc.):
 - a First violation: Verbal warning, sit on bench, removal from locker room, clean the locker room, written assignment, sit a shift(s) during game, or similar.
 - b Second violation: Sit one period of next game. Coach must notify parent.
 - c Third violation: 1 game suspension. Coach must notify parent.
 - d Fourth violation: Report to Disciplinary Committee; possible suspension.
4. For not following coach(es) instructions (not listening to the coaches, disruptive behaviors at practice, late for practice, foul language, horseplay, dirty locker rooms, etc.):
 - a First violation: Verbal warning, sit on bench, removal from locker room, clean the locker room, written assignment, sit a shift(s) during game, or similar.
 - b Second violation: Removal from practice, sit out multiple shifts during game, or similar. Coach must notify parent.
 - c Third violation: Sit one period or more (up to one full game) at the coach's discretion. Coach must notify parent.
 - d Fourth violation: Report to Disciplinary Committee; possible suspension.
5. Violence toward a player or coach with intent to injure (on or off the ice):
 - a Any offense: Report to Disciplinary Committee; possible suspension. Minimum two game suspension and up to a maximum of entire season.

The above listed behaviors and discipline are simply a guide. Players are also subject to calls by the coach. If the official misses a call, but the coach sees it, the coach may assess that player a penalty and make him/her sit on the bench to serve time for the penalty. If this becomes a problem, the player will sit as long as the coach deems necessary.

Communication with parents during any offense by a player should be considered to help the player, parent, and coach to stay on the "same page" in regards to behavioral expectations while playing on a team.

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. If necessary, the Committee can issue additional suspensions during the pendency of any investigation or until the conclusion of a hearing.

*Note: The Disciplinary Committee reserves the right to bypass the steps as set by the guidelines above and enforce difference penalties if the behavior of incident warrants such departure.

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 or fourteen (14) days, whichever is less. The six (6) consecutive games begin with the game immediately following the game in which the infraction occurred and shall continue until that same team has completed six (6) games. The suspension applies to all BHB activities, including the suspended member’s other child(ren)’s teams.

There is no rebuttal for a game ejection issued by an official and the suspension will immediately be put into effect upon BHB receiving notice of the game ejection.

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.

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.

All decisions of the Disciplinary Committee are appealable to NDAHA by providing a written request to appeal the decision to the NDAHA President.

Punishments, Terms and Conditions

This Grievance Policy applies to all parents, spectators, coaches, staff, board members, members, and volunteers and disciplinary action can be taken against any and all individuals who are found to have violated the Code of Conducts and/or Zero Tolerance Policy listed within this policy.

The following punishments can be issued (this is not an all-inclusive list but is used as a guideline) based off of information received prior to, during, or immediately after a hearing is held:

A. Verbal Warning

- a. Any disrespect shown to any coach, parent, teammate, BHB employee or representative, volunteer, or referee. Back talk or any other displays of disrespect will not be tolerated.
- b. Repeated verbal warnings can lead to a higher level of punishment.
- c. 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. Using profane and/or vulgar language or mannerisms.
 - c. 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. Level 3: Up to a 21-day suspension and/or immediate removal from the ice.**
- a. Repeated verbal warnings, Level 1 offenses, or Level 2 offenses.
 - b. 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. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
 - b. 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 inappropriate 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.
 - c. Defacing or damaging property belonging to an individual, team, association, or arena.
 - d. Going on to the ice surface for any reason, unless directed by coach or other official.
 - e. Entering the bench area during a game.
 - f. Any form of cyberbullying.
 - g. Using cell phones or other electronic devices inappropriately, including taking inappropriate pictures.
- 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. 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, if US Center for SafeSport declines jurisdiction.
- f. Being involved with any activity that would warrant the summoning of law enforcement officials, including any drug, alcohol, or tobacco use.

Any repeated further infractions of a Level 3 or higher may result in additional punishment and/or termination from the program.

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.

Inclusion Policy:

We are committed to providing equal opportunities for all members, employees, volunteers, and spectators, and we will not tolerate any form of discrimination or harassment within our Club. We will take appropriate disciplinary action against any member, employee, volunteer, or

spectator who engages in discriminatory or harassing behavior, up to and including termination from our program.

ATTACHMENT E: 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 F: 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 G: 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 H: Concussion Policy

While we recognize that concussions cannot be fully prevented, education and training as well as prompt and appropriate management can better protect the health and well-being of our athletes, while also potentially reducing the amount of training / competition missed due to concussion. As such, Bismarck Hockey Boosters has partnered with Unbound Physical Therapy and Performance to develop and implement an evidence-based concussion policy.

All athletes Peewee level and up are required to complete a comprehensive pre-season baseline test through Unbound Physical Therapy and Performance prior to participation in any training or competition. As part of registration for the season this test is free and is required for the safety of the athletes.

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 returning to play in the game if the coach suspects a concussion unless there is a qualified healthcare provider present at time of injury. Parents should ensure that their child is checked by a qualified health care professional when a concussion is suspected. A qualified health care professional's note of evaluation 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 the athlete from play, keep him/her supervised, and alert the athlete's parents of their signs and symptoms.
- 2) Ensure the athlete is evaluated by a qualified healthcare professional. Do not try to judge the seriousness of the injury yourself.
- 3) Inform the 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 the athlete from play and alert their coaches of any prior concussions or head injuries.
- 2) Ensure the athlete is evaluated by a qualified healthcare 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 and taking proper precautions.

If a concussion is suspected, whether occurring as a part of Bismarck Hockey Boosters or otherwise, the athlete is to be removed immediately from all training and/or competition and not permitted to return until cleared by their physician or an Unbound Physical Therapy and Performance practitioner.

All suspected concussions occurring during any Bismarck Hockey Booster training or competitions must be reported through the Concussion Tracker app by a coach, trainer, or parent.

All suspected concussions should be encouraged to see their primary care physician or make an appointment at Unbound Physical Therapy and Performance as soon as possible to receive a proper diagnosis and begin the Return-to-Sport process. If any red flags are suspected the athlete should immediately visit the nearest emergency department.

BHB RETURN TO PLAY GUIDELINES

The appropriate, evidence-based management for returning a concussed athlete back to sport and other high-risk activity is done by completing the following steps in a closely supervised manner with a healthcare professional with training and experience in the management of sport related concussions.

Each stage must be separated by at least 24 hours and the athlete must not experience an increase in symptoms at any one stage in order to progress to the next. If symptoms increase at any stage, the athlete is to drop back to the previous stage for a period of 24 hours prior to attempting the next stage again.

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.

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: Injury Occurs

The player should be taken out of play and be treated by a qualified healthcare professional. Until cleared by a qualified healthcare professional, players should refrain from any physical or brain intense activity. If cleared, they may return to play. If diagnosed with a concussion, complete return to play protocol.

Phase #2: Symptom-Limited Physical/Cognitive Activity

Encourage light daily walks, and household chores that do not provoke symptoms to a significant degree or place the athlete at risk for hitting their head. Light reading, TV, etc. provided there are no increase in symptoms. Also encourage plenty of rest - take it easy for a day or two but don't just lie in bed all day - 2-3 days at this stage MAX. Parents are encouraged to speak with the athlete's school to alert them of any possible side effects resulting from the concussion. Depending on the severity, players may want to refrain from exams, reading and computer work.

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

If the player has been symptom free for 24 hours and cleared by a qualified healthcare professional, the player should begin the return to play protocol. Players are suggested to complete each of the below phases for a minimum of 24 hours. Consult with a qualified healthcare professional and provide a copy of the examination note to the coach who will then give it to the Program Director.

Phase #3 Light Physical Activity

Light aerobic exercise, for 15-30 min, which does not drastically increase heart rate or significantly increase concussive symptoms. A light walk, stationary bike, rower or elliptical is suggested. No weights, jumping, or skating. The athlete should perform a treadmill test with a qualified healthcare professional to obtain the optimal heart rate and exercise intensity for optimal recovery.

Phase #4 Sport-Specific Activity

Light, non-contact practice with the team or individually. Add activity that increases heart rate along with body and head movement. Players can participate in dry land practice, body weight exercises, plyometric and agility training.

- Medical Clearance
 - Once completely ASYMPTOMATIC and back to full-time school/work with no issues, and no increased symptoms with physical activity/practices: Chicago Blackhawks test is completed and comprehensive baseline re-test.

Phase #5 Non-Contact Training Drills

Higher intensity, non-contact practice with the team on the ice. The athlete can begin increasing resistance training, sprinting etc - start pushing yourself!

Phase #6 Full Contact Practice

Reintegration of the athlete back into full practices. If player is 100% symptom free, after phase #6 the player may return to games. The athlete should have at least 1 full contact practice prior to playing in a game. An in person or virtual consultation with the treating healthcare professional should be arranged after the full-contact practice and prior to full return. A final return to play medical clearance letter should be provided to the coach and director prior to returning to full game play.

*Please consult a qualified healthcare professional if the signs and symptoms continue throughout the return to play protocol.

PARENTS FACT SHEET:

What Is A Concussion?

A **concussion** is a functional brain injury caused by a blow or sudden acceleration and deceleration to the head, neck or body, with forces transmitted to the brain. 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 which can make diagnosis and treatment difficult. Signs and symptoms of concussion can present right after the injury or may not appear or be noticed until days or weeks following 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, big hits or falls during a game or practice, look for any of the following signs and symptoms of a concussion****

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

- Shows behavior or personality changes

Symptoms Reported by Athlete

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

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

1. Seek medical attention right away.

A qualified healthcare professional trained in concussion management 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 qualified healthcare professional performs an examination and clears them for activity and sport. Children who return to play too soon—while the brain is still healing—are at greater risk of having a second concussion. Second or later concussions can be very serious and can cause permanent brain damage, affecting your child for a lifetime.

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

Coaches should be informed 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 them. Open communication is imperative for athlete safety.

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 qualified healthcare professional.

MEMORY:

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

FOCUS:

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

PHYSICAL TEST:

Ask the player to touch the index finger to their nose numerous times, alternating between sides. Are they able to perform this smoothly and 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"

KING-DEVIK SIDELINE CONCUSSION TEST:

The **King-Devick Test** is a quick and reliable sideline screening tool to help identify potential concussions. It involves reading numbers as quickly and accurately as possible from test cards. The cards and instructions of the screening tool are provided by Unbound Physical Therapy and Performance. Coaches will be provided baseline numbers for the test to compare in the event that a concussion may be suspected.

If the athlete's time is slower than their baseline by greater than **5 seconds** the athlete should **NOT** return to play and should be referred to a qualified healthcare provider.

COACH 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 the athlete is evaluated by a qualified healthcare professional. Do not try to judge the seriousness of the injury yourself.
- 3) Inform athlete's parents of the Bismarck Hockey "Return to Play" guidelines and refer athlete's parents to the "Parents Fact Sheet".

Sources:

Complete Concussion Management Inc. Complete Concussion Management Program. Accessed April 16, 2025. <https://completeconcussions.com>

McCrory P, Iverson GL, Dvořák J, et al. Consensus statement on concussion in sport: the 6th International Conference on Concussion in Sport—Amsterdam, October 2022. *Br J Sports Med.* 2023;57(11):695-711. doi:10.1136/bjsports-2023-106898

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

ATTACHMENT I: 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 May 1 to April 15 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 three (3) 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. There are no exceptions to this unless prior approval is given by the Executive Director.*
 - 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 three (3) coaches per team that receive DIBS credit. If more than three (3) 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 the Events 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 3 per team)</i>	12 hours	December 31	Register with BHB, Background Check, and SafeSport Training
Coach/Tier Coordinator <i>(maximum of 3 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
Events Committee Member	12 hours	March 31	Active Member of the Events Committee; Members receive credit per shift worked for the Committee
Other Paid Employee	12 hours	March 31	Active employment for at least 2 months and as of March 31 of the current year
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 April 15, 2025 or the family will be assessed a \$500.00 fee for non-completion. Once your DIBS are completed for the season, you will be marked COMPLETE on the DIBS Tracking Sheet. If you do not fulfill your DIBS requirements, you will be*

sent an invoice for the \$500.00, which is due on May 1 of that year. If you do not pay your invoice prior to May 1, 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 of \$500.00 will be invoiced and required to be paid. For example, if a family is required to complete 12 hours and only 7 hours are completed, the entire DIBS payment will be invoiced.*
- 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 \$500.00 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 April 15. 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 April 15 of the current season, the family will be marked COMPLETE.*
- f. *If the family does not complete the required volunteer hours by April 15 of the current season or chooses the Buyout option during registration, BHB will assess the \$500.00 DIBS invoice to be paid prior to May 1, 2026. If this invoice is not paid prior to May 1, 2026, the family will be assessed a \$50.00 fee and will not be allowed to participate in any further BHB activities or events until the payment is made in full.*
- 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 J: Fundraising Policy

Fundraising is a necessary part of participation in Bismarck Hockey Boosters. Fundraising helps offset costs of registration and helps contribute to increased costs associated with ice rental expenses, equipment, coach compensation, and other necessary expenses to conduct business. Each family is required to participate in fundraising efforts to avoid any increase in registration fees in future years and will be responsible for fundraising in the amount of \$200.00 at a minimum.

There are multiple ways in which you can help with fundraising for Bismarck Hockey Boosters and those are listed below. Each family is required to participate in at least one of the following activities. If a family does not participate in one of the following activities, an invoice in the amount of \$200.00 will be sent to the family on May 1st and must be paid in full prior to the family participating in any further BHB activities, including but not limited to preseason, summer ice, tryouts, and/or regular season.

Big Gun Raffle: Each family is *encouraged* to sell one book of Big Gun Raffle tickets (10 tickets at \$20.00 each) each year. 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, participated in one of the other fundraising options listed in the Fundraising Policy, or paid the fundraising fee upon registration.

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).

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 or returning all unsold tickets prior to the last turn-in date listed on BHB's website.

Tickets and any additional funds owed for Big Gun Raffle tickets must be turned into 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 28, 2026. 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.

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.

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

Sponsorships: Bismarck Hockey Boosters provides opportunities for sponsorships across many levels. If you or your business is interested in sponsoring an event or a team, please visit our website here: [Sponsor Now \(bismarckhockey.com\)](#). Any questions related to sponsorships can be directed to executivedirector@bismarckhockey.com.

Advertising: Bismarck Hockey Boosters, in conjunction with Bismarck Figure Skating Club, offers advertising at the Capital Ice Complex in the form of dasher boards or wall signs. To learn more about the advertising available for your business, please visit our website here: [Advertising \(bismarckhockey.com\)](#). Any questions related to advertising can be directed to executivedirector@bismarckhockey.com.

Other opportunities may become available for additional ways to fundraise for Bismarck Hockey Boosters. We will share these with you as they are unveiled.

If your family does not wish to participate in fundraising, you will have an option to pay a \$200.00 fundraising fee at the time of registration.

ATTACHMENT K: BHB Logo Use/Apparel Policy

PURPOSE:

This policy outlines the proper use of the Bismarck Hockey Boosters logo, colors, name, and branding on apparel and merchandise. It ensures consistent representation of our organization and protects the integrity of our brand across all teams, partners, and vendors.

SCOPE:

This policy applies to:

1. All teams and athletes under the Bismarck Hockey Boosters umbrella
2. Coaches, volunteers, members, and staff
3. Partner vendors, sponsors, and third-party apparel providers
4. Event organizers and community partners using Bismarck Hockey Boosters branding

APPROVED USE OF LOGO:

1. Authorized Branding Only: Only the official, approved versions of the Bismarck Hockey Boosters logo and name may be used. Alterations – including stretching, recoloring, or adding additional graphics – are strictly prohibited unless written approval is received by Bismarck Hockey Boosters.
2. Logo Placement: Logos and name may appear on training gear, promotional items, and marketing materials, provided they are used in accordance with this policy and approved by the Executive Director.
3. Color Guidelines: Logo and name must be used in its official color palette. Alternate versions (black, white, or grayscale) may be used only when required by garment color or design constraints and with prior approval from the Executive Director.
4. Clear Space: A minimum amount of clear space must be maintained around the logo or name to ensure visibility and impact. Do not place text or images too close to the logo.

UNIFORM AND APPAREL STANDARDS:

1. Spirit Wear: Items like hoodies, hats, and t-shirts may use the logo and name as long as the design is pre-approved or designed by an approved vendor and maintains brand integrity.
2. Sponsorship Logos: Sponsor logos may be included on team apparel with approval from the Executive Director. Placement must not overshadow the organization's branding.

VENDOR & PRODUCTION GUIDELINES:

1. Approved Vendors: Members must use vendors that have been previously approved by Bismarck Hockey Boosters. A full list of approved vendors is on the Bismarck Hockey Boosters website.
2. New and Unapproved Vendors: Vendors that have not been previously approved must fill out a Vendor Application form and return it to the Executive Director prior to

producing any items with the Bismarck Hockey Boosters logo and/or name. Bismarck Hockey Boosters will review all applications and respond in a timely manner with an approval or denial of the application. No vendor shall produce any items until a contract with signed with Bismarck Hockey Boosters giving the vendor express permission to produce items with the Bismarck Hockey Boosters logo and/or name.

PROHIBITED COMMERCIAL USE:

1. No Unauthorized Sales: Individuals, teams, or third parties are strictly prohibited from producing and/or selling any merchandise, apparel, or promotional items that feature the Bismarck Hockey Boosters logo and/or name without express written permission from the Executive Director.
2. No Use of Outside Vendors: The use of outside or unapproved vendors to produce items with the organization's logo is not permitted under any circumstances. All production must go through the approved vendors and channels.
3. Fundraisers and Exceptions: Any use of the logo for fundraising purposes must be preapproved in writing from the Executive Director. Members are free to make their own items for their own personal use or to use as gifts for their team. No money can be collected for the production of items. Unauthorized use of the logo and/or name without written permission from the Executive Director may result in disciplinary action.

UNAUTHORIZED USE:

Unauthorized use of the Bismarck Hockey Boosters logo and/or name may result in the following:

1. Request for immediate removal or destruction of items;
2. Disciplinary action against individual members;
3. Loss of team privileges or organizational affiliation;
4. Legal action in cases of trademark infringement.

DIGITAL AND PROMOTIONAL USE:

Use of the logo and/or name on websites, social media, or digital campaigns must adhere to the same brand standards. Social media graphics should be consistent with the organization's visual identity and may be reviewed by the BHB Board upon request.

REQUESTING APPROVAL:

To submit a design or apparel request, please email executivedirector@bismarckhockey.com. Please include a mockup or digital proof of the item; details on apparel item (color, style, vendor); and quantity being produced and the intended use of the item(s).

By participating in Bismarck Hockey Boosters activities, you agree to comply with this policy and help maintain the integrity of our brand.

ATTACHMENT L: Goalie Registrations Fees and Gear Policy

BHB strives to provide adequate opportunities for all players who wish to play goalie.

Goalie Registration Fees:

In doing so, BHB offers a discounted registration fee for goalies within Squirts/10U and up. 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 elect to play full-time goalie upon registration to receive this discount. The player will then try out as a goalie, along with commit to playing goalie for the entire year.

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. If there is more than one goalie per team and the goalies are playing equitably, this does not apply for the times a player may choose to skate out when the other goalie is playing.

In-Season Goalie Gear:

BHB also provides goalie gear to goalies at specific levels.

At Mites/8U levels, each team will have a bag of goalie gear for the BHB season. It is the coach's responsibility to maintain the bag of gear and pass it on to the next goalie. It is encouraged at Mites/8U that all players try goalie at least for one week, in which the goalie gear will be provided to the individual playing goalie for the week. No other goalie gear will be provided outside of the team bag for Mites/8U, unless otherwise approved by the Hockey Director and Inventory Specialist. All goalie gear will be returned to BHB in good condition by the coach after the last game for their respective team.

At Squirts/10U, a first-year player at this level will receive goalie gear for the entire BHB season. The player is responsible for the upkeep of the gear and maintaining the gear in good condition. The player will check out the gear with the Inventory Specialist in the fall, prior to tryouts, and will be responsible for checking the gear in after the season concludes at a date to be determined by the Inventory Specialist.

As a second year Squirts/10U player, goalies will have the option to rent goalie gear for \$300.00, with a \$200.00 refundable deposit upon the turn in of the gear, so long as the gear is all accounted for and in good condition. There will be an option for renting goalie gear alongside registration for second year Squirts/10U.

No gear will be provided for Peewees/12U and up. It is the player's responsibility to have the proper equipment required under USA Hockey.

Off-Season Goalie Gear:

During the off-season, from March 20-August 1, players may choose to rent goalie gear from BHB to continue to train as a goalie throughout the spring and summer months. The fees to rent the gear are included below. The refundable deposit will be returned once all goalie gear is checked back in with the Inventory Specialist at a date specified by the Inventory Specialist, so long as the gear is all accounted for and returned in good condition.

LEVEL	UPFRONT COST	REFUNDABLE DEPOSIT
Mites/8U	\$200.00	\$100.00
Squirts/10U	\$300.00	\$200.00
Individual Gear	\$100.00/item; \$300.00 max	\$50.00/item; \$200.00 max

*All players checking out and/or renting gear, whether in-season or during off-season, will be required to fill out and sign the attached contract and return it to the Inventory Specialist prior to the gear being checked out. All fees due are also required to be paid prior to checking out any goalie gear. If any fees are not paid for goalie gear, the player will not be eligible to register and/or play for BHB until all fees are paid in full.