

BISMARCK HOCKEY BOOSTERS

AND

BISMARCK PARKS & RECREATION

YOUTH HOCKEY PROGRAM

2008-2009 SEASON

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To: Bismarck Hockey Booster Members
Subject: Bismarck Hockey Boosters Program

Welcome to the Bismarck Hockey Boosters (BHB). This policy manual is designed to provide the parents, players and coaches an outline to the BHB youth hockey program. This document is divided into two sections. Section One describes the organizational structure and fund raising activities of the Bismarck Hockey Boosters. Section Two is a guide to the on-ice development program which outlines skill development goals for each age group. Please read and make a copy of this document, as it will be your guide throughout your participation in the BHB program. Should you have any additional question about the program or would wish to volunteer for one of the BHB committee's or projects, please contact one of the board members listed below.

MISSION STATEMENT

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

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

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

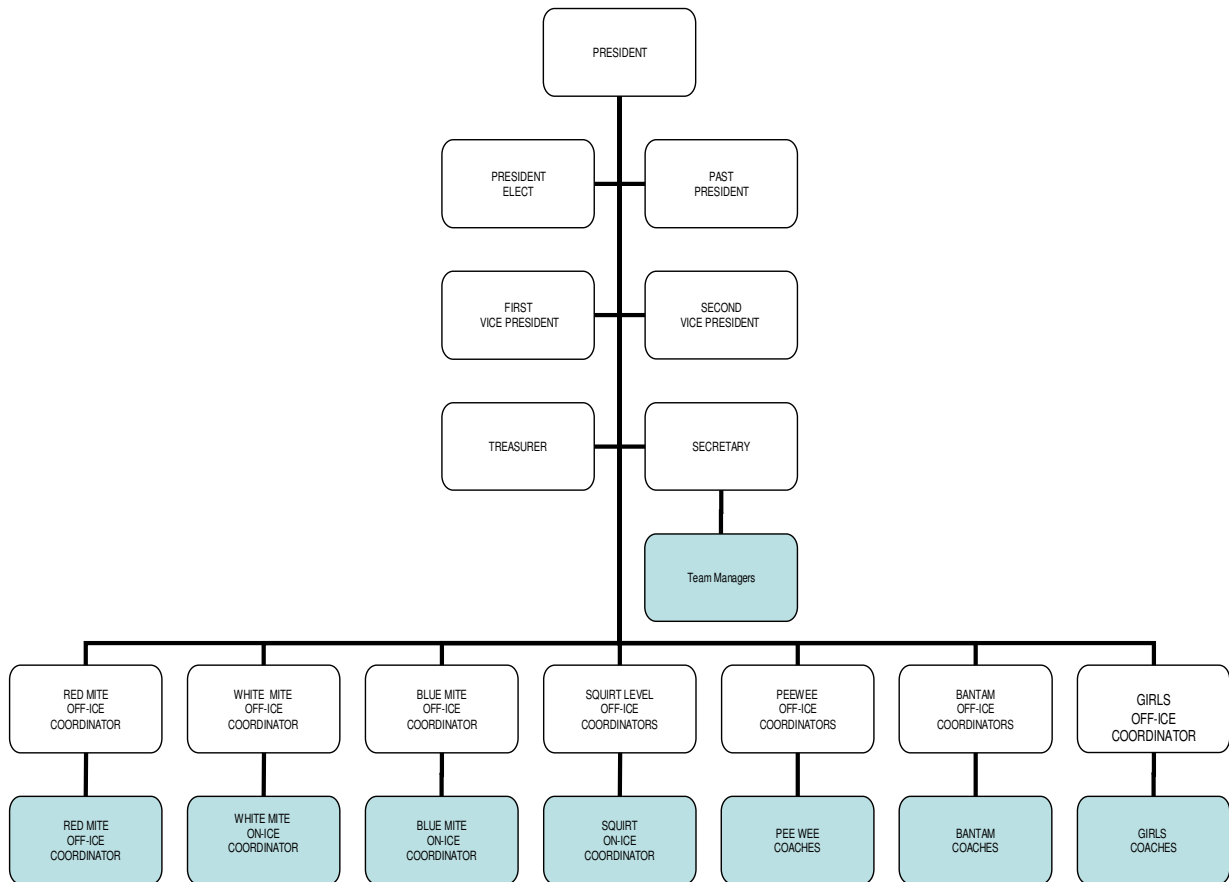
The Bismarck Hockey Boosters rely on each family to embrace these goals to keep this organization a leader in youth hockey.

BISMARCK HOCKEY BOOSTERS BOARD MEMBERS 2008-2009 (Effective 5/15/08)

OFFICERS	MEMBERS AT LARGE
<p>Randy Renner President 701-258-4402</p> <p>Gardell Jochim President Elect 701-223-8625</p> <p>Mike Heitkamp Past President 701-258-5681</p> <p>Pat Irey First Vice President 701-223-6095</p> <p>John Evanson Second Vice President 701-223-2320</p> <p>Peggy Hill Secretary 701-258-1445</p> <p>Kurt Schmidt Treasurer 701-258-3963</p>	<p>Dave Allard Red Mites Off-ice Coordinator 701-221-3177</p> <p>Blain Clausnitzer White Mites Off-ice Coord. 701-258-3794</p> <p>Ron Frei Bantams Off-ice Coord. 701-221-5863</p> <p>Brian Beehler Blue Mites Off-ice Coord. 701-258-8676</p> <p>Rob Reister Squirts Off-ice Coord. 701-255-7148</p> <p>Don Johnson Pee Wee Off-ice Coord. 701-223-5878</p> <p>Ken Bischof Girls Off-ice Coord. 701-222-2508</p>
<p style="text-align: center;">*****</p> <p>Dave German ACE Coordinator 701-223-6613</p> <p>Greg Dehne NDAHA Community Representative 701-223-7704</p> <p>Dennis Nybo Bismarck Parks & Recreation Representative 701-222-6455</p>	

BISMARCK HOCKEY BOOSTERS

ORGANIZATIONAL CHART



Bismarck Hockey Boosters (BHB) Conflict of Interest Policy:

1. 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. In essence, 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.

2. 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.

3. BHB CONFLICT OF INTEREST POLICY

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 as long as 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.

Bismarck / Mandan Community Transfer Waiver Policy

Bismarck and Mandan Area Hockey Parents,

Both of the 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 in an attempt 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. Generally speaking 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:

- It is strongly recommended that anyone seeking a waiver make the transfer request in writing or by email no later than August 1st to:

Bismarck Hockey Boosters
P.O. Box 2807
Bismarck, ND 58502
info@BismarckHockey.com

Mandan Hockey Club
P.O. Box 97
Mandan, ND 58554
info@MandanHockey.com

- 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

NDAHA SW District Director

Bismarck President

Mandan President

Date: _____

Date: _____

Date: _____

Equipment Policy

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

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 of the required equipment, the coach or coordinator will not allow the participant on the ice.

Advanced Level Participation Policy

It is the intent of the BHB to have kids play with kids of the same age and not allow participants to move up a level. The BHB will not promote unnecessary acceleration of kids from level to level. However, a participant may petition the policy by following the guidelines outlined below. This policy is intended to outline the steps that will be taken to review the request; not guarantee the request will be reviewed.

Guidelines:

- All requests to participate on an upper level USA Hockey rostered team must be written or emailed to the BHB Board prior to September 1st.
- The Board will make a determination to seek a recommendation from the on-ice level Coordinator/Coach, upper level on-ice Coordinator/Coach and on-ice Committee.
- Only requests made from participants that would normally be at the upper level based on USA Hockey age criteria or where a participant has completed 3 or more consecutive years at the same level will be considered.
(NOTE: Red Mite, White Mite & Blue Mite levels will be considered as different levels. USA Hockey age criteria are based on a calendar year rather than the NDAHA July 1st date.)
- The Coordinators/Coaches/on-ice Committee must submit a written recommendation to the board.
- The participant's ability / skill / size / maturity must be such that he/she would be selected to play on the top two lines for the highest "A" team at the upper level.
- The Board will make the final decision based on the submitted recommendation from the Coordinators/Coaches/on-ice Committee.
- The participant must pay the upper level registration fees if a request is approved.

Exemptions:

- Participants that have the appropriate level of skill / ability / size / maturity and where the majority of grade level classmates are at the upper level based on NDAHA age eligibility criteria.
- Participants that have been invited by the BHB to participate on an upper level because there is a need to fill a position.

Bismarck Hockey Boosters Game Ice Time Policy

Mites/Squirts – Equal playing time – EXCEPT for disciplinary reasons only **Pee-Wee/Bantams**

Even strength: Equal playing time during the course of 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.

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

Girls 8U/10U – Equal playing time – EXCEPT for disciplinary reasons only **Girl's 12U/14U/16U/19U**

Even strength: Equal playing time during the course of 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.

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

Bismarck Hockey Boosters Coaches' Disciplinary Authority

Coaches are expected to take appropriate actions to maintain discipline on their teams.

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

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

When a discipline action occurs, the coach will explain to the player how he/she failed to meet the coach's expectations and the impact that this will have on the player's ice time. The BHB 1st Vice President must approve any suspension that exceeds one game.

Repeated suspension of a player, even if less than an entire game, is indicative of a problem that 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.

Extra Ice (Other Team Ice) Policy

BHB registered participants may NOT participate in extra ice sessions outside of their published schedule within the Bismarck hockey program.

Guidelines:

- A Coordinator/Coach may need an extra goalie or skater in order to implement an effective practice.
- A volunteer Coordinator/Coach may want to have their child on the ice with them while they are volunteering their time.
- A participant (with Coordinator/Coach approval) may need to attend an alternate tryout/practice because of a schedule conflict.

Exemptions:

- Participants that have a non-paid parent Coordinator/Coach volunteering their time.
- Participants that have been invited to participate by a Coordinator/Coach

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 on-ice level Coordinator and off-ice level Coordinator.

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 or Coordinator making the request must contact the Bismarck on-ice or off-ice Coordinator.
- 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 Coordinators recommendations.
- 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.

State Tournament Champion Picture Policy

Upon approval of the Bismarck Parks and Recreation District, any team that places 1st at the A (1) or B (1) level of their respective state tournament will be provided a space to hang a team picture in the lobby of the VFW Sports Center (rink 1).

Guidelines:

- Place 1st in the A (1) level state tournament
- Place 1st in the B (1) level state tournament
- Contact the board level off-ice coordinator for approval before the picture is taken.
- BHB will work with the Bismarck Parks and Recreation District to organize a date & time for the picture
- The photographer will be the team's responsibility
- Picture, plaque and frame expenses are the team's responsibility. (Some photographers will put the plaque information on the picture.)
- The picture must be delivered to the appropriate off-ice coordinator.
- BHB will work with the Bismarck Parks and Recreation District to hang the photo.
- On an as needed basis, BHB will work directly with the Bismarck Parks and Recreation District to remove old photos that do not fit our current guidelines and to allow room for the new photos.
- Any photo that is removed will be auctioned off at the Hockey Happening event

*NOTE: This is a BHB Policy, please send any comments/questions to the BHB Board of Directors.

BISMARCK HOCKEY BOOSTERS

FUND RAISING AND OFF ICE ACTIVITIES

BISMARCK HOCKEY BOOSTERS MISSION STATEMENT

Provide the youth of Bismarck the opportunity to participate in an organized ice hockey program. The Boosters support their mission by providing organizational and financial support for the program.

FUNDRAISING

Merchandising sponsorship

Time frame: September

Objective: Provide sponsorship (\$500/year) and services to our program by allowing vendors to merchandise Bismarck Hockey items to our members

Scope: BHB apparel

Committee: One or two people

Team Sponsors

Time frame: June through September

Objective: Locate businesses to sponsor teams (Mites/Squirts) and also find sponsorships to purchase jerseys (Pee-Wee/Bantam/All Girls)

Scope: Contact business currently sponsoring teams, locate new businesses

Committee: Three or Four people

Signs

Currently the signage is included within the Bismarck Bobcat sponsorship.

Pictures

Time frame: September through December

Objective: Provide families with option to purchase pictures of their child in hockey gear

Scope: Every other year bid for biannual contract with photographer, contact photographer and ice scheduler to plan photography sessions to include the all teams photo

Committee: 2nd Vice-President

Bismarck Bobcat jersey auction

Objective: Fundraising opportunity/Schedule date

Scope: Part of overall sponsorship dollars through the Bismarck Bobcats

Raffle Tickets

Time frame: June through January

Objective: Raise funds to pay for ice bill

Scope: Order raffle tickets, distribute to team managers, gather raffle prizes, schedule raffle drawing for second Bismarck high schools hockey game.

Committee: Two or three people

Hockey Happening

Time frame: April 4th

Objective: Provide evening of fun for hockey parents and friends of hockey

Scope: Coordinate committees for various projects, get tickets printed and distributed, collect raffle items, reserve room and band

Committee: Led by 2nd Vice-President/Four people

MARKETING / COMMUNICATIONS

All About Girls “Hard Water Party”

Time frame: September

Objective: Promote girls youth hockey by having a skating party

Scope: Acquire funding (sponsors), ice, prizes, gifts, food, beverages and volunteers; print and distribute fliers; coordinate participation and marketing efforts

Committee: One or Two people

Volunteers: Eight to Ten people

Boys “Hard Water Party”

Time frame: September

Objective: Promote boys youth hockey by having a skating party

Scope: Acquire funding (sponsors), ice, prizes, gifts, food, beverages and volunteers; print and distribute fliers; coordinate participation and marketing efforts

Committee: One or Two people

Volunteers: Eight to Ten people

Website

Time frame: January through December

Objective: Provide information to members and public

Scope: Acquire and post all information pertinent to the members and public

Committee: One or Two people

Member Emails

Time frame: January through December

Objective: Provide timely communications to members

Scope: Acquire and distribute all information pertinent to the members. Respond or forward incoming emails sent to info@bismarckhockey.com.

Committee: President / President-Elect / Member-at-Large

MEETINGS

Parent/Team

Time frame: November

Objective: Educate players and parents of various aspects of Bismarck Hockey Boosters

Scope: Schedule times for meetings, arrange for speakers, gather necessary props, and develop agenda for meetings

Committee: Two people

Team Managers

Time frame: October through April

Objective: Provide regular monthly meetings for team managers to pick up information and fund raising materials, turn in fund raising materials, discuss problems and network with other team managers

Scope: Maintain team managers books, hand them out in November, collect them in April, develop monthly meeting agendas, run the meetings

Committee: Two to four people

Tournament Checklist

General Tournament Information:

Tournament committee meeting: including the overall tournament coordinator (off-ice coordinator), level board members and team managers.

Three identical admission signs are in the BHB Storage facility. Return to storage or pass on to the next tournament director. The last tournament director needs to return to storage.

Admission tickets will need to be printed for both weekend and daily passes. For weekend passes, print approximately (2 x 15 x “Number of Teams”). For daily passes, print approximately (1 x 10 x “Number of Teams” / 3) for each day. Divide the total number of passes proportionally between the numbers of games played at each rink used in the tournament. Keep in mind that the first game played for each team provides the greatest number of ticket sales. Use the hand stamps (in the cash boxes) for single game admissions.

EXAMPLES: (Each different pass should be a different color.)



Tournament pucks and bucket must be available at each rink. Forty warm-up pucks (20 each team) and 6 game pucks on snow or ice (lower level VFW1 or concessions or snow from outside or one of the zamboni rooms). Remove the warm-up / game pucks at the end of each day or they will disappear. Check each rink daily to make sure that the pucks are available and the game pucks are on ice.

Test all clocks and microphones in advance. Clocks and microphones should be in the “Score Box”, but if not, contact the rink manager (VFW - Dan Sedevie; Schaumberg – Margaret Peluso). CAUTION: In VFW #1 there is a master switch in the office that needs to be turned on before the microphone and CD player will work. The 1st box workers in the rinks each day should arrive a little earlier than normal and will need to test the clocks, cd players, music and microphones.

The rink manager (VFW - Dan Sedevie; Schaumberg – Margaret Peluso) has the CD players if they are not in the score box. Talk to the rink manager to make sure they will have the equipment setup. Make sure that the equipment is tested prior to the first game in each rink. The US National Anthem will be played prior to the first game of each day in each rink. If there is a Canadian team in the tournament, you must also play the Canadian National Anthem first, followed by the US National Anthem.

Set registration tables at all entrances. Locker room keys and assignment boards are available from the rink staff. Have locker room keys at each admission area. Assign locker rooms 1 & 3 to the first teams and 2 & 4 to the next pair of teams and then alternate thereafter. The admissions workers should handle the locker room keys and the keys are to be given to coaches or team managers ONLY. Take their car keys when the locker room key is issued. Inspect the locker rooms before returning their car keys. A daily locker room schedule is mandatory. Post locker room team assignments on chalk / white boards.

The tournament chairperson should call the Bismarck Hockey Booster Treasurer for startup cash before the first tournament. You will need \$200 for each cash box. You need one box for each registration table (gate). After each tournament, the tournament chairperson should collect all of the cash boxes and turn over to the next tournament chairperson (after the last tournament, all cash boxes need to be returned to the BHB storage). The tournament chairperson should make sure the BHB Treasurer gets all of the gate proceeds less \$200 for each cash box that is needed for the next BHB tournament, unless it is the last tournament then all cash needs to be turned in.

Two (2) score books for each rink box used for the tournament (Parks & Rec Dennis Nybo). Box workers are in charge of having the coaches / managers fill out stat books with the team information.

Work with local team managers to make a worker schedule. The first round games are easy to assign, but suggest you just fill in subsequent games and let the parents swap around dependant on their child's game. Managers must make sure the workers understand when they are to work, their duties and that they must be on time or early. There is a sheet available with the duties of each worker. Make sure each manager has a copy of this and also have one at each registration table and in each score box.

Opening game workers each day must be at least one hour early to set up registration tables and make sure the arena is open for arriving players and fans. This is also a good time to check on concessions, score clocks, score books, CD players, music, pucks and microphones.

Before the tournament, make arrangements with the BHB Treasurer to give him all the money collected. He will do the money counts and give us a balance sheet for the tournament.

Before the start of the tournament, call the rink manager at each rink to make sure they are prepared for you. Before the end of each day, check with the rink manager to make sure they know the next day's schedule and they will have someone at the rink one hour early to unlock doors, turn on lights, set nets etc.

Bismarck Parks and Rec: Point of Contact (POC) Dennis Nybo 222-6455

Dennis will provide you with tournament dates, levels, times, etc. He will also let you know the number of teams and team rosters for each tournament.

Referee Schedule: POC Kevin Glatt – H: 258-5984 or W: 222-6718

Call Kevin early and make sure he is aware of the upcoming tournament and make sure he is doing the referee schedule. Have a referee schedule with their home phone numbers at each registration table. **Check for referees 15 minutes before each game. The earlier you catch someone who is a “no-show”, the sooner you can remedy the situation.**

Impressions by Ashley Lynn: Ashley Lynn 426-3982

Impressions by Ashley Lynn can provide action photos and sales from tournament games.

Merchandise:

IGear out of Mandan will develop a tournament specific logo and sell t-shirts and sweatshirts at the event. They will take care of themselves and then provide 15% of total sales to the BHB. Email all tournament dates, divisions and number of teams when available. Contact: Nate Welstad, IGear, 107 3rd Ave NW, Mandan, ND 58554, 701-667-6852; Email: nathan.welstad@nisc.coop

Fine Designs out of MN will develop a tournament specific logo and sell t-shirts and sweatshirts at the event. They will take care of themselves and then provide 15% of total sales to the BHB. Email all tournament dates, divisions and number of teams when available. Contact: Mary Novik, Fine Designs Inc, 800-966-0737 x 505; Email: mary@finedesignsinc.com

Bismarck Tribune: POC 250-8287

Mike Wood, at the Tribune, has provided us with programs for past years. Call him and make sure he knows of the upcoming tournament and the dates. As soon as Dennis has the team rosters, he should get them to you and you need to get them along with any other tournament information to Mike. Either stop by and give them to him or fax them to him at 224-0744 or his email address is mike.wood@bismarcktribune.com After they have them all request that they forward a proof before final print. Check for names and team spellings, age eligibilities, rules, etc.

Someone should notify Mike of all of the exact tournament dates as soon as they are known.

Bag Tags:

We have had good success with a vendor called TAG UP 1-800-528-0828. Email is tagup@prtcl.com. Team rosters need to be sent when available. Indicate that you only want tags for the players or they will automatically include the Coaches and Managers if listed on the rosters and charge accordingly. Request that they add hair if they are for the girls tournament. (The 2006-2007 tags were \$1.80 each.) –OR–

Sports Pins, Baxter, MN – Louie or Beva 1-800-450-0444

You can do individual pins if you want. They are not necessary, but an option. Need to call them and fax team rosters if desired.

Trophies: Capital Trophy or Dakota Awards (Make sure you follow up!)

We must make sure as long as both businesses are sponsoring teams, we divide the tournament trophies between them (contact previous tournament directors or communicate to future tournament directors). The overall tournament coordinator should make the decision before any trophies are ordered as to which tournament each business will be awarded. No one should order trophies before checking with the overall coordinator. Normal purchases are 1st, 2nd and 3rd place team plaques or trophies and 1st, 2nd, 3rd and Consolation Champ for individual medallions. Make sure you have enough individual awards to cover the largest team in the tournament. Save the extras as we can usually use them for other tournaments (player of the game, tournament MVP) and just have the tournament information changed. (The extras need to be put in storage)

Tournament brackets:

Make one poster of each division for each rink. Discard after tournament or offer to Championship, 3rd Place or Consolation Champ teams. Get brackets to Mathisons, Arnie@mathisons.com ; 112 N 4th St – 258-5060 and have them enlarged and laminated.

Concessions: POC Bismarck Bobcats (Mary Wald) – 222-3300 (W) or 321-2490 (C)

Email a bracket / schedule of the tournament to BisBobcats@aol.com, follow-up with a phone call. Make sure the concessions will be open at least 30 minutes before the 1st game of the day and will remain open throughout the day. Also make arrangements for concessions for VFW #2 if there is a Bobcat game going on. They will allow access to tournament participants that show a tournament pass. The Bobcats will usually have some type of special for the tournament coaches, players and fans that attend the Bobcat game.

Beverage Donations:

Contact Coca Cola (800-647-2653) at least 4 weeks in advance of the tournament date for beverage donations.

Contact Pepsi (663-0431) at least 4 weeks in advance of the tournament date for beverage donations.

Bismarck Area Visitors Guide / Coupons:

Contact the Bismarck CVB at least 2 weeks in advance of the tournament and they will provide visitor guides and local area business coupons.

NORTH DAKOTA AMATEUR HOCKEY ASSOCIATION

RULES AND REGULATIONS **SECTION II – GENERAL PLAYING RULES**

ARTICLE IV: TOURNAMENTS

B. TOURNAMENTS:

1. All teams participating in invitational and/or state tournaments must be registered and rostered by USA Hockey.
2. All players and coaches participating in invitational and/or state tournaments must be properly registered for the current year by USA Hockey.
3. Communities hosting invitational and/or state tournaments are required to check for proper and current registration credentials prior to a team playing its first game. Any team unable to produce proper registration credentials shall not be allowed to participate in the tournament.
Proper credentials are:
 - a) Signed, stamped team membership application
 - b) Signed, stamped team roster
 - c) Birth certificate for each player
 - d) Signed "Consent to Treat" form for each player
 - e) Signed "Waiver of Liability" form for each player
4. Any Community allowing an unregistered team, player, or coach to participate in individual and/or state tournaments will not be allowed to sanction another tournament for one year.

To: Members of the Bismarck Hockey Boosters
Subject: Bismarck Hockey Boosters On Ice Program

The Bismarck Hockey Boosters organization has been in existence for 27 plus years in the Bismarck community. The program has gone through various stages of development over the years and improvements to the program will continue to occur. The popularity of hockey has grown as a result of the increase in television coverage, the USA Olympic team, the influence of individuals within our community, and the continued strength of the existing program.

The purpose of this document is to have in writing the on ice program this organization and the Bismarck Parks and Recreation District have developed. The on ice committee has worked from the premise that the system isn't broken. We want to define it and make improvements within the current structure.

The committee has developed this document by reviewing the information that was received over the past several years from interested individuals within the organization, through conversations with the Bismarck Parks and Recreation District representatives, visits with coaches that have been a part of the organization, and by reviewing our history. The committee's focus was to develop and make improvements for the program as a whole, not focusing on any one age group.

It is the on ice committee's goal to establish various committees for the on ice structure. A tryout committee, coach's selection committee, equipment committee, scheduler, tournament committee, and a preseason clinic committee will be established.

Another goal of the on ice committee is to develop an on ice program of which our community can be proud. We hope that our travel teams will convey this pride as they travel to other North Dakota cities by representing the Bismarck community in a positive manner by showing respect for other teams, parents, coaches, officials, and facilities.

It will be the goal of this organization to 1) put the strongest possible coaches on the ice for all levels, 2) establish the structure of providing continued education for our coaches and 3) provide certification for all coaches, as mandated by USA Hockey and NDAHA.

The role of the First Vice President will become more of a manager and oversee each committee. We will work with the First Vice President to identify the roles of each committee and see that the committee members understand their responsibilities and time lines for the organization.

We will work diligently to enhance the program as we work through this structure. As with any change, we ask for your support and patience.

The basic guidelines as set forth in this document and as established by the Bismarck Hockey Boosters On Ice Committee and Bismarck Parks and Recreation, may be modified for the improvement of the organization as a whole.

We thank you, the Bismarck Hockey Boosters members, for your support. We feel this document has met the goal of working for the betterment and enjoyment of youth hockey players in the Bismarck community.

Sincerely,

Randy Renner, President; Gardell Jochim, President-elect; Mike Heitkamp, Past-President

BISMARCK HOCKEY BOOSTERS

ON ICE MISSION STATEMENT

The primary objective of the Bismarck Hockey Boosters Association is to provide a quality program designed to promote interest and participation in ice hockey. All programs offered by the Association will meet the guidelines, rules and regulations established by USA Hockey and the North Dakota Amateur Hockey Association (NDAHA). The foundation for program excellence consists of instruction, competition, and skill development. Expanding on these basic objectives, the Bismarck Hockey Boosters strive to be a leader in the development of a youth athletic organization that provides the environment for each child to achieve his or her maximum potential in the sport. The Bismarck Hockey Boosters provides the structure that can give each skater an opportunity to experience development of physical skills, social interaction, team spirit, goal setting, commitment, discipline, and fun. The Bismarck Hockey Boosters rely on each family to embrace these goals and to keep this organization a leader in youth hockey.

BISMARCK HOCKEY BOOSTERS ON ICE PROGRAM TEAM STRUCTURE

Bismarck Hockey Boosters: The Mite, Squirts, Pee Wee, Bantam, and Girls programs are under the direction of the Bismarck Hockey Boosters and a cooperative effort with the Bismarck Parks & Recreation District. The age guidelines and codes of conduct for ALL levels will follow the NDAHA guidelines. All coaches are hired as employees of the Bismarck Hockey Boosters. All parent coaches will be volunteers and not subject to any financial compensation except travel expenses will be paid for the parent coaches of regular season travel teams.

MITE PROGRAM

The mite program is designed as an introduction to ice skating, stick/puck handling and ice hockey fundamentals, and sportsmanship promoted through community funding from the Bismarck Parks and Recreation Department (BPRD) and the Bismarck Hockey Boosters (BHB). Ice time and funding for hiring the mite coordinators will be provided by the Bismarck Parks and Recreation Department. Each player must be registered with USA Hockey using the on-line registration. Players are required to skate with full protective gear as approved by USA Hockey and a neck guard.

Teams of approximately 12 players are divided into 3 levels, Red (beginner), White (intermediate), and Blue (advanced) based on age and experience as selected by the coaches and coordinators. An 8U girls team will be part of the White mite level. A 10U girls team will play games against the Blue mite level teams. All levels will emphasize the Stick Down Head Up philosophy and implement Burgraff skating skills. Enjoying the spirit of the game will also be emphasized. All of the Red and White mites will play cross-ice with no officials needed. The Blue mite program will also serve to train new officials.

The coordinators will be hired as employees of BHB. All coordinators and coaches must have a level 1 certification or higher from USA Hockey. Coaches are under the direction of the coordinators and the coordinators are under the direction of the First Vice-President of BHB.

Post Season

Blue mites may form teams to compete in the Grand Forks tournament and the tournament hosted by BHB after the regular season. Their practice schedule will be coordinated with all other ice activities. Ice time costs will be part of the regular season program. The teams represent the City of Bismarck and BHB. All expenses associated with coach's salaries and travel expenses are to be paid for by the parents of the team.

SQUIRT PROGRAM

Early Season:

The squirt program is designed to develop basic skills ice skating, stick/puck handling and team ice hockey fundamentals; and sportsmanship promoted through parent and booster funding. The program has a charge associated with insurability of USA Hockey and coaching payroll and expenses. The BHB purchase ice time for practices and games from the Bismarck Parks & Recreation District. Players are required to skate with full protective gear as approved by USA Hockey, at all times. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Bismarck Hockey Booster Program.

Balanced teams of approximately 10-12 players are formed based on the number of players in this age category. On a weekly basis, the teams regularly compete within the Bismarck-Mandan area. Practice sessions are scheduled for up to three (3) hours per week and games are scheduled on the weekends.

Each team shall participate in two out of town tournaments. A reasonable competitive level of play shall be the goal of the schedule during the regular season and in tournament games. Teams may be segregated by age and skill level provided: there is the ability to pursue a “tiered” schedule of regular season and tournament games (as determined by BHB prior to the season).

Finally, a mite player with a birthday after July 1st, may play as a first year squirt, provided the player is of appropriate skill and maturity and classmates are at the squirt level, with Board approval.

The coordinator(s) are hired as employees of the Bismarck Hockey Boosters and coaches are under the direction of the coordinator(s).

- 1) All coordinators and coaches must be competent at a level 2 or higher and must be a current USA Hockey certified at level 2 or higher.
- 2) Coordinators meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player development.

Late Season (~ January 15th)

Based on the number of interested participants, tiered travel teams and house teams may be formed. The teams shall be chosen by the coordinator(s), based on player maturity level and hockey skills. Teams will be posted after the January Bismarck Squirt tournament.

Balanced house teams of approximately 10-12 players are formed based on the number of players in this age category that are not interested in the travel teams or were not selected to participate on the travel teams.

“A” team(s) and “B” team(s) will be formed to represent the City of Bismarck and the Bismarck Hockey Boosters. The “A” and “B” team(s) will consist of players selected by the coordinator(s) based on the number of players interested. For example, if 22 players register, two teams will be formed, whereas if 14 players register one team will be formed. All expenses associated with coach’s salary, coach travel expenses, officials, additional tournament entry fees (over 2) and “extra” practice / game ice time are to be paid for by the participants, based on a budget projected by the coordinator.

The program’s desire is to locate and allow the Squirt travel teams to participate in up to three additional tournaments.

Focus on the year-end travel will be on team development, enhancing players' skills and enjoying the spirit of the game.

PEEWEEES

The Pee Wee program is designed to develop player skills ice-skating and stick/puck handling. Team play in ice hockey game systems fundamentals and sportsmanship are promoted through parent and booster funding. The program has a charge associated with insurability of USA Hockey and coaching payroll and expenses. The BHB purchase ice time for practices and games from the Bismarck Parks & Recreation District. Players are required to skate with full protective gear as approved by USA Hockey, at all times. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Bismarck Hockey Booster Program.

Regular Season

The Pee Wee Program is tiered by age or years of competition at the Pee Wee level as the primary requisite. The "A" teams will be comprised primarily of second year players, and the "B" teams will be comprised primarily of first year players. However, the program appreciates special circumstances relative to player maturity and skill. As such, a first year player of superior skill and maturity (as compared to his peer group) will be allowed to play at the second year player level. And a second year player not of a skill and maturity level as his peer group, will be allowed to play at the "B" level. Finally, a second year Squirt player with a birthday after July 1st, may play as a first year Pee Wee, provided the player is of appropriate skill and maturity and classmates are at the Pee Wee level, with Board approval.

The First Vice President and the Pee Wee coaches will attempt during the try-out process (see section on try-out processes) to establish teams of equal numbers of players and of equal competitive player skill levels.

Both "A" and "B" levels will practice and be coached as competitive teams, with the focus on team development and enhancement of player's skills.

The coach(s) are hired as employees of the Bismarck Hockey Boosters and coaches are under the direction of the First Vice President.

- 1) All coaches must be competent at a level 3 or higher and must be a current USA Hockey certified at level 3 or higher.
- 2) First Vice President will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player development.

Teams will participate in approximately 35 games per season, including tournaments.

Post Season

The Pee Wee regular seasons will end with their state tournaments. A select team of "A" players and a select team of "B" players may represent the City of Bismarck and the Bismarck Hockey Boosters. The "A" and "B" team players will consist of players selected by the coordinator(s) and coaches, based on the player's performance during the regular season. All expenses associated with coach's salary, coach travel expenses and ice time (practices) are to be paid for by the parents of the teams, based on budget as projected by the coordinator.

Focus on the year-end travel will be on team development, enhancing players' skills and enjoying the spirit of the game.

The Bismarck Hockey Boosters will not support a post-season team that allows a player from a regular season "A" team to participate on a "B" traveling team.

BANTAMS

The Bantam program is designed to develop player of advanced skills, sportsmanship and ice hockey team systems in preparation for the competitive levels of high school hockey at Bismarck and Century High Schools. The program has a charge associated with insurability of USA Hockey and coaching payroll and expenses. The BHB purchase ice time for practices and games from the Bismarck Parks & Recreation District. Players are required to skate with full protective gear as approved by USA Hockey, at all times. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Bismarck Hockey Booster Program.

Regular Season

The Bantam Program is tiered by age or years of competition at the Bantam level as the primary requisite. The "A" teams will be comprised primarily of second year players, and the "B" teams will be comprised primarily of first year players. However, the program appreciates special circumstances relative to player maturity and skill. As such, a first year player of superior skill and maturity (as compared to his peer group) will be allowed to play at the second year player level. And a second year player not of a skill and maturity level as his peer group, will be allowed to play at the "B" level. Finally, a second year Pee Wee player with a birthday after July 1st, may play as a first year Bantam, provided the player is of appropriate skill and maturity and classmates are at the Bantam level.

The Program First Vice President or his representative and Bantam coaches will attempt during the try-out process (see section on try-out processes) to establish teams of equal numbers of players and of equal competitive player skill levels. Both "A" and "B" levels will practice and be coached as competitive teams, with the focus on team development and enhancement of player's skills. Teams will participate in approximately 35 games per season, including tournaments.

The coach(s) are hired as employees of the Bismarck Hockey Boosters and coaches are under the direction of the First Vice President.

- 1) All coaches must be competent at a level 3 or higher and must be a current USA Hockey certified at level 3 or higher.
- 2) First Vice-President will meet with the coaches prior to the start of the season, review the season development plans, review the practice drills and meet on a monthly basis to monitor player development.

Post Season

The Bantam regular seasons will end with their state tournaments. A select team of "A" players and a select team of "B" players may be asked to represent the City of Bismarck and the Bismarck Hockey Boosters. The "A" and "B" team players will consist of players selected by the coordinator(s) and coaches, based on the player's performance during the regular season. All expenses associated with coach's salary, coach travel expenses and ice time (practices) are to be paid for by the parents of the teams, based on budget as projected by the coordinator.

Focus on the year-end travel will be on team development, enhancing players' skills and enjoying the spirit of the game.

The Bismarck Hockey Boosters will not support a post-season team that allows a player from a regular season "A" team to participate on a "B" traveling team.

High School Tryout Policy

It is the intent of the BHB to allow those individuals that are interested in participating at the High School level the opportunity to do so, if available. The BHB will provide a place to play for those individuals that tryout for High School but then need to return to the BHB after the tryout process, if the guidelines are followed.

Guidelines:

- Complete and submit a USA Hockey registration receipt, BHB registration and fee by the deadline indicated on the registration form
- Notify the Board in writing by September 1st of the participants intentions to attend the High School tryout process
- Attend BHB practices until the High School tryout process begins
- Attend the High School tryouts when they begin and immediately STOP attending BHB practices
- Notify the Board in writing immediately following the designated High School tryout process
- BHB registration fees will be returned on a prorated basis
- Pre-paid BHB fundraising fees will be returned if applicable

GIRLS 8U PROGRAM

The 8U girls program will participate in the White Mite division and is designed as an introduction to ice skating, stick/puck handling, ice hockey fundamentals and sportsmanship promoted through community funding from the Bismarck Parks and Recreation Department (BPRD) and the Bismarck Hockey Boosters (BHB). Ice time and funding for the hiring of mite coordinators will be provided by the Bismarck Parks and Recreation Department. Each player must be self registered with USA Hockey through the on-line registration system. Players are required to skate with full protective gear as required and approved by USA Hockey (including a neck guard that is required by the BHB).

Balanced teams of approximately 12 players will be formed based on the number of players in this age category. A minimum of 10 players are required for a team. The 8U level will emphasize the Stick Down Head Up philosophy and implement Burgraff skating skills. Enjoying the spirit of the game will also be emphasized. An 8U/Mite eligible player may be invited to play on the 10U team providing the player is of appropriate ability and the numbers require an invitation (Board approval required). Finally, an 8U/Mite player with a birthday after July 1st may play as a 10U, provided the player is of appropriate skill and maturity and classmates are at the 10U level because of age eligibility criteria.

On a weekly basis, the 8U teams participate in practice and games within the Bismarck White Mite division. Practice sessions are scheduled for up to three (3) hours per week with games scheduled on the weekends.

The coordinators will be hired as employees of BHB. All coordinators and coaches must have a level 1 certification or higher from USA Hockey. Coaches are under the direction of the coordinators and the coordinators are under the direction of the First Vice-President.

- 1) All coaches must be competent at a level 1 or higher and must be a current USA Hockey certified level 1 or higher.
- 2) Coaches will meet with the First Vice-President, Coordinator or member(s) of the On-ice Committee prior to the start of the season.
- 3) Coaches will follow the skill development program established by USA Hockey for this age group and the BHB philosophy of small games, 80/20 drills and Burggraf skating skills.
- 4) Coaches will meet on a monthly basis to monitor player development, review season development plans and review practice drills.

The 8U regular season will end in March. Post season participation, practice ice, game ice, coaching expenses, officials and tournament entry fees will be at the expense of the participants.

GIRLS 10U PROGRAM

The Girls 10U program is designed to develop basic ice-skating and stick/puck handling skills. Team ice hockey fundamentals and sportsmanship are promoted through parent and booster funding. The program has a charge associated with insurability of USA Hockey and coaching payroll and expenses. The BHB purchases ice time for practices and games from the Bismarck Parks & Recreation District. Players are required to skate with full protective gear as approved by USA Hockey, at all times. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Bismarck Hockey Booster Program.

Balanced teams of approximately 14 players will be formed based on the number of players in this age category. A minimum of 11 players are required for a team. A mite eligible player may be invited to play on the 10U team providing the player is of appropriate ability and the numbers require an invitation (Board approval required). Finally, a Mite player with a birthday after July 1st may play as a 10U, provided the player is of appropriate skill and maturity and classmates are at the 10U level because of age eligibility criteria.

On a weekly basis, the 10U teams regularly compete within the Bismarck-Mandan Blue mite division and with other communities that have 10U teams. Practice sessions are scheduled for up to three (3) hours per week with games scheduled on the weekends.

Each team shall participate in a minimum of two out of town tournaments during the regular season. An equal but reasonably competitive level of play shall be the goal of the schedule during the regular season and in tournament play.

Teams may be segregated by age and skill level provided there is a minimum of 22 players and there is the ability to pursue a “tiered” schedule of regular season and tournament games (as determined by the BHB prior to the start of the season).

Coaches are hired as employees of the Bismarck Hockey Boosters and are under the direction of the 1st Vice President.

- 1) All coaches must be competent at a level 1 or higher and must be a current USA Hockey certified level 1 or higher.
- 2) Coaches will meet with the First Vice-President, Coordinator or member(s) of the On-ice Committee prior to the start of the season.
- 3) Coaches will follow the skill development program established by USA Hockey for this age group and the BHB philosophy of small games, 80/20 drills and Burggraf skating skills.
- 4) Coaches will meet on a monthly basis to monitor player development, review season development plans and review practice drills.

The 10U regular season will end in March. Post season participation, practice ice, game ice, coaching expenses, officials and tournament entry fees will be at the expense of the participants.

GIRLS 12U PROGRAM

The Girls 12U program is designed to develop player ice-skating and stick/puck handling skills. Team play in ice hockey game systems, fundamentals and sportsmanship are promoted through parent and booster funding. The program has a charge associated with insurability of USA Hockey and coaching payroll and expenses. The BHB purchases ice time for practices and games from the Bismarck Parks & Recreation District. Players are required to skate with full protective gear as approved by USA Hockey, at all times. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Bismarck Hockey Booster Program.

Teams of approximately 14 players will be formed based on the number of players in this age category. A minimum of 11 players are required for a team. A 10U eligible player may be invited to play on the 12U team providing the player is of appropriate ability and the numbers require an invitation (Board approval required). Finally, a 10U player with a birthday after July 1st may play as a 12U, provided the player is of appropriate skill and maturity and classmates are at the 12U level because of age eligibility criteria.

On a weekly basis, the 12U teams regularly participate in home games and travel to the required NDAHA state sanctioned communities. The 12U teams may participate in home & away games with other communities that have 12U/14U USA Hockey sanctioned teams. Practice sessions are scheduled for up to four (4) hours per week with games scheduled on the weekends.

Each team shall participate in a minimum of two out of town tournaments during the regular season. A reasonable competitive level of play shall be the goal of the schedule during the regular season and in tournament play.

Teams may be segregated by age and skill level provided: there is a minimum of 22 players and there is the ability to pursue a "tiered" schedule of regular season and tournament games (as determined by the BHB prior to the start of the season).

Coaches are hired as employees of the Bismarck Hockey Boosters and are under the direction of the 1st Vice President.

- 1) All coaches must be competent at a level 2 or higher and must be a current USA Hockey certified level 2 or higher.
- 2) Coaches will meet with the First Vice-President, Coordinator or member(s) of the On-ice Committee prior to the start of the season.
- 3) Coaches will follow the skill development program established by USA Hockey for this age group and the BHB philosophy of small games, 80/20 drills and Burggraf skating skills.
- 4) Coaches will meet on a monthly basis to monitor player development, review season development plans and review practice drills.

The 12U regular season will end with their state tournament. Post season participation, practice ice, game ice, coaching expenses, officials and tournament entry fees will be at the expense of the participants.

GIRLS 14U PROGRAM

The Girls 14U program is designed to develop advanced skills, sportsmanship and ice hockey team systems in preparation for the competitive levels of high school hockey in Bismarck through parent and booster funding. The program has a charge associated with insurability of USA Hockey and coaching payroll and expenses. The BHB purchases ice time for practices and games from the Bismarck Parks & Recreation District. Players are required to skate with full protective gear as approved by USA Hockey, at all times. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Bismarck Hockey Booster Program.

Teams of approximately 14 players will be formed based on the number of players in this age category. A minimum of 11 players are required for a team. A 12U eligible player may be invited to play on the 14U team providing the player is of appropriate ability and the numbers require an invitation (Board approval required). Finally, a 12U player with a birthday after July 1st may play as a 14U, provided the player is of appropriate skill and maturity and classmates are at the 14U level because of age eligibility criteria.

On a weekly basis, the 14U teams regularly participate in home games and travel to the required NDAHA state sanctioned communities. The 14U teams may participate in home & away games with other communities that have 14U, 16U or 19U USA Hockey state sanctioned teams. Practice sessions are scheduled for up to four (4) hours per week with games scheduled on the weekends.

Each team shall participate in a minimum of two out of town tournaments during the regular season. A reasonable competitive level of play shall be the goal of the schedule during the regular season and in tournament play.

Teams may be segregated by age and skill level provided: there is a minimum of 22 players and there is the ability to pursue a “tiered” schedule of regular season and tournament games (as determined by the BHB prior to the start of the season).

Coaches are hired as employees of the Bismarck Hockey Boosters and are under the direction of the 1st Vice President.

- 1) All coaches must be competent at a level 3 or higher and must be a current USA Hockey certified level 3 or higher.
- 2) Coaches will meet with the First Vice-President, Coordinator or member(s) of the On-ice Committee prior to the start of the season.
- 3) Coaches will follow the skill development program established by USA Hockey for this age group and the BHB philosophy of small games, 80/20 drills and Burggraf skating skills.
- 4) Coaches will meet on a monthly basis to monitor player development, review season development plans and review practice drills.

The 14U regular season will end with their state tournament. Post season participation, practice ice, game ice, coaching expenses and tournament entry fees will be at the expense of the participants.

High School Tryout Policy

It is the intent of the BHB to allow those individuals that are interested in participating at the High School level the opportunity to do so, if available. The BHB will provide a place to play for those individuals that tryout for High School but then need to return to the BHB after the tryout process, if the guidelines are followed.

Guidelines:

- Complete and submit a USA Hockey registration receipt, BHB registration and fee by the deadline indicated on the registration form
- Notify the Board in writing by September 1st of the participants intentions to attend the High School tryout process
- Attend BHB practices until the High School tryout process begins
- Attend the High School tryouts when they begin and immediately STOP attending BHB practices
- Notify the Board in writing immediately following the designated High School tryout process
- BHB registration fees will be returned on a prorated basis
- Pre-paid BHB fundraising fees will be returned if applicable

GIRLS JUNIOR GOLD PROGRAM

The Girls Junior Gold (14U/16U/19U) program is designed to develop advanced skills, sportsmanship and ice hockey team systems in preparation for the competitive levels of high school hockey in Bismarck through parent and booster funding. The program has a charge associated with insurability of USA Hockey and coaching payroll and expenses. The BHB purchases ice time for practices and games from the Bismarck Parks & Recreation District. Players are required to skate with full protective gear as approved by USA Hockey, at all times. Coaches, parents and players shall adhere to the standards of conduct as set forth by the Bismarck Hockey Booster Program.

Teams of approximately 14 players will be formed based on the number of players in this age category. A minimum of 11* players are required for a team. A 12U eligible player may be invited to play on the Girls Junior Gold team providing the player is of appropriate ability and the numbers require an invitation (Board approval required). Finally, a 12U player with a birthday after July 1st may play as a Girls Junior Gold, provided the player is of appropriate skill and maturity and classmates are at the 14U/16U/19U level because of age eligibility criteria.

On a weekly basis, the Junior Gold teams regularly participate in home games and travel to the required NDAHA state sanctioned communities. The Junior Gold teams may participate in home & away games with other communities that have 14U, 16U or 19U USA Hockey sanctioned teams. Practice sessions are scheduled for up to four (4) hours per week with games scheduled on the weekends.

Each team shall participate in a minimum of two out of town tournaments during the regular season. A reasonable competitive level of play shall be the goal of the schedule during the regular season and in tournament play.

Teams may be segregated by age and skill level provided: there is a minimum of 22 players and there is the ability to pursue a "tiered" schedule of regular season and tournament games (as determined by the BHB prior to the start of the season).

Coaches are hired as employees of the Bismarck Hockey Boosters and are under the direction of the 1st Vice President.

- 1) All coaches must be competent at a level 3 or higher and must be a current USA Hockey certified level 3 or higher.
- 2) Coaches will meet with the First Vice-President, Coordinator or member(s) of the On-ice Committee prior to the start of the season.
- 3) Coaches will follow the skill development program established by USA Hockey for this age group and the BHB philosophy of small games, 80/20 drills and Burggraf skating skills.
- 4) Coaches will meet on a monthly basis to monitor player development, review season development plans and review practice drills.

The Junior Gold regular season will end with their state tournament. Post season participation, practice ice, game ice, coaching expenses, officials and tournament entry fees will be at the expense of the participants.

*Per NDAHA policy, players may be double-rostered from a lower level team (up to 14 total players).

High School Tryout Policy

It is the intent of the BHB to allow those individuals that are interested in participating at the High School level the opportunity to do so, if available. The BHB will try to provide a place to play for those individuals that tryout for High School but then need to return to the BHB after the tryout process, if the guidelines are followed.

Guidelines:

- Complete and submit a USA Hockey registration receipt, BHB registration and fee by the deadline indicated on the registration form
- Notify the Board in writing by September 1st of the participants intentions to attend the High School tryout process
- Attend BHB practices until the High School tryout process begins
- Attend the High School tryouts when they begin and immediately STOP attending BHB practices
- Notify the Board in writing immediately following the designated High School tryout process
- BHB registration fees will be returned on a prorated basis
- Pre-paid BHB fundraising fees will be returned if applicable

ADDITIONAL PROGRAM INFORMATION

PRE SEASON CLINIC

The purpose of the preseason clinic is to prepare the travel teams for the tryout process which is coordinated by Bismarck High and Century High hockey coaches. The Bismarck Hockey Boosters preseason is for Mites / 10U Girls, Squirts / 12U Girls, Peewees / 14U Girls, Bantams / 16U Girls, and all High School (Boys & Girls) age players .

Time line: Meet with High School Coaches. Schedule Preseason times with Bismarck Parks & Recreation District. Develop Preseason Brochure, completed by the middle of July and ready for mailing. Mail out brochure the in August. Deadline for returns in mid-September. Letters sent out the Monday following registration deadline with clinic information on start times. Preseason clinic begins in late September or early October. Preseason clinic ends around the middle of October

SKILLS IMPROVEMENTS PROGRAM DURING REGULAR SEASON

See guidelines and skill progressions set by USA Hockey and North Dakota Amateur Hockey Association web sites at www.usahockey.com and www.ndaha.org

BISMARCK HOCKEY BOOSTERS ON ICE PROGRAM TRY-OUT PROCESS

Mites and Squirts

Mites & Squirts begin the regular season process in late October to early November

Put all mites & squirts into groups by last name for the selection process

Red Mites are for all first time skaters only unless recommended and directed by the on-ice coordinators from the previous year. White Mites will be for second and possibly third year skaters unless recommended and directed by the on-ice coordinators. Blue Mites will be predominantly last year mites with at least two years of mite experience. The Blue mite rosters will be filled out with younger skaters if room and skill level allows. This will be under the recommendations and direction of the on-ice coordinators.

12U/14U/16U/19U Girls, Peewees, and Bantams

12U/14U/16U/19U Girls, Peewees, and Bantams tryouts begin in mid-October to the end of October.

Tryouts, will be **CLOSED** to parents of players in the BHB program. During the tryout process parents of players on the ice will not be allowed to view the practices. After the tryouts are complete and the teams are posted the parents are welcome to attend all practices.

Posting of Teams

Girls, Peewees and Bantams teams will be posted by the end of October.

Mite and Squirt teams will be posted in early November.

Parent and Team Manager Meetings

All Parent Meeting (Parents only) in early November. Have to attend your player's session & sign in.

Team Manager Meeting and orientation for all travel teams, distribution of team jerseys,

Team Manager Meeting and orientation for all Mite and Squirt Teams, distribution of jerseys

Travel Team Games

Travel teams begin games the middle of November

BISMARCK HOCKEY BOOSTERS RULES OF CONDUCT

RULES OF CONDUCT

The USA Hockey and North Dakota Amateur Hockey Association rules of conduct applies to all coaches, players and legal guardians of the participating player for any off ice activities. USA Hockey and North Dakota Amateur Hockey Association rules govern all games and conduct. All coaches, players and legal guardians of the participating player will be required to sign the conduct agreement stating that they are familiar with the player/parent/coach rules of conduct and will subscribe to the consequences of those rules.

PURPOSE OF THE RULES OF CONDUCT

These guidelines are designed to prevent unacceptable behavior pro-actively and should not be viewed simply as a method of punishment. It is the view of the board that our intent is prevention and not punishment.

ADMINISTRATION

The rules of conduct will be administered by the board of directors of the Bismarck Hockey Boosters under the following parameters:

- A. Infractions shall be brought to the attention of the first vice president through a *written incident report*, who in turn will review the incident and recommend to those involved whether further action shall be required. In the event that a suspension is recommended, a formal hearing before the disciplinary committee will be held within fourteen (14) days of the First Vice President's recommendation.
- B. The disciplinary committee will consist of the president or president's designate, one board member and a member at large appointed by the president.
- C. All parties involved may appeal the disciplinary committee decision to the Bismarck Hockey Boosters Board of Directors. The appeal must be made to the president within fourteen (14) days of the disciplinary committee decision. The Board of Directors decision shall be final and binding.
- D. Any penalty that is enforced will be fulfilled in its entirety and will not conclude with the end of the season.

GUIDELINES

The following guidelines will prevail:

A. Non Club Activities

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

B. Club Activities

1. Violations of any of the following while participating or attending a club activity will result in a suspension of up to six weeks:
 - a. Illegal possession of alcohol, tobacco, or drugs
 - b. Destruction or theft of the property of another player, coach, facilities, hotels, etc.
 - c. Any other delinquent activity
2. The possession of any gun or any other instrument intended to threaten or cause bodily harm to other participant will result in a one-year suspension. The player will not be reinstated unless the discipline committee recommends reinstatement after the one-year suspension.
3. The following will result in a one-week suspension for the first offense, a three-week suspension for the second offense, and a six-week suspension for any subsequent offenses during a season. This includes but is not limited to games, practices, while in locker rooms, or while on team trips.
 - a. Fighting
 - b. Unruly, disruptive, or unsportsmanlike conduct.
4. USA Hockey Codes of Conduct are found in the USA Hockey Annual Guide.

On Ice Program Committee Structure

Bismarck Hockey Boosters: Responsible for committees staying on track per timetable, develop budget for on ice program that is due to the treasurer July 1.

Past President: Assist First Vice President with on ice program.

Secretary: Attends monthly meetings and records minutes. Assist Tryout Selection Committee by typing group lists and team lists and provide to the Tryout Selection Committee for posting.

<p>Coaches Selections Committee Duties: Responsible for hiring coaches. Develop employment application form, organize coaches' clinic, conduct monthly coaches meetings, monitor coaches, develop coach's manual, etc. • Member • Member • Member • Member</p>	<p>Tryout Selection Committee Duties: Structures tryout process, lay out timetable for team selection • Member • Member • Member • Member</p>
<p style="text-align: center;">Tournament Committee</p> <p>Duties:</p> <ul style="list-style-type: none"> • Member • Member • Member • Member • Member 	<p style="text-align: center;">Preseason Committee</p> <p>Duties: Responsible for coaches, ice dates and times, publications and registrations</p> <ul style="list-style-type: none"> • Coordinator • HS coaches • Member • Member
<p>Schedulers Duties: Schedules regular season practices and games, tournaments</p> <ul style="list-style-type: none"> • Bismarck Parks & Recreation Staff • First Vice President 	<p>Equipment Committee Duties: Inventories equipment, arrange for necessary repairs, purchases jerseys, socks, pucks and other equipment as needed (need order by May 20th).</p> <ul style="list-style-type: none"> • Coordinator • Member • Member
<p>Discipline Committee Duties: Review complaint letter, meet with involved parties, determine resolution of matter, report to board • President or President's Designate • Board Member • Member at Large</p>	

BISMARCK HOCKEY BOOSTERS COACHES, REFEREES, SKILL PROGRESSIONS

Coaches/Coordinators Meetings will be held on a monthly basis under the direction of the individual level's Off Ice coordinator to review the previous months team/level accomplishments and the plan for the next months goals and objectives based on a consistent player progression format. Off Ice Coordinators will post team/level accomplishments and objectives on the web-site following these meetings. The coordinators web-site report will give the parents insight into the goals of the drills, the areas of skill development and designed improvements.

REFEREES

REFEREE REQUIREMENTS

REQUIREMENT WILL BE FOLLOWED BY THE USA HOCKEY AND NORTH DAKOTA AMATEUR HOCKEY ASSOCIATION RULES AND GUIDELINES)

SKILL PROGRESSIONS

USA HOCKEY (www.usahockey.com) AND NORTH DAKOTA AMATUER HOCKEY ASSOCITION (www.ndaha.org) WEB SITES FOR GUIDELINES.

BISMARCK HOCKEY BOOSTERS COACHES APPLICATION

NAME: _____

ADDRESS: _____ BIRTH DATE _____

SS#: _____ HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ FAX #: _____

CURRENT USA COACHES ACCREDITATION:

ASSOCIATE LEVEL: YRS. COMPLETED: ____

INTERMEDIATE LEVEL: YRS. COMPLETED: ____

COACHING EXPERIENCE: (PLEASE ATTACH RESUME WITH REFERENCES) _____

LEVELS COACHED: _____

YEARS OF COACHING: _____

COACHING LEVEL PREFERRED FOR UPCOMING SEASON:

___ PEEWEE ___ BANTAM ___ SQUIRTS ___ GIRLS 10U ___ GIRLS 12U ___ GIRLS 14U ___ GIRLS Junior Gold

WHY DO YOU WANT TO COACH YOUTH HOCKEY FOR THE BISMARCK HOCKEY BOOSTERS?

THE FOLLOWING ARE REQUIREMENTS FOR COACHING FOR THE BISMARCK HOCKEY BOOSTERS:

- MUST FILL OUT BACK GROUND CHECK RELEASE FORM WHEN APPLYING FOR A POSITION.
- ATTEND COACHES CLINIC FOR REQUIRED CERTIFICATION.
- ALL HEAD COACHES MUST PRESENT THEIR USA COACH CERTIFICATE PRIOR TO THE FIRST GAME OF THEIR RESPECTIVE STATE TOURNAMENT.
- COACHES MUST PRESENT THEIR IMR CARD AT THE SAME TIME ATTEND SCHEDULED COACHES' MEETINGS.
- PRESENT YOUR PRACTICE PLAN OF ACTION UPON REQUEST TO THE FIRST VICE PRESIDENT.
- COMPENSATION PER SEASON INCLUDES A MONTHLY SALARY PER TEAM DIVIDED BETWEEN TWO COACHES PLUS TRAVEL EXPENSES REIMBURSEMENT (PER BUDGET AS SET BY THE BISMARCK HOCKEY BOOSTERS BOARD)

North Dakota Amateur Hockey Association (NDAHA)

An Affiliate of USA Hockey

Authorization to Release Information – PAGE 1

Everyone 18 or older needs to complete

Applicant's Current Legal Name: (Last) (First)

Applicant's Current Address:

City/State/Zip Code: E-mail:

Applicant's area code & Phone Number(s):

Length of Time at Current Home Address: (Month/Year) / to / (Month/Year)

Previous Address (If less than 5 yrs above):.

City/State/Zip Code:

Applicant's Social Security Number: Sex: Male Female

Date of Birth: / / Driver's License No.: State:

Name/Location of Hockey Association:

Applicant's Position(s) within hockey program:

I certify that all information given by me in this application is true and correct to the best of my knowledge. I understand that false or misleading statements made by me or consequential omissions of any kind in the application process is just cause for my not being accepted as a volunteer/employee or for my dismissal no matter when discovered. I authorize NDAHA to run a criminal record check and investigate all information contained in this application. The employers, organizations, and individuals name are authorized to give you any and all information regarding my employment, volunteering, character, fitness and qualifications (including opinions) that they have about me.

In consideration of the evaluation of this application by NDAHA, I HEREBY WAIVE, RELEASE AND DISCHARGE North Dakota Amateur Hockey Association, all employers, organizations and individuals, and any other persons or entities from liability for all damages and losses of whatever kind or nature, except liability for willful or intentional acts or punitive damages, that may result from compliance or attempts to comply with this authorization.

I've read page 2 of this document.

Circle One YES / NO

Signature

Date

Witness:

This form is good for 5 years from above date.

Authorization to Release Information – PAGE 2

NORTH DAKOTA AMATEUR HOCKEY ASSOCIATION (NDAHA) SCREENING POLICY

It is the policy of NDAHA that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by NDAHA before he/she is allowed to have routine access to children in NDAHA's programs. Further, it is the policy of NDAHA that it will require the affiliates to adopt this policy as a condition of its affiliation with NDAHA.

A person may be disqualified and prohibited from serving as an employee or volunteer of NDAHA if the person has: (Circle any that apply)

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

Generally, only people who must be involved in the decision whether or not to accept an applicant will have access to an applicant's criminal records. The records will be kept in a secure place where only authorized persons have access to them. The content of records will not be discussed with anyone who does not have a legitimate "need to know" of the information.

For information on NDAHA please check out our web site. www.ndaha.org

Return completed Release forms to: Bismarck Hockey Boosters
Attn: NDAHA Screening Committee
P.O. Box 2408
Bismarck, ND 58502

COACHES EVALUATION COMMENTS

COMMITTEE REPRESENTATIVE SIGNATURE: _____

Coach: _____
(Name)

EVALUATION CHART

Using the following chart, evaluate how well you carry out your roles as a leader, teacher, and organizer. For each statement, select the word that best describes you. This chart can be used to assess you throughout the season. This will also be used as a final evaluation with the Bismarck Hockey Boosters upon completion of the season and will be done with the First Vice President.

	Excellent	Good	Needs Improvement
As a Leader I:			
1. Establish goals			
2. Use a democratic coaching style			
3. Am a good role model			
4. Develop leadership skills in my athletes			
5. Have a positive relationship with referees			
6. Interact effectively with parents			
7. Help athletes maximize their potential			
As a Teacher I:			
1. Teach the necessary hockey skills			
2. Teach the skills using the proper sequence and progressions			
3. Teach skills using understandable language			
4. Realize athletes differ in their readiness to learn a skill			
5. Realize athletes learn skills at different rates			
6. Teach more than just hockey skills			
As an Organizer I:			
1. Plan effective practices			
2. Select very good assistant coaches			
3. Have parents assist in the program			
4. Attend to details			
5. Communicate effectively			