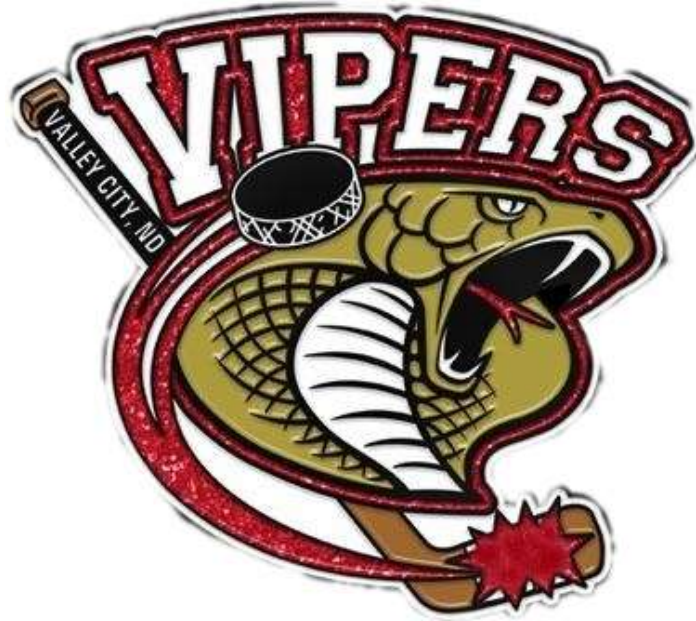


# Valley City Hockey Club Handbook

## 2021-2022



The Mission of the Valley City Youth Hockey program is to encourage young individuals to develop physical fitness, sportsmanship, teamwork, and discipline by providing positive leadership, along with community involvement through a developmental program.

This handbook was written by the Valley City Hockey Board of Directors to provide players, parents and coaches with general information, rules and regulations of our Program.

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## Welcome

The Valley City Hockey Club welcomes you to a new season of hockey! The Board of Directors meets the second Tuesday of each month @ 6:00pm. These meetings are **open to any** members wishing to attend. Members are encouraged to attend if they wish to voice any concerns, so that issues can be handled in a timely and constructive manner. **Meeting times and locations are subject to change**, so contact a board member to confirm time and place if wishing to attend.

## 2021-2022 VC HOCKEY BOARD MEMBERS

[www.vcvipers.com](http://www.vcvipers.com)

### PRESIDENT

Jason Manlove 701.361.2665 (cell)

### TERM EXPIRES

March 2024

### PAST PRESIDENT

Dave Struble 701.212.9149 (cell)

Jason Gerhardt 701.840.0596 (cell)

### VICE PRESIDENT

Amy Olsen 701.490.2754 (cell)

March 2023

### TREASURER

Stephanie Ness 701.840.2314 (cell)

March 2022

### SECRETARY

Stephanie Ness 701.840.2314 (cell)

March 2022

### DIRECTORS

Shane Kalbrener 218.791.5909 (cell)

March 2023

Kyle Roelfsema 701.840.5229 (cell)

March 2023

Travis Ingstad 701.840.2872 (cell)

March 2022

Mike Strom 701.490.2830 (cell)

March 2022

Katie Kohler 701.430.9372 (cell)

March 2024

Jeff Wurzer 701.730.6113 (cell)

March 2024

Or contact us at: [administrator@vcvipers.com](mailto:administrator@vcvipers.com) or visit our Facebook page **Valley City Vipers Hockey**

## Prowl Alliance Board

Jason Manlove	Valley City	President
Shane Kalbrener	Valley City	Viper Board Member
Stephanie Ness	Valley City	Viper Board Member
Matt Eggl	Jamestown	President
Todd Humes	Jamestown	Jamestown Board Member
Ramone Gumke	Jamestown	Treasurer/Past President

Matt Stockert	ACE and Coaching Coordinator
Shane Kalbrener	Coaching Coordinator

## Registration Fees

Fees for this season are:

New Skater	\$50.00 (equipment to rent is included in fee)
Termites	\$175.00
Mites	\$275.00
Squirts	\$400.00
PeeWee	\$500.00
Bantam	\$550.00
Girls 12U	\$500.00

Equipment rentals are available on a first come, first serve basis. The fee for this is \$25 per season.

### **\*1<sup>st</sup> Year Prowl Jersey Fee is Additional**

Fees not paid in full at time of registration must be paid by December 10, 2021. If payment is not paid in full or arrangements made by December 10, 2021, the player will not be able to participate in any hockey activities until full payment is made.

In addition to our registration fees, all players are required to be registered with USA Hockey. The registration fees for USA Hockey are free for players 6 & younger based on birth date and \$61 (\$15 of which is the North Dakota Amateur Hockey Association fee) for children 7 & older. Players will not be able to participate in any hockey activities until verification of USA Hockey registration is presented. Players can register online at <https://www.usahockeyregistration.com>.

## Communication

Practice and game schedules will be posted at the arena and on our website, [www.vcvipers.com](http://www.vcvipers.com), also please watch the Jamestown Hockey website, [www.jamestown-hockey.com](http://www.jamestown-hockey.com) as there are Prowl Updates throughout the year and usually posted there before we get the changes made to ours.

Team and parent meetings will be held at the beginning of the season and periodically throughout the year. These meetings will be announced via email by parent managers and should also be posted at the arena.

Suggestions and/or complaints should be directed through a Board member at [administrator@vcvipers.com](mailto:administrator@vcvipers.com) or through your parent manager using the following form attached at the end of this handbook.

## Weather Cancellation Policy

The head coach, parent manager and team Board representative will make the decision to cancel games based on weather. Cancellations will be communicated via telephone, email, website or radio.

## Locker Rooms

The Valley City Hockey Club is not responsible for stolen and/or lost equipment. Players will be responsible to treat other players and the locker rooms with respect, or they will lose the privilege of using the rooms.

Cameras, video cameras, cell phones, iPods, or any device with recording capabilities, including voice recording, are not permitted to be used in the locker rooms. All devices must be turned off prior to entering the locker room. If phones and other mobile devices must be used, they should be taken outside the locker room.

Parents of PeeWees and older are asked to remain out of the locker rooms.

We will also follow the USA Hockey policy on locker room supervision that states:

USA Hockey is concerned with locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.

It is the policy of USA Hockey and USA Hockey InLine that all affiliates, districts, leagues and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

## Fundraising

Fundraising is a necessary component to our program in order to keep our registration fees as low as possible. Fundraising is required for the Termite through Bantam divisions.

There are 3 fundraisers done annually.

- A mandatory raffle ticket fundraiser from Oct-Dec (3 books per family). All raffle tickets need to be sold and the money and ticket stubs turned into the Board on the stated date. If tickets are not sold or you do not participate in selling the tickets you are required to “buy out” of the fundraiser. If your ticket stubs and money are not turned in by that date, your child will not be allowed to participate in practice or games.
- July Fireworks sale starting the end of June through July 5<sup>th</sup> of each year. It is mandatory for all families to work one shift during this time. A work schedule will be completed one month prior to the start of sales. It will be each family’s responsibility to find a replacement to work their shift if the assigned time does not work.
- The Annual Viper Cup Golf Tournament and auction, which would require volunteers to help with organizing and setting up.

## Volunteer Work

Parents of players are required to fulfill their time working in a volunteer capacity. Each team within the organization is assigned shifts to work in the concession stands for games throughout the season. These shifts are assigned at the beginning of the season once all schedules are known. Parents are responsible for filling their shifts if the need arises. If the shifts are not filled by the parents, disciplinary actions will be at the discretion of the Board of Directors.

Parents are also strongly encouraged to serve on a sub-committee. They are as follows:

- Building & Ice Committee
- Team & Personnel Committee
- Fundraising & Marketing Committee
- Cleaning Committee
- Concession Committee

Remember, the more time you put in the more it will benefit your son or daughter.

## Divisions

The divisions for the 2021-2022 Season are as follows:

<b>Division</b>	<b>Birth Date</b>
Termite	06/01/2014 – younger
Mite	06/01/2012 – 05/31/2014
Squirt	06/01/2010 – 05/31/2012
Pee Wee	06/01/2008 – 05/31/2010
Bantam	06/01/2006 – 05/31/2008
Girls 12U	06/01/2008 – 05/31/2012

**A copy of the player’s birth certificate must be on file with the Registrar as proof of age prior to a player playing any games.**

According to NDAHA, any player will be allowed to double roster by December 1st as long as both teams have no more than 10 players. Player’s primary team is the age classification they fall under according to the NDAHA. This includes practices, games and tournaments. When conflicts occur, the scheduler will be contacted to make changes if possible.

## Player Movement Policy

No player shall move up a level unless the provisions below are met.

- The player’s parents must submit the request in writing to the Board and should attend a Board meeting to explain move.
- Coaches at current level and proposed level sign parents request.
- Be approved by Board Vote.

## Team Selections

### Termites, Mites, and Squirts:

- Currently we only have numbers for 1 team at each level, but if more teams are possible, all teams will be divided equally.
- Players will be silently ranked and placed on the appropriate teams.
- Requests for a specific team must go through the Board of Director’s representative at each level.

### Peewee, Bantam, and Girls:

- Tryouts will be made up of skills, drills, and scrimmages.
- Players may be moved to different groups during the tryout process by the coaches.
- Coaches/Designated Personnel at each level will select the teams.

## Team Mascots & Colors

The Viper team colors are black, red, and white.

Socks: Black base with red and white stripes

Breezers: Black

Helmets: Black or White

The Prowl team colors are black, forest green and white.

Socks: Forest green base with black and white stripes.

Breezers: Black

Helmets: Black

## Equipment

The following equipment is available for rent on a first come basis:

- Breezers – Squirts & Under
- Helmets – Squirts & Under
- One Goal Equipment (Termites & Mites): includes breezers, helmet, shoulder pads, elbow and shin/knee pads, gloves

\*\*Additional equipment that may be available: skates, shoulder pads, gloves, elbow and shin/knee pads.

Members are responsible for providing the following required equipment in addition to USA Hockey Requirements:

\*May be available to rent first come first serve

- Mouth guard
- Skates\*
- Stick
- Socks
- Elbow pads\*
- Shin pads\*
- Gloves\*
- Shoulder pads\*
- Breezers\*
- Helmets\*
- Neck Guards are strongly recommended

## Game Jerseys

Game Jerseys will be handed out after coaches have determined the teams. Players are to respect the following:

- Keep Jerseys clean and tear free.
- Jerseys to be worn for games only or at coaches request.
- Jerseys to be handed in at the end of the year clean and neatly folded.
- Jerseys for Termites through Squirts will be provided by the Club.
- Jerseys for new Peewee, Bantam Prowl, and Girls 14U will be purchased and handed out at practice (**Fee for jersey is in addition to registration fee for 1<sup>st</sup> year Prowl**).

## Co-op Items

Jamestown is listed as 'A' affiliate due to they have the High School Team and must have 'A' representation  
Valley City is listed as 'B' affiliate.

## Parent Manager

One parent from each team will be the liaison between the parents, coaches and Board of Directors. The duties are as follows:

- If coaches are not in locker rooms before games, you are responsible to be there.
- Maintain all documents required for games such as roster labels and online roster link.
- Obtain blocks of rooms for out of town games.
- Confirm away games.
- Hold parent meetings as needed.
- Bring team water bottles to all games.
- Tournaments
- Pictures and announcements

## Disciplinary Guidelines

### For Players:

Coaches will enforce the rules fairly with all participants. Coaches may put additional rules in place which will be conveyed to the appropriate teams. The basic guidelines are as follows:

- Failing to listen to coaches, disrupting practice, being late for practice and not wearing proper equipment
- Being disrespectful to teammates or the competition
- **Abusive/foul language and/or obscene gestures will never be tolerated**
- Unexcused absence from practices/games
- Damage to locker rooms, benches, other player's property or hotel rooms

Coaches will use their discretion as to what punishment will be used. Repeat offenses will require Board involvement and possible expulsion from the program. The form on page 11 may be used for documentation.

### For Coaches and Parents:

Valid complaints of coaches and parents should be brought to the attention of the Board of Directors.

## Codes of Conduct

**Players** are expected to adhere to the following:

- I will follow all Valley City Hockey, North Dakota Hockey and USA Hockey rules and regulations.
- I will play hockey because I want to, not just because others want me to.
- I will be a team player and respect all others, especially other players, coaches and parents.
- I will be on time for all practices and games.
- I will not use tobacco, alcohol or drugs.
- I will not haze or mistreat any of my fellow teammates.
- I will not swear or use foul language of any kind.

**Coaches** are expected to adhere to the following:

- I will be a positive role model for my players.
- I will demonstrate kindness, consideration and understanding towards other players and coaches.
- I will be consistent, honest, fair, and just when dealing with my players.
- I will share ideas, techniques, and strategies with other coaches for the betterment of the program.
- I will always be prepared before practice.
- I will always promote good sportsmanship.
- I will strive to ensure and promote equal playing time for all players in order to equally develop each player on the team.
- I will never use foul or offensive language.
- I will never physically or verbally abuse my players.
- I remember that it is a game, not a job to the players.

**Parents** are expected to adhere to the following:

- I will remember that my child is here to have fun.
- I will encourage players to abide by the rules of the game.
- I will respect and communicate with the Board of Directors.
- I will recognize that the coaches, not the parents, are the primary source of instruction and authority in the game.
- I will recognize the value, authority, and importance of our coaches and team interest.
- I will promote good sportsmanship.
- I will never publicly criticize or ridicule a coach, player, official or Board member.



- I will never condone physical or verbal abuse of players.

## Player Policies

- Play is governed by the playing rules of the North Dakota Amateur Hockey Association.
- Academic standards for a hockey player are the parent's responsibility. The Valley City Hockey Boosters will respect a parent's decision.
- Coaches do the coaching. Players discuss with the coach, but never argue with the coach. If a player feels he/she is being mistreated by a coach they should contact the parent manager immediately. The parent manager will contact the Board of Directors for investigation.
- When the whistle is blown during practice, play stops immediately and attention is directed toward the coach. Players do not take "one more shot" this wastes time for the entire team.
- Players are to leave the ice immediately after practice. Change quickly and remove all the equipment from the locker room.
- **Locker rooms are to be clean when the last person leaves.**
- **No floor hockey around the arena or in the locker rooms.**

## Coach Policies

- All practices will be organized and include age level appropriate drills for the players.
- Notify parent managers and coaching committee of any acting suspensions.
- Do not show favoritism or prejudice. Give each player an equal amount of your attention rather than an exclusive few.
- Do not be vulgar. Never swear or cuss. Avoid yelling, hollering and screaming. You are the coach, not a drill sergeant.
- Keep control of your emotions. The team reacts and learns from your behavior.
- Never "put down" a player, a position, another coach, or another team. Teach respect for the opposition.
- Insist on good sportsmanship and team unity.
- Better players have the capacity to learn faster. Use them to help others improve their skills. All players will be treated equal at practices.
- Be positive. Be encouraging. Praise improvement. Work on weaknesses but don't nag faults.
- When you are coaching, you are not the player. You are a teacher, don't fool around.
- When problems arise, take them to the parent manager or the coaching committee. Do not discuss a team related difficulty with anyone thus directly involved. Never argue or fight. Keep cool. The parent manager and/or the coaching committee will handle parental problems not the coaches.
- The scheduler is in charge of game and practice times. Work with him/her for adds or changes.
- **The Vipers/Prowl will always shake hands at the end of a game and show good sportsmanship.**
- If a player is injured at a practice or game and a parent is not available, it is the coach's responsibility to notify the parent and inform them as to what happened.
- **Coaches will be required to supervise while the players are dressing in the locker rooms. One of the coaches or Parent Manager must be present at the time that the coach has required the players to be in the locker room.** Coaches are responsible for discipline of players and to go over game plans before going on the ice.
- One of the coaching staff is responsible to inspect locker rooms after each of their respective practices and games, and should handle accordingly to keep them clean.
- Coaches are responsible for return of pucks at end of practice or season. Each "team" coach will be given a determined amount of pucks and a bag that they are responsible for or replacement.

## Parent Policies

- I will promise to help my child enjoy the hockey experience within my personal constraints by being a respectful fan, providing transportation or whatever I am capable of doing.
- I will ask my child to treat other players, coaches, fans and officials with respect, regardless of race, sex or creed, or ability.
- I will provide support for coaches and officials working with my child to provide a positive and enjoyable experience for all.
- Problems that can't be handled by the coach should be taken to the parent manager and then to the Board of Directors. The coach, parent manager and Board of Directors will work together to resolve the problem.
- Retaliation, reprisal, or any harassing behaviors directed at coaches or referees and/or any of their family members is prohibited.
- Get to know your player's parent manager. The parent manager will do his/her best to keep everyone informed.
- No parents are allowed in the locker room 20 minutes before the game and 10 minutes after the game unless directed by the coach or parent manager.

Enjoy the game and remember:

- These are kids having fun
- This is just a game!
- Coaches are volunteers
- Officials are human

## Diversity, Equity & Inclusion

Valley City Hockey is committed to fostering a welcoming environment for all by building a diverse, equitable and inclusive game. We celebrate every race, gender, and background to unite as one community. We believe meaningful action can positively affect important change in our sport and carry over into our everyday lives.

## Valley City Hockey Handbook Receipt

I have received a copy of the 2021 – 2022 Valley City Hockey Club Players, Parents & Coaches Handbook.

I agree to abide by all policies and code of conducts in the Handbook. Should I have any questions, I may direct them to any member of the Board of Directors.

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Player Signature\*

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Date

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Parent/Guardian Signature\*

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Date

**\* For players, this form must be signed by both the player and a parent/guardian.**

Please complete the form below to file a written complaint. Return the completed form to Board Level Representatives. Within 10 business days of the receipt of the form, a meeting will be set-up with you, and members of the Board to address all concerns listed below.

**Players Name:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Name of the person(s) complaint is on:** \_\_\_\_\_

**Details of the complaint:** Please provide a summary of the incident you are filing a complaint about. Please include in your summary:

- Date incident happened
- Where the incident happened?
- Who was involved?
- What happened?
- Remedy/Resolutions you are seeking?

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**I declare that I have made a true, correct and complete statement on this form.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_