

2021-2022



For Players and Parents

The Mission of the Jamestown Youth Hockey program is to provide a well-balanced competitive hockey program for boys and girls; aiding in the enrichment of the lives of the players and the realization of individual and team achievements of worth, accomplished through one's own efforts and attained with the guidance of our youth hockey coaches.

This handbook was written by the Jamestown Hockey Board of Directors in an attempt to provide players, and parents with general information, rules and regulations of our Program.

Revision 2.2.3 (July 2021)

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Welcome

The Jamestown Hockey Boosters welcome you to a new season of hockey! The Board of Directors meets the first Monday of each month in the Anton Klaus room at the Gladstone Inn & Suites at 7pm. If meeting date and times change, notice will be posted on the website under the News and Announcements section. 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. Parents/Guardians must contact their Board Representative five days prior to a meeting to be placed on the agenda. Meeting times are subject to change, so contact a board member to confirm time and place if wishing to attend.

Jamestown Hockey Boosters Board of Directors

The following people serve on the Board as either officers or directors. The years displayed are when their terms expire at the annual meeting held in April.

Matt Ettl, President*	Matt.ettl@prowl-hockey.com	2024
Cody Champagne, Vice President	Cody.champagne@prowl-hockey.com	2022
Brian Foster, Treasurer	Brian.foster@prowl-hockey.com	2024
Heather Bivens, Secretary	Heather.bivens@prowl-hockey.com	2024
Al Allmaras, Director	Allan.allmaras@prowl-hockey.com	2022
Todd Humes, Director	Todd.humes@prowl-hockey.com	2022
Whitney Trautman, Director	Whitney.trautman@prowl-hockey.com	2024
Ramone Gumke, Past President	Ramone.gumke@prowl-hockey.com	2024

*** The president of the current Board will continue on the board as a Past President for three consecutive years after their term as president. If the need should arise to fill their director position for the remaining years of their original term, the position will be appointed by the Board of Directors.**

2.12 (July 2021)

Registration Fees

Jamestown Hockey Boosters fees for the 2020-2021 Season are as follows:

Early Bird Discount Rates

Mini-Mites \$200.00
 Termites \$200.00
 Mites \$200.00
 Girls 8U \$200.00
 Squirts \$400.00*
 Girls 10U \$400.00*
 Pee Wees \$600.00** Girls
 U14 \$600.00
 Bantams \$625.00**

Regular Rates after Sept 15th

Mini-Mites \$250.00
 Termites \$250.00
 Mites \$250.00
 Girls 8U \$250.00
 Squirts \$450.00*
 Girls 10U \$450.00*
 Pee Wees \$650.00**
 Girls U14 \$650.00
 Bantams \$675.00**

* There will be an additional \$100 fee for Squirt players who make the traveling team. **Pee Wee and Bantam goalies will not be required to pay registration fees.

September 15th is the deadline for the early bird registration discount.

If payments are delinquent, 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 \$50 for children 7 & older. There is also a \$15 fee for our affiliate NDAHA. 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>.

Refund of Fees

There will be a \$25 processing fee subtracted from all refunds of player registration or September ice fees.

Communication

Practice and game schedules will be posted on our website, www.jamestownhockey.com.

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 the Board Representative and/or Parent Managers and should also be posted at the arena.

Complaints should be brought to the attention of the Board Representative of the group on the following form attached to the end of this handbook.

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Weather Cancellation Policy

The scheduler and/or scheduling committee will make the decision to cancel games based on weather. Cancellations will be communicated via text message, email, or website.

Locker Rooms

The Jamestown Hockey Boosters are 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.

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

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones and other mobile devices must be used, they should be taken outside of the locker room.

Locker Rooms will be opened 20 minutes prior to practice starting.

We will also follow USA Hockey Policy Section E on locker room supervision that states:

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

It is the policy of Safe Sport, USA Hockey and USA Hockey InLine that all Affiliates, Districts, leagues, and local hockey programs have two responsible adults present directly monitoring the locker room during all team events to assure 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 with 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.

For the purposes of the Jamestown Hockey Boosters approved team personnel will be defined as a Board member, Coach or Parent Manager.

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 Mini Mite through Bantam divisions including Girls 14U, 12U, 10U, and 8U.

Each player will be required to sell Gun Raffle Tickets. Gun Raffle tickets will be given to each family at Registration. The number of tickets needed to sell is based on the age of your player. For those players in Mini Mites and Termites, they are required to sell AT LEAST 15 tickets. Those players in Mites and above are required to sell AT LEAST 30 tickets. For those families with players in Mites and above with more than 1 player, they are required to sell at least 45 tickets. All raffle tickets need to be sold and the money and ticket stubs turned into the Board by January 7, 2022. If your ticket stubs and money are not turned in by January 7, 2022, your child will not be allowed to participate in practice or games.

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.** Parents will be responsible for 3 shifts for mites and below for each child, and 2 shifts per player for squirts and above.

Hockey Happenings

Hockey Happenings will be a squirt parent ran event.

Divisions

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

Division	Birth Date/ Year
Mini-Mites	2017 and younger
Termites	2015-2016 Birth Year
Mites	2013-2014 Birth Year
Squirts	06/01/2010 – 12/31/2012
PeeWees	06/01/2008 – 05/31/2010
Bantams	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.

Player Movement Policy

No player shall move up a level except from Termite to Mite unless the provisions below are met.

- The player's parents must submit the request in writing to the Board and attend a Board meeting to explain move.
- Be approved by a vote of the Board of Directors.
- An approval is only valid for one level movement. All future early moves must be requested at that time.

Team Selections

- Termites, Mites
 - 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 Representative at each level.
- Squirts
 - To help in the development of players being ready to play full ice hockey, the squirt program has undergone a change from past years for the upcoming year to progressively over the course of a couple of months get them ready to play full ice hockey.
 - The squirt teams will be made up of 1 travel team until January, 2022. At that time we will make as many additional, equally skilled, travel teams as necessary to accommodate the number of players at the squirt level.
 - Up until January 2021, all players at the squirt level will participate in an in-house league including those players that make the initial travel team.
 - After January 2022 thru

the end of the season, the players will finish off the year with their respective teams they end up on. ○ Squirt timeline

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- Pre-season practice and tryouts will begin middle of October.
 - 1st week of November- practice will start for all squirts.
 - November to January, 2022 – initial squirt travel team will be selected and they will play the rest of the year together. Along with that, this initial travel team will partake and participate in the inhouse league with the players whom were not picked for the initial travel team.
 - January through end of the season - initial travel team finishes the year off with the same team and the remaining players will be split up into equal competitive teams and finish the year with a travel schedule.
- PeeWees and Bantams
 - 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.

Prowl Team Colors

The primary colors for all Prowl teams are Forest Green, White and Black.

Socks: Forest Green Base with Black and White Stripes

Breezers: Black

Helmets: Black

Equipment

The following equipment is available for rent:

- Breezers – Squirts & under
- Helmets – Squirts & under
- One Goal Equipment (Mini-Mites and Termites) ○ Includes helmet, shoulder pads, elbow and shin/knee pads.

**Goalie Equipment will be provided as needed from JHB. A deposit of \$250.00 is required and will be refunded when equipment is turned in.

**Additional equipment may be made available if needed. Please contact a Board Representative with inquires.

All equipment must be returned at the last practice of the season. Board members will be on hand at all final practices to collect equipment.

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

Hockey Requirements: * Included with One Goal equipment rental.

- Mouth guard
- Skates

- Stick

- Socks- Travel and away (white and black) socks for Squirts and above.
- Elbow pads*
- Shin pads*
- Gloves*
- Shoulder pads*

Game Jerseys

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

- Keep Jerseys clean and tear free.
- Jerseys are to be worn for games only or at a coach's request.
- Jerseys are to be handed in at the end of the year clean and neatly folded.
- Jerseys for Mini-Mites through Squirts will be provided by the Boosters.
- Jerseys for PeeWees and Bantams will be purchased from the Boosters and will have a one-time fee of \$200.00. Socks will be purchased for a fee of \$40.

Parent Manager/Co-Parent Manager

Two parents of separate players from each team will be the between the liaisons parents and coaches. The duties are as follows:

- Maintain all documents required for games such as signed rosters and birth certificates.
- Confirm blocks of rooms for out of town tournaments have been set up by the scheduler.
- Obtain blocks of rooms for your team's State Tournament. These will not be obtained by the scheduler.
- Hold team meetings as needed.
- Report game results to the local papers.

Disciplinary Guidelines

The Jamestown Hockey Boosters are governed by the rules and regulations of the North Dakota Amateur Hockey Association. When you register to be a participant in programs with the Jamestown Hockey Boosters please remember the following:

1. We expect a positive attitude at all times, on and off the ice.
2. We not only represent the program, but also the community of Jamestown. Therefore, our conduct at games is important, especially when playing in another city and extends to restaurants, hotels and arenas.
3. Playing for the Jamestown Hockey Boosters is a privilege, not a right. Unacceptable behavior, on or off the ice, can lead to expulsion from the program. (See Code of Conduct).

USA Hockey allows for a Zero Tolerance policy for discipline at the discretion of the Board of Directors. Jamestown Hockey Boosters will follow the rules and guidelines of Safe Sport and Rule 10. Safe Sport has been developed to ensure the safety of its participants.

Alledged violations of Safe Sport or Rule 10 will be investigated by independent investigators who will submit a report to the Greivance/Discipline Committee to take action as deemed appropriate.

- Any conduct not aligned with the following guidelines is subject to review by the Grievance and Discipline Committee.

- Discipline Issues related to COOP players will be addressed by the PROWL COOP BOARD.
- If needed an Appeal Board will be arranged with representatives from both Jamestown and Valley City Boards that are not a part of the Prowl COOP Board.

Players' 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/guardian's responsibility. The Jamestown Hockey Boosters will respect a parent's decision. Being held out for academic reasons will not be held against the player.
- Coaches do the coaching. Players discuss with the coach but never argue with the coach. If a player feels he is being mistreated by a coach a Complaint Form should be filled out and given to the Board Representative immediately.
- 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 equipment from the locker room.
- Absolutely no floor hockey around the arena or in the locker rooms.

Parents' 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.
- All team concerns that a parent has should be directed to the assigned Board Representative.
- Retaliation, reprisal, or any harassing behaviors directed at coaches or referees and/or any of their family members is prohibited.
- Get to know your team'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.

Players' Code of Conduct

- I will follow all Jamestown Hockey, North Dakota Amateur Hockey Association and USA Hockey rules and regulations.
- 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.

NDAHA Parents' Code of Conduct

As you watch the game, please understand inappropriate/disruptive behavior is not allowed. This includes:

- The use of obscene or vulgar language towards players, coaches, and/or other fans
- Taunting of any players, coaches, officials or spectators
- Throwing of objects into the spectating areas, the players bench, score keeping and/or penalty box

If these rules are not followed, a mandatory 3 game suspension from team games will be enforced.

Additional punishment may be enforced by local governing body

Enjoy the game and remember:

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

Discipline Policy

Statement of Policy and Intent

It is the policy of the Jamestown Hockey Booster Association that any individual participating in the activities of the Association, including, but not limited to, players, coaches and parents exhibit the qualities of good sportsmanship and civil behavior and abide by the Code of Conduct of the Association. It is the intent of the Association to provide a fair and impartial review procedure to determine whether members have been involved in misconduct while participating in activities USA Hockey or any other participating event. It is not the intent of this policy to constitute a complete and final list of infractions that may be deemed inappropriate by the Jamestown Hockey Boosters. This policy will merely be used as a guideline. All infractions, regardless of severity, will be reviewed by the disciplinary committee on a case by case basis. An individual is participating in sponsored activity if he or she is a spectator, a parent, a volunteer minor game official (time-keeper, scorekeeper, penalty box supervisor or other off-ice official), a player or coach on an Association team or in attendance at any event sponsored by the Association. When it is found that a member has violated the Code of Conduct, the Association will discipline the individual in accordance with the procedures and penalties set forth in this policy and guideline.

Jamestown Hockey Boosters Association Discipline Committee

The Committee will consist of (6) members. The President will appoint the committee chairperson, and the committee will consist of association members (maximum of (2) board members). The committee members shall represent each level of play as best as possible. Members of the Committee serve at the discretion of the Executive Board and any member may

be suspended or removed by the Executive Board for violations of the Code of Conduct or breach of responsibility associated with the duties of the committee.

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Committee Duties

1. Review allegations of misconduct.
2. Determine if an individual has violated the Code of Conduct.
3. Issue penalties commensurate with the severity of the offense when determined that a violation has occurred.
4. Report to the Board regarding its activities.

*The Committee will meet as necessary during the scheduled season to carry out its duties.

*Five members of the Committee constitute a quorum and are to be in attendance in order for a meeting to occur.

*The Committee reserves the right to review all misconducts and game suspension penalties to determine if additional disciplinary action is warranted and to assure games suspensions are appropriately served and documented.

*It is the goal of this committee to issue a ruling within (48) hours following a disciplinary hearing

Reporting Infractions

All members of the Jamestown Hockey Booster association are encouraged to report any behavior issues promptly before they are allowed to escalate further. The following guidelines have been established for reporting incidents of misconduct: 1. Parents should report issues to Head Coaches

2. Assistant Coaches should report issues to Head Coaches

3. Head Coaches should report issues to Parents, Coaching Director, and Association Board Representative.

(Note) If circumstances deem that a parent/guardian has opposition to reporting infractions to a Head Coach, then that parent/guardian should then bring their concern directly to the Association Board Representative.

Notice of Meeting

1. All persons requested to attend a discipline hearing will be given forty-eight (48) hours advance notice of a scheduled hearing
2. Notice of request to attend a discipline hearing will be arranged by the Jamestown Hockey Booster Board and may be communicated by telephone, letter, electronic or other suitable means. Confirmation of contact by recipient will be requested.
3. Should a participant be unable to attend a scheduled hearing a written statement of fact may be submitted by the participant to the Discipline Committee prior to the hearing being held.
4. Minutes will be taken during a discipline hearing, and retained for the remainder of the player's time with the Jamestown Hockey Booster Board.
5. Results of the Executive Committee decision will be forwarded in writing to all parties within forty-eight (48) hours of the review.

24 Hour Rule

Coaches should not discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact. A Member is not to approach a coach to discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact. Note to 24 Hour Rule Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create strong reactions from coaches. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment. For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, the Jamestown Hockey Booster Board has adopted the "24 Hour Rule". The intent of the rule is to move an emotional and confrontational discussion away from the presence of the players, and to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in the game in perspective before meeting to discuss it.

Penalties, Terms and Conditions

Verbal Warning - May result in Removal from the ice Parents will be made aware (verbal and email) when the verbal warning is issued Offenses include but are not limited to the following:

- repetitive tardiness to practice due to horseplay in the locker room
- horseplay or disruption on or off the ice
- failure to follow instruction during practice

Written Warnings

After (3) verbal warnings have been issued a written warning will be issued Punishable by Suspension for 1 game/practice up to but not exceeding 2 games/practices Offenses include but are not limited to the following:

- multiple "verbal warning" offenses
- bullying/hazing directed at teammates on or off the ice
- blatant disrespect for the coaching staff

Board Hearing

After (3) written warnings have been issued Punishable by Suspension for 2 games/practices to possible Termination from JHB

Offenses include but are not limited to the following:

- purposely attempting to injure a player on or off the ice
- physical altercations with teammates or coaching staff on or off the ice
- sexual contact toward any player, coach or parent

**Jamestown Hockey Boosters
 Parent/Guardian Complaint Form**

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

Players Name: _____ **Team** _____

Parent/Guardian Name: _____

Telephone Number(s): _____

Name of the person(s) about complaint: _____

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?
- How were you treated differently from others (if at all)?
- Remedy/Resolutions you are seeking?

I declare that I have made a true, correct and complete answers and statements on this complaint form.

Parent Signature: _____ Date: _____

Received by: _____ Date: _____

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