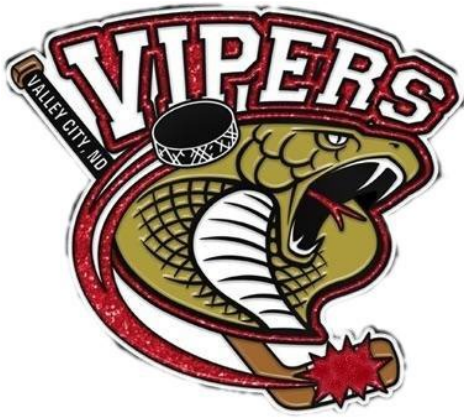


Valley City Hockey Club Handbook

2025-2026



Home of the Valley City Vipers & Jamestown Valley City (JVC) Prowl

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 you wish to attend.

2025-2026 VC HOCKEY BOARD MEMBERS

www.vcvipers.com

PRESIDENT

Stephanie Roelfsema 701.840.2348 (cell)

TERM EXPIRES

March 2026

VICE PRESIDENT

Jeremy Wiebe 701.490.1390 (cell)

March 2028

TREASURER

Amy Olsen 701.490.2754 (cell)

March 2026

SECRETARY

Kristan Bullinger 701.388.5710 (cell)

March 2026

DIRECTORS

Jeff Wurzer 701.730.6113 (cell)

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March 2027

Ty Stearns 701.840.4199 (cell)

March 2027

Kevin Chase 701.490.0793 (cell)

March 2028

Chris Tofsrud 701.351.6461 (cell)

March 2028

You may contact all board members by email at board@valleycityhockey.com.

We also post updates on our Facebook page **Valley City Vipers Hockey**

Prowl Alliance Board

Stephanie Roelfsema	Valley City	President
Ty Stearns	Valley City	Viper Board Member
Amy Olsen	Valley City	Viper Board Member
Whitney Trautman	Jamestown	President
Jeremy Forester	Jamestown	Jamestown Hockey Boosters Board Member
Mollie Perkins	Jamestown	Jamestown Hockey Boosters Board Member
Jake Stillwell	Head Boys HS Hockey Coach from Jamestown High School	

2025-26 Valley City Hockey Registration Fees

All Divisions are open to boys and girls except 12U Girls. Players must be registered to be on the ice. Season runs from November – March. Additional ice time is made available dependent on ice in/out dates. For birthdates falling under more than one age group, parents may choose their desired level.

Level	Age Range	Registration Fee before September 30, 2025 Use Discount Code -EARLYBIRD	Registration Fee after October 1, 2025
Termite	06/01/2018 – 05/31/2022	\$200	\$250
Mite	06/01/2016 – 12/31/2018	\$300	\$350
Squirts	06/01/2014 – 05/31/2016	\$425	\$475
PeeWees	06/01/2012 – 05/31/2014	\$525	\$575
Girls 12U	06/01/2012 – 12/31/2016	\$525	\$575
Bantams	06/01/2010 – 05/31/2012	\$550	\$600

Additional Fees & Discounts:

- **Goalies (Squirt, 12U Girls, Pee Wee & Bantam) are provided free registration.**
- **Equipment Rentals** - \$25.00 for season
Equipment available on a first come, first serve basis.
- **Viper Jerseys (Termite, Mite & Squirt)** – NO CHARGE, but must be returned at season end.
- **Prowl Jerseys (12U Girls, Pee Wee & Bantam)** - \$200.00/set, yours to keep.
- **Game Socks** – \$20.00/pair - Viper & Prowl Socks (home & away) are available at concessions.
- **USA Hockey** registration is required annually for all players. Details below.

2025-26 Payment Options:

We have moved our club management & registration to **Crossbar**, which offers options for credit card payments and E-Check / ACH payments. Credit Card installment fees are detailed on the check out page. There are no added fees for the E-Check / ACH option. **Pay in Full & Payment Plan Available**

If payments are canceled or otherwise not paid and/or a payment arrangement is not in place by December 1, 2025, the player will not be able to participate in any hockey activities until full payment is made.

USA Hockey Registration

In addition to Viper/Prowl Hockey registration fees, all skaters are required to be registered with USA Hockey. 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>

2025-26 USA Hockey Player Annual Membership Fees:

2019 & Younger - \$17.00 *\$15 ND Affiliate Fee is added for ages 7+.*
2017-18 - \$56.00
2013-16 - \$69.00
2007-2012 - \$79.00

Registration Questions

Kristan Bullinger - Registrar

kbullinger@valleycityhockey.com

701-388-5710

Divisions

The divisions for the 2025-2026 Season are as follows:

Level	Age Range
Termite	06/01/2018 – 05/31/2022
Mite	06/01/2016 – 12/31/2018
Squirt	06/01/2014 – 05/31/2016
12U Girls	06/01/2012 – 05/31/2014
Pee Wee	06/01/2012 – 12/31/2016
Bantam	06/01/2010 – 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 except from Termites to Mites unless the provisions below are met.

1. All players must try out for the group (youth or girls) that they intend to play with during the season. (No change requests will be granted during or after the evaluation period.)
2. USA Hockey and NDAHA age limits for playing levels change on June 1st of each year. ND school age limits for grade change on August 1st of each year. If a player's birth date falls after June 1st and the player is enrolled in the grade corresponding to the player's school age, then the player's parents may elect to permit the player to play at the higher playing level with players in his/her class.
3. A player must first register in the age group where their birth date falls.
4. A written request, for player advancement based on size, skill, and maturity must be received by October 1st – this can be sent to board@valleycityhockey.com.
5. The board will consider the request, and a decision will be made regarding allowing the player to participate in tryouts.
6. If approved by the board, the player will try out at the higher level. Criteria for allowing a player to play-up will be based on the evaluation of the player's skill and ability to contribute to the older team, the participant's maturity level compared to the older team's participants, physical size, and number of players at each level. Allowing participants to move from a non-checking division to a checking division represents the greatest risk and will receive the greatest scrutiny.
7. Following tryouts, the evaluators/coaches will make a recommendation to the board whether to accept or decline the request.

Ice Time Policy

It is the goal of prowl hockey to offer high quality competitive play at all levels with a commitment towards player development of every skater. Viper & Prowl coaches will focus on high quality player development with an overall intention, at practices and games, towards equitable play time specifically in the lower age divisions. For PeeWee, 12U and Bantam ages, at the coaches' discretion, special power play and penalty kill units are allowed during games. For development purposes, it is strongly encouraged that coaches utilize all players when there is a three-goal lead. Player behavior, attendance, and attitude throughout the season are factored into a coach's decision on game time play. 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.

Team Selections

Termites and Mites

- If registration numbers allow for more than one team, teams will be divided equally.
- Players will receive equal opportunity to participate in practice and games.
- Requests for a specific team must go through the Board of Directors representative at each level.

Squirts

- We have historically rostered ONE squirt team. If registration numbers exceed that of one team, the Board of Directors will make a determination on team numbers and levels/tiers.
- If needed, the first two weeks of practice will serve as team tryouts and an evaluation period for any Mite-age players approved to try out for the Squirt team. (See Player Movement Policy.)

Peewee, Bantam, and Girls 12U:

- 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 **Valley City Vipers** team colors are black, red, and white. Socks: Red and White – Available for purchase at Concessions. Breezers: Black Helmets: Black

The **JVC Prowl** team colors are black, forest green and white. Socks: Black and White – Available for purchase at Concessions. Breezers: Black Helmets: Black

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, wearing only for games or at coaches' request.
- Jerseys for Termites through Squirts will be provided by the Club, and need to be handed in at the end of the year clean and neatly folded.
- Jerseys for new Peewee, Bantam Prowl, and Girls 12U will be purchased and handed out at practice (**Fee for jersey is in addition to registration fee for 1st year Prowl**).

Equipment

Members are responsible for providing the following required equipment in accordance with USA Hockey Requirements: **May be available to rent on a first come, first served basis.*

- Mouth guard
- Skates*
- Stick
- Hockey Socks*
- Elbow & Shin Pads*
- Hockey Gloves*
- Shoulder Pads*
- Breezers*
- Helmets*
- Neck Guards - *Required by USA Hockey beginning August 1, 2024*

Communication

VC Viper practice and game schedules will be posted on team pages on our website, www.vcvipers.com, and in the Crossbar mobile app. JVC Prowl game and practice schedules will be posted on the Jamestown Hockey website, www.jamestown-hockey.com, and in the Crossbar mobile app.

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 and/or team chat.

Suggestions and/or concerns should be directed through a Board member at board@valleycityhockey.com or through your parent manager using the following form attached at the end of this handbook.

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.

- **Winter Raffle – this is the ONLY mandatory fundraiser. Tickets can be sold 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.
- **Viper Fireworks Sale** – June 27 - July 5 of each year. Families may sign up to work shifts to earn money towards registration fees.
- **Viper Cup Golf Tournament and Auction** - volunteers to help with organizing and setting up.

Volunteer Work

Our club relies very heavily on volunteers and all families will be asked to volunteer in some 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. Teams will need to assign clock / scorebook (Gamesheets) / penalty box workers for home games.

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

- Building & Ice Committee - including Zam Drivers
- Team & Personnel Committee
- Fundraising & Marketing Committee
- Cleaning Committee
- Concession Committee

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 team chat and/or email. A representative from Valley City and Jamestown will be chosen by the JVC COOP Board in determining if cancellations are required due to weather.

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

Co-op Items

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

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. Locker rooms will be available 20 minutes prior to the start of practice.

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 Squirt 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.

Co-ed Team Locker Room Policy

In accordance with the guidance provided by USA Hockey, the Valley City Hockey Club implements a Co-ed locker room policy that attempts to balance the social integration and camaraderie of a team while providing a safe and respectful environment for all of our participants.

Due to space constraints at our home facilities and the inability to control locker room assignments at away facilities, Valley City Hockey Club shall utilize a minimum attire policy. The minimum attire policy requires that all players of a co-ed team arrive at the rink wearing their base layer of clothing. The base layer of clothing may be worn under the players street clothes at the players discretion. All members of the team must have their base layer on and intact prior to entering the assigned locker room so that no player of one gender has the opportunity to see a player or players of the opposite gender in a state of dress/undress. If for some reason the player is not able to arrive at the rink with the base layer in place, then that player must find and utilize a restroom facility applicable to the players gender to change into their base layer before entering the assigned locker room.

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 14 may be used for documentation.

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

For Coaches and Parents:

Valid complaints of coaches and parents should be brought to the attention of the Board of Directors. Please observe the **24 Hour Rule** – Wait to discuss any game or practice incident or situation that occurred that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact. 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.

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 & 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 will 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.

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 a parent, spectator, or fan is asked to leave by a games official, a mandatory 3 game suspension from team games will be enforced through NDAHA. The Valley City Hockey Board/JVC Coop board will enact an additional 3 game suspension.

Additional punishment may be enforced by local governing body based on incident

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.

Acknowledgement of the Valley City Handbook

I have reviewed, either online or hard copy, a copy of the 2025-2026 Valley City Hockey Club Handbook.

I acknowledge and agree to abide by all policies and code of conducts in the Valley City Hockey Club Handbook

In doing so, this Handbook must be reviewed, signed hard copy by both the participating player and a parent/guardian and returned to the Valley City Hockey Board representative for that players age classification; or the Handbook must be reviewed, electronically acknowledged & signed by both the participating player and a parent/guardian during the players respective association online registration.

Compliance to either of the above online registration or hard copy acknowledgements must be done prior to the first date of any Valley City/JVC schedule activity.

If you have any questions in reviewing and/or acknowledgement of the Handbook, please contact any Valley City Hockey Club Board of Directors.

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.

Player Signature*

Date

Parent/Guardian Signature*

Date

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

