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# HANDBOOK

2026-27

**MCKENZIE COUNTY  
HOCKEY CLUB**

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



## **MCHC HANDBOOK 2026-2027**

McKenzie County Hockey Club's mission is to provide the youth of Watford City area opportunities, both recreational and competitive, to participate in ice hockey.

Lifetime lessons will be learned in: Responsibility, Physical Fitness, Discipline, Cooperation, Sportsmanship, Teamwork, and Leadership.

Most important participants will have FUN learning and playing the greatest game on earth.

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## **OUR HISTORY**

### ***Celebrating Our Legacy and Growth***

Watford City Oiler Hockey began in **1985**, sparked by the shared vision of two community leaders united by their love of sports and their dedication to Watford City. With the support of the Watford City Park Board, the first outdoor rink was built, and 12 young players, aged 5 to 14, skated onto the ice to form the very first Oiler team.

Though victories were scarce in the early days, the program steadily grew, year by year, laying out the foundation for future success. In 1994, the dream of indoor ice became a reality with the construction of the Multi-Purpose Building, a milestone made possible by the hard work of players, parents, volunteers, and the community. This indoor rink not only shielded players from the elements but also provided a space for the program to flourish.

Today, the Roughrider Center stands as a shining testament to the enduring commitment of countless individuals. While the founding vision of two passionate leaders set the wheels in motion, it is the tireless efforts of volunteers—coaches, parents, and community members—who dedicate countless hours to the program that sustains its legacy. Their work ensures that every player has the opportunity to grow both on and off the ice, fostering teamwork, resilience, and lasting friendships.

The Watford City Oiler Hockey program thrives today not only because of its proud history but because of the unwavering spirit of its community. It is thanks to our founders' vision and the continuing dedication of our volunteers that this program remains a cornerstone of Watford City, inspiring future generations to take to the ice and carry forward this remarkable tradition.

## **WHO WE ARE**

### ***Our Mission, Vision, and Values***

#### **MISSION STATEMENT**

The McKenzie County Hockey Club is dedicated to providing the youth of the Watford City area with opportunities to participate in ice hockey, both recreationally and competitively. Through the sport, participants will develop lifelong skills in responsibility, physical fitness, discipline, cooperation, sportsmanship, teamwork, and leadership. Most importantly, we aim to foster a fun and supportive environment where players can enjoy learning and playing the greatest game on earth.

#### **VISION STATEMENT**

To inspire and empower the next generation of student athletes and leaders by cultivating a passion for ice hockey within a strong, inclusive, and supportive community. We envision a program that not only produces skilled hockey players but also instills values that shape well-rounded individuals who positively impact our community and beyond.

#### **VALUES**

At the McKenzie County Hockey Club, we are guided by the following principles:

- **Integrity:** Promoting honesty, fairness, and strong moral principles in all aspects of our program.
- **Teamwork:** Believing success comes from working together and valuing each member's contribution on and off the ice.
- **Sportsmanship:** Fostering respect, humility, and graciousness in both victory and defeat.
- **Community:** Strengthening our local connections and giving back to the community that supports us.
- **Academics:** Prioritizing education as the foundation for personal and professional growth, encouraging players to achieve their fullest potential in the classroom.
- **Excellence:** Inspiring participants to reach their fullest potential through hard work and dedication.
- **Fun:** Valuing joy and passion in the game, ensuring a positive experience for all participants.

## **MCHC BOARD OF DIRECTORS:**

### **Board of Directors Term Structure**

#### **Term Length**

- Each Director shall serve a three-year term.
- In the 2026 election, the two applicants with the most votes will serve four-year terms (2026-2030).
- The next two applicants with the highest votes will serve three-year terms (2026-2029).

#### **Rotational Term Cycle**

After the 2026 adjustment, all board member positions will follow a standard three-year term rotation.

#### ***VISUAL REPRESENTATION OF TERMS***

<b>BOARD MEMBER</b>	<b>2025 ELECTION</b>	<b>2026 ELECTION</b>	<b>FUTURE TERM ROTATION</b>
<b>Member 1</b>	Syvertson 2025-2028		2028-2031
<b>Member 2</b>	Junker 2025-2028		2028-2031
<b>Member 3</b>	Le Clair 2025-2028		2028-2031
<b>Member 4</b>		Knetzger 2026-2030	2030-2033
<b>Member 5</b>		Kienholz 2026-2030	2030-2033
<b>Member 6</b>		Sweet 2026-2029	2029-2032
<b>Member 7</b>		Johnsrud 2026-2029	2029-2032

## **2026-27 BOARD MEMBER INFORMATION**

<b>POSITION</b>	<b>NAME</b>	<b>PHONE NUMBER</b>	<b>CURRENT TERM LIMIT</b>
<b>President</b>	Cody Knetzger		2026-2030
<b>Vice President</b>	Jamie Junker		2025-2028
<b>Treasurer</b>	Spencer Syvertson		2025-2028
<b>Secretary</b>	Samantha Kienholz		2026-2030
<b>Board Member</b>	Britnee Sveet		2026-2029
<b>Board Member</b>	Kevin Le Clair		2025-2028
<b>Board Member</b>	Kris Johnsrud		2026-2029

The Board of Directors can be reached at [wcoilers@outlook.com](mailto:wcoilers@outlook.com). Each member serves a 3-year term, with elections held at the Annual Meeting.

## **MCHC BOARD MEETINGS**

**MCHC Board Meetings** MCHC Board meetings are held on the **2nd Tuesday of every month at 6:00 PM**. Any changes will be posted on the website calendar.

If you have an item for the agenda, please reach out to a board member. Agenda items **must be submitted at least 72 hours in advance** unless all board members agree to a late addition.

Members are welcome to attend board meetings, but only those on the agenda may address the meeting. If a member speaks without having the floor, they will receive a warning. A second violation will result in removal from the meeting.

## **ADMINISTRATIVE POSITIONS**

<b>Position</b>	<b>Name</b>
Registrar	Lori Schettler
Scheduler	Nikki Erwin
SafeSport Coordinator	Jennifer Fitzgerald
Dibs Coordinator	Tami Meuchel
Ref Coordinator	TBD
Equipment Manager	Jaycee Nunes
Winter Classic Tournament Director	Jamie Junker
Winter Classic Event Coordinator	TBD

Please refer to the website for the above contact information.

## **COMMITTEES 2026-27**

### **BYLAWS AND ORGANIZATIONAL STRATEGY COMMITTEE**

- Cody Kneztger – Chair
- Kevin Le Clair
- Keith Norbeck

### **BUDGET/FINANCE COMMITTEE**

- Spencer Syvertson – Chair
- Keith Norbeck
- Kyle Kienholz
- Justin Voll
- Bobby Kaloustian

### **FUNDRAISING AND MARKETING COMMITTEE**

- Samantha Kienholz – Chair
- Courtney Stone
- Kathy Skarda
- Candice Junker
- Hallie Johnsrud
- Bethany Devlin
- Kyle Kienholz
- Kashia Lunday

### **TOURNAMENT COMMITTEE**

- Jamie Junker – Chair/Tournament Director
- TBD – Event Coordinator
- Lori Schettler

### **HOCKEY COMMITTEE**

- Kris Johnsrud – Chair
- Spencer Syvertson
- Shaun Breiland
- Preston Stearns
- Bobby Kaloustian

#### **HOCKEY SUBCOMMITTEE**

- Open meeting
- Player development
- All Head Coaches

### **EQUIPMENT AND JERSEY COMMITTEE**

- Britnee Sweet – Chair
- Jaycee Nunes – Eq. Manager
- Pat Fitzgerald
- Jennifer Fitzgerald
- Ilea Charlton
- Kat Hartel
- Amanda Eisenschenk
- Meghan Jellesed

### **CONCESSIONS/COOK TRAILER/DIBS COMMITTEE**

- Britnee Sweet - Chair
- Kathy Skarda – Manager
- Andrew Grace
- Matt Beard
- Amanda Eisenshenk
- Courtney Stone

### **FACILITY COMMITTEE**

- Kevin Le Clair – Chair
- Kris Johnsrud
- Chris Martin
- Andy Eisenshenk
- Dave Hansen
- Pat Fitzgerald
- Collin Bell
- Jeff Jensen
- Austin Stacey
- Cliff Wenstad
- Jaycee Nunes
- Tim Nunes

### **DISCIPLINARY COMMITTEE**

- Kevin Le Clair - Chair
- Leah Voll
- Pat Spacher
- Noelle Green
- Robin Schmidt
- Andrew Swanson

Please refer to the website to see if any committee membership has changed. If you want to serve on a committee, please send a request to the Board of Directors' email and see the Committee Handbook.

## **CLUB CONTACT INFORMATION**

**WEBPAGE:** [Watford City Youth Hockey \(wcoilers.com\)](http://wcoilers.com)

**FACEBOOK PAGE:** <https://www.facebook.com/mckenziecountyhockeyclub>

**EMAIL:** [mchcbod@wcoilers.com](mailto:mchcbod@wcoilers.com)

**MAILING ADDRESS:**

McKenzie County Hockey Club, PO BOX 1332 Watford City ND, 58854

**PHYSICAL ADDRESS:**

MCHC Rough Rider Center, 2209 Wolves Den Parkway, Watford City ND, 58854

## **STANDARDIZED HOCKEY DATES**

To streamline operations and ensure consistency, we have established the following standardized dates for fall training, tryouts, practices, and evaluations:

<b>EVENT</b>	<b>DATES FOR 2026</b>
Fall Training Program	August 31-September 25
SQ/10U & Up Tryouts (if applicable)	September 28-October 2
SQ/10U & Up Practice Start	October 12
8U/LTS/LTP Practice Start	November 2
8U Evaluations	November 16-19
LTS/LTP Practice End Date	February 18, 2027
8U Practice End Date	March 4, 2027
10U/Squirts Practice End Date	February 25, 2027

Note: Special provisions will be made for teams advancing to March tournaments after the second week of State Tournaments.

# **REGISTRATION AND REVENUES**

## **Registration Details**

- **Fees:** Determined annually and vary by level of play.
- **Discounts:** Early bird discounts apply; late registrations incur a \$100 fee.
- **USA Hockey:** All players are required to register annually with USA Hockey to be eligible for team rosters and covered under their insurance. Registration ensures compliance with national regulations and provides insurance coverage for players during all activities
- All revenue supports player development, facilities, and community programs.

## **MCHC FIRST YEAR PLAYER REGISTRATION POLICY**

### **Purpose**

McKenzie County Hockey Club (MCHC) wants to encourage new families to join the sport of hockey by reducing the financial barrier for young, first-time players. This policy outlines when a player qualifies for **free first-year registration**.

### **1. Eligibility for Free Registration**

Free registration is available **only to first-year players** in the following age groups:

- **Squirts (10U Boys)**
- **10U Girls**
- **All age groups below these levels** (Mites, 6U, 8U, etc.)

These players qualify for free registration **only if this is their first year ever playing organized hockey**.

### **2. Age Groups Not Eligible**

The following age groups **do not** qualify for free first-year registration:

- **Peewee (12U Boys)**
- **12U/14U Girls**
- **Bantam (14U)**
- **High School or JV levels**

Players entering these older age groups must pay the standard registration fee, even if it is their first year playing hockey.

### **3. Players Coming from Another USA/Canadian Hockey-Sanctioned Club**

A player **does not** qualify for free registration if:

- They previously played for **any** USA/Canadian Hockey sanctioned club or association
- They are transferring from another association, regardless of age
- They have prior organized hockey experience at any level

In other words: **Free registration is only for brand-new players who have never been rostered with a USA/Canadian Hockey program before.**

### **4. Verification**

Families may be asked to confirm.

### **5. Equipment, Team Fees, and Other Costs**

Free registration applies **only to the club's registration fee**. Families are still responsible for:

- USA Hockey membership fee
- Equipment costs
- Team based fees (tournaments, travel, apparel, etc.)
- Fundraising requirements

### **6. Club Discretion**

MCHC may adjust or discontinue this program at any time based on:

- Budget considerations
- Enrollment numbers
- Program capacity

### **Revenue Sources**

- Member registration
- Tournament team fees/Merch table
- Concession stand profits/Cookshack
- Fundraising activities
- Legalized e-tab gambling revenue
- Sponsorships from local businesses

## **MCKENZIE COUNTY HOCKEY CLUB LOGO POLICY**

All logos associated with the McKenzie County Hockey Club (MCHC) are the exclusive property of the organization. Approval from the club is required for any usage of its logos.

### **LOGO USAGE AND MERCHANDISE COORDINATION**

- All merchandise featuring the MCHC logo must be coordinated through the Fundraising, Marketing & Communication Committee Chair, **Samantha Kienholz**
- Samantha will manage logo usage requests and collaborate with the **MCHC Board of Directors** for approval.
- Managers interested in creating items for fundraising or team gifts must contact Samantha for assistance with their request. Contact Information: **701-570-7055**

### **POLICY GUIDELINES**

- Logo merchandise items must **not conflict** with products already being sold by the club or its teams.
- Any sales of logo merchandise outside of these approved parameters are **not the responsibility of MCHC**.
- This policy ensures consistent branding and effective management of logo merchandise within the organization.

## **TEAM FUNDRAISING**

To maintain consistency and uphold organizational values, the following rules apply to team fundraising:

- 1. All fundraising activities must be approved by the MCHC Board of Directors.**
- 2. Items featuring the MCHC logo may not be sold without explicit Board approval.**

Teams are encouraged to coordinate their efforts with the Board to ensure activities align with club policies and goals.

## **ZERO-TOLERANCE SOCIAL MEDIA POLICY**

The McKenzie County Hockey Club (MCHC) values the use of social media as a positive tool for connection and interaction among athletes, staff, volunteers, fans, media, members, and the community. These guidelines are intended to encourage the responsible and constructive use of social media, reflecting MCHC's mission and values.

**What is Social Media?** Social media platforms like Facebook, Instagram, Twitter, and others enable sharing of information, photos, videos, and more.

**MCHC's Use of Social Media:** MCHC uses social media to engage with its community, promote programs, and share updates. Only official MCHC accounts may use its branding.

**Representation of MCHC on Social Media:** All content shared on social media platforms is considered public information and a reflection of MCHC. Those representing MCHC—including athletes, staff, and volunteers—must act in the best interest of the organization and refrain from any conduct that could harm the club's reputation or the broader hockey community. Improper actions or comments, such as the use of threatening, abusive, or indecent language, will result in disciplinary action, including suspension of activities and restricted access to MCHC facilities and games.

### ***Guidelines for Representing MCHC Online***

- **Positive Representation:** Reflect MCHC values and maintain professionalism.
- **Public Nature:** Assume all posts are public, regardless of privacy settings.
- **Audience Awareness:** Content is visible to diverse audiences, including children.
- **Post with Care:** Avoid sharing anything you wouldn't want widely published.
- **Logo Usage:** Use of MCHC branding is restricted to authorized accounts.
- **Good Judgment:** Refrain from comments that are discriminatory or inflammatory.
- **Zero-Tolerance:** Posting about illegal substances or underage drinking will result in disciplinary action.
- **Respect Sponsors:** Avoid negative comments about MCHC's sponsors or partners.

If unsure about the appropriateness of content, consult Samantha Kienholz, MCHC's Communications Manager, before posting. Apologies or post deletions do not prevent disciplinary action.

## **DIBS-VOLUNTEER POLICY**

The McKenzie County Hockey Club (MCHC) is a volunteer-driven organization. Since 1985, the success of MCHC has relied on the dedication of its members and the thousands of volunteer

hours contributed to enhancing the club, its facilities, and its players. We deeply value your time and efforts, which are crucial to making each season a success.

## **VOLUNTEER HOURS REQUIREMENT**

Each hockey family (defined as the parent(s) of one or more MCHC players) is required to complete 20 volunteer hours per season, starting from their second season.

- Minimum Concession Hours: At least 10 of the 20 hours must be fulfilled in the concessions or summer cookshack area.
- First-Year Members: Families in their first season are required to complete 5 hours of concessions.

Example: John and Jane Doe, as parents of Billy, Bobby, and Susie, must collectively complete 20 DIBS hours per season, with at least 10 hours in concessions.

### **DUTIES THAT AUTOMATICALLY FULFILL 20 HOURS**

The following roles meet the full volunteer requirement:

- Head Coaches
- SafeSport Coordinator
- DIBS Coordinator
- Gaming Manager
- Equipment Manager
- Concessions Manager
- Board of Directors
- Facility Manager
- Winter Classic Tournament Director
- Winter Classic Event Coordinator

### **DUTIES REQUIRING 20 HOURS**

These roles still require families to fulfill 20 hours of DIBS tasks:

- Locker Room Monitors
- After-game rink clean-up
- Team Managers
- Home Game Box Workers

### **DUTIES REQUIRING 10 CONCESSION HOURS**

Certain roles require families to complete 10 hours in concessions:

- Parent Referees
- Parent Assistant Coaches
- Zamboni Drivers

## **TRACKING DIBS HOURS**

Families can monitor their DIBS hours by logging into their profile on Crossbar.

## **DIBS INCENTIVE POLICY**

MCHC is pleased to offer incentives for families who go above and beyond their required volunteer hours. These incentives are designed to reward extra contributions that benefit the club and its community.

### **INCENTIVES FOR ADDITIONAL HOURS**

#### **1. 40 Total Volunteer Hours**

- Work at least 20 hours in concessions and 20 additional hours (40 hours total) within the same season.
- Receive a 10% discount on your registration fees for the following season.

#### **2. 80 Total Volunteer Hours**

- Work at least 40 hours in concessions and 40 additional hours (80 hours total) within the same season.
- Receive a **25% discount** on your registration fees for the following season.
- Earn one entry into a drawing for **\*\*one free registration**

#### **3. First-Year Families (Required 5 Volunteer Hours)**

- To encourage new families to engage beyond the minimum requirement, first-year families may earn incentives at the following hour levels:

##### **1. 20 Total Volunteer Hours**

- Must include at least 10 hours in concessions
- Earn a **10% discount** on registration fees for the following season.

##### **2. 40 Total Volunteer Hours**

- Must include at least 20 hours in concessions
- Earn a **25% discount** on registration fees for the following season.
- Receive **one entry** into a drawing for one free registration.

**All DIBS workers must be 16 or older.**

**All DIBS must be completed, or the \$1,000 fee paid prior to the last games of the season, or your child/children will not get to participate in their STATE tournament or their last weekend of scheduled games. You must have any outstanding invoice paid as well, or** 19

**you will not be eligible for their STATE tournament, their last weekend of scheduled games or potentially to register for the next eligible upcoming hockey season.**

## **EQUIPMENT RENTAL POLICY**

MCHC provides equipment rental options for younger and beginner players to ensure accessibility and participation. Below are the details for equipment rental:

### **REGULAR SEASON RENTALS**

- Rental Fee: \$100 for the regular hockey season (October 1st – March 12th).
- Payment: The rental fee must be paid prior to receiving equipment. Select the option “[Yes, I would like to rent equipment]” during player registration.
- Game socks are purchased when you register along with the 19U and Junior Gold equipment (If Applicable)
- Returns: All rented equipment must be returned at the end of the season.

### **SPRING/SUMMER RENTALS**

- Re-Rental Fee: \$75 for camps and summer leagues (March 13th – September 30th).
- Process: Players can re-rent gear if needed after the regular season.

### **ADDITIONAL ITEMS**

- Not Included: Sticks, neck guards, undergarments, jock/jill protection, practice jerseys, practice socks, and game socks are not covered by the rental fee.
- Purchases: Families are responsible for purchasing these items separately. Contact your team manager or coach to ensure you buy the correct game socks.

## **EQUIPMENT AND UNIFORM REQUIREMENTS**

To ensure player safety and maintain uniformity across all teams, the following guidelines outline required equipment and uniform expectations:

### Equipment Requirements

Players must wear the required equipment for their respective level during all games and practices. Failing to comply will result in exclusion from participation. Below is a detailed chart:

Equipment	Learn-to-Skate	Learn-to-Play/6U	Mites/8U	Squirt/10U	Peewee/12U & Above
Approved Helmet/Mask	SS	R	R	R	R
Approved Mouth Guard	SS	SS	R	R	R
Shin Pads	SS	R	R	R	R
Elbow Pads	SS	R	R	R	R
Breezers/Girdle Pads	SS	R	R	R	R
Cup or Pelvic Protector	-	SS	R	R	R
Shoulder Pads	-	SS	SS	R	R
Hockey Gloves	R	R	R	R	R
Throat Protector	R	R	R	R	R

Key: R= Required, SS = Strongly Suggested

## **ADDITIONAL UNIFORM RULES**

### **General Requirements**

- **Throat Protectors:** Required by USA Hockey for ALL goalies and skaters in practice and in games unless they are 18 years old.
- **Goalie Equipment:** Full goalie equipment is mandatory when playing or practicing in goal, except at Learn-to-Play/6U levels.
- **Base Color for Travel Games:** Players are encouraged to wear black gloves, helmets, and hockey pants during travel games.
- Players may **not** wear game jerseys or game socks during practice sessions.

### **SKATERS**

- **Helmets:** Must be black.

- **Gloves:** Must be predominantly black; only white and/or red accent colors are allowed.
- **Breezers:** Must be black.
- **Skate Laces:** Must be white, with only black or red accent colors permitted.

## GOALIES

- **Helmets:** Must have dominant colors of black, red, or white. Custom helmet design graphics are allowed as long as the dominant colors remain black, red, or white.
- **Pads, Blockers, Gloves:** Must be white, black, or red in any variation. Custom pad graphics are **not** allowed.

## STICK BLADE TAPE

- Must be white or black.

## HELMET STICKERS

Helmets may only include:

- Manufacturers required safety/warning decals.
- Player numbers matching the uniform, provided by MCHC.
- Stickers provided by MCHC, placed in the same location for the entire team.

## GAME JERSEYS

The club provides game jerseys for each player, subject to the following rules:

- **Care and Returns:** Jerseys must be cleaned and returned at the end of each season.
- **Captain's Letters:** If added, letters must be sewn using a large zigzag stitch for easy removal.
- **Nameplates:** Nameplates are not allowed on club-owned jerseys.
- **Retired Numbers:** Jersey numbers **41** and **45** have been retired by the club and cannot be used.

### JR GOLD AND 19U TEAMS (If Applicable)

- These teams use custom jerseys, helmets, gloves, breezer covers, and socks that may be purchased.
- To purchase game equipment, please follow the online registration page for items required by your team

- Players who choose not to purchase jerseys must return them at the end of each season.

## **SKATE SHARPENING**

Sharpening machines are located near the Zamboni room. To ensure skates are sharpened safely, correctly, and consistently, **all individuals must be trained before operating the skate sharpener**. Please contact the Facility Chair to schedule your required training.

### **Sharpening Requirements**

- Speak with your coach to confirm available sharpening times.
- Each team should designate one person responsible for coordinating skate sharpening.
- The Facility Chair must **sign off on your ability to operate the skate sharpener before you are permitted to sharpen skates**.

## **RINK RAT PHILOSOPHY**

MCHC believes that the key to hockey player development is ice time.

- **Where Teams Are Made:** Practices and games build teamwork and competitive play.
- **Where Players Are Made:** Development happens through open hockey, outdoor skating, private rinks, and off-season activities.

Parents play a vital role in fostering their child's hockey skills by taking advantage of all available opportunities. True hockey enthusiasts, known as “Rink Rats,” are made through dedication to **unstructured** and enriching ice time.

## **OPEN HOCKEY**

Open Hockey is a vital opportunity for players to grow their skills in a fun and unstructured setting. Successful MCHC players have honed their skating, shooting, and stickhandling abilities on outdoor rinks and during Open Hockey sessions.

Research highlights that skilled players spend significantly more time practicing with friends outside of structured sessions compared to less skilled players.

### **MCHC OPEN HOCKEY GUIDELINES**

To ensure an enjoyable and productive experience:

**1. Player-Driven Atmosphere:**

- Adults, parents, or coaches should refrain from organizing activities, except for 8U sessions where limited adult presence is allowed.
- Monitor player behavior without dictating games or drills to maintain a backyard-style environment.

**2. Scheduled Attendance:** Attend the session designated for your level.

**3. Membership Requirement:** Players must be active MCHC members to participate.

**4. Respect and Inclusion:**

- Divide the ice equally among players for games or skill practice.
- Include all players and maintain respectful behavior.

**5. Safety Protocols:**

- No checking or contact.
- Ensure that all doors are securely closed.
- Full equipment, including a face mask and neck guard, is mandatory.
- Hard slap shots are prohibited at 8U and below
- Food and drink are not allowed on the ice.

If any dangerous behavior or situations arise, report them to staff immediately. Players who fail to follow these guidelines will be asked to leave the ice.

## **TEAM MANAGER**

Team Managers are appointed by coaches and serve as key coordinators between the Board of Directors (BOD), coaches, players, and parents. Their role is essential in ensuring smooth operations and effective communication within the team.

### **GENERAL RESPONSIBILITIES**

- Organizing workers for home games (e.g., clock, penalty box, scorebook, locker room monitor).
- Confirming away game details (time and location) with the MCHC Scheduler.

- Reserving hotel blocks for away trips and coordinating travel arrangements.
- Liaising with the fundraising committee to facilitate team fundraising efforts.
- Ensuring rosters and stickers are available for all games (Avery stickers recommended; free online tools are available for creating sticker files).
- Facilitating communication between parents and coaches (e.g., scheduling private meetings instead of confrontations before, during, or after games).
- Assisting with jersey and equipment collection at the end of the season.
- Updating team information in Crossbar, including wins/losses and tournament details.

#### **ADDITIONAL RESPONSIBILITIES**

- Collecting and maintaining contact information for team parents.
- Communicating schedule changes and updates to all team members.
- Organizing team functions and appropriate group activities.

#### **LEAGUE TEAM-SPECIFIC RESPONSIBILITIES**

- Completing state tournament requirements.
- Submitting home game GameSheets via text or email to the appropriate state league contact after each home game.

## **PRACTICE-UP POLICY**

The McKenzie County Hockey Club encourages players to practice up during the hockey season if they are at the top of their age division. Practicing at a higher level promotes skill development and fosters motivation to improve. However, practicing up carries increased risks of injury, and all requests must adhere to the following guidelines:

### **Guidelines for Practicing Up**

1. Players may not practice more than **one age division** above their own.
2. Approval will be based on an **on-ice evaluation** of the player's physical size, skill level, and maturity.
3. Both the **player's current coach** and the coach of the older age division must agree to the request.
4. Players transitioning from a **non-checking division** to a **checking division** require additional approval from the **MCHC and Hockey Director (if applicable)**.
5. If the older division coach determines the player is struggling, the coach must reverse their decision to practice up.
6. Approved participants must attend all **functions of their own level** and may not miss them due to practicing up.

# **PLAYER MOVE UP POLICY**

## **DEFINITION**

“Moving up” refers to a player participating in a level above their ND Hockey age group.

## **MOVE-UP REQUEST PROCESS**

1. Requests must be submitted in writing to the MCHC and Hockey Director (if applicable) by October 1st.
2. Decisions are made by the MCHC and Hockey Director (if applicable), in collaboration with the player’s parents and the involved coaches.

## **FACTORS FOR CONSIDERATION**

Decisions are based on the following, in order of importance:

1. **Grade in School:** Players born in 2016 or earlier may play with their school grade upon request. Otherwise, the following rules apply:
  - Program Impact: Assess how moving a player affects team numbers across all age groups. For example:
    - A shortage in a higher age group may allow a player to move up to play on a “B” team.
    - Conversely, sufficient numbers at a lower level may require a high-caliber player to remain in their age group.
  - Skill Level: Players must be “A” caliber or elite to move up. Those unable to make the “A” team at the next level must remain at their assigned level.
2. **Player’s Best Interest:** Consider whether:
  - The player’s current level is no longer challenging.
  - The player is physically and mentally mature enough to compete and interact with older players.
  - A summer birthday places the player in a “gray area.”

For additional age-level participation details, refer to the NDAHA website at [www.ndaha.org](http://www.ndaha.org)

# **MCHC DOUBLE ROSTERING POLICY (ALIGNED WITH NDAHA REQUIREMENTS)**

As an affiliate of the North Dakota Amateur Hockey Association (NDAHA), the McKenzie County Hockey Club (MCHC) is required to follow all NDAHA and USA Hockey rules regarding player rostering. The following policy outlines how double rostering is governed within MCHC and the conditions under which it may be considered.

## **DEFINITION**

Double rostering refers to a player being listed on more than one team roster for the same season.

## **1. Governing Principles**

MCHC adheres to the following NDAHA and USA Hockey rules and guidance:

- Players may only be rostered on **one team** within NDAHA unless an exception is formally approved.
- NDAHA prohibits the formation of **all-star teams**.
- USA Hockey strongly discourages players from **jumping two age classifications** due to safety concerns.
- ADM principles require players to participate at their **appropriate developmental level**.
- The absence of checking at the Pee wee level may create safety concerns for players moving between levels.
- Locker room policies must consider **age appropriate separation**.
- Player safety and well-being must be prioritized, including avoiding excessive game counts and preventing family burnout from excessive travel.
- Affiliates with **more than one team at the same classification** may not double roster players.

## **2. Purpose of the Inadequate Numbers Rule**

The NDAHA “Inadequate Numbers Rule” exists solely to ensure that a team can form when roster numbers would otherwise make it impossible. It is intended to be used **only as an exception**, not as a routine roster building strategy.

MCHC will remind all coaches, directors, and families that double rostering is **not a developmental tool** and should only be considered when a team cannot exist without it.

## **3. MCHC Expectations Prior to Any Double Roster Request**

Before requesting a double roster exception, MCHC will:

1. **Evaluate internal player movement** to determine whether players can be permanently placed at the appropriate level to form viable teams.
2. **Encourage permanent movement** of players—particularly at the Squirt level—when age, maturity, and development indicate they would benefit from two full years at Pee wee and Bantam.
3. Ensure all alternatives have been exhausted before considering a double roster request.

#### **4. Conditions Required for Double Rostering**

If MCHC determines that a team cannot exist without double rostering, the following NDAHA-mandated conditions apply:

##### **Roster Size Limits**

- **Bantam / 14U Girls and younger:** Minimum of **10 skaters + 1 goalie** (11 total).
- **Jr. Gold and 19U:** Minimum of **12 skaters + 2 goalies** (14 total).

##### **Age & Safety Requirements**

- Dual rostered players must be **no more than one birth year younger** than the upper team to minimize locker room and developmental concerns.

##### **Participation Requirement**

- Dual rostered players must commit to attending **at least 70% of all games** for both teams to avoid negatively impacting standings, seeding, and tournament play.

#### **5. Approval Requirements**

No player may participate with or be added to a roster as a dual rostered athlete until **all approvals are obtained**.

The following signatures/approvals are required:

1. **District Directors**
2. **ND USA Hockey Registrar**

Approval must be secured **before** the player steps on the ice with the team.

#### **6. Enforcement**

Failure to follow this policy may result in:

- Removal of the player from one or both rosters

- Team ineligibility for NDAHA or USA Hockey events
- Disciplinary action for coaches or team staff

MCHC will strictly enforce this policy to maintain fairness, safety, and compliance with state and national governing bodies.

## **TEAM TRY OUTS/EVALUATIONS**

Tryouts or evaluations will be conducted at the beginning of the season for all team levels, if necessary. The following process will be followed:

### **1. Team Composition:**

- The number of players per team is determined by the MCHC and Hockey Director (if applicable), with input from the coaches.

### **2. Player Placement:**

- The Hockey Director (if applicable), coaches, and third-party evaluators decide on team placement. Final rosters are submitted to the Board of Directors (BOD) for approval and then shared with families.

## **ATTENDANCE REQUIREMENTS**

- Players must attend at least one age-level tryout date unless prior notice is given to the BOD explaining their absence.
- Players who miss tryouts will be placed on their prospective team based on their prior season, pending the excused reason.

## **SPECIAL CONSIDERATIONS FOR MOVING UP**

- Players moving up an age level will have their team placement decided by the Hockey Director (if applicable) and coaches, based on previous experience with the player.

## **FINAL ROSTERS**

- Rosters must be submitted to the NDAHA registrar by December 15 or before the first league game, whichever comes first.

## **MCHC YOUTH HOCKEY – PYRAMID OF PROGRESSION & DEVELOPMENT OVERVIEW**

The McKenzie County Hockey Club provides a structured development pathway for players of all age levels, emphasizing skill progression, teamwork, and personal growth. This guide integrates 29

the pyramid progression levels with detailed development goals to provide a comprehensive roadmap for each stage of player and goalie development.

## **HIGH SCHOOL LEVEL**

**Oilers Jr. Gold and 19U Girls:** The highest level of competition, focusing on refining advanced hockey skills, leadership, and team success.

## **BANTAM/14U GIRLS**

**Player Age:** 13-15 years old (depending on NDAHA rules of birth date). **Overall Goals:** Develop scorers, puck handlers/playmakers, and defensemen. **Participation:** NDAHA league and playoffs (approx. 40-45 games).

### ***Individual Skills:***

- **Skating:** Strength, speed, power, and endurance. Address weaknesses and refine technique.
- **Stick Handling:** Maintenance and quickness.
- **Passing:** Emphasize touch passes, tape-to-tape accuracy, and anticipation.
- **Shooting:** Quick releases, shooting on the fly, screens, tips, and improving weak areas.
- **Offensive Skills:** Puck control, faceoff positioning, and strategic use of boards.
- **Defensive Skills:** Finish checks, prevent give-and-go plays, and maintain positioning.

### ***Team Skills:***

- **Forwards:** Offensive breakouts, puck cycling, minimizing turnovers, penalty kills, and pressuring puck carriers.
- **Defensemen:** Holding defensive blue lines, breakouts, D-to-D passes, and decision-making at the offensive blue line.

### ***Coaching Priorities/Philosophy:***

- Develop defensemen and team discipline.
- Encourage creativity with the puck.
- Maintain game-like conditions during practice.
- Emphasize respect and communication on ice.

## **PEE WEE/12U GIRLS**

**Player Age:** 11-13 years old (depending on NDAHA rules of birth date). **Overall Goals:** Emphasize skating fundamentals, refine passing/shooting techniques, and develop defensemen and positional play. **Participation:** NDAHA league and playoff games (approx. 35-40 games).

### ***Individual Skills:***

- **Skating:** Edge control, turns, pivots, acceleration drills, and lengthening stride.
- **Stick Handling:** Puck protection, dekes, and handling while skating backward.
- **Passing:** Forehand, backhand, drop passes, and passing before being challenged.
- **Shooting:** Introduce slap shots, quick releases, and shooting for accuracy.
- **Defensive Skills:** Techniques for checks, forechecking, and playing 1-on-1, 2-on-2.

### ***Coaching Priorities/Philosophy:***

- Discipline on passing and teamwork.
- Create two-way players by developing back-checking.
- Maximize “game-like” conditions in practice.

## **SQUIRTS/10U GIRLS**

**Player Age:** 9-11 years old (depending on NDAHA rules of birth date). **Overall Goals:** Build strong skating, passing, and puck-handling skills, alongside an understanding of game rules and strategies. **Participation:** Approx. 30-35 games per season.

### ***Coaching Priorities/Philosophy:***

- Rotate players through different positions to enhance versatility.
- Focus on development over winning games.
- Timed shifts with emphasis on equal opportunities.

## **MITES/8U GIRLS**

**Player Age:** 7-9 years old (depending on NDAHA rules of birth date). **Overall Goals:** Develop skating skills, stick handling, and a basic understanding of game rules. **Participation:** In-house teams with limited travel opportunities. **Participation:** Approx. 20-25 games per season.

### ***Coaching Priorities/Philosophy:***

- Emphasize fun and equal participation.
- Rotate players through all positions, including defense and goalie.
- Develop skills through half-ice and cross-ice games.

## **LEARN TO SKATE/LEARN TO PLAY (LTS/LTP)**

**Player Age:** 5-7 years old (depending on NDAHA rules of birth date). **Overall Goals:** Focus on skating fundamentals and introduce basic puck control.

***Individual Skills:***

- **Skating:** Proper stance, forward/backward strides, crossovers, and stops.
- **Puck Handling:** Straight-ahead “puck push” and control around cones.

***Coaching Priorities/Philosophy:***

- Ensure practices are fun and engaging.
- Prioritize skating development over positional play.
- Rotate players through positions to provide a broad experience.

**GOALIE DEVELOPMENT OVERVIEW**

**Overall Goals:**

Goalie development is critical at every level. MCHC encourages athletes to try out for goalie and provides resources such as training materials, clinics, and specialized coaching.

**Level-Specific Development Goals:**

**Bantam/14U:** Intense, specialized coaching with participation in clinics. Skills include stacking pads, “V” drops, and team situations. **Pee Wee/12U:** Focus on good athletes settling into the goalie position. Skills include lateral T-glide, stick saves, playing angles, and rebounds. **Squirt/10U:** Introduce specialized coaching. Equipment provided by MCHC. Skills include body saves, glove saves, and positioning decisions. **Mite/8U:** Rotate players through the goalie position with basic goalie fundamentals. **LTS/LTP:** Focus solely on skating, with occasional turns in goal to spark interest.

## **NON-PARENT COACHES:**

- You will be reimbursed for your hotel rooms
- You will be reimbursed for food at \$25/day
- You will be paid back mileage at a rate of \$0.40/mile if you drive your own vehicle, ride sharing does not count for reimbursement
- Utilize the standard mileage list for locations located below
- This will be paid from WC to the furthest location driven to in a given weekend and back to WC

## **LOCATION TOTAL MILEAGE:**

1. Sidney - 106 miles
2. Crosby - 230 miles
3. Williston - 100 miles
4. Minot - 250 miles
5. Rugby - 376 miles
6. Langdon - 586 miles
7. Bottineau - 404 miles
8. Devils Lake - 482 miles
9. Mayville - 642 miles
10. Grand Forks - 660 miles

11. Moorhead - 756 miles
12. Fargo - 754 miles
13. Jamestown - 566 miles
14. Bismarck - 366 miles
15. Mandan - 356 miles
16. Dickinson - 180 miles
17. Hazen - 222 miles
18. Regina - 464 miles
19. Estevan - 292 miles
20. Brandon - 586 miles
21. Weyburn - 322 miles
22. Roseau - 830 miles
23. Miles City - 352 miles
24. Glasgow - 358 miles
25. Future locations to be added as they come up.

## **KEYS & FOBS**

All keys and PDK App access for MCHC operations are property of the Rough Rider Center (RRC). The following guidelines must be observed:

**KEY & PDK App ASSIGNMENT** - Keys are distributed to the following individuals:

- Board of Directors (BOD)
- Head Coaches and Assistant Coaches
- Equipment Manager
- Concessions Manager
- Ref Coordinator
- Tournament Director
- Event Coordinator
- Other individuals as required

## **USAGE RULES**

1. Keys and PDK App are to be used exclusively for official hockey business and not for personal access to the RRC.
2. Locks and Security:
  - All doors must be locked after games, practices, or open hockey sessions.
  - Locker room keys removed from the coach's locker room must be replaced.

### **KEY RETURN POLICY**

- Keys must be returned at the MCHC Annual Meeting without exception.
- Keys may not be duplicated under any circumstances.

### **LOST KEYS**

- Individuals are responsible for replacement costs if keys are lost.

## **ICE RENTAL POLICY**

Ice time is available for rental when there are no scheduled games or practices. The following rates apply as of September 1, 2024:

### **RENTAL RATES**

- Non-Members or Rentals for other Affiliates (e.g. Dakota Warriors, Northland Hockey Group Practices, 4-H Club): **\$160/hour**
- Third-Party Camps or Events Holding End User Registration Fee's: **\$200/hour**
- Third-Party Camps or Events Holding End User Registration Fee's (Dry Rink Rental): **\$40/hour**

### **MEMBER RATES**

- 6 AM – 8 AM: \$40/hour
- 8 AM – 4 PM: \$80/hour
- 4 PM – 10 PM: \$100/hour

**Note: Members can reduce their rental fee by \$40/hour if they are able to Zam their own ice.**

### **SPECIAL REQUESTS**

For rentals outside of these timeframes or for unique requests, please contact the Board of Directors (BOD) via email.

Anyone who wishes to rent ice should check out the about tab and “Ice Rentals” on our web page and email our scheduler at [wcoiler.scheduler@outlook.com](mailto:wcoiler.scheduler@outlook.com) for availability and scheduling.

## **PRACTICE CANCELLATION POLICY**

Practice will only be canceled under the following circumstances:

- A **current storm warning** expecting significant snowfall has been issued.
- A **No Travel Advisory** is in effect for McKenzie County.
- Roads are **blocked**, preventing access to the Rough Rider Center.
- **Holidays**: For holidays, teams will have the option to hold practice. This decision is at the discretion of the coach and must be communicated to all players with at least a **72-hour notice**.

## **HOCKEY FAMILY ASSISTANCE PROGRAM**

The McKenzie County Hockey Club is deeply committed to ensuring that financial barriers do not prevent young athletes from participating in youth hockey. The Hockey Family Assistance Program is designed to discreetly support families in need, helping cover a portion of registration fees or other hockey-related expenses, so every child has the opportunity to play.

### **ELIGIBILITY**

Any member in good standing with the McKenzie County Hockey Club is eligible to apply for financial assistance.

### **APPLICATION PROCESS**

- Submit the application for assistance through the Club’s website.
- The Scholarship Committee or BOD will confidentially review all applications and determine awards based on available funds and individual circumstances.
- All submitted information will be handled with the utmost discretion.

- Please note that no guarantee of financial assistance is implied by completing the application, as scholarships may vary year to year.

### **CRITERIA FOR ASSISTANCE AWARDS**

Assistance is determined based on the following:

- **Availability of Funds:** Up to 50% of registration fees may be covered per athlete, depending on funding levels.
- **Financial Need:** Demonstrated financial circumstances of the parents and athlete(s).
- **Special Personal Circumstances:** Unique situations that may require support.
- **Good Standing:** Families must have no outstanding balance from prior years and maintain good standing with MCHC, NDAHA, and USA Hockey.
- **Volunteer Hours:** Completion of required service hours from previous seasons.

### **DEADLINE FOR APPLICATIONS**

Applications for assistance must be submitted by **October 15th** of the current season year.

The McKenzie County Hockey Club is proud to provide this program as part of our mission to foster inclusivity, community, and opportunities for all young athletes.



## SafeSport Reporting

### Type of Misconduct?

- Involving a minor → Report to SafeSport Coordinator
- Involving adults → Submit written report to the Disciplinary Committee

### SafeSport Investigation

- Is a violation confirmed? (Yes/No)
  - Yes → Appropriate sanctions applied
  - No → Case dismissed

### Report to USA Hockey SafeSport when:

- The misconduct involves sexual abuse, physical abuse, emotional abuse, bullying, threats, harassment, or hazing.
- There are suspicions or allegations of child physical or sexual abuse—these must also be reported to law enforcement.
- The issue involves violations of USA Hockey's SafeSport Program Handbook that require national-level intervention. You need to file a report anonymously or escalate beyond your club.

### Report to your club's SafeSport representative when:

Your club's SafeSport Coordinator can assist in determining whether a case should be escalated.



## MCHC Grievance Reporting

### Internal Club Issues:

- Issue Identified** → Does it require immediate action? (Yes/No)
- Yes → Wait 24 Hours (Cooling-off period)
  - No → Direct conversation with the involved party

- Resolved?** (Yes/No)
- Yes → No further action required
  - No → Wait 24 hours, then discuss with Coach

- Resolved by Coach?** (Yes/No)
- Yes → No further action required
  - No → Contact Hockey Director via email to set up a meeting

- Resolved by Hockey Director?** (Yes/No)
- Yes → No further action required
  - No → Submit written complaint via email to the Disciplinary Committee

- Further resolution needed?** (Yes/No)
- Yes → Escalate to the MCHC BOD
  - No → Issue addressed.



## NDAHA Disciplinary Actions

### On-Ice Action Issues:

- Major penalties or misconducts occur during a game?** (Yes/No)
- Yes → Reviewed by NDAHA Disciplinary Committee
  - No → No action needed
- Match Penalty assessed?** (Yes/No)
- Yes → Categorized into three levels of discipline
  - No → No further action
- Level 3 Match Penalty?** (Yes/No)
- Yes → Suspension range of 3-5 games
  - No → Higher-level penalties may apply
- Suspension imposed?** (Yes/No)
- Yes → Player cannot participate in games but may practice
  - No → No further action
- Right to appeal?** (Yes/No)
- Yes → Written request within 7 days to contest suspension
  - No → Suspension stands
- Hearing requested?** (Yes/No)
- Yes → Hearing Committee appointed under USA Hockey Bylaw 10.C
  - No → Suspension enforced
- Appeal determination?** (Yes/No)
- Yes → Reviewed under USA Hockey Bylaw 10.E
  - No → Suspension remains in effect

## **STEPS FOR REPORTING PROBLEMS**

### **1. CONFLICT RESOLUTION**

Follow these steps to resolve conflicts or disputes involving players, parents, coaching staff, or officials:

1. **Wait 24 Hours:** Adhere to the **24-Hour Rule** by allowing a cooling-off period before taking any action.
2. **Speak Directly:** Address the issue directly with the party involved (e.g., coach, parent, player, official).
3. **Set up a meeting with the BOD President or Hockey Director (if applicable):** If unresolved, submit a written email to the BOD President or Hockey Director (if applicable) for a meeting in person.
4. **Escalate to the Disciplinary Committee:** If unresolved, submit a grievance form to the Disciplinary Committee for review.
5. **Escalate to the Board:** If still unresolved, escalate the matter to the **MCHC Board of Directors** for resolution.

### **2. SAFESPORT REPORTING**

When reporting inappropriate behavior:

- **Involving a Minor:** Report to the SafeSport program via the SafeSport Coordinator.
- **Involving Adults:** Submit a written report to the Disciplinary Committee addressing issues such as misconduct, bullying, or harassment.

## **SAFESPORT**

The SafeSport program is designed to protect all members from physical, sexual, emotional, and other forms of abuse or misconduct that may occur on or off the ice during the hockey season.

### **Certification Requirements**

The following individuals must complete annual certification:

- Board of Directors (BOD)

- Coaches
- Team Managers
- Staff Members
- Locker Room Managers
- Athletes aged 18 and older (Athletes turning 18 during the season must also complete certification).

## **Complaint Process**

- Complaints related to harassment, bullying, threats, or physical/sexual/emotional misconduct must be:
  - Reported immediately.
  - Directed to the SafeSport Coordinator.
- Forms for reporting complaints are available on the MCHC webpage.

All complaints will be thoroughly investigated within the scope of the SafeSport program to ensure the safety and well-being of all members.

## **STEPS FOR SAFESPORT POLICY COMPLIANCE**

1. **Certification:** Ensure all required individuals (e.g., Board Members, coaches, managers, athletes 18+) complete **SafeSport certification** annually.
2. **Complaint Handling:**
  - Report complaints involving physical, sexual, or emotional misconduct to the **SafeSport Coordinator**.
  - Complete and submit forms available on the MCHC webpage.
3. **Thorough Investigation:** SafeSport ensures all complaints are investigated and resolved appropriately

## **MCHC GRIEVANCE REPORTING**

### **DISCIPLINARY COMMITTEE**

The Disciplinary Committee, a subset of the MCHC Board of Directors, holds the authority to address and resolve disciplinary matters involving players, coaches, team managers, assistants, and officials. Discipline is applied fairly, consistently, and proportionally to the wrongdoing, ensuring the values of respect, sportsmanship, and growth remain central to MCHC's mission.

### **SCOPE OF AUTHORITY**

## **The Disciplinary Committee is responsible for:**

- Addressing misconduct, including fighting, chronic discipline problems, and **school-related suspensions**.
- Enforcing policies related to prohibited activities and substances.
- Imposing actions, including probation, suspension from games or practices, exclusion from activities, or dismissal from the MCHC.

However, for **on-ice violations**, the **North Dakota Amateur Hockey Association (NDAHA)** steps in to assess the situation. The NDAHA enforces disciplinary action for incidents such as fighting, illegal hits, and other on-ice misconduct. Punishments from NDAHA may include penalties like game suspensions or other sanctions in accordance with their guidelines. The MCHC fully supports and complies with any rulings issued by NDAHA for these situations.

## **COMMENCEMENT OF DISCIPLINARY ACTIONS**

Disciplinary actions begin when an online **grievance form** is submitted to the Disciplinary Committee, which must include:

- A detailed description of the alleged misconduct.
- The date of the individual's next scheduled game or practice (if applicable).

Anonymous submissions **will not be accepted**, and the Committee reserves the right to decline certain matters at its discretion.

## **STEPS FOR DISCIPLINARY ACTIONS**

### **1. FILING A COMPLAINT**

To initiate disciplinary action, submit a grievance form request to the **Disciplinary Committee** that includes:

- A detailed description of the alleged misconduct.
- The date of the next scheduled game or practice (if applicable).

### **2. REVIEW BY DISCIPLINARY COMMITTEE**

The committee will:

- Review the complaint and determine if it falls under their authority.
- Investigate the matter and enforce appropriate penalties, if applicable.

### **3. SCOPE OF PENALTIES**

Disciplinary actions may include:

- **Probation:** Restrictions on participation.
- **Suspension:** Removal from games or practices.
- **Exclusion:** Prohibition from club activities.
- **Dismissal:** Removal from the MCHC for severe infractions.

## **PROHIBITED ACTIVITIES AND SUBSTANCES**

### **PROHIBITED ACTIVITIES**

Players and staff are strictly prohibited from engaging in:

- **Possession of Tobacco Products:** Includes any product made from or derived from tobacco, nicotine, or similar substances, such as cigarettes, cigars, e-cigarettes, or chewing tobacco. Exceptions apply only to FDA-approved tobacco cessation products.
- **Selling or Distributing Substances:** Selling, delivering, or attempting to distribute prohibited substances is strictly forbidden.
- **Possession of Prohibited Substances:** A player or staff member is deemed to be "in possession" if a prohibited substance is on their person, in their locker, vehicle, or personal belongings.
- **Consumption or Influence:** Consuming or being under the influence of prohibited substances, regardless of legal intoxication levels.

### **PROHIBITED SUBSTANCES**

Includes, but is not limited to:

- Alcohol or alcoholic beverages.
- Controlled substances, narcotics, and other illicit drugs (e.g., marijuana, hallucinogens, stimulants, depressants).
- Abusable substances such as glue, aerosol paints, or chemical inhalants.

# **STEPS FOR ADDRESSING PROHIBITED ACTIVITIES AND SUBSTANCES**

## **1. IDENTIFY VIOLATIONS**

The following actions are strictly prohibited for players and staff:

- Possession, use, or distribution of tobacco, alcohol, controlled substances, or abusable items.
- Being under the influence of prohibited substances.

## **2. ENFORCING SANCTIONS FOR VIOLATIONS**

<b>Violation</b>	<b>Sanction</b>
<b>FIRST OFFENSE</b>	6-week suspension from all MCHC activities.
<b>SUBSEQUENT OFFENSE</b>	18-week suspension from all MCHC activities.
<b>ILLEGAL SUBSTANCES</b>	Confiscation of prohibited substances; notification of law enforcement and the player's parents.

### **ADDITIONAL SANCTIONS:**

- **School Suspensions:**
  - Players suspended or expelled from school are prohibited from participating in MCHC activities for the full length of their school suspension.
  - Players may practice but are not allowed to represent the club at functions during this time. Continued violations may lead to expulsion.

## **VIOLATION AND SANCTIONS**

Violating these policies will result in:

### **1. Suspension:**

- First Offense: 6-week suspension from MCHC activities.
- Subsequent Offense: 18-week suspension.

### **2. Confiscation and Notification:**

- Prohibited substances will be confiscated, and illegal substances will be turned over to law enforcement authorities.
- Parents and police will be notified if a player or staff member is found in violation.

### **3. School Suspensions:**

- **Players suspended or expelled from school are prohibited from participating in MCHC activities for the full length of their school suspension.**
- Players may practice but cannot represent the club at functions during this time. Continued violations may lead to expulsion.

## **CRIMES AND CONDUCT VIOLATIONS**

- **Crimes Against Persons or Property:** Immediate suspension of players or staff members involved, with further actions determined by the Disciplinary Committee and MCHC Board.
- **Other Violations:** Any actions deemed contrary to expected conduct will be reviewed and addressed by the Disciplinary Committee and MCHC Board.

## **PARENT NOTIFICATION AND AGREEMENT RENEWAL**

- Any conduct resulting in significant loss of playing time will require notification of the player's parent or legal guardian **by an MCHC Board member**.
- A new Player Code of Conduct must be signed electronically before each season. Offenses are reset upon signing the new agreement, as it relates to subsequent suspension timeframes.

## **ESCALATION PROCEDURES**

1. **Physical Altercations:** Immediate investigation by the Disciplinary Committee. Severe cases may result in removal from the club and notification to local authorities.
2. **Rink Dismissals or Aggressive Behavior:**
  - First offense: Two-week suspension.
  - Second offense: Permanent removal from MCHC.
3. **Spouse/Family Member Misconduct:**
  - First offense: Two-week suspension (*including the involved player's parent and child*).
  - Second offense: Removal from the club.

## **24-HOUR RULE**

### **INTENT**

As a not-for-profit organization powered by volunteers, the MCHC has established this procedure to provide a uniform, efficient, and orderly method for resolving all covered disputes. This grievance procedure is the exclusive remedy for addressing such issues.

### **POLICY**

By virtue of their membership, affiliation, or participation in MCHC or its programs, all Participants—including players, parents, coaches, officials, referees, team managers, sponsors, and others—agree to use the Dispute Resolution Procedure as the exclusive means of addressing grievances.

### **DEFINITION OF GRIEVANCE**

A “grievance” refers to conflicts, disputes, or disagreements between Participants (e.g., parents, coaches, officials) that involve ongoing violations of MCHC Policies & Procedures or USA Hockey rules.

- Minor issues, such as playing time, player positioning, or private disputes, are not subject to this procedure.

## **STEPS FOR THE 24-HOUR RULE PROCEDURE**

### **1. COOLING-OFF PERIOD**

- Wait **at least 24 hours** after the incident before taking action.

### **2. STEP ONE: INTERNAL RESOLUTION**

- Discuss grievances directly with the Head Coach or relevant team officials.
- Coaches and team managers should collaborate to resolve disputes.

### **3. STEP TWO: MCHC PRESIDENT OR HOCKEY DIRECTOR (IF APPLICABLE) INVOLVEMENT**

- If unresolved, refer the matter to the **MCHC President or Hockey Director (if applicable)**, who will notify the appropriate committee (e.g., Disciplinary or SafeSport).

### **4. STEP THREE: FORMAL RESOLUTION**

- If still unresolved, submit a formal grievance to the **Disciplinary Committee** within 10 days of the incident.

## **PENALTIES FOR VIOLATING THE 24-HOUR POLICY**

Participants who fail to adhere to the **24-Hour Rule** or procedures will face the following penalties:

1. **First Offense:** Written warning.
2. **Second Offense:** Suspension from all club activities for one week (includes parent/guardian only)
3. **Third Offense:** Suspension from all club activities for two weeks (including player and parent/guardian).

### **ESCALATION PROCEDURES**

1. **Physical Altercations:** Any participant engaging in physical violence with a coach or board member will be thoroughly investigated and potentially removed from the club. The incident will also be reported to USA Hockey and local authorities.
2. **Spouses & Family Members:** Participants who verbally accost the spouse or family member of a coach/manager/board member will face an immediate two-week suspension, including their child. A second offense will result in removal from MCHC.
3. **Rink Dismissal:** Participants escorted from the rink by staff or police will face a two-week suspension. A second infraction will result in permanent removal from the organization.

### **OTHER CONSIDERATIONS**

**Parent Volunteers:** Parents volunteering as “off-ice officials” (e.g., penalty box, scoring table) must refrain from coaching or yelling at players, including their own children.

#### Overall Conduct

Youth hockey is a game, and all participants are expected to exhibit respectful behavior. Unacceptable conduct—such as taunting referees, opposing players, or parents—degrades the reputation of the club and sets a poor example for children.

- Participants engaging in unruly or overly aggressive behavior will face penalties aligned with the 24-Hour Rule.

## **PARENTS / FAMILY MEMBER CODE OF CONDUCT**

MCHC strives to foster a culture of fairness, respect, and sportsmanship among all participants. As such, parents and family members of MCHC participants are required to read, understand, and sign this Code of Conduct before their child participates in any MCHC activity.

### **I Agree to Abide by the Following:**

- Support the joy of youth participation in sports, focusing on their enjoyment—not my own.
- Encourage players to follow the rules of the game.
- Emphasize that honest effort and skill development are more important than winning.
- Turn defeats into valuable lessons in sportsmanship and personal growth.
- Treat all players' experiences and development equally and respectfully.
- Conduct myself positively, showing respect to parents, players, coaches, and officials.
- Trust coaches as the primary source of instruction and authority during games.
- Recognize the importance of our coaches, their authority, and their role in fostering team interest and development.
- Enforce the Player's Code of Ethics, addressing my child's behavior appropriately and following through on agreed corrections.
- Refrain from discussing negative game situations with coaching staff for at least 24 hours following the game's conclusion.

### **I Agree Not To:**

- Force my child to participate in hockey if they are unwilling.
- Publicly criticize or ridicule a coach, player, or official.
- Condone physical or verbal abuse of players.

### **Disciplinary Actions:**

- **Disrespect/Obstruction of Coaches:** Parents/guardians interfering with coaching on or off the ice may face immediate suspension until further review by the coach and other involved parties. The MCHC Board of Directors will review and report the outcome.
- **Verbal or Physical Abuse:** Any abusive behavior toward coaches, officials, or players may result in program suspension or other disciplinary actions, as determined by the MCHC Board of Directors.

**Acknowledgment:** By signing below, I agree to abide by this Code of Conduct. Recognizing that failure to do so may result in disciplinary action, including my child's suspension from MCHC activities.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **PLAYERS CODE OF CONDUCT**

As a representative of the Watford City Oilers and McKenzie County Hockey Club (MCHC), I understand the importance of conduct, teamwork, and respect both on and off the ice.

### **I Agree To:**

- Follow NDAHA, USA Hockey, SafeSport, and MCHC rules and regulations.
- Learn the rules and skills required for the game.
- Respect teammates, coaches, and officials, and always conduct myself positively.
- Recognize the value and authority of coaches and prioritize team goals.
- Practice teamwork and maintain a team-first attitude.
- Notify coaches ahead of time if I cannot attend practices or games due to legitimate reasons (e.g., injury, illness, religious commitments).
- Provide a doctor's note if illness or injury causes me to miss three consecutive practices.
- Accept consequences for unexcused absences at practices or team functions, including reduced game time.

### **Actions That Will Not Be Tolerated:**

- Hazing: Coercing or committing acts against players that cause harm or damage to property as part of initiation.
- Disorderly Conduct: Using offensive, obscene, or abusive language or engaging in disruptive behavior.
- Harassment: Engaging in acts that injure, degrade, or disgrace others based on disability, race, sexual orientation, age, or other factors.

### **Reporting Concerns:**

Players or parents must report misconduct directly to the coach responsible for overseeing the involved player's behavior.

### **Response to Misconduct:**

Any violations may result in suspension from the program or other disciplinary actions as determined by the Disciplinary Committee. Reports of incidents will be reviewed by the committee, with outcomes reported to the MCHC Board of Directors.

## **DISCIPLINARY POLICY FOR PLAYERS**

### **A. Fighting or Intentionally Injurious Conduct**

- Players removed from a game or practice for fighting or intentionally injurious conduct will be suspended from the next game or practice, whichever represents a greater period of time.
- The incident will be reviewed by the Hockey Development Subcommittee, and a correction plan will be implemented.
- Coaches have the authority to immediately suspend players for fighting during games, travel, or practices.

### **B. Chronic Discipline Problems**

- Repeated disciplinary issues will be escalated by the Coach or the Hockey Development Subcommittee to the MCHC Board of Directors.
- The Board will determine whether a suspension for the remainder of the season is warranted.

### **C. School Suspensions or Expulsions**

- Players who are suspended or expelled from school are prohibited from participating in MCHC activities (games, practices, etc.) for the duration of their school suspension or expulsion.
- It is the responsibility of the player/parent to notify the team coordinator or coach about the school suspension.
  - Example: A player suspended for one day of school may not participate in the next hockey practice or game, whichever comes first.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **TO ALL COACHES, ASSISTANTS AND OFFICIALS**

All coaches, assistants and officials are representatives of the MCHC, our organization is judged by actions and behaviors at all times. At home and away both on and off the ice. The following points of consideration have been drawn up for the hockey coaches' philosophies and responsibilities.

## **COACHES CODE OF CONDUCT**

### **ALL COACHES WILL:**

- Keep in mind that the player is the most important part of the program and that learning and developing is more important than winning;
- Understand the rules of the game and importance of teamwork and share that understanding with the players;
- Treat players fairly;
- Maintain a neat appearance;
- Be prompt;
- Display kindness, consideration, and understanding towards the players;
- Share ideas and techniques with other coaches for the betterment of the program;
- Be considerate of other teams;
- Be well prepared for practices;
- Have a positive attitude at all times;
- Teach players to respect officials' decisions;
- Inform through a written report any violation of player conducts to the Disciplinary Committee;
- Participate in training sessions/PCA and Fall Clinic as offered through MCHC;
- All coaches must pass a background check and follow rules of the North Dakota Amateur Hockey Association (NDAHA), USA Hockey, and SafeSport guidelines;
- Be intentional that the betterment of the program and players take precedence over their own personal agenda or interests.

### **COACHES WILL NOT:**

- Use offensive language;
- Solicit players for their own team;
- Physically or verbally abuse players, parents, or officials;
- Use tobacco or alcohol while supervising players during practice or games;

Any disciplinary action involving suspension of a player must be reported by the coach to the Disciplinary Committee.

Non-compliance with this code of ethics will result in a review of the coach by the Disciplinary Committee who will have consultation with the MCHC Board of Directors to determine disciplinary action.

In the event of questions or concerns, the procedure to follow is:

- A. Take the concern to the party (coach, player, official, etc.)

- B. Take the concern to the Disciplinary committee.
  - C. Take the concern to the MCHC Board of Directors.
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

