



HANDBOOK

2026-27

MCKENZIE COUNTY
HOCKEY CLUB

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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PART 1 — ABOUT THE CLUB

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 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 sustain 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.

MEMBER DEFINITION

Who Is a Member?

- The parent or legal guardian of a player currently registered with USA Hockey and rostered on an MCHC team for the season.
- A Head Coach or Assistant Coach currently assigned to an MCHC-rostered team.
- An age-group Coordinator (for example, the 8U/LTS/LTP Coordinator or a Squirt Coordinator) functioning as the lead coach for that group.
- MCHC's Hockey Director, for the duration of their contract.
- Along with having the following good standing and dues requirements below.

Good Standing — Playing Members

- Current-season registration fee paid in full, or an active Board-approved payment plan.
- No past-due balance from a prior season.
- All club-issued equipment, jerseys, and rental gear returned.
- DIBS volunteer hours completed, or bought out for \$1,000.
- Compliance with the Player Code of Conduct and the Parent/Family Code of Conduct.

Good Standing — Non-Parent Coach and Hockey Director Members

- Compliance with the Code of Conduct that applies to the position.
- No active disciplinary suspension.

Dues

- Playing Members: the annual registration fee set by the Board.
- Non-Parent Coach and Hockey Director Members: \$0.

Who Is Not Considered a Member?

Unless already qualified above, the following are not considered a Member:

- Team Manager, Locker Room Monitor, SafeSport Coordinator, DIBS Coordinator, Gaming Manager, Equipment Manager, Concessions Manager, Facility Manager, Scheduler, Registrar, Referee Coordinator, and Winter Classic Tournament Director/Event Coordinator.
- Paid officials/referees.
- The club's accountant or other contracted professional service providers.
- Committee members.
- Anyone who holds only a USA Hockey registration number.
- DIBS-eligible volunteer tasks.
- Zamboni driving.

DEFINITION: MEMBER IN GOOD STANDING

A Member of the McKenzie County Hockey Club is considered to be in good standing when all of the following conditions are met:

1. The member (or the member's registered player) has current USA Hockey registration for the active season.
2. The member has no outstanding unpaid balance owed to MCHC from the current or any prior season, unless the member is current on a payment plan approved in writing by the Board.
3. The member has fulfilled the required DIBS volunteer hours for all prior seasons, or has paid the non-fulfillment fee, or has received a written waiver from the Board.
4. The member is not currently serving a suspension that expressly restricts their voting rights or participation status under MCHC, NDAHA, or USA Hockey rules.

Good standing status for voting purposes is determined by the Secretary and Registrar as of the date of the Annual Meeting.

CLUB CONTACT INFORMATION

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

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

EMAIL: 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

PART 2 — GOVERNANCE

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 Director positions will follow a standard three-year term rotation.

VISUAL REPRESENTATION OF TERMS

BOARD DIRECTOR	2025 ELECTION	2026 ELECTION	FUTURE TERM ROTATION
Director 1	Syvertson 2025-2028		2028-2031
Director 2	Junker 2025-2028		2028-2031
Director 3	Le Clair 2025-2028		2028-2031
Director 4		Knetzger 2026-2030	2030-2033
Director 5		Kienholz 2026-2030	2030-2033
Director 6		Sweet 2026-2029	2029-2032
Director 7		Johnsrud 2026-2029	2029-2032

2026-27 BOARD DIRECTOR INFORMATION

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

Each member serves a 3-year term, with elections held at the Annual Meeting.

OFFICER DESIGNATION — SECRETARY AND TREASURER

Pursuant to Article VII, Section 3 of the MCHC Bylaws, the Board of Directors has designated the Secretary and Treasurer as separate positions. This designation was made by the Board and may be revised to a combined Secretary/Treasurer position by majority vote of the Board at any time. The current designation is reflected in the Board Director listing above.

BOARD OPERATIONS — ANNUAL POLICY ACKNOWLEDGMENT

All Board Directors, officers, and appointed volunteers shall complete an annual written acknowledgment that they have read and agree to abide by all applicable USA Hockey, Northern Plains District, and NDAHA policies, consistent with Article V, Section 1(d) of the MCHC Bylaws. The Secretary shall collect and retain these acknowledgments before the start of each season.

BOARD ATTENDANCE AND REMOVAL

Directors are expected to attend all regular Board meetings. Any Director who fails to attend three (3) or more meetings within a one-year period (April through April) without just cause may be removed from office by a simple majority vote of the remaining Directors, consistent with Article V, Section 3 of the MCHC Bylaws.

“Just cause” includes documented illness, family emergency, or work conflict communicated to the President or Secretary in advance of or immediately following the missed meeting. Habitual absence without notice does not constitute just cause.

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 Director. Agenda items **must be submitted at least 72 hours in advance** unless all Board Directors 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.

OFFICIAL BOARD CORRESPONDENCE

All official correspondence of the MCHC Board of Directors to its membership and third-party stakeholders is sent from mchcbod@wcoilers.com, as directed by the Secretary on behalf of the Board. This is the address to use for formal inquiries, grievance submissions, agenda requests, and any matter requiring an official response.

MEETING NOTICE REQUIREMENTS

Regular board meetings are held on the 2nd Tuesday of every month at 6:00 PM. If the date or time of a regular meeting must change, the Board President or Secretary shall provide at least five (5) days advance notice to all Board Directors.

Special meetings of the Board may be called by the President or a majority of the Board of Directors with at least forty-eight (48) hours notice to all Board Directors. Special meeting notices shall state the purpose of the meeting; business conducted at a special meeting is limited to the stated purpose.

In the event the President or a majority of the Board declares an emergency, a special meeting may be convened with reasonable notice to all Board Directors. Board Directors who attend a meeting waive the notice requirement for that meeting, unless their attendance is solely to object to the lack of notice.

ANNUAL MEMBERSHIP MEETING

The McKenzie County Hockey Club holds an Annual Membership Meeting each March. The Annual Meeting is open to all Members of the Corporation.

Notice. The Board of Directors shall provide written notice — including the date, time, location, and agenda — to all Members no fewer than fifteen (15) calendar days in advance.

Agenda. The Annual Meeting agenda shall include, at minimum:

1. Treasurer's annual financial report.
2. Election of Directors whose terms are expiring.
3. Report by the President on Board actions during the prior year.
4. Any other business submitted in writing to the Secretary at least five (5) days before the meeting.

Director Nominations. Nominations must be submitted in writing to the Secretary at least ten (10) calendar days prior. No floor nominations. If no nominations are received for an expiring position, the current Director is automatically re-nominated.

Quorum. A majority of the current Board of Directors shall constitute a quorum for Board elections. Voting members in good standing constitute the quorum for general meeting business.

VOTING ELIGIBILITY

Members in good standing who meet all of the following criteria are eligible to vote at the Annual Meeting:

- The member is eighteen (18) years of age or older as of the date of the Annual Meeting.
- The member did not play for an NDAHA-sanctioned team in the most recent completed hockey season.

Voting is limited to a maximum of two (2) votes per family unit. Proxy voting is not permitted. Members must be physically present to cast a vote.

Voting eligibility is determined by the Secretary and Registrar as of the date of the Annual Meeting.

OFFICER TRANSITION PROCEDURES

Within ten (10) calendar days following the election of new Officers, outgoing Officers shall transfer all official materials to their successors. Official materials include, but are not limited to:

- Financial records, bank statements, account numbers, and receipts for the current and prior two fiscal years.
- Login credentials for all MCHC accounts, including email (mchcbod@wcoilers.com), club website, Crossbar, banking portals, and social media accounts.
- USA Hockey and NDAHA registration documents, correspondence, and affiliate agreements.
- Board meeting minutes and resolutions from the current and prior two years.
- Active contracts, vendor agreements, ice rental agreements, and facility use permits.
- All keys, fobs, PDK App access credentials, and facility access codes.
- Any pending correspondence or matters requiring action.

The incoming Board President shall verify that all transitions have been completed within thirty (30) days of the Annual Meeting and shall report the status to the Board.

OPERATING POSITIONS

HOCKEY DIRECTOR

The Board of Directors may appoint a Hockey Director to oversee on-ice program operations. The Hockey Director is a non-voting administrative position, appointed by the Board at the start of each season, and serves at the pleasure of the Board. Non-voting means the Hockey Director has no vote on matters before the Board of Directors. The Hockey Director remains a Member of MCHC and may vote at the Annual Membership Meeting provided they meet the Member-in-Good-Standing and Voting Eligibility requirements of this Handbook.

The Hockey Director's responsibilities include, but are not limited to:

- Coordinating team tryouts, evaluations, and player placement decisions in collaboration with head coaches.
- Reviewing and approving player move-up and double roster requests prior to NDAHA submission.
- Overseeing coach development, communication, and participation in the annual Fall Clinic.
- Serving as the primary liaison between the coaching staff and the Board of Directors.
- Reporting to the Board at each regular Board meeting on program operations, roster status, and any player or coach concerns.

Limitations. The Hockey Director does not have independent authority to commit Club funds, enter contracts, or impose formal discipline. Decisions with financial implications exceeding \$500 require prior Board approval.

If no Hockey Director is appointed, the responsibilities of this role are assumed by the Chair of the Hockey Committee, in coordination with the Board President.

ADMINISTRATIVE POSITIONS

Position	Name
Registrar	Lori Schettler
Scheduler	Nikki Erwin
SafeSport Coordinator	Jennifer Fitzgerald
Dibs Coordinator	Tammi Meuchel
Ref Coordinator	Hunter Erwin
Equipment Manager	Jaycee Nunes
Winter Classic Tournament Director	Jamie Junker
Communications Director	Samantha Kienholz

Please refer to the website for the above contact information.

COMMITTEES 2026-27

BYLAWS AND ORGANIZATIONAL STRATEGY COMMITTEE

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

BUDGET/FINANCE COMMITTEE

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

FUNDRAISING AND MARKETING COMMITTEE

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

TOURNAMENT COMMITTEE

- Jamie Junker – Chair/Tournament Director
- Lori Schettler

HOCKEY COMMITTEE

- Chair: Kris Johnsrud
- Spencer Syvertson
- Shaun Breiland
- Preston Stearns
- Bobby Kaloustian
- Andrew Bargelski

EQUIPMENT AND JERSEY COMMITTEE

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

CONCESSIONS/COOK TRAILER/DIBS COMMITTEE

- Chair: Britnee Sweet
- Manager: Kathy Skarda
- Andrew Grace
- Matt Beard
- Amanda Eisenschenk
- Courtney Stone

FACILITY COMMITTEE

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

DISCIPLINARY COMMITTEE

- Chair: Kevin Le Clair
- Noelle Green
- Pat Spacher
- Leah Voll
- 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.

ANNUAL FINANCIAL REVIEW

The Board of Directors shall commission an annual review of the Treasurer's accounts, consistent with Article VII, Section 3(b) of the MCHC Bylaws. The Board shall determine the scope (internal review vs. CPA engagement) no later than sixty (60) days before the Annual Meeting.

The Board shall appoint a qualified reviewer no later than two (2) weeks before the Annual Meeting. The reviewer shall be an individual with no financial interest in the Club and, where possible, no current role on the Board or any MCHC committee.

Upon completion of the review, the reviewer shall provide a written statement confirming the completeness and accuracy of the Treasurer's financial records, or identifying any discrepancies found. The Treasurer shall present this statement at the Annual Meeting.

FINANCIAL ACCOUNTABILITY, BUDGET MANAGEMENT, & EXPENDITURE APPROVAL POLICY

ARTICLE I: PURPOSE AND SCOPE

Section 1. Purpose

The purpose of this policy is to establish clear financial accountability, budget ownership, expenditure approval requirements, and reporting procedures for all Income, Expense, and Cost of Goods Sold (COGS) accounts within the Club's Chart of Accounts.

Section 2. Scope

This policy applies to all Board Directors, Committee Chairs, Committee Members with delegated financial responsibilities, the Treasurer, Accountant/Bookkeeper, and any individual authorized to incur expenses or use Club credit cards.

ARTICLE II: BUDGET OWNERSHIP AND COMMITTEE RESPONSIBILITY

Section 1. Assignment of Accounts and Budget Ownership

The Club's Chart of Accounts shall be assigned to specific committees based on operational responsibility. Committees include: Bylaws & Governance, Budget & Finance, Tournament, Hockey, Fundraising Marketing & Communications, Equipment & Jerseys, Facilities, and Concessions. Each committee shall be assigned the revenue, expense, and/or COGS accounts related to its activities. The Treasurer shall maintain account assignments and budget ownership records.

Section 2. Financial Responsibility Committee

The Committee Chair shall serve as Budget Owner for assigned accounts and is responsible for revenue management, expense management, profit margin performance, budget oversight, and compliance with Club financial procedures.

Section 3. Delegation of Approval Authority

A Committee Chair may delegate expenditure approval authority to designated individuals. Delegations shall be documented in writing and filed with the Treasurer. Delegation does not transfer accountability.

ARTICLE III: EXPENDITURE APPROVAL AND DOCUMENTATION

Section 1. Expenditure Approval Requirements

All expenditures must have an approved budget before payment. Approvals may include signed invoices, reimbursement requests, email approvals, or other approved digital authorizations.

Section 2. Credit Card Purchases

All Club credit card purchases require an itemized receipt or invoice, business purpose, Chart of Account coding, and documented committee approval. Documentation should be submitted to the Treasurer and Accountant within 10 business days. Example, emailed invoice with chart of account code from budget owner / approver.

Section 3. Invoice Processing and Payment Requests

All invoices and reimbursement requests must include supporting documentation, committee approval, Chart of Account coding, budget account identification, and any required explanation. Approved documents shall be forwarded to the Treasurer and Accountant for review and processing.

Section 4. Non-Budgeted Expenditures

Expenditures that exceed an approved budget or were not included in the annual budget require additional approval.

1. Up to \$500 – Committee Chair
2. \$501–\$2,500 – Treasurer and Committee Chair
3. Above \$2,500 – Board approval

ARTICLE IV: OVERSIGHT, REPORTING, AND ACCOUNTABILITY

Section 1. Budget Monitoring and Reporting

Committee Chairs shall review budget performance periodically. The Treasurer shall provide budget versus actual revenue and expense reporting, committee financial performance information, and other reports needed for oversight.

Section 2. Treasurer Responsibilities

Maintain account assignments, ensure policy compliance, validate coding and approvals, monitor overall financial performance, and provide financial reports to the Board and committees.

Section 3. Accountant/Bookkeeper Responsibilities

Record transactions accurately, maintain supporting documentation, assist with budget reporting, notify the Treasurer of missing approvals, and support audits and financial reviews.

Section 4. Accountability and Compliance

Failure to comply with this policy may result in delayed reimbursement, delayed payment processing, revocation of purchasing authority, revocation of credit card privileges, or other Board-directed actions.

Section 5. Policy Statement

MCHC delegates budget management responsibilities to committees while maintaining accountability through Committee Chairs, approval controls, and financial oversight. Committee Chairs remain ultimately responsible for the financial performance and compliance of assigned accounts.

PART 3 — REGISTRATION

STANDARDIZED HOCKEY DATES

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

EVENT	DATES FOR 2026
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 FEES

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 1ST YEAR 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

CLUBS SOURCES OF REVENUE

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

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.
- **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.

PART 4 — BRANDING, FUNDRAISING & VOLUNTEERING

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 Marketing and Fundraising Committee Chair, which 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 the Marketing and Fundraising Committee Chair for assistance with their request.

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 MCHC's Communications Manager, before posting. Apologies or post deletions do not prevent disciplinary action.

DIBS-VOLUNTEER POLICY

BOARD AUTHORIZATION — DIBS VOLUNTEER POLICY

The DIBS Volunteer Policy, including all volunteer hour requirements, non-fulfillment fees, and participation sanctions, is established by the Board of Directors pursuant to its authority under Article IV, Section 2 of the MCHC Bylaws to set dues and assessments reasonable in relation to the programs offered to Members. The DIBS requirements apply beginning in a family's first season with the Club, with first-year families subject to the reduced volunteer-hour requirement established in this policy.

Hardship Waivers. The Board of Directors may waive or modify DIBS requirements for an individual family upon a showing of documented hardship or extraordinary circumstances, by majority vote. Waiver requests must be submitted in writing to the Secretary no later than February 1 of the applicable season. Waivers do not set a precedent for future seasons.

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. (Note: first-year families are required to complete 5 DIBS hours in their first season — see First-Year Members below.)

- 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 in 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

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 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.

PART 5 — EQUIPMENT & UNIFORMS

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: \$75 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: \$50 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 (required for all players per USA Hockey mandate), 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 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
Neck Guard	R	R	R	R	R

Key: R= Required, SS = Strongly Suggested

GAMEDAY ON-ICE UNIFORM POLICY

GENERAL REQUIREMENTS

- **Neck Guards:** Required by USA Hockey for ALL players — goalies and skaters — during all practices and games, regardless of age. Neck guards are not included in the club's equipment rental package and must be purchased separately by each player's family.
- **Goalie Equipment:** Full goalie equipment is mandatory when playing or practicing in goal, except at Learn-to-Play/6U levels.
- 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 graphics are permitted only when the design incorporates or directly relates to MCHC/Oilers hockey logos, branding, lettering, or team identity. Unrelated custom graphics or designs are not permitted.

STICK BLADE TAPE

- Must be white or black.

HELMET STICKERS

Helmets may only include:

- Manufacturer's 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 on using a large zigzag stitch for easy removal.
- **Nameplates:** Nameplates are not allowed on club-owned jerseys.

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**.

PART 6 — ON-ICE PROGRAMS & PLAYER MOVEMENT

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 all doors are securely closed.
 - Full equipment, including a face mask and neck guard, are 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.

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 may request to play with their school grade.
- A player may move up no more than one age-year beyond the NDAHA age classification for the level they are leaving. A one-year move-up means the player is only one birth-year younger than the youngest birth-year normally eligible for the requested level. Players who are two or more birth-years younger than the youngest eligible birth-year for the requested level will not be approved to move up. **Playing With School Grade:** A player who is one age-year younger than the NDAHA classification for their school grade may request to move up and play with that grade. This is still subject to MCHC approval and the factors below.
- **Squirt-Specific Note:** A 3rd-grade player requesting to play Squirt is not considered to be moving up solely to play with their school grade, because Squirt is a 4th/5th-grade division. The player must therefore satisfy MCHC's standard move-up criteria.
 - **Program Impact:** MCHC will consider how moving the player affects roster numbers and team formation across all age groups. A shortage at the higher level may support a move-up, while roster needs at the player's assigned level may require the player to remain at that level.
 - **Skill Level:** Players requesting a move-up must demonstrate the ability to safely and competitively participate at the requested level. When A/B teams exist at the requested level, placement on a particular team will be determined through the normal evaluation and team-selection process.

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

MCHC DOUBLE ROSTERING POLICY

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 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.

PART 7 — TEAM OPERATIONS & FACILITIES

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.

NON-PARENT COACHES

- You will be reimbursed for your hotel rooms
- You will be reimbursed for food at \$25/day
- You will be reimbursed for mileage at the then-current IRS standard business mileage rate (as of July 1, 2026: \$0.76/mile). This rate updates each January 1 — and mid-year if the IRS issues an adjustment — without requiring a Handbook amendment. Ride sharing does not qualify for mileage 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
- 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

All Ice Rentals are coordinated by the Rough Rider Center.

Visit: <https://roughridercenter.com/facility-rentals/>

Call: (701) 842-3665

Email: info@roughridercenter.com

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, only Bantam, Junior Gold, and 19U 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 **72 hour notice**.

PART 8 — CONDUCT, SAFETY & DISCIPLINE

STEPS FOR REPORTING PROBLEMS

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.

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. GRIEVANCE REPORTING

- 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.

3. 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 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

To read official NDAHA guidelines, visit:
<https://www.ndaha.org/page/show/5998276>



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.

SCOPE AND LIMITATIONS OF THIS PROCEDURE

The Dispute Resolution Procedure described in this section is the McKenzie County Hockey Club's standard and preferred process for resolving covered internal disputes. Members are expected to use this process before escalating a matter externally.

However, this procedure does not restrict, waive, or limit any member's rights under applicable federal or state law, or any member's rights under USA Hockey's national dispute resolution procedures. Nothing in this Handbook supersedes the MCHC Bylaws, NDAHA rules, USA Hockey rules, or applicable law.

Matters Outside This Procedure. The following should be addressed through direct communication: coaching decisions (playing time, line assignments, practice drills); player positioning or role assignments; and personal disagreements between parents or players that do not involve an ongoing violation of MCHC or USA Hockey policies.

SafeSport matters — including any complaint involving physical, sexual, or emotional abuse or misconduct — are not governed by this procedure and must go through the SafeSport process.

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:** Two week suspension for player and parent.
3. **Third Offense:** Suspension from all club activities for remainder of season parent/guardian, or at clubs discretion to include player.

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 not responsible for:

- resolving **complaints of lack of ice time during games**, practice structure, activity levels during practice of any nature, or complaints about how a coach orchestrates his program. Complaints of this nature should go to the Hockey Director or Boards appointee when a hockey director is not present.

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.

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.

SAFESPORT COORDINATOR — ROLE AND AUTHORITY

The Board of Directors shall appoint a SafeSport Coordinator at the start of each season, as required by Article IV, Section 10 of the MCHC Bylaws. The SafeSport Coordinator is a non-voting administrative position and reports to the Board President.

The SafeSport Coordinator's responsibilities include:

- Verifying that all required individuals (Board Directors, coaches, team managers, locker room managers, and athletes 18 and older) complete annual SafeSport certification before participating in Club activities.
- Receiving and processing complaints involving physical, sexual, or emotional misconduct, particularly those involving minors.
- Forwarding mandatory reports to USA Hockey, the U.S. Center for SafeSport, and/or law enforcement as required — without prior Board approval, where time-sensitive mandatory reporting obligations apply.
- Maintaining confidential records of SafeSport certifications and complaint dispositions.
- Reporting SafeSport compliance status to the Board at each regular meeting.

Independent Reporting Authority. No Board Director, officer, or other Club official may instruct the SafeSport Coordinator to delay, withhold, or modify a mandatory report.

Conflict of Interest in Reporting. If a complaint involves a Board Director, the SafeSport Coordinator shall report directly to the Board President. If the complaint involves the Board President, the SafeSport Coordinator shall report to the full Board.

MEMBER 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.

SAFESPORT POLICY COMPLIANCE STEPS

1. **Certification:** Ensure all required individuals (e.g., Board Directors, 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

LOCKER ROOM POLICY

- No adult shall be alone with a single minor in the locker room at any time.
- Coaches shall knock and announce before entering an occupied locker room.
- No photography, video, or audio recording is permitted in the locker room.
- Locker room access by non-team adults is prohibited except in emergency or with Board authorization.
- Parents and non-coaching family members shall not enter the players' bench area during practices or games.

PHOTOGRAPHY AND VIDEO POLICY

- Photography and video of players in locker rooms, changing areas, and restrooms is strictly prohibited.
- MCHC may use player images in promotional materials. At the parents request, MCHC will remove the child from promotional materials.
- Parents retain the right to photograph their own child at games and practices.

ELECTRONIC COMMUNICATIONS POLICY

Coaches and team staff shall not send private one-on-one electronic messages (text, direct message, or email) to individual players who are minors without including at least one parent or guardian on the communication. Team group communications should use a platform visible to parents (e.g., GroupMe, TeamSnap, or similar).

CONCUSSION PROTOCOL

Any player who exhibits signs or symptoms of a concussion shall be immediately removed from play and may not return to play that day. Return to play shall be permitted only in accordance with the applicable USA Hockey concussion protocol and return-to-play requirements, and requires written clearance from a licensed physician. MCHC follows the USA Hockey Concussion Awareness Program protocol.

Signs and symptoms requiring immediate medical evaluation: loss of consciousness, seizure, unequal pupil size, worsening headache, repeated vomiting, or slurred speech.

When in doubt, sit them out.

DISCIPLINARY COMMITTEE STEPS

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.

DUE PROCESS IN DISCIPLINARY PROCEEDINGS

Consistent with Article IV, Section 9 of the MCHC Bylaws, all members subject to disciplinary action are entitled to fair notice and an opportunity to be heard before any determination of ineligibility or suspension is finalized.

Step 1 — Notice to the Respondent. Within seven (7) business days of accepting a complaint for review, the Disciplinary Committee shall provide the Respondent with written notice including: (a) the nature of the alleged misconduct; (b) the policy alleged to have been violated; and (c) the potential consequences.

Step 2 — Opportunity to Respond. The Respondent shall have no fewer than five (5) business days to submit a written response.

Step 3 — Hearing (if requested). If either party requests a hearing, an informal hearing shall be scheduled within ten (10) days of the response deadline. Legal representation is not permitted without prior Board approval.

Step 4 — Written Decision. The Committee shall issue a written decision within five (5) business days of the hearing or response deadline.

Step 5 — Appeal. A member may appeal in writing to the full Board within ten (10) calendar days of receiving the written decision. The Board's decision is final within MCHC.

Nothing in this procedure prevents the Club from immediately suspending a member when the safety of a minor is at issue.

PROHIBITED ACTIVITIES, SPORTSMANSHIP, AND ACADEMICS POLICY

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.

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.

PROHIBITED SUBSTANCES SUSPENSIONS

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.

SUBSTANCE ABUSE — STAFF AND COACH SANCTIONS

Substance abuse by any coach, assistant coach, or staff member while on MCHC duty or representing MCHC is governed by this separate policy, distinct from player sanctions, given the positions of authority and trust staff hold over minors.

First Offense. Immediate suspension from all coaching and staff duties pending a Board of Directors review. The Board shall conduct its review within ten (10) business days and may impose sanctions ranging from a formal written warning with mandatory program completion, to permanent removal from all MCHC coaching and staff roles, based on the severity and circumstances of the incident.

Subsequent Offense. Permanent removal from all MCHC coaching and staff positions. The matter will be referred to USA Hockey and NDAHA for further action as appropriate.

Illegal Substances. Prohibited substances will be confiscated. Law enforcement and, where a minor is involved, child protective services will be notified. The staff member will be immediately and permanently removed from any position involving access to minors.

A staff member reinstated after a first offense is subject to a zero-tolerance standard. Any subsequent offense results in permanent removal with no Board discretion.

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.

SCHOOL SUSPENSIONS

- Players suspended or expelled from school are prohibited from participating in MCHC games and other Club functions for the full length of their school suspension. Players may continue to participate in practices during this time.

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 Director**.
- 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.

GOOD SPORTSMANSHIP EXPECTATIONS

- **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.

PHYSICAL/VERBAL ESCALATION PROCEDURES

1. **Physical Altercations:** Any participant engaging in physical violence with a coach or Board Director will be thoroughly investigated by Disciplinary Committee and potentially removed from the club. The incident will also be reported to USA Hockey and local authorities. Severe cases may result in removal from the club and notification to local authorities.
2. **Spouses & Family Members:** Participants who verbally accost the spouse or family member of a coach/manager/Board Director will face immediate suspension, including the involved child of the parent:
 - First offense: Two-week suspension
 - Second Offense: At a minimum removal from MCHC for the remainder of the current season and at the Board's discretion, up to and including permanent removal from MCHC.
3. **Rink Dismissal for Aggressive Behavior:** Participants escorted from the rink by staff or police will face an immediate suspension.
 - First offense: 30 Day Suspension in accordance with NDAHA handbook.
 - Second Offense: Removal from MCHC for the remainder of the current season or at discretion of the Board of Directors/Disciplinary Committee.

PART 9 — CODES OF CONDUCT

McKenzie County Hockey Club

BOARD DIRECTOR CODE OF CONDUCT

Season: _____ Board Director Name: _____ Date: _____

As a member of the McKenzie County Hockey Club Board of Directors, I understand that I serve in a position of trust and responsibility to the entire MCHC membership. I agree to uphold the following standards.

Responsibilities

- Carry out my Board duties consistently and in the best interests of MCHC and its members — not personal interests.
- Maintain confidentiality of Board deliberations, personnel matters, and sensitive organizational information.
- Disclose any conflict of interest — real or apparent — to the Board President before any vote or decision in which I have a personal interest, and recuse myself from that vote.
- Maintain SafeSport certification as required by USA Hockey as a condition of my Board service.
- Pass a background check as required by USA Hockey and NDAHA prior to beginning Board service, and on any subsequent periodic basis as required.
- Attend Board meetings regularly. Directors who miss three or more meetings in a season without cause may be subject to removal per the MCHC Bylaws.
- Represent MCHC professionally in all public settings, including social media, community events, and communications with other clubs and governing bodies.

I Agree Not To:

- Use my Board position for personal financial gain, including directing MCHC business to entities in which I have a financial interest without full disclosure to the Board.
- Make public statements on behalf of MCHC without Board authorization.
- Publicly criticize fellow Board Directors, coaches, players, officials, or other clubs in a manner that harms MCHC's reputation.
- Access MCHC financial accounts, facilities, or equipment outside my authorized role.
- Communicate privately with minor players outside of group or team settings where parents are present.
- Withhold club accounts, materials, intellectual property, or other assets created in my capacity as a Board Director.

SafeSport Obligations

- I will report any suspected abuse, misconduct, or SafeSport violation to the MCHC SafeSport Coordinator immediately. If the SafeSport Coordinator is the subject of the concern, I will report directly to the Board President or through USA Hockey's SafeSport program.
- I understand that failure to report known or suspected abuse of a minor is a violation of this Code and may have legal consequences.

Consequences

Violations of this Code shall be reviewed by the Board. Consequences may include a formal warning, removal of Board privileges, or removal from the Board by majority vote per MCHC Bylaws.

Board Director Signature: _____ Date: _____

Printed Name: _____ Season: _____

McKenzie County Hockey Club

PARENT / FAMILY MEMBER CODE OF CONDUCT

Season: _____ Player Name: _____ Date: _____

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:

- 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 and practices.
- Enforce the Player's Code of Conduct, addressing my child's behavior appropriately.
- Refrain from discussing negative game situations with coaching staff for at least 24 hours following a game.
- Not enter the locker room during team activities. I understand the locker room is supervised by designated adults only.
- I will not enter the players' bench area during practices or games.
- I will not photograph or video record inside the locker room.
- I may post photographs or video from MCHC events on public social media; however, I agree to remove any such content immediately upon request from the MCHC Board of Directors. The Board's determination of whether content is appropriate is final and made at its sole discretion.
- If I witness or experience conduct that makes me feel unsafe or that I believe violates SafeSport standards, I have the right to report it to the MCHC SafeSport Coordinator or any trusted adult, or directly through USA Hockey's SafeSport program. Retaliation against anyone who makes a good faith report is prohibited.
- Report any academic or disciplinary school suspensions and/or criminal activity to the MCHC within 1 day of the infraction or suspension.

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, coaches, or officials.

Disciplinary Actions:

- Disrespect/Obstruction of Coaches: Parents/guardians interfering with coaching on or off the ice may face immediate suspension until further review.
- 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. I understand that failure to do so may result in disciplinary action, including my child's suspension from MCHC activities.

Parent/Guardian Name (Print): _____ Date:

Signature: _____ Date: _____

McKenzie County Hockey Club

PLAYER CODE OF CONDUCT

Season: _____ Player Name: _____ Date: _____

Realizing that I am a representative of the Watford City Oilers and the McKenzie County Hockey Club (MCHC), I agree to:

A. On-Ice and Team Conduct

- Follow NDAHA and USA Hockey rules, SafeSport, and the McKenzie County Hockey rules and regulations.
- Learn the rules, regulations, and the necessary skills of the game.
- Always conduct myself in a positive manner by respecting other players, coaches, and officials.
- If I am verbally or physically abusive to a coach, official, or player, I may be suspended from the program or other disciplinary action may be taken. The Disciplinary Committee will make this decision after reviewing the situation.
- Recognize the value, authority, and importance of our coaches and team.
- Understand the importance of team work and team concept.
- Recognize that the coaches, not parents, are the primary source of instruction and authority.
- Be prompt for all practices and games. Unexcused absences from team functions will result in player missing game time. If circumstances arise that make attendance impossible, notify the coach beforehand. If three consecutive practices are missed due to injury or illness, a doctor's note will be required upon return.
- I will not engage in cyberbullying, online harassment, or any conduct on social media or messaging apps that targets teammates, opponents, officials, or coaches. Online misconduct will be treated the same as in-person misconduct.

B. Prohibited Conduct

The MCHC believes that the growth and development of players can best take place in an environment which promotes safety, fairness, courtesy, and respect for one another. Therefore, the following actions will not be tolerated:

- Hazing: Committing an act against a player or coercing a player into committing an act that creates a substantial risk of harm to a person or destruction of property in order for the player to be initiated into or affiliated with MCHC.
- Disorderly Conduct: Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse, alarm, anger, or bring resentment in others.
- Harassment: Participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise,

includes disability, race, sexual orientation, and/or age.

Reporting: Any concern regarding the conduct of a player must be reported directly to the coach by the player or the player's parents.

Response: If any of these incidents occur, I understand that I may be suspended from the program or other disciplinary action may be taken. The Disciplinary Committee will make this decision after reviewing the situation.

C. Locker Room Conduct

- I will treat the locker room as a safe and respectful space. I will not engage in hazing, bullying, or inappropriate behavior in the locker room.
- I understand that no photography, video, or audio recording is permitted in the locker room at any time.
- I understand that locker room supervision by designated adults is required.

D. Equipment Requirements

Equipment requirements are maintained in the MCHC Handbook (see Equipment Requirements section). Playing or practicing without required equipment will result in not playing that game or practice.

E. Fighting and Serious Misconduct

Any player removed from a game or practice for fighting or intentionally injurious conduct will be suspended for the next game and/or practice, until reviewed with the Hockey Committee and a correction plan is made.

F. Chronic Discipline

Chronic discipline problems will be brought by the Coach or Hockey Committee to the MCHC Board of Directors for consideration of suspension for the remainder of the season.

G. School Suspension

Players suspended or expelled from school are prohibited from participating in MCHC games and other Club functions for the full length of their school suspension. Players may continue to participate in practices during this time.

H. Questions and Concerns

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

- Take the concern directly to the party — coach, parent, player, official, etc.
- Take the concern to the Disciplinary Committee.

- Take the concern to the MCHC Board of Directors.

I. SafeSport and Safety Reporting

If I witness or experience conduct that makes me feel unsafe or that I believe violates SafeSport standards, I have the right to report it to the MCHC SafeSport Coordinator or any trusted adult, or directly through USA Hockey's SafeSport program. Retaliation against anyone who makes a good faith report is prohibited.

Prohibited Activities

- To possess a tobacco product. "Tobacco product" means any product that is made from or derived from tobacco or contains nicotine or a similar substance, and is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, snus, or an e-cigarette. "Tobacco product" does not include any product specifically approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.
- To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the player represents or believes to be any of the substances listed in this policy.
- To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the player to be any of the substances listed in this policy or what the player believes is any of the substances in this policy. A player will be determined to be "in possession" when the substance is on the player's person or in the player's locker, car or handbag, or when he/she owns it completely or partially.
- To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the player to be any of the substances listed in this policy or what the player believes is any of the substances in this policy.

In all instances if a player is found with illegal possession of alcohol, tobacco, or other drugs the police will be notified.

Prohibited Substances

- Alcohol or any alcoholic beverage;
- Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, and narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs;
- Any abusable glue or aerosol paint or any other chemical substance, for inhalation,

including but not limited to, lighter fluid, white out, and reproduction fluid;

Authorized Use

Any player whose parent or guardian requests that he or she be administered a prescription or nonprescription medicine, drug, or vitamin shall provide their own medicine, drug, or vitamin.

Violation

Disciplinary sanctions will be imposed on any player violating this policy. These sanctions may include suspension and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. Players violating this policy will be suspended from representing the MCHC in any activities for 6 weeks for the first offense and an 18 weeks suspension for any subsequent offense. The period of suspension shall begin from the date and time the coach or MCHC Board of Directors gives notification to the player.

Violations resulting in academic and/or athletic suspension, prior to the MCHC season, shall carry over into the MCHC season for the full length of the original suspension. To be clear, any player serving a suspension under North Dakota High School Activities Association rules or the rules of the McKenzie County School District at the beginning of the MCHC season (October 1) shall continue to serve said suspension until the original timeframe and the accompanying restrictions are satisfied. The player may still practice, but cannot represent the club at functions. Continued offenses will result in recommended expulsion from the club.

The player's parents and the police will be notified if any player is observed to be under the influence of a prohibited substance. If there appears to be imminent danger to other players, personnel and/or the player involved, the player may be removed from the property.

A new Player's Code of Conduct must be signed prior to each and every season. Offenses will be reset upon the signing of the new agreement as it relates to the suspension timeframe of subsequent offenses.

- Crimes against persons and/or property will result in an immediate suspension of the player/players involved. Suspensions will be at the discretion of the Disciplinary Committee and McKenzie County Hockey Board.
- Actions not specifically covered, but clearly contrary to expected conduct are subject to review and possible action by the Disciplinary Committee and the McKenzie County Hockey Board or their designees.

Any conduct that results in significant loss of playing time will require notification of a parent or legal guardian by a McKenzie County Hockey Board Director.

I have read the above stated agreement and by my electronic signature I agree to abide by the McKenzie County Hockey Club Player Code of Conduct. Further, I understand that my failure to comply with the above code will result in the above outlined disciplinary action.

Name	Date
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McKenzie County Hockey Club

COACH / STAFF CODE OF CONDUCT

Season: _____ Name: _____ Role: _____ Date: _____

To all MCHC Coaches, Assistants, and Team Staff: By signing this Code, you commit to upholding the standards set forth below.

All Coaches and Staff 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, with kindness, consideration, and understanding.
- Maintain a neat appearance and be prompt.
- Share ideas and techniques with other coaches for the betterment of the program.
- Be well prepared for practices and maintain a positive attitude at all times.
- Teach players to respect officials' decisions.
- Inform the Disciplinary Committee in writing of any violation of player conduct standards.
- Participate in training sessions and clinics as offered through MCHC.
- All coaches must pass a background check and follow rules of NDAHA, USA Hockey, and SafeSport guidelines.
- Be intentional that the betterment of the program and players takes precedence over personal agenda or interests.
- Not be alone (one-on-one) with a player who is not my own child in any private setting, including locker rooms, vehicles, or areas without visibility to others. If a one-on-one situation is unavoidable, another adult must be immediately notified.
- Not send private one-on-one electronic messages (text, direct message, or email) to individual players who are minors without including at least one parent or guardian on the communication.
- Maintain current USA Hockey SafeSport certification as required by USA Hockey. I understand that SafeSport certification must be current before I am permitted on the bench or to have unsupervised access to players.

All Coaches and Staff Will Not:

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

- Use tobacco while supervising players during practice or games.

Locker Room Procedures

- I will knock and announce before entering an occupied locker room.
- I will ensure that an adult is present when players are in the locker room.
- I will enforce the no-photography rule in the locker room at all times.
- I may post photographs or video from MCHC events on public social media; however, I agree to remove any such content immediately upon request from the MCHC Board of Directors. The Board's determination of whether content is appropriate is final and made at its sole discretion.

SafeSport and Grooming Awareness

I will avoid behaviors that could be perceived as grooming, including singling out individual players for special attention or gifts, communicating privately with players outside of team channels, or creating situations where I am alone with a player.

If I witness or become aware of any conduct that may violate SafeSport standards, I will report it to the MCHC SafeSport Coordinator immediately. I understand that failure to report known or suspected abuse of a minor may have legal consequences.

Discipline Procedures

Any disciplinary action involving suspension of a player must be reported by the coach to the Disciplinary Committee. Non-compliance with this Code will result in a review by the Disciplinary Committee in consultation with the MCHC Board of Directors.

In the event of questions or concerns, the procedure is: (A) Take the concern to the party; (B) Take the concern to the Disciplinary Committee; (C) Take the concern to the MCHC Board of Directors.

Coach/Staff Name (Print): _____ Date: _____

Signature: _____ Date: _____