

# BEND RAPIDS YOUTH HOCKEY CLUB - USA HOCKEY

## STEERING COMMITTEE GUIDEBOOK 2026-2027



 BEND ICE FIGURE SKATING CLUB WWW.BENDICE.ORG	 OREGON STATE HOCKEY ASSOCIATION	 PACIFIC DISTRICT USA HOCKEY	 USA HOCKEY
<a href="#">By-Laws</a>	<a href="#">Annual Guide</a>	<a href="#">Annual Guide</a>	<a href="#">Annual Rule Book</a>

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## **1.0 Introduction**

The purpose of this Guidebook is to establish guidelines for volunteers, players, coaches, parents and others (collectively, “Participants”) involved in USA Hockey programs operating under the auspices of Bend Ice and its Steering Committee, Executive Board and Coaching Committee for the USA Hockey sanctioned Bend Rapids Youth Hockey Club.

The policies contained in this guide are intended to be interpreted with common sense, and with due consideration for the context in which they are applied. All Participants are expected to abide by these policies.

### **1.1 About Bend Ice and The Bend Rapids Youth Hockey Club**

In 2010 Bend Ice was formed as an Oregon non-profit corporation for the purpose of creating a culture of ice sports in Central Oregon. Bend Ice receives oversight and policy direction from its board of directors, officers, and committee chairpersons, with the assistance of dedicated volunteers. In 2015, the Oregon State Hockey Association (OSHA) recognized Bend Ice as a “local association” of the USA Hockey Pacific District. As such, Bend Ice is responsible for managing and operating all USA Hockey sanctioned programs in Central Oregon. Bend Ice also oversees the Bend Ice Figure Skating Club and the Bend Curling Club.

Bend Ice created a USA Hockey Steering Committee, which is responsible for administering local USA Hockey programs and conducting the day-to-day operations of the local USA Hockey association on behalf of Bend Ice. This local program was named the Bend Rapids Youth Hockey Club. For the purposes of this guidance document, the Central Oregon association is referred to as “Bend Rapids Youth Hockey Club” or “BRYHC”. The Bend Rapids Youth Hockey Club is governed by many guiding documents including rules, regulations and policies established by Bend Ice, OSHA, USA Hockey and the various documents created by The Rapids Steering Committee.

### **1.2 Mission Statement**

The Bend Rapids Youth Hockey Club, a proud USA Hockey Affiliate, is a volunteer-driven community organization dedicated to growing and expanding access to competitive ice hockey in Central Oregon. We create opportunities for young athletes to enjoy the game, reach their potential, build character and resiliency within a safe, supportive, and respectful team environment.

### **1.3 Vision Statement**

Our vision is to develop players of all ages and skill levels in alignment with USA Hockey standards, while proudly representing Central Oregon with a fearless, selfless, and inspired spirit. We are committed to building a pathway for Tier 2 teams at the 14U, 16U, and 18U levels.

## **1.4 Guiding Principles**

### **Bend Rapids Youth Hockey Guiding Principles**

**Fearless** – We play with courage, embrace challenges, and pursue excellence with effort, discipline, and pride—growing through every opportunity on and off the ice.

**Selfless** – We put the team first, respect one another, and contribute to something bigger than ourselves.

**Inspired** – We bring energy and enthusiasm to the rink, find joy in the work, and share our love for the game with others.

## **2.0 Goals and Objectives**

### **2.1 Player Development**

Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere, while promoting personal growth and sportsmanship both on and off the ice.

### **2.2 Coaching Development**

Provide a program which promotes coaches' talents in leadership, youth development, and hockey instruction while providing ongoing education for coaches in a defined and structured program.

### **2.3 Volunteer Involvement**

Encourage the involvement of the Central Oregon community to participate in key positions of volunteerism, to strengthen and direct the current and future success of the organization. All members are asked to take pride in volunteering across the organization with all age groups throughout the season.

### **2.4 Diversity, Equity & Inclusion**

BRYHC is committed to fostering a welcoming environment through a diverse, equitable and inclusive game. We celebrate every race, gender and background to unite as one community. We believe meaningful action can positively affect important changes in our sport and carry over into our everyday lives of all within our community.

### **2.5 Facility Growth**

Work with other local organizations to build a new facility in Central Oregon to provide more opportunities for growth and access to ice hockey at all levels.

## **3.0 USA Hockey Core Values**

### **3.1 Sportsmanship**

We expect and require a sense of fair play. This includes honoring both the spirit and the letter of the rules, and being humble in victory and gracious in defeat. We foster friendship with teammates and opponents alike.

### **3.2 Respect for the Individual**

We expect athletes, coaches, parents, and everyone else involved with the Bend Rapids Youth Hockey Club to treat others as they themselves would wish to be treated – with respect and kindness.

### **3.3 Integrity**

Bend Rapids Youth Hockey Club requires from all members, honesty and fair play beyond mere, strict interpretation of the applicable rules and regulations.

### **3.4 Pursuit of Excellence**

Each member, athlete, coach and other participant will seek to perform to the highest level of their respective ability.

### **3.5 Enjoyment**

The hockey experience should be a fun, rewarding and satisfying experience for everyone involved. Participants will strive to act in a manner that ensures hockey is fun for all involved. Players should take pride in their achievements.

### **3.6 Loyalty and Pride**

We require loyalty to the ideals of our organization and seek to develop a sense of pride deriving from participation in USA Hockey programs.

### **3.7 Teamwork**

We recognize and highly value the strength that comes from working and learning together as a team rather than as individuals. All Participants must encourage, support and help each other, as this is the essence of a team.

## **4.0 Trainability, Age Objectives, and Required Equipment**

Coaches and Administrators will follow the USA Hockey guide, Window of Trainability.

### **4.1 USA Hockey Recommended Maximum Number of Games Per Season**

(travel programs typically operated at year-round ice facilities)

8U/10U - 20 games per season

12U - 30 games per season

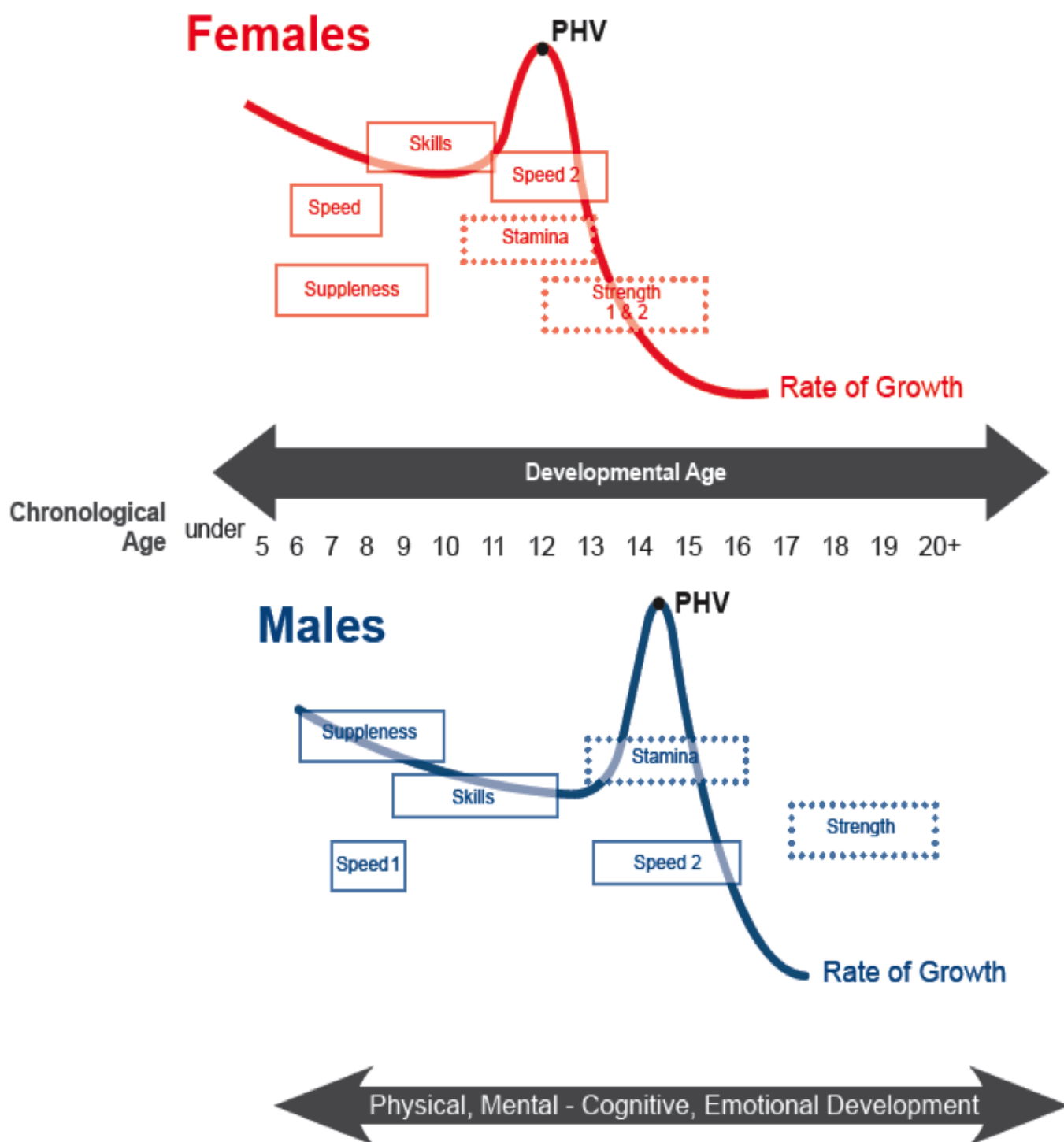
14U - 35 games per season



16U/18U - 45 games per season  
Tiered Teams - follow USAH requirements

The Steering Committee and all BRYHC Members understand that the above are recommendations and that the schedules may, at times, either exceed, or fall short of these recommendations. The Coaching Committee and Scheduler will try to find a balance between practice times, games scheduled and the associated cost for activities and will work to optimize the hockey learning experience within these parameters.

## **4.2 USA Hockey Window of Trainability**



### **4.3 8U/10U Age Group Objectives**

- Enjoyable introduction and experience in ice hockey.
- Provide a healthy atmosphere for fun learning.
- Introduce the concept of games and the fun in playing hockey.
- Development of communication at the player's level of learning.
- Encourage the players to enjoy, learn and continue to play hockey.
- Develop skills important to hockey: quickness, agility, coordination, balance, strength and flexibility.
- It is the intention of the Bend Rapids Steering Committee to have equitable ice time for all players involved in games.
- 3:1 practice to game ratio.
- Goalies are encouraged to alternate with a skate position at a 1 to 1 ratio.

### **4.4 12U Age Group Objectives**

- Provide a healthy atmosphere for fun learning.
- Introduce the concept of games and the fun in playing hockey.
- Development of communication at the player's level of learning.
- Encourage the players to enjoy, learn and continue to play hockey.
- Develop skills important to hockey: quickness, agility, coordination, balance, strength and flexibility.
- It is the intention of the Bend Rapids Steering Committee to have equitable ice time for all players involved in games and as the season progresses, moving to earned ice time.
- 3:1 practice to game ratio.
- Goalies should consider specialization at this level.

### **4.5 14U Age Group Objectives**

- Provide a healthy atmosphere for fun and development.
- Increased competition designed to expand existing skills.
- Development of communication skills at the player's level of learning.
- Stress the importance of modern American hockey - fast, combined action of individuals and groups (flow concept).
- Stress the importance of the educational development of the individual as a whole socially, physically and mentally.
- Enjoyable and rewarding experience in ice hockey that will encourage continued participation.
- It is the intention of the Bend Rapids Steering Committee to motivate each player by increasing ice time based on individual player dedication, work ethic and performance.
- 3:1 or 2:1 practice to game ratio.
- Goalies are expected to specialize at this level.

### **4.6 16U/18U Age Group Objectives**

- To continue to stress educational development, knowledge of the game as well as physical, emotional and social well being of the player.
- It is the intention of the USA Hockey Steering Committee to motivate each player by increasing ice time based on individual player dedication, work ethic and performance.
- 3:1 or 2:1 practice to game ratio.
- Goalies are expected to specialize at this level.

## 4.7 Movement Between Age Group Divisions

In most cases it is not beneficial for players to move between age divisions. There are specific restrictions when moving players between age levels as outlined in the [USAH Guidebook and By-Laws](#). As such, moving players between divisions is prohibited unless approved by the Executive Board and OSAH Board of Directors by following the below process:

1. Coaching Director and/or a Head Coach will recommend player movement, during the year prior to the potential move, to the Coaching Committee
2. Parental consent must be obtained in writing
3. The Coaching Committee will review all requests and recommendations with each age level involved Head Coach
4. The player in question shall participate in two team practices with the potential new age level to evaluate and help determine the players ability
5. The Coaching Committee will make final recommendations to the Executive Board in writing with a majority vote. Topics of discussion shall include the following:
  - a. How did the player perform in the potential team's practice? Where would they rank among that team?
  - b. How does the players' move potentially affect the rosters of both the upper and lower teams?
  - c. What skills does the player still need to work on for their development?
  - d. Are these skills best developed at the lower level or upper level?
  - e. Does the play up request cause a safety concern for the player?
6. Executive Board will submit a request to the OSHA Board of Directors for final approval
7. If approved, the parent of the player in question will sign an acceptance including a waiver of liability

Consideration to move a player between divisions will be based on recommendations on team needs, skill level, player safety, and preparedness of the player and parental input. Deviation from this guideline will be at the discretion of the Executive Board only.

## 4.8 Required Equipment

The following is a list of ice hockey equipment that each Bend Rapids Youth Hockey player is required to wear. Each player, and his/her parent(s) or guardian(s), are responsible for making sure the player has all required equipment, that the equipment is in good and safe condition, and that it is the proper size for the player.

### 4.8.1 Skater

- Currently- approved, HECC helmet with full face-mask or cage
- Mouth guard
- Shoulder pads
- Elbow pads
- Jersey
- Gloves
- Protective cup and athletic supporter (boys), Pelvic protector (girls)
- Garter belt/shorts with sock attachments are recommended

- Pants
- Shin guards
- Socks
- Skates
- Stick
- A neck guard is required for all players per USA Hockey

#### **4.8.2 Goalie**

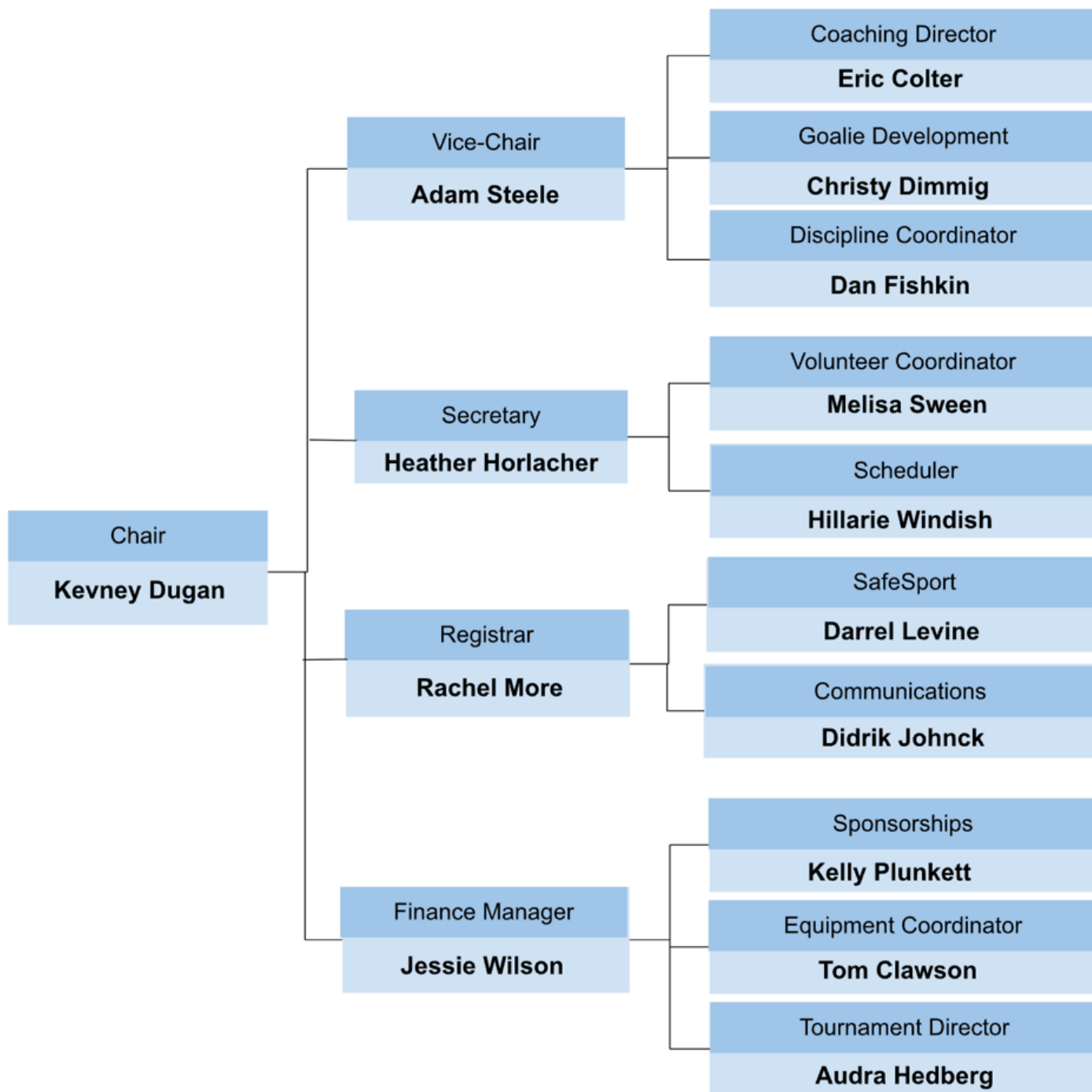
- Current, approved HECC Goalie helmet/mask with approved cage
- Goalie throat protection collar is mandatory with Lexan neck protector optional
- Mouth guard
- Goalie chest protector
- Jersey
- Catcher
- Blocker
- Goalie cup (boys), Goalie pelvic protector (girls) in 10U and above age groups
- Skater protective cup and athletic supporter (boys), pelvic protector (girls) can be used in the 8U age group however, proper goalie equipment is recommended
- Garter belt/shorts with sock attachments are recommended
- Goalie pants
- Goalie leg pads
- Goalie Skates (recommended for 12U and above), hockey skates can be worn in lower age groups
- Goalie Stick

#### **4.9 Jersey Numbers**

- Jersey numbers are assigned at the club level by the Equipment Manager. Input from Coaches or Team Managers is solicited as needed.

## **5.0 Steering Committee Structure and Rules**

### **5.1 Organizational Chart**



## 5.2 Steering Committee Detail Chart

Position	Name	Elected/ Appointed	Election Year	Term	Meeting Attendance	Voting Rights	
Chair	Kevney Dugan	Elected	Odd	2 Years		Exec Committee  Chair Tie-Break Only vote	
Vice Chair	Adam Steele		Even				
Secretary	Heather Horlacher		Odd				
Registrar	Rachel More		Odd				
Finance Manager	Jessie Wilson		Even				
Coaching Director	Eric Colter	Appointed	N/A		Yes	Coaching Committee	
Goalie Dev Coach	Christy Dimmig						
Communications	Didrik Johnck						
Tournament Director	Audra Hedberg					Yes	
Volunteer Coordinator	Melissa Sween						
Scheduler	Hillarie Windish						
SafeSport Coordinator	Darrel Levine						
Sponsorship Coordinator	Kelly Plunkett						Yes
Equipment Manager	Tom Clawson						Yes
Discipline Coordinator	Dan Fishkin						As Needed

### 5.3 Election and Appointment

Bend Ice will schedule and convene an annual meeting, typically held the first weekend in April of each year. Prior to the annual meeting (Bend Ice By-Laws Article VI), the Bend Rapids Youth Hockey Club membership shall elect the following Officers: Chair, Vice-Chair, Secretary, Finance Manager, and Registrar as follows; the Chair, Secretary, and Registrar shall be elected in odd-numbered years for a term of 2 years, and the Vice-Chair and Finance Manager shall be elected in even numbered years for a term of 2 years. Bend Rapids Youth Hockey Club election results will be announced at the annual Bend Ice meeting. However, in circumstances where vacancies arise and nominated candidates lack a one-year requirement, they can still be considered. The Steering Committee undertakes a thorough evaluation of all nominees, and



in the absence of the prerequisite service of 1 year, selects one person for either role through a  $\frac{2}{3}$  majority vote. This process not only upholds the organization's standards for leadership but also ensures continuity and stability in fulfilling its objectives.

All other committee positions identified herein can be recommended by any member of the Steering Committee (see chart above) and will be vetted and voted on by the Executive Board for approval. Each Steering Committee member shall serve a 2-year term from the date of their first monthly meeting.

Bend Rapids Youth Hockey Club candidate nominations will be accepted from any current Bend Rapids Youth Hockey Club member provided they are received in accordance with the Bend Ice By-Laws (Article VI). Nominations can be provided as self-nominations or for other members. The Bend Rapids Youth Hockey Club Steering Committee Registrar will verify a current list of registered members prior to confirming nominations. Election winners will be determined based upon a simple majority of ballots cast by current Bend Rapids Youth Hockey Club members.

## **5.4 Voting Rules**

### **5.4.1 Bend Rapids Members**

For purposes of voting at the Bend Ice annual meeting on behalf of the BRYHC, a member is defined as a Rostered Player that is in good standing, with all invoices paid up to date of the election, and is not on a disciplinary path such as suspension from BRYHC, OSHA or USAH; a USAH Rostered Coach (including practice and bench coaches) who completed the season as an USAH Certified Coach that is not on any disciplinary path from the BRYHC, OSHA or USAH; and a member of the Steering Committee, including the Coaching Committee and Team Managers that are not on any disciplinary path from the BRYHC, OSHA or USAH. There is one vote per defined member. For example, if a Steering Committee member is also a rostered coach, that individual is allocated one vote. However, a parent/guardian that is casting a vote for their rostered player and is a rostered coach a ballot casting two votes is appropriate. In this instance one vote is for the rostered coach and the other for the rostered player.

Members are defined as any of the following:

1. A Rostered Player that is in good standing, with all invoices paid up to date of the election, and is not on a disciplinary path such as suspension from BRYHC, OSHA or USAH. (see NOTE below)
2. A Bend Rapids Rostered Coach (including practice and bench coaches) who completed the season as an USAH Certified Coach that is not on any disciplinary path from the BRYHC, OSHA or USAH;
3. A member of the Steering Committee as listed on the left hand column of the Steering Committee Details Chart above, and is not on any disciplinary path from the BRYHC, OSHA or USAH.
4. Coaching Committee members and Team Managers that are not on any disciplinary path from the BRYHC, OSHA or USAH.

NOTE: Solely being a parent/guardian of a player does not entitle the parents/guardians to cast their own votes. However, because rostered players are usually minors (under 18), the parents/guardians may cast one vote on behalf of their rostered player.

### **5.4.2 Bend Rapids Steering Committee**

In matters relating to changes in BRYHC policy (ie: Guidebook revisions, policy changes, coaching offers, etc.), only the members of the Executive Board have voting privileges. There is one vote per member of the Executive Board with the Chair holding the tie-breaking vote. Steering Committee and Coaching Committee members are encouraged and will be

asked to participate in conversations related to policy changes at all times. Voting amongst the entire Steering Committee is allowed based on approval from the Executive Board during Steering Committee meetings.

## **5.5 Meetings**

The Steering Committee shall hold no less than 10 (ten) meetings a year. The date and location of these meetings shall be determined by the Steering Committee; generally held on the first Monday of each month. The Steering Committee will participate in Bend Ice's annual meeting. All decisions and policy changes made by the Executive Board shall be reviewed with specific action items every meeting and distributed as needed through appropriate channels. It is the Chair's responsibility to ensure all action items are addressed and distributed in a timely manner. Each Steering Committee member is required to provide a monthly report, in person or in writing, every scheduled meeting. Attendance will be taken at every meeting. These action items will be kept in a running Google Doc to be evaluated at the end of each season.

### **5.5.1 Executive Board**

The Executive Board is made up of the 5 elected members of the Bend Rapids Youth Hockey Club Steering Committee; the Chair, Vice Chair, Secretary, Registrar and Finance Manager. The board will meet no less than 8 (eight) times per year, generally on the third Monday of every month. The date and location of these meetings shall be determined by the Executive Board. The Executive Board is to act as a conduit for driving the Mission and Vision of the Bend Rapids Youth Hockey Club, making decisions on appointing, changing or removing members of the Steering Committee as well as other duties as they see fit.

### **5.5.2 Coaching Committee**

The Coaching Committee is made up of the following members, the Vice Chair, Coaching Director and Goalie Development Coordinator as well as 3 (three) appointed members approved by the Executive Board. When possible the 3 appointed members will provide representation from the youngest, middle, and oldest age groups within BRYHC. The Coaching Committee shall meet during the on-ice months (November - April) during the second full week of each month. Any updates or news shall be passed along to the Chair of the board prior to the Executive Board meeting on the 3rd Monday of the month. If in the opinion of both the Coaching Director and the Vice Chair, there is no need to hold a meeting, the meeting may be canceled. The exact date and location of these meetings shall be determined by the Coaching Director and Vice Chair. See "Coaching Committee" below for specific duties and objectives.

## **5.6 Resignations and Removals**

An Executive Board Member may be removed at any time based on a majority vote of the Executive Board; After resignation or removal, a new Executive Board Member may be appointed by majority vote of the Executive Board within a reasonable timeframe.

A Steering Committee Member may resign at any time by delivering written notice to the Chair. In order for a Steering Committee member to be removed from their position, a majority vote of the Executive Board is required; the Chair cannot act as a tie-breaker in this specific situation. The Chair reserves the right to appoint an interim member of the Steering Committee without a vote, if needed. If a Steering Committee member resigns their position, they are required to assist in finding a viable replacement; unless approved by the Executive Board.

## **6.0 Steering Committee Roles and Responsibilities**

### **6.1 Chair**

Chair will be elected by the Bend Rapids membership and will lead the Steering Committee, appoint sub-committee members and sub-committee leadership positions, as needed.

- Creates Steering Committee leadership positions for various roles to be approved by the Executive Board
- Nominates/appoints individuals to serve in Steering Committee leadership positions
- Develops agendas and serves as Chair for Steering Committee meetings
- Leads Steering Committee operations
- Responsible for preparing the annual operating budget in partnership with the Finance Manager
- Performs final review of all background screens required by USA Hockey, OSHA, and/or any other governing organization
- Approve roster changes, coaching changes and/or other special events, games, practice issues, etc. as needed in emergency situations
- Attends Quarterly OSHA meetings (or designate a person to attend)
- In any matter put to a vote by the USA Hockey NGB or state or regional governing body, casts vote on behalf of the Steering Committee
- Presides over Steering Committee and Executive Board meetings
- Helps recruit referees to OHOA (if necessary)
- Ensures Steering Committee compliance with Bend Ice Bylaws
- Ensures Steering Committee compliance with requirements of NGB and applicable local or regional governing bodies
- Serves as director on Bend Ice Board of Directors
- Attends Coaching Committee meetings as needed in the absence of the Vice Chair

### **6.2 Vice Chair – (Reports to Chair)**

Vice Chair will be elected by the Bend Rapids membership and will lead the Coaching Committee as a tie-breaking vote. The person holding this role should have reasonable experience in the hockey community.

- Holds all powers and responsibilities of Chair in his/her absence
- Attends all Executive Committee meetings monthly
- Oversees creation/revision of Steering Committee policies, forms, releases, etc.
- Performs other tasks as directed by the Chair
- Creates and manages state-wide protocols (as needed)
- Supports other roles as needed
- Works to promote the sport of hockey and the Bend Rapids through the following:
  - Coordinating with Scheduler and BPRD for free “Try Hockey” events
  - Developing and distributing fliers, advertising (both electronic and paper), and handouts to communities in Central Oregon with a goal of increasing awareness about hockey and the Rapids.
  - Helps to build relationships with sponsors and other businesses that will provide a benefit to BRYHC
  - Works with outside hockey programs at both the local level and above to create promotional events, learn to skate camps, training camps etc as possible.

### **6.3 Chair Emeritus – (Reports to Chair)**

- Provides mentorship to the Chair, Steering Committee, and Executive Board as needed

This role was created to aid the transition of duties from an outgoing Chair to an incoming Chair. The term overlaps with the incoming Chair but not to exceed two years but no less than one year. After one year, at the Executive Board's discretion (through a majority vote) the Executive Board may relieve the Chair Emeritus of any further expectations and responsibilities.

#### **6.4 Secretary – (Reports to Chair)**

- Attends all Executive Committee meetings monthly
- Prepares Steering Committee meeting agendas with input from Chair and Steering Committee
- Organizes and keeps copies of all minutes, reports and other documents related to operations of the Steering Committee in digital formats
- Notifies Steering Committee members of meeting times and location at least 7 days prior to predetermined date/time
- Works with the Communication Coordinator to distribute membership-wide announcements and notifications
- Holds and organizes all Steering Committee paperwork (as needed)
- Facilitates and manages steering committee elections and appointments.
- Manages the BRYHC guidebook. Oversees periodic revision process.
- Supports the Chair in running effective and productive steering committee meetings.
- Supports other roles as needed

#### **6.5 Registrar – (Reports to Chair)**

- Attends all Executive, Committee meetings monthly
- Participates in home tournaments under guidance from the Tournament Director
- Management of USA Hockey and SportsEngine rosters
- Registers teams/players/coaches thru USAH Portal
- Ensures organization's compliance with all USA Hockey requirements for registration
- Ensures that all participants meet necessary criteria for registration, and are properly registered
- Ensures that participants have completed all required forms, waivers and releases
- Provides the Steering Committee and Coaching Committee with actual and projected participation numbers for past, current and upcoming seasons
- Partners with the Communications Coordinator to improve registration experience
- Helps compile registration information for Team Manager books
- Partners with SafeSport Coordinator to ensure organizational compliance with USAH requirements

#### **6.6 Finance Manager – (Reports to Chair)**

- Attends all Executive Committee meetings monthly
- Establishes an annual organization budget in partnership with the Chair and with support from Equipment Manager, Tournament Director and Coaching Director.
- Sets fees/charges for organization programs, services and events and collects and accounts for all monies received by the organization
- Provides Bend Ice Treasurer with all monies collected by Bend Rapids Youth Hockey Club, with necessary accounting of funds in accordance with the Steering Committee Financial Policy and the Bend Ice Financial Policy
- Dispenses all monies received by Bend Rapids Youth Hockey Club from Bend Ice and provides the Steering Committee with appropriate documentation of expenditures in accordance with the Bend Ice Financial Policy.
- Partners with Bend Ice Treasurer to ensure financial and accounting processes are in alignment with the Bend Ice Financial Policy.

- Follows the Bend Ice Financial Policy

### **6.7 Communications Coordinator – (Reports to Registrar)**

- Updates social media/website within media policies
- Coordinates recruitment practices within the community with direction from the Steering Committee
- Is responsible for all membership wide communications
- Manages on-line registration system in conjunction with Registrar and Finance Manager
- Manages an online ordering store of BRYHC merchandise with the assistance of the BRHYC Merchandise Manager

### **6.8 Scheduler – (Reports to Secretary)**

- Schedules all ice time, home and away for BRYHC games and practices
- Works with Team Managers to fill team schedules in accordance with the annual budget
- Coordinates ice time through BPRD along with Chair
- Coordinates with OHOA for officials and updates them of any changes to home game times and/or locations
- Coordinates game schedules with other organization's Scheduler and works with Team Managers to ensure awareness
- Works with Tournament Director to schedule home tournaments, as needed
- Researches and identifies possible away Tournaments and provides options to Head Coaches, registers for the tournaments with the Team Managers. Will ensure tournament payments are made through the Finance Manager.
- Maintains the OSHA-wide Master Spreadsheet of team schedules for all age groups, and makes sure the SportsEngine calendar is up to date along with the Communications Coordinator, including any changes to the schedule
- Attends the OSHA scheduling meeting in the summer (July) to establish the schedule of games for the upcoming season
- Communicates all last minute cancellations or changes to individual Team Managers and Coach Staff

### **6.9 Coaching Director – (Reports to Vice Chair)**

Qualifications required include the following:

- Coaching experience and current USA Hockey CEP Level 4 certification or equivalent coaching experience
- Strong communication and conflict resolution skills
- Effective organizational, planning, and implementation skills
- Clear understanding of USAH, ADM, CEP and LTAD programs

Specific job responsibilities include:

- Is the first line supervisor for parents or players to speak with, who may have questions or concerns about a team's coach if talks with that coach are ineffective or inappropriate
- Recommends members of the Coaching Committee to the Vice Chair for approval from the Executive Board
- Establishes and maintains a hiring, interview process and timeline for coaching staff and together with the Coaching Committee recommends Head and Assistant coaches to the Executive Board
- Schedules and leads the Coaches Committee monthly meetings (November - April)
- Facilitates all player evaluations and team tryouts with applicable coaches at specific age levels

- Meets occasionally with coaches to review practice plans to ensure that they are appropriate at each age level and are consistent with ADM principles
- In-person evaluation and participation of practice sessions several times per season per age level and provide feedback to coaches to improve the coaching capability of their adherence to the ADM and LTAD
- Actively participates in Steering Committee meetings to report on organizational issues related to ADM and coaching staff
- Maintains communication with the USAH ADM Regional Manager and OSHA Coach-In-Chief and involve them as needed
- Conducts an end of year review and planning meeting for the upcoming season to develop plans for future improvements along with the Coaching Committee and make recommendations to the Executive Board
- Facilitates a mandatory pre-season meeting with all coaches to ensure that individual coaches understand and enforce required BRYHC policies and procedures along with USAH and OSHA Guidelines and ByLaws
- Annually creates and maintains the BRYHC Coaching Manual for Executive Board approval
- BRYHC Coaching Manual to be presented to every coach at the beginning of each season at the mandatory preseason All-Coach Meeting
- Partners with Finance Manager on assigning appropriate Coaching Fees each season to be approved by the Executive Board
- Partners with the Finance Manager to create forecasts of season structure for development of annual registration fees.

#### **6.10 Tournament Director – (Reports to Finance Manager)**

- Coordinates and organizes all BRYHC hosted youth tournaments to meet all deadlines set forth by the Steering Committee
- Sends and receives tournament applications in coordination with Communications Coordinator
- Supervises and coordinates proper hosting duties (group rates, travel, hotels, welcome items/snack packs, etc.)
- Ensures compliance with and satisfaction of all USA Hockey tournament rules and requirements
- Submits tournament information to OSHA for certification and coordinates with Finance Manager for payment
- Secures necessary officials through OHOA for any applicable home tournaments
- Communicates tournament information, requirements, etc. to visiting teams
- Arranges for tournament awards and medals
- Arranges for tournament vendors and sponsors
- Coordinates/supervises all tournament volunteer
- Annually establishes the tournament budgets and registration costs in partnership with the Finance Manager to be presented to the Executive Board as part of the annual organizational budget
- 

#### **6.11 Sponsorship Coordinator – (Reports to Finance Manager)**

- Primary liaison to corporate team sponsors
- Solicits all sponsor logos and maintains a Google Drive folder with all BRYHC assets
- Maintains documentation with sponsor brief for Steering Committee access (Contacts, social channels, etc.)
- Ensures sponsor logos are appropriately/included placed across organizational materials including Rapids website, physical events such as tournaments, and printed material
- Maintains and tracks sponsor signage products and oversees placement and installation at organizational events (tournaments, etc..) and orders new signage as needed
- Partners with Communications Coordinator to ensure sponsors are recognized at regular intervals in organizational communications channels (newsletter, social media, etc.)

- Coordinates end of season team pictures and thank you cards to applicable sponsors

## **6.12 Volunteer Coordinator – (Reports to Secretary)**

- Annually creates and maintains Team Manager Guidebook and Parent Welcome Packet
- Recruits Team Managers with recommendations from individual team coaching staff with approval from the Executive Board
- Annually creates and distributes Team Manager team binders in partnership with Registrar
- Attends all teams' pre-season meetings to explain volunteer requirements
- Trains all Team Managers and communicates with them throughout the season regarding job duties
- Supports Team Managers' communication with families regarding volunteer needs and opportunities
- Acts as liaison between Team Managers and Executive Board
- Responsible for learning, mastering, and improving the Dibs system.
- Responsible for ensuring the bulk of Dibs tasks are uploaded prior to the start of the season. This includes all teams' practices, games, jamborees, tournaments (home and away), or club events as scheduled at the start of the season.
- Responsible for regularly maintaining the Dibs system throughout the season as additional needs are identified, including tracking Dibs completions with support from Team Managers..
- Creates additional volunteer opportunities as needed, with direction from the Executive Board based on Team Manager and Head Coach recommendations
- Coordinates with Tournament Director to determine volunteer needs for home tournaments and ensures execution of volunteer roles
- Tracks all families' volunteer hours (tournament and non-tournament) for reimbursement of volunteer fee
- Coordinates with Finance Manager to issue volunteer fee refunds

## **6.13 Equipment Manager – (Reports to Finance Manager)**

- Facilitates annual team uniform orders to meet all deadlines set forth by the Steering Committee.
- Manages the jersey number selection process.
- Places all equipment orders annually or on an as needed basis in accordance with relevant deadlines.
- Maintains the organization's inventory of hockey gear and materials
- Communicates equipment needs to the Finance Manager via requests from the Coaching Committee and individual team's coaching staff.
- Evaluates condition of gear, repairs/retires gear as needed
- Distributes and collects Coaching bags and equipment (pucks, water bottles, shells, etc.)
- Orders and distributes score sheets from USAH
- Annually establishes and maintains an equipment budget in partnership with the Finance Manager to be presented to the Executive Board as part of the annual organizational budget
- Coordinates gear exchange(s) along with other members of Bend Ice

## **6.14 Goaltending Development Coordinator – (Reports to Coaching Director)**

The Goaltending Development Coordinator (GDC) is tasked with enhancing goaltender development for the Bend Rapids and includes the following duties:

- Educate and facilitate the implementation of USAH's Goaltending Development Curriculum
- Develop and cultivate relationships with the Oregon GDC and other goaltending coaches within the State
- Attend and participate in team practices of all ages on a regular basis

- Encourage all BRYHC coaches to get USAH Goaltending Coaching Certified (Bronze and Silver level) through the Coaching Committee
- Identify, train and assist BRYHC goalie coaches on season planning
- Facilitate Weekly Goalie Clinic along with other goalie coaches
- Monitor and document BRYHC goalie coaches on-ice attendance and performance, and provide this information to the Finance Manager for use in compensation consideration
- Work with BRYHC goalie coaches to develop a season plan for all goaltenders and then develop practice plans
- Provide goalies in the program with Beginning and End of Season evaluations for individual development
- Provide goalies in the program with information about USAH Development camps and opportunities
- Attend BRYHC Coaching Committee meetings and build a local Goaltending Development Model
- Attend BRYHC Steering Committee meetings monthly and report back on Goalie-related coaching and development concerns and needs

### **6.15 SafeSport Coordinator – (Reports to Registrar)**

Oversees all aspects of Bend Rapids Youth Hockey Club safety efforts related to sexual, physical and emotional misconduct. Misconduct that falls under Safe Sport is generally related to conduct that is not addressed in playing rules or the club's various Codes of Conduct. The job description includes:

- Educate board members, coaches, parents and participants about the SafeSport Program
- Be a resource to all BRYHC program participants on how to foster a positive Safe Sport culture
- Communicate effectively and efficiently with members and volunteers
- Take in and respond to verbal or written reports regarding allegations of misconduct from members in a timely manner
- Makes preliminary determinations of whether misconduct is related to SafeSport, Code of Conduct or Playing Rules and refers issues related to Code of Conduct or Playing rules back to the appropriate party
- Report to the Affiliate SafeSport Coordinator at OSHA monthly and as needed for regular reporting and final determinations of Safe Sport related misconduct
- Be familiar with the U.S. Center for SafeSport and reporting obligations under the Center
- Understand and follow the complaint reporting procedures and structure within USA Hockey
- Track and maintain a Google Drive folder for all SafeSport reports and certifications within the organization in partnership with the Registrar (This includes reports, investigations and outcomes following investigations, hearings and appeals)
- Coordinate and schedule disciplinary hearings to address alleged SafeSport violations, if and when necessary
- Communicate appropriate information to all relevant parties on the progress and/or status of complaints, investigations, hearing procedures, appeals and final resolutions. Detailed information related to disciplinary action is considered confidential and will only be shared with respondents and appropriate club officials

### **6.16 Discipline Coordinator – (Reports to Vice Chair)**

- Follows USAH bylaw 10. The USA Hockey Bylaws are contained in the USA Hockey Annual Guide, which can be found at <http://www.usahockey.com/annualguide>
- Creates Discipline Committee in accordance with USA Hockey guidelines, as needed



## 6.17 Team Manager (Not required to attend regular meetings) – (Reports to Volunteer Coordinator)

- Assists the Registrar in obtaining necessary documentation from all participants (players and coaches)
- Coordinates travel trips (lodging, team dinners, etc.)
- Ensures compliance with all BRYHC, OSHA and USAH policies related to travel
- Assists coaches with needs as requested (i.e., filling out rosters before games, etc.)
- Acts as “point of contact” for players and parents with relation to questions and issues
- Coordinates all needed volunteer positions for home and away games
- Partners with Scheduler and Finance Manager on all away tournament payments and registration
- Also works under the parameters of the Team Managers handbook

## 7.0 Coaching

### 7.1 Coaching Committee

All coaching related matters are the responsibility of the Vice Chair and Coaching Director and are addressed through the Coaching Committee. The six-person committee is assembled by the Coaching Director and Vice Chair (with approval by the Executive Committee).

*The committee’s objectives are to:*

- Determine Team Structure:

The Coaching Committee annually recommends the appropriate number of teams per age level and competition level (i.e. Travel B, Travel A, Tier II [nationally-bound, or otherwise]).

- Runs Tryouts

The Coaching Committee assembles coaches and volunteers necessary to conduct tryouts. See [“Tryout Policy”](#) for more information.

- Evaluate Standards of Play

The Coaching Committee creates and maintains standards of play to support player development. The goal is to have a baseline of skills and concepts BRYHC players should demonstrate proficiency within the various competitive levels (Travel B/A vs Tier II) and age-level progression.

- Compose Coaching Staff

The Coaching Committee will evaluate and interview Head and Assistant coach applications and make recommendations to the Executive Board. Assistant and Practice coaches will apply to the Coaching Committee as well but will only be subject to the interview process as needed (particularly for Tiered teams). The Coaching Committee will work with the Head coaches to determine Assistant coach and practice coach appointments as needed. The Executive Board will approve final Head and Assistant coaching appointments.

- Schedule and Track Coach Training and Requirements

To ensure quality and continued improvement, all BRYHC Coaches are required to be certified through the USA Hockey Coaching Education Program (CEP). All coaches must recertify based on current USA Hockey guidelines.

The coaching committee will also seek regular local training opportunities that may include seminars, chalk talk, and outside lecturers. Will work with the Registrar to ensure all coaches are USAH Coach Compliant by December 31 to adhere to USAH Guidelines.

- Act as Disciplinary Body

The Coaching Committee along with SafeSport Coordinator and Discipline Coordinator, shall act as a disciplinary body for all BRYHC coaches in the event such actions are required or reported. Potential cases may include physical or mental abuse, excessive player punishment, inappropriate practice plans, abuse of a referee, or any other behavior deemed unacceptable as a representative of the BRYHC or against the Coach Code of Conduct. Disciplinary action may also be initiated by the Safesport Coordinator, the Steering Committee, and the Executive Board. If it is believed that an incident may be criminal in nature, the incident will be referred to local law enforcement. Referral to law enforcement does not necessarily mean that criminal behavior has occurred, or will be prosecuted. Therefore, BRYHC should continue to investigate any incidents it believes may have violated the various rules and regulations that BRYHC operates under.

## **7.2 Coaching Staff**

To ensure quality and continued improvement, all BRYHC Coaches are required to be certified through the USA Hockey Coaching Education Program (CEP). All coaches must recertify based on current USA Hockey guidelines. All certifications need to be completed by November 1st, prior to stepping on the ice.

## **7.3 Coach Appointments**

Each team will lead by (1) Head Coach and (1) Assistant Coach. Any additional coaches will be considered a practice coach.

For Head and Assistant coach positions, candidates will submit an application to the Coaching Committee in accordance with predetermined timelines prior to player registration. The Coaching Committee, as a group, will review all applicants, conduct interviews and reference checks and make recommendations to the Executive Board. The Executive Board will approve final head and assistant coaching appointments. Head coaches can recommend additional practice coaches to the Coaching Committee for review along standard approval procedures. There will be no more than four Practice coaches during games or scrimmages per USAH rules.

Returning coaches in good standing who are applying to coach a subsequent season may be allowed to forgo additional coaching interviews at the discretion of the coaching committee or Executive Board.

## **7.4 Coaching Reimbursement**

The number of approved coaches that are eligible for any reduced registration costs, stipend, and/or reimbursement of certain travel costs, shall be determined by the Steering Committee on a year by year basis, based on the financial health and/or goals of the BRYHC. These approved benefits shall be approved by the Executive Board prior to the start of the season as part of the budgeting process to determine registration costs. The Head coach and assistant coach will be given first priority when providing any reduced registration costs and/or travel cost reimbursement.

Specific details of the reimbursement will be located in the current "Coaches Reimbursement and Compensation Policy."

## **7.5 Concussion Protocol**

BRYHC will abide by Jenna's Law for the protection of all players and coaches.

If any player exhibits symptoms of head trauma, the player is not eligible to return to any practice or game until the Head Coach has received notification from the parents or guardian that the player has been approved to return by a physician. Notification must consist of a document, paper or electronic, that states the player is eligible to return to regular athletic activity. Bend Ice reserves the right to update any information and policies in this guidebook at any time.

## **7.6 Scholastic Grade Requirements**

The 14U, 16U & 18U Head Coaches may set a grade policy once it has been approved by the Coaching Committee.

## **7.7 Dress Code Policy**

The purpose of this policy is to ensure that our organization as a whole is represented with the highest professional standards in mind. It also functions to teach our young athletes to take pride in how they present themselves at our home facility and at all away games. It is well known throughout the entire ice hockey community and worldwide that hockey players, coaches, and officials conduct themselves to a higher standard traditionally than other sports. We also understand that hockey can be financially exhausting and the BRYHC has carefully considered to best match the requirements to the appropriate age groups. In keeping with these values, the BRYHC has implemented the following guidelines regarding the attire of all youth hockey players and coaches.

No player or coach will wear any article of clothing/equipment at any BRYHC function that displays obscene, vulgar, or otherwise disrespectful language or images. This includes images of any legal or illegal mood altering substances. Players and coaches need to arrive at the rink with the attire requirements met prior to the game. Upon arrival at the rink, players may change into team warmups until the beginning of the game. Any player that is with the team and either scratched for the game or serving a suspension must stay in the approved professional attire and may not change into warmups.

### **7.7.1 Age Specific Requirements**

#### **8U level**

No special requirements unless determined by the coaching staff.

#### **10U level**

No special requirements unless determined by the coaching staff.

#### **12U Level and above**

No special requirements unless determined by the coaching staff.

### **All Select & Tiered Teams**

Coaches and Players from all A or AA teams are strongly encouraged to wear a button up shirt and tie with slacks and dress shoes. Otherwise dress pants, collared shirts, and appropriate shoes will be worn. Female players will wear appropriate dress clothing. Tournament weekends: during tournament weekends it is common that players will spend the majority of their time at the rink and not return to the hotel until the end of the day. In such circumstances it is acceptable

for players to remain in team warmups for the duration of the day as long as they are staying in the rink environment. At the end of the tournament day the players would need to redress in the professional attire prior to leaving the rink.

## 8.0 Registration

All registration forms and any supporting paperwork must be complete and a minimum deposit must be submitted prior to a player taking the ice for practice or games. BRYHC uses and complies with OSHA and USAH registration rules and processes and utilizes the USA Hockey SportsEngine system. OSHA, Pacific District and USA Hockey rules and procedures may take precedence over Steering Committee guidance.

## 8.1 Player Designations

### 8.1.1 Practice Players

Practice Players are individuals designated as such either voluntarily by the player or through evaluation by the coaching staff. These players will exclusively participate in practice sessions and will not be rostered for games throughout the season. These players must be approved by the coaching staff and the BRYHC executive board and must be registered with USA Hockey for the current season.

Practice Players are subject to paying half of the season fees. Additionally, at the commencement of the season, Practice Players must declare their intention to attend any other paid off-ice sessions; should they opt to participate, they will be responsible for the full associated fee. The purchase of jerseys is available as an option for Practice Players.

In cases where players are from out of state or are not registered with the organization, their designation as Practice Players will be evaluated individually by the Executive Board and subsequently presented for approval by both parents and the coaching staff.

## 8.2 Player Movement Policy

This policy establishes clear criteria and procedures for moving players between B and A teams during the season (or up an age group as necessary for certain games) addressing situations such as player absences due to illness, injury, or other commitments. It aims to maintain team balance, promote player development, and uphold the integrity of the BRYHC.

### 8.2.1 Decision Authority

- **Coaching Staff Authority:** The head coach of the receiving? team holds the authority to make final decisions regarding player movement, but will take input from the coach of the team loaning the player(s)
- **Coaching Committee Review:** The coach may present the decision and its rationale to the Coaching Committee for review, ensuring alignment with BRYHC policies.
- Efforts will be made to allow different players the chance to play up when the opportunity arises, so long as they fall within the guidelines below, so that it is not the same one or two skaters every time”.

## 8.2.2 Criteria for Player Movement

Decisions regarding player movement will be based on a holistic evaluation of each athlete, focusing on the following factors:

1. **Skill Development:** Assessment of the player's current skill level and potential for growth, ensuring alignment with the competitive level of the A team.
2. **Character:** Demonstration of respect, sportsmanship, and positive behavior both on and off the ice, in line with USA Hockey's Zero Tolerance Policy. ([usahockeyrulebook.com](http://usahockeyrulebook.com))
3. **Dedication to Practice:** Consistent attendance and active participation in practice sessions, reflecting a commitment to personal and team development.
4. **Dedication to Games:** Reliability in attending games and contributing positively to team performance.
5. **Work Ethic:** Exemplary effort during drills, games, and overall training, indicating a strong desire to improve.
6. **Leadership Skills:** Ability to lead by example, motivate peers, and contribute to a cohesive team environment.
7. **Overall Athleticism:** Physical abilities, including strength, agility, and on-ice performance, appropriate for the higher level of play.

## 8.2.3 Evaluation Process

- **Continuous Assessment:** Coaches will regularly evaluate players during practices and games to monitor development and readiness for potential movement.
- **Communication:** Open dialogue with players and parents will be maintained to discuss progress, expectations, and areas for improvement.
- **Development Focus:** All decisions will align with USA Hockey's American Development Model (ADM), emphasizing age-appropriate skill development and long-term athlete growth. ([portal.usahockey.com](http://portal.usahockey.com))

## 8.2.4 Implementation and Review

- **Transparency:** Decisions will be communicated clearly to the player and parents, providing constructive feedback and outlining a plan for continued development.
- **Player Participation:** It is important to note that not every player will have an opportunity to move between teams. Movement is not guaranteed and is based solely on the criteria and assessments outlined in this policy.
- **Regular Review:** The Coaching Committee will review this policy annually, making adjustments as necessary to reflect the evolving needs of the league and adherence to USA Hockey's standards.

## 8.3 Tournament Release to Other Organizations

There may be instances that a player chooses to attend a tournament with another USAH Affiliated team within Oregon. In order to request the release to participate in a single or multiple tournament (s) with another organization, the Chair

from the other association and player must submit a formal request to the executive board for consideration. Such requests will only be approved if they do not interfere with pre-scheduled Bend Rapids commitments, including games or tournaments. Approval is contingent upon the Executive Board's review and assessment of the impact on the player's obligations to the Bend Rapids organization.

## **8.4 Dual Rostering Contingencies**

The Bend Rapids Youth Hockey Club (BRYHC) acknowledges that in rare occasions players and their families may wish to consider participating in two organizations within the state. In accordance with this understanding, players may make a formal request prior to the start of the season to participate with another team or organization within Oregon, provided they meet the following criteria:

- The team is within the same age group or older.
- The team holds a higher competition level compared to the player's BRYHC team, and this competition level is not available within BRYHC.
- The player does not participate in any B-level Oregon State Hockey Association (OSHA) games in their current age group that lead to the State Tournament. (in accordance with OSHA guidelines)

This provision aligns with USA Hockey Rules and Regulations.

Any player choosing to join two teams must register, pay fees, and actively participate with both BRYHC and the other organization.

Should a player wish to join an additional organization within the state, they are required to submit a letter to both organizations for approval. The BRYHC executive board will carefully review and vet these requests in accordance with the guidelines of our program, recognizing that parents/guardians ultimately have the decision-making authority for their child's interests. However, it's important to note that the number of players granted such requests may be limited due to considerations such as existing player numbers and schedule commitments. When, and if, approved by both organizations, this letter will be retained by both organizations and submitted to the registrars for rostering and registration purposes.

## **8.5 Incremental Registration Fees**

Incremental registration fee payment plans may be provided, however, they are not guaranteed, and are at the discretion of the Registrar and Finance Manager, with Chair approval. The Finance Manager will review all requests for incremental registration fee payments and communicate with the Executive Board. A signed acknowledgement by the parent or responsible guardian will be required for all incremental payment plans.

## **8.6 Outstanding Fees**

Players with outstanding fee balances (fees not submitted by due date) will not be allowed to participate in on-ice or off-ice activities until any outstanding fees, balances or requirements are current; unless approved by the Finance Manager with communication to the Executive Board. Any player with an outstanding balance will not be eligible for release from the BRYHC until all balances are paid in full.

## **8.7 Late Registration**

Late registration requests will be reviewed by the Coaching Staff of the respective team(s) and Registrar, who will determine whether to approve late registration.

## **8.8 Bend Rapids Scholarship Program**

Scholarship information is available on the Bend Rapids Youth Hockey website.

[Bend Rapids Scholarship Program.](#)

## **8.9 Volunteer Reimbursement**

Reimbursement for USA Hockey-required expenditures will be made subject to policies set by the BRYHC Steering Committee, but are not guaranteed. Reimbursement forms are available through the Finance Manager and Steering Committee Chair. Reimbursement forms must be submitted to the Finance Manager for approval by the end of each calendar month, within one month of the incurred expense for which reimbursal is being sought. Approved reimbursement checks will be issued within 30 days of request by the Finance Manager under the direction of the Bend Ice Treasurer. All exceptions must be approved by the Finance Manager.

## **8.10 Coaches, Team Managers and Steering Committee members**

Coaches (parent and non-parent), Team Managers and Steering Committee members are eligible for Coaching Fees, player registration credit and/or reimbursement as determined by the Steering Committee on a year by year basis, based on the financial health and/or goals of the BRYHC. These approved benefits shall be approved by the Executive Board prior to the start of the season as part of the budgeting process to determine registration costs.

## **8.11 Refund Policy**

Registration refunds must be reviewed by the Finance Manager and presented for Executive Board approval at the next regularly scheduled meeting. The approval of refunds will be determined at the discretion of the Executive Board. There will be no adjustments or refunds due to a player quitting or being released due to disciplinary action. There will be no refunds due to injury or relocation and no transfer of fees from one family to another without the Executive Board's approval.

## **9.0 Fundraising**

The BRYHC will fundraise for the entire organization throughout the year by various means that they see fit with help from various teams, players and families. The funds will be distributed amongst the organization's teams in a general fund. If a specific team wishes to fundraise for a specific purpose (to lower registration fees, purchase equipment, cover travel costs, etc.) they are welcome to do so at any time. All fundraising events have to be approved by the Finance Manager, Vice Chair or Chair and communicated to the Executive Board.

## **10.0 Codes of Conduct**

### **10.1 Players Code of Conduct**

BRYHC strives to provide a positive and fun learning environment that promotes character and skill development for all players. In return, players are expected to adhere to the following code of conduct.

- Play for FUN!
- Work hard to improve your skills.
- Learn teamwork, sportsmanship and discipline.
- Be a team player – get along with your teammates and support your team.

- Act only in a manner that is becoming of you, your team, the organization and ice hockey.
- Treat your teammates, parents, coaches, officials and opponents in a manner that upholds your respect.
- Be on time for practices and games.
- Learn the rules and play by them.
- Never argue an official's decision and be prompt in taking direction.
- Abide by all Steering Committee and USA Hockey policies, rules and regulations.

## 10.2 Parents Code of Conduct

BRYHC believes parents and guardians are the foundation on which this youth program is built, and will rely heavily on this group to provide executive time and funding to build a successful youth program. Parents and guardians must work and communicate year-round to build an effective program. All parents will abide by the following code of conduct.

- Cheer and support good team play of both teams.
- Have your child on time to practices and games and pick your child up on time.
- Learn and understand team rules, discipline and technique corrections, so you can help your child learn and understand them.
- Emphasize skill development and practice and how they benefit young athletes.
- De-emphasize games and competition in the lower age groups.
- Applaud a good effort in victory and in defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Help to eliminate the physical and verbal abuse in youth sports.
- Refrain from leaning and/or yelling over the glass or penalty box to coach players. Let the coaches do the coaching.
- Respect coaching decisions regarding playing time, position and placement.
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
- Accepting referee decisions and understanding verbal abuse or harassment of a referee could lead to expulsion from the ice arena.
- Be a positive role model for your child. Do not engage in public display of anger.
- Display good sportsmanship by respecting opposing fans, coaches and ice officials.
- Do not heckle, jeer or distract players and avoid the use of profane and obnoxious language and behavior.
- Remind those whose behavior is contrary to this code of conduct.
- Unless an emergency exists, do not approach players, coaches or on/off ice officials before, during or immediately after games with anything other than congratulations.
- All questions and concerns regarding players, officials or coaches should be addressed at a more conducive time to problem solving (i.e. adhere to the "24 hour rule" and let a day pass before raising your concern).
- Do not force your children to participate in sports, but support their desire to play. Children are involved in organized sports for their enjoyment; make it fun.
- Do not embarrass your child by yelling at players, coaches, managers, officials, parents, or anyone. By showing a positive attitude toward the game and all participants, your child will benefit.
- Encourage your child to play by the rules. Remember, children learn best by example.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of officials hurts the game.
- Abide by all Steering Committee and USA Hockey policies, rules and regulations, and ensure your child does the same.
- Any complaints regarding violation of rules, questionable conduct, irreconcilable personality conflicts or abusive behavior by player, coach, parent or fan should be reported to the team's head coach. If this is ineffective or



inappropriate, a parent's next resource should be the Coaching Director followed by a Steering Committee member.

- Learn all you can about the game, and volunteer!

### **10.3 Coaches Code of Conduct**

Players look to coaches for leadership. All BRYHC coaches must be honest, fair, an advocate, a role model, and a good sport. All coaches are expected to adhere to the following code of conduct.

- Make it FUN!
- Winning is a consideration, but not the only one, nor the most important one. Remember players are involved in hockey for fun and enjoyment.
- Be fair and honest in your conduct.
- Be a positive role model to your players. Display emotional maturity, ethics and good judgment. Refrain from the use of degrading or profane language.
- Be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just.
- Do not criticize players publicly, except as appropriate to teach and direct.
- Learn to be an effective communicator and coach.
- Adjust to personal player needs.
- Be a good listener.
- Never verbally or physically abuse a player, official, parent volunteer, or Bend Rapids Youth Hockey member.
- Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- Organize practices that are fun and challenging for players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage team play at all times.
- Maintain an open line of communication with players' parents.
- Make player development a priority.
- Abide by all Steering Committee and USA Hockey policies, rules and regulations.

### **10.4 Drugs and Alcohol - ZERO TOLERANCE**

Everyone involved with Bend Rapids Youth Hockey and Bend Ice, including Players, Parents, Coaches, Administrators, Officials, etc., is a representative of Bend Rapids Youth Hockey, Bend Ice, and USA Hockey. As such, Bend Ice and Bend Rapids Youth Hockey strongly upholds a zero tolerance policy in regard to the abuse, underage use, or any illegal activities involving drugs, alcohol and tobacco during the season or at any sanctioned events.

Bend Rapids Youth Hockey Club strictly prohibits the use by any participant of any legal or illegal mood altering substances during participation in a USA Hockey program. A "mood altering substance" may include but is not limited to the following: 1. Any intoxicating substance; 2. Any controlled substance, including any medically prescribed controlled substance if used to excess in violation of doctor's orders, or if used to produce a state of intoxication.

In addition, Bend Rapids Youth Hockey promotes Tobacco Free athletes.

Any minor athlete who uses tobacco during the hockey season or at any Bend Rapids Youth Hockey function (year round) shall be brought before the Discipline Coordinator and Disciplinary Committee, which may discipline the athlete.

Athletes who are of legal age shall be held to the Tobacco Free policy during the playing season.

The penalty for violation of the zero tolerance policy may be immediate suspension or termination from involvement with Bend Rapids Youth Hockey.

## **11.0 Safe Sport**

Bend Rapids Youth Hockey Club, in conjunction with USA Hockey, is committed to creating a safe and positive environment for its participants' physical, emotional and social development. It will also ensure that an environment free from abuse and misconduct is maintained. At the direction of the United States Center for Safe Sport (USCSS), USA Hockey (USAH) and its affiliate programs maintain current policies to address requirements for participants and prevent certain types of abuse and misconduct. Bend Rapids Youth Hockey adopts these policies and where appropriate, drafts local policies intended to reduce, monitor and govern areas where potential abuse and misconduct might occur.

USCSS reserves the right to either accept or decline jurisdiction for all reports made to the center whether directly or indirectly. Details are found within the "SafeSport Code" and can be accessed on the USSS web site. Jurisdiction for most minor complaints typically remains with the USAH Affiliate Coordinator and the Member Program Safe Sport Coordinator. Details related to Safe Sport that pertain to USA Hockey programs are found in the USAH Safe Sport Handbook and may be accessed on the USAH web site.

Bend Rapids Youth Hockey has "zero tolerance" for the following types of misconduct as defined in the "SafeSport Code:"

- Sexual abuse and/or Child abuse
- Physical misconduct
- Emotional misconduct
- Harassment
- Bullying, Threats, Hazing

The following Bend Rapids policies are intended to prohibit misconduct as well as provide guidance should misconduct occur.

### **11.1 SafeSport Education Policy**

Prior to participation in BRYHC sanctioned activities (on or off-ice), the following club members who have "regular and routine" access to, or "authority over" amateur athletes who are minors shall complete USSS Safe Sport Awareness training as outlined in the USAH SafeSport Program Handbook.

- Steering Committee members
- Coaches
- Team Managers
- Locker Room Attendants
- Drivers and chaperones
- Event Volunteers
- Athletes who are 17 years old or older as of Dec. 31 of the current playing season

Training includes Core Center for Safe Sport Training or Refresher Courses on a five year rotating basis. Training must be completed within 12 months of prior training and may not lapse. Information and web links related to screening are found on the Bend Rapids Youth Hockey Club and USAH websites. Confirmation of Safe Sport training is made through the BRYHC and USA Hockey registration processes.

Any individual required to be Safe Sport trained per this policy, who after being notified either verbally or in writing by the Safe Sport Coordinator, Registrar or Steering Committee Chair, continues to coach, manage or otherwise participate in any BRYHC-USA Hockey activities without the proper training documentation will be suspended from activity by the Steering Committee Chair. Requests for reinstatement by the suspended individual must be made in writing to the Steering Committee Chair and include documentation of successful fulfillment of the educational requirements. Reinstatement is at the discretion of the Steering Committee Chair and activity may not resume until the Chair approves in writing.

## **11.2 Mandatory Reporting Policy**

It is the policy of Bend Rapids Youth Hockey that every adult participant must report (1) actual or perceived violations of the USA Hockey SafeSport Program Handbook, (2) any violations of Sexual Misconduct, Physical Misconduct, Emotional Misconduct, Bullying, Threats, Harassment, or Hazing Policies, and (3) suspicions or allegations of child physical or sexual abuse as set forth below:

- Reports of suspected sexual abuse or child abuse must be reported to local law enforcement and the U.S. Center for Safe Sport. Reporters are encouraged to also report suspicions of sexual misconduct to USA Hockey.
- Suspicion of other types of misconduct must be reported to USA Hockey or the local Member Club representative.

Reports of suspected misconduct may be made to any Bend Rapids Steering Committee member or any member of a team's coaching staff.

All reports will be directed to the Bend Rapids Safe Sport Coordinator for appropriate review. USA Hockey will be notified of all credible reports. Reports of a sexual or abusive nature will be turned over to local law enforcement for investigation in addition to notifying USCSS and USA Hockey. USA Hockey and USCSS will also be notified of all suspected cases of sexual or physical abuse.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries.

## **11.3 Whistleblower Policy (Bend Ice By-law 10.11)**

Bend Rapids Youth Hockey follows the Oregon State Hockey Association policy to 1) encourage Steering Committee members, coaches, managers and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Bend Ice, Bend Rapids Youth Hockey or any of its committees; 2) specifies that Bend Rapids Youth Hockey and Bend Ice will protect the person from retaliation; and 3) Identify where such information can be reported.

Bend Rapids Youth Hockey Club encourages complaints, reports or inquiries about illegal practices or serious violations of the club's policies, including illegal or improper conduct by the Bend Rapids Youth Hockey Club itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which Bend Rapids Youth Hockey Club has existing complaint mechanisms should be addressed under those mechanisms. Reporting of violations of USA Hockey's SafeSport Policies should be addressed as required in the USA Hockey

SafeSport Handbook. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Bend Rapids Youth Hockey Club (Bend Ice By-law 10.11.1) prohibits retaliation by or on behalf of the club against any person for making good faith complaints, reports or inquiries, or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Bend Rapids Youth Hockey Club reserves the right to discipline persons who make bad faith, knowingly false or vexatious complaints reports or inquiries or who otherwise abuse this policy. Insofar as possible (Bend Ice By-law 10.11.2), the confidentiality of any reporting person will be maintained. However, the identity of such a person may have to be disclosed to conduct a thorough investigation, to comply with the law and/or to provide the accused individuals their legal right of defense.

## **11.4 Screening Policy**

Prior to participation in BRYHC sanctioned activities (on or off-ice), the following club members who have “regular and routine” access to, or “authority over” amateur athletes who are minors shall comply with OSHA’s screening policy.

- Steering Committee members
- Coaches
- Team Managers
- Locker Room Attendants
- Drivers and chaperones
- Game Volunteers who may fill roles out of public view

Screening renewal is required as necessary by USA Hockey. The BRYHC Registrar or Safe Sport Coordinator will notify participants of the need for screening.

Information and web links related to screening are found on the Bend Rapids Youth Hockey Club and OSHA websites. Confirmation of screening is made through the BRYHC and USA Hockey registration processes.

Any individual required to be screened per this policy who after being notified either verbally or in writing by the Safe Sport Coordinator, Registrar or Steering Committee Chair, continues to coach, manage or otherwise participate in any Bend Rapids Youth Hockey Club activities without the proper screening will be suspended from activity by the Steering Committee Chair. Requests for reinstatement by the suspended individual must be made in writing to the Steering Committee Chair and include documentation of successful fulfillment of the screening requirement. Reinstatement is at the discretion of the Steering Committee Chair and activity may not resume until the Chair approves in writing.

## **11.5 Locker Room Dressing Policy**

Bend Rapids Youth Hockey Club recognizes the benefits of and attempts to balance the camaraderie of team sport while providing a safe and respectful environment for all participants. The Rapids program follows USAH policies related to dressing in locker rooms. This includes use of “Mixed Gender” locker rooms as identified by USAH. Due to their sensitive nature, this handbook outlines details of the Rapids procedures related to locker room use.

Coaches shall establish a team procedure for meeting and dressing at the beginning of each playing season. Meeting inside locker rooms is encouraged when room assignments are known ahead of time. When necessary, teams should meet inside the rink lobby up to 30 minutes prior to practices and 60 minutes prior to games. Locker room assignments may be made by either the host facility or team manager as appropriate.

All BRYHC players are to use locker room facilities provided by the host facility for dressing/undressing prior to and after practices and games.

A coach, team manager or approved locker room monitor will conduct a sweep of the locker room or other changing area before players enter and after they leave. Proper monitoring must be maintained ANY TIME more than one player occupies a locker room. Refer to "Monitoring Policy" below for more detail.

Because teams often have both male and female athletes, the following gender related guidance will be followed:

#### **11.5.1 Gender Neutral Locker Rooms - Minimum Attire**

Any time players occupy a locker room, proper monitoring must be in place.

Male and female athletes at each age level may, but are not required to share a locker room. This joint use of dressing areas is allowed ONLY if players are not undressing.

All players sharing a gender neutral locker room are required to be wearing hockey base layers or shorts and t-shirt over their undergarments prior to entering the locker room and remain in that level of minimum attire for the duration of occupancy. All base layers or shorts and t-shirts being used as base layers must be in good condition and free of rips and tears.

At no time should athletes sharing a gender neutral locker room be subject to witnessing another person in a state of undress. If athletes are not wearing the required minimum attire or if they plan to completely undress, they will be directed to a gender specific locker room, restroom or other private area to change prior to entering the locker room. Participants who wish to shower will either be directed to a gender specific locker room or must wait till all athletes of the opposite gender have finished dressing and left the mixed gender locker room.

#### **11.5.2 Gender Specific Locker Rooms**

Any time players occupy a locker room, proper monitoring must be in place.

Any player undressing completely, for any reason, may only do so in a gender specific locker room. In that event, the coach or team manager will assure an appropriate room is opened and that proper monitoring is in place.

Any Bend Rapids player may request to dress for practice or game in a gender specific locker room. In that event, the coach or team manager will assure an appropriate room is opened and that proper monitoring is in place.

Any Bend Rapids player parent may request that their own child dress in a gender specific locker room. In that event, the coach or team manager will assure an appropriate room is opened and that proper monitoring is in place.

When a Bend Rapids team is separated into more than one changing area, the coach will plan and communicate a time and location for any team meetings that may take place prior to or after on-ice activities. That meeting place may be a locker room that provides team privacy so long as all the athletes and coaches are dressed in full hockey gear or street clothing.

Some facilities may lack gender specific locker rooms. At such facilities, it may be necessary to utilize restrooms or another private area for dressing and undressing. In that event, the coach or team manager will assure that proper monitoring is in place.

#### **11.5.3 Age Group Dressing - 8U and 10U**

Any time players occupy a locker room, proper monitoring must be in place.

Refer to the Mixed Gender Association and Gender Specific Locker Room policies above.

With the coach's permission, parents of players are allowed into the locker room to help their child dress into and undress from full hockey gear. Coaches are encouraged to set limits on the time spent for this purpose.

Parents are encouraged to use this time to teach their child to dress independently. The goal is to have players dressing independently prior to the end of their 10U eligibility.

Parents occupying the locker room solely for the purpose of helping their own child are encouraged, but not required to adhere to the screening and educational requirements of OSHA and USCSS. Refer to "Monitoring Policy" below for more detail.

#### **11.5.4 Age Group Dressing - 12U, 14U, 16U and 18U**

Any time players occupy a locker room, proper monitoring must be in place.

Refer to the Mixed Gender Association and Gender Specific Locker Room policies above.

Any parent entering the locker room must adhere to the screening and educational requirements of OSHA and the USCSS.

Unscreened parents of players may ONLY enter locker rooms in the following circumstances:

- The parent is specifically requested by the coach or Team Manager or,
- The player sustains an injury or illness for which their own parent's attendance would be beneficial or,
- The player would benefit from monitoring provided directly by their own parent **AND**,
- The locker room is either not occupied by any unrelated athletes or, proper monitoring is in place.

#### **11.6 Locker Room Conduct Policy**

Bend Rapids Youth Hockey recognizes that its athletes spend a great deal of time together in a private locker room setting and that youth athletes are particularly vulnerable in that setting. All players, coaches, Team Managers and volunteers shall comply with the details of Bend Rapids Codes of Conduct while inside locker room facilities.

Inappropriate behavior of a sexual or violent nature is not tolerated. ANY breach of this policy must be reported to the Bend Rapids SafeSport Coordinator immediately and will result in documentation and appropriate disciplinary action.

Rude, overly loud or other aggressive behavior is not tolerated at any time.

Hockey sticks (except for the purpose of removing or applying tape) and skill training aids should be left outside locker rooms.

Players (Parents at 8U & 10U) are responsible for ensuring locker rooms are left clean before leaving, including but not limited to:

- ALL used tape is picked up and disposed of in a garbage can.
- ALL other garbage, including food waste is picked up or swept and disposed of in a garbage can.
- ANY liquid spills other than water are washed down.

## 11.7 Electronic Devices in Locker Rooms

### **CELL PHONES, TABLETS OR ANY OTHER MOBILE DEVICES WITH RECORDING CAPABILITY MAY NOT BE USED INSIDE LOCKER ROOMS.**

Mobile devices brought into any locker room must be turned off or in “sleep mode” and remain out of sight.

Bend Rapids recognizes that some teams may desire having music played inside the locker room. The coach may approve use of ONLY one mobile device for this purpose provided that:

- Proper monitoring is in place **AND**,
- The device is located outside the locker room and connected remotely to the speaker inside the room or,
- The device and any remote speakers are located within direct view of the Locker Room Monitor and locker room door **AND**,
- Any camera lens is obscured by paper, tape or other non-transparent material or, the device is placed inside a closed (non-transparent) container **AND**
- The device’s audio recording feature is not being used.

## 11.8 Monitoring Policy

Youth athletes are particularly vulnerable to all forms of abuse and misconduct while in locker rooms. Bend Rapids-USA Hockey recognizes this and requires its participants (age specific), Steering Committee members, coaches, Team Managers and parent volunteers to adhere to the following monitoring procedures. The purpose is to assure all participants comply with Bend Rapids-USA Hockey policies related to conduct and dressing in an effort to maintain the safety and well-being of minor athletes. Simply, if behavior is not observed, it cannot be interrupted and the likelihood of all types of abuse and misconduct increases.

### 11.8.1 Locker Room Supervision

Prior to minor athletes entering their assigned locker room, a responsible screened and trained adult must conduct a thorough “sweep” of the space to assure cleanliness and absence of unauthorized people. Presence of either an unclean environment or unauthorized person should be reported immediately to the host facility staff and minor athletes should either wait till the situation is corrected before entering or, be assigned to a different locker room.

Bend Rapids-USA Hockey coaches are responsible for ensuring proper monitoring is in place. Coaches are strongly encouraged to adhere to a “first-in/last-out” mindset regarding monitoring locker rooms. Coaches may delegate responsibility for locker room supervision to the Team Manager. Coaches who choose to delegate locker room supervisions maintain ultimate responsibility for the safety of their players. Any delegation of locker room supervision should occur as early as possible in the season, be clearly communicated to the Bend Rapids-USA Hockey Volunteer Coordinator and be consistent throughout the season.

Team Managers are strongly encouraged to organize several other parent volunteers to share responsibility for locker room supervision. It’s advantageous to maintain a roster of responsible, screened and trained adult monitors as a method of maintaining compliance when unforeseen circumstances arise.

At least one (1) and preferably two (2) responsible, screened and trained adults must be present to monitor locker rooms ANY TIME they are occupied by minor athletes. Having two (2) Locker Room Monitors inside the locker room space is preferred. At minimum however, a single Locker Room Monitor must be in the immediate vicinity outside the locker room.

When outside, the Locker Room Monitor MUST remain within arm's reach of the door, maintain the ability to hear locker room activity and, regularly and frequently enter the locker room to monitor activity. When two Locker Room Monitors are present it's strongly recommended they both be inside the locker room at the same time.

When reasonable, locker rooms should be locked when participants are on the ice and unlocked immediately after practice or game. Bend Rapids-USA hockey recognizes that individual athletes' needs may vary regarding arrival and departure from practice. For this reason, participants are discouraged from leaving valuables inside unsecured locker rooms when they are not occupied by team members.

### **11.8.2 Public Space Supervision**

Bend Rapids-USA Hockey recognizes there are duties that need to be performed by parent volunteers in open, publicly visible spaces. Examples of these duties include but are not limited to:

- Penalty Box Monitor
- Scorekeeper
- Raffle and merchandise sales

Parent volunteers filling these types roles are strongly encouraged, but not required to adhere to the guidelines set by USA Hockey regarding screening and SafeSport training. In either case, volunteers shall remain aware of problem behaviors and either act or report as appropriate. Those parents who decline submitting to background screens or complete SafeSport education will be limited to filling roles that are in "observable and interruptible" spaces.

### **11.8.3 Supervision Violations**

It is expected that coaches, Team Managers, parent volunteers and non-volunteer parents hold each other accountable for proper monitoring in an effort to maintain the safety and well-being of Bend Rapids-USA Hockey athletes. Further, the Bend Rapids-USA Hockey SafeSport Coordinator will frequently perform "spot checks" for compliance.

Coaches and Team Managers who fail to comply with locker room supervision policies shall be reported to the SafeSport Coordinator and Steering Committee Chair. The Volunteer Coordinator and/or Coaching Director will also be notified of failure to comply as appropriate. Failure to comply with locker room supervision policies will result in documentation and progressive discipline as deemed appropriate by the Steering Committee Chair.

## **11.9 One-on-One Interactions Policy**

Bend Rapids Youth Hockey recognizes that the majority of abuse occurs in isolated, one-on-one situations. It's adult participants shall adhere to the USAH One-on-One Interactions Policy. This includes interactions that:

- Occur in "observable and interruptible" spaces
- Are considered "Out of Program" contacts
- Are exceptions as outlined in the USAH Safe Sport Handbook

## **12.0 Electronic Communications Policy**



Bend Rapids-USA Hockey recognizes the need for Steering Committee members, coaches and Team Managers to communicate with participants and parents regarding club related subjects. The club also recognizes the value and effectiveness of utilizing various social media platforms for club and team messaging or motivational purposes. Finally, Bend Rapids-USA Hockey recognizes the threat of bullying behavior, sexual misconduct, harassment, threats and other inappropriate behaviors related to use of electronic communication and social media.

In all cases, communication and messaging through electronic means should be appropriate, productive and transparent. All Steering Committee members, coaches, Team Managers, parent volunteers and participants must adhere to the procedures below related to electronic communication and social media use.

## **12.1 Emails and Texting**

All communication from Steering Committee members, coaches and Team Managers to participants and vice versa should be for the purpose of communicating information about club or team related activities.

Bend Rapids uses the Google Workspace and Sportsengine platforms for e-mail communication and scheduling. Steering Committee members, coaches and Team Managers should only contact participants and parents using their assigned club email account. Adult and minor club members should only contact Steering Committee members, coaches and Team Managers using official Bend Rapids-USA Hockey email addresses containing “[@bendrapidsyouthhockey.org](mailto:@bendrapidsyouthhockey.org)”

Communication via text messaging from Steering Committee members, coaches and Team Managers to participants and vice versa must utilize group messaging whenever possible and must include parents/guardians as recipients. In the event communication is needed between Steering Committee members, coaches or Team Managers and a single participant, the participant's parent(s) or legal guardian must be included as recipient(s). In the event a participant under the age of 18 initiates contact with a coach, Team Manager or other adult club member, the adult must include the participants parent or guardian in all responses.

Communication from Steering Committee members, coaches, Team Managers to participants and vice versa should be carried out at reasonable times of day. Generally, communication of club or team information should not occur before 6:00 AM or after 9:00 PM unless prior agreement is made between all parties, including parents of participants. Last minute cancellations of early morning activities are exempt.

## **12.2 Social Media**

Bend Rapids-USA Hockey maintains a social media presence for the purpose of communicating information about club and team related activities, soliciting volunteer involvement and for club or team-oriented motivational purposes. The club will advise its members of the current social media platforms used for these purposes annually, prior to official club activity beginning.

Photographs, video footage and audio recordings shared to Bend Rapids-USA Hockey social media platforms must be appropriate, relevant to youth hockey and represent the club, its teams and athletes in a positive way.

The use of private messaging connected to social media platforms does not meet the “transparency” test and is strongly discouraged. ANY message sent and received by this means must adhere to ALL of the Electronic Communications Policy guidelines above.

No Steering Committee member, coach, Team Manager or parent volunteer shall use their own private social media accounts to relay club or team related information. Adult club members contacted by participants under the age of 18 must report the contact to the player's parent(s) and refrain from responding through private social media.

Bend Rapids-USA Hockey strongly encourages parents of participants under the age of 18 to monitor private social media and group chats among players due to the risk of harassment, bullying, hazing, threats and sexual misconduct or sexual abuse.

### **12.3 Violations of Electronic Communications Policy**

Any participant, parent, volunteer, independent contractor, or other person in any way affiliated with Bend Ice or Bend Rapids - USA Hockey who becomes aware of any violation of the Electronic Communications or Social Media policies shall immediately report such incident to the Bend Rapids-USA Hockey SafeSport Coordinator, Communications Coordinator and/or Steering Committee Chair

Failure to comply with Electronic Communications and Social Media policies will result in documentation and progressive discipline as deemed appropriate by the Steering Committee Chair.

Any player, coach, parent, volunteer or other participant who engages in, or allows another to engage in any bullying, harassing or, threatening conduct will be subject to immediate discipline including suspension or expulsion from all Bend Rapids - USA Hockey sanctioned programs

Suspected cases of sexual abuse or harassment related to electronic communications and/or social media will be reported to local law enforcement, USA Hockey and USCSS for investigation as described in the Mandatory Reporting Policy.

## **13.0 Travel Policy**

Participation in hockey programs involves travel to and from practices, games, clinics and tournaments; many of which take place at significant distances from Central Oregon. The following policies are intended to increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. Participants and their parents/guardians are ultimately responsible for deciding whether, in light of road conditions, weather, and other factors, travel to or from an event is appropriate. No Participant will be penalized for deciding, for any legitimate reason, not to travel.

Bend Ice does not sponsor, arrange or provide any travel related to events, programs, practices or games organized and/or operated by the Bend Parks and Recreation Department or any organization other than Bend Ice and Bend Rapids Youth Hockey. There is a distinction between travel to training, practice and local games or practices ("local travel"), and travel outside of Deschutes County, Oregon ("team travel").

### **13.1 Local Travel**

Bend Rapids Youth Hockey and its teams do not sponsor, coordinate, or arrange local travel. The following policies apply to local travel for Bend Rapids Youth Hockey Club events:

- Players and/or their parents/guardians are responsible for making all arrangements for local travel.

- Representatives, coaches, and/or volunteers of Bend Rapids Youth Hockey or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where a representative, coach and/or volunteer of Bend Rapids Youth Hockey or one of its teams is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups.
- It is recognized that in some limited instances it will be unavoidable for a representative, coach or volunteer of Bend Rapids Youth Hockey or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

## 13.2 Team Travel

Team travel is any travel outside of Deschutes County for a Bend Rapids Youth Hockey Club event. Because of the distances involved, coaches, staff, volunteers and chaperones will often travel with the players. Team travel will often include overnight stays at a hotel or other lodging.

The following policies apply to team travel:

- When possible, Bend Rapids Youth Hockey will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person for each travel team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Bend Rapids Youth Hockey will make efforts to provide adequate travel supervision through coaches and other adult chaperones.
- Bend Rapids Youth Hockey will make efforts to arrange for at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then the team coach or team manager will attempt to arrange chaperones of both genders. Parents will be relied upon to serve as chaperones.
- In order to minimize circumstances that could lead to allegations of abuse or misconduct, a Bend Rapids Youth Hockey representative, coach or volunteer shall not share a hotel room or other sleeping arrangement with a minor player other than his or her child, regardless of gender, unless:
- Such representative, coach or volunteer has been SafeSport screened, and the player's parent or guardian, or at least one other SafeSport screened adult, will also be sharing such room or arrangement, and the parent or guardian of the player has expressly consented to the arrangement.
- No representative, employee, coach, or volunteer will act as a driver for team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. Additionally, any team travel driver must provide Bend Rapids Youth Hockey with a signed driver acknowledgement form and proof of current driver's license and auto insurance.
- All chaperones and drivers shall have been screened in compliance with the Bend Rapids Youth Hockey Screening Policy. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any private, one-on-one interaction with players or provide locker room supervision.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach may establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- Team Managers shall request hotels to block adult pay per view channels.

- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings, or with additional adults present.
- Team meetings will not occur in hotel sleeping rooms.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified by the Head Coach before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in player monitoring for adherence to curfew and other travel rules.

## **14.0 Discipline**

Bend Rapids Youth Hockey's Discipline Coordinator, Chair and Coaching Director will address all disciplinary matters involving a player, coach, parent or other participant in accordance with Bylaw 10 of the USA Hockey Bylaws. The USA Hockey Bylaws are contained in the USA Hockey Annual Guide, which can be found at <http://www.usahockey.com/annualguide>.

BRYHC is committed to creating a positive, team-environment for hockey players. As such, BRYHC will uphold a strict policy in regard to all forms of abuse or other behavior that does not reflect the core values of the organization. Therefore the following policies will apply:

### **14.1 Misconduct Penalties**

Players who receive a game misconduct are subject to the following disciplinary actions:

- First offense-Automatic USA Hockey one (1) game suspension.
- Second offense-USA Hockey one (1) game suspension plus one (1) additional game suspension (2 total).
- Third offense-USA Hockey one (1) game suspension plus two (2) additional game suspensions (3 total)
- Fourth offense-player is suspended from all games until the player's behavior is reviewed by the Disciplinary Committee. Player review and recommended penalties will be sent to the Bend Rapids Youth Hockey Steering Committee for final approval.

## **14.2 Major Penalty**

The player is suspended immediately and will not return to the ice until a full investigation is completed by the Disciplinary Committee. Per USA Hockey Annual Guide, the discipline process will include review and penalty assessment not to exceed 30 days.

In all circumstances the player consequence ladder must be enforced by the coaching staff immediately. Failure to do so may result in further player suspension and disciplinary action toward the coaching staff.

## **14.3 Violation of Player Code of Conduct**

A player may also be subject to immediate disciplinary action up to and including suspension from Bend Rapids Youth Hockey practices and/or games, and brought before a Disciplinary Committee Hearing for actions deemed “violations of the spirit of the player Code of Conduct”. Grievances of this type must be submitted in writing within 3 days of the alleged offense to the Chair and Discipline Coordinator for initial review and disciplinary action, if warranted. The Discipline Committee must provide at least 7 days notice prior to a scheduled disciplinary hearing.

### **14.3.1 Appeals**

A player or player parent may appeal any suspension. Appeals will be heard at a Disciplinary Committee meeting or a meeting specifically called for the purpose of reviewing an appeal. Appeals must be filed in writing with the Discipline Coordinator at least 24 hours prior to a scheduled meeting. No “emergency” appeals will be heard under any circumstance. Disciplinary Committee Decisions may be appealed to the Oregon State Hockey Association, pursuant to USA Hockey Bylaw 10.G, by any party subject to discipline rendered by the Disciplinary Committee.

## **14.4 Coaches**

Coaches are responsible for establishing a high level of discipline on and off the ice. The number of game misconducts accumulated by a team will be an important factor in coaching staff evaluation.

Coaches may request that an imposed player suspension be lifted if there is clear justification. (e.g. a game misconduct for hitting from behind when the hit was obviously unintentional).

Coaches may also be subject to disciplinary considerations and actions. At the start of each season the Coaches Committee will provide to all coaches a “Coaching Agreement” that outlines the expectations and requirements. Violation of the Agreement can result in disciplinary actions up to and including dismissal.

## **14.5 Parents**

At the time of registration, all parents are required to read and sign a Parents Code of Conduct. Violations of the Code of Conduct may result in disciplinary measures against the parent(s).

## **14.6 Disciplinary Guidelines for Coaches and Players**

Each coach is responsible for his or her own disciplinary actions. However, the following guidelines are intended for reference in disciplinary action deliberations.

### **14.6.1 Verbal Offense**

Defined as any verbal expression or gesture that is made with the intent to bully, haze, intimidate or create the fear of physical harm made by a player towards teammates, coaches or other players.

Recommended Disciplinary ladder for verbal offense:

- First Offense-Player does not play the next game. Practice is mandatory.
- Second Offense-Player does not play the next three (3) games. Practice is mandatory.
- Third Offense-The player's offense record will be reviewed by the Disciplinary Committee and disciplinary action taken up to and including possible expulsion from the program.

### **14.6.2 Physical Offense**

Defined as any pushing or hitting of teammates, coaches and other players outside the context of a game.

Recommended Disciplinary ladder for physical offense:

- First Offense-Player does not play the next two (2) games. Practice is mandatory.
- Second Offense-Player does not play the next four (4) games and is also prohibited from attending practice.
- Third Offense-The player's offense record will be reviewed by the Disciplinary Committee and disciplinary action taken up to and including possible expulsion from the program.

A written disciplinary offense summary will be completed by the witnessing Coach and distributed to the Player, Discipline Coordinator and Chair, and the original retained by the Coach.

## **15.0 Conflict of Interest**

Conflicts of interest have the potential to cause legal problems as well as embarrassment for the BRYHC. Conflicts of interest exist where an individual's activities or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of the BRYHC. BRYHC is governed by Bend Ice By-Law 3.18 in this regard.

### **15.1 Director Conflict of Interest (BEND ICE BY-LAW 3.18)**

3.18.1 A conflict-of-interest transaction is a transaction with Bend Ice in which a director has a direct or indirect conflict of interest.

3.18.2 A director of Bend Ice has an indirect interest in a transaction if (a) another entity in which the director has a material interest or in which the director is a general partner is a party to the transaction or (b) another entity of which the director is a director, officer, or trustee is a party to the transaction, and the transaction is or should be considered by the board of directors of Bend Ice.

3.18.3 A conflict-of-interest transaction is neither voidable nor the basis for imposing liability on the director if the transaction is fair to Bend Ice when it was entered into or is approved as provided in Section 3.17.4.

3.18.4 A transaction in which a director has a conflict of interest may be approved in advance by (a) the vote of the Board of Directors if the material facts of the transaction and the director's interest are disclosed or known to the Board of

Directors at the time of such vote, or (b) by obtaining approval of (i) the Oregon Attorney General or (ii) an Oregon circuit court in an action in which the Attorney General is joined as party.

3.18.5 For purposes of clause (a) of Section 3.17.4, a conflict-of-interest transaction is authorized, approved, or ratified if it receives the affirmative vote of a majority of the directors then serving who have no direct or indirect interest in the transaction.

## **16.0 Records Retention (BEND ICE BY-LAW 10.10)**

Bend Ice and Bend Rapids Youth Hockey shall retain records in an orderly fashion for time periods that comply with legal and government requirements. The following holding periods shall be used for the maintenance of the documents listed below:

### **16.1 Accounting Records**

Accounts Payable: 7 Years  
Accounts Receivable: 7 Years  
Audit Reports: Permanent  
Chart of Accounts: Permanent  
Depreciation Schedules: Permanent  
Expense Reports: 7 years Financial Statements (Annual): Permanent  
Fixed Asset Purchases: Permanent  
General Ledger and General Journals: Permanent  
Loan Payment Schedule: 7 Years  
Purchase Orders & Correspondence: 7 Years  
Purchase Requisitions: 2 Years  
Tax Returns and Working Papers: Permanent  
Trial Balances (Annual): Permanent

### **16.2 Bank Records**

Bank Reconciliations: 3 Years  
Bank Statements: 7 Years  
Canceled Checks: 7 Years  
Checks for Capital Purchase & Important Contracts: Permanent  
Electronic Payment Records: 7 Years  
Petty Cash Vouchers: 3 Years

### **16.3 Corporate Records**

Board Minutes: Permanent  
Bylaws, Articles of Incorporation: Permanent  
Business Licenses: Permanent  
Contracts – Major: Permanent  
Legal & Tax Correspondence: Permanent  
Contracts – Minor: Life + 4 Years  
Insurance Policies, Accident, Claims: Life + 4 Years

## **17.0 Participate Agreement to Policies**

As condition of participation in any Bend Ice youth program operated by the Bend Rapids Steering Committee, a parent or legal guardian of each participant must certify in writing that (a) he or she has reviewed this Guidebook with the participant, and (b) both the participant, and the participant's parent or guardian, understand and agree to abide by all of the policies contained in this Guidebook.