



# **Jamestown/Valley City Coop Handbook 2025-2026**

## ***For Players and Parents***

The Mission of the Jamestown/Valley City Coop is to promote joint success to increase the number of hockey players that are participating in the respective Jamestown and Valley City hockey clubs and to assure the ability to play competitive hockey is available within NDAHA league play that would not be available without the cooperative agreement.

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

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## JVC Board of Directors

The following people serve on the Board.

Steph Roelfsma	Valley City	President
Amy Olson	Valley City	Director
Tyler Stearns	Valley City	Director
Whitney Trautman	Jamestown	President, Director
Jeremy Forester	Jamestown	Treasurer, Director
Mollie Perkins	Jamestown	Scheduler, Director

The JVC Coop governed by the rules and regulations of the North Dakota Amateur Hockey Association. Joint Jamestown Board & Valley City Board meetings will be scheduled as determined by the CO-OP Board, as needed, but at least quarterly.

## Registration Fees

Registration fees are due and collected by Jamestown Hockey Boosters and Valley City Youth Hockey clubs as set up per registration.

## Communication

Practice and game schedules will be posted on the following websites, [www.jamestown-hockey.com](http://www.jamestown-hockey.com) and [vcvipers.com](http://vcvipers.com).

Team and parent meetings will be held at the beginning of the season and periodically throughout the year. These meetings will be announced via email by the Board Representative and/or Parent Managers and should also be posted at the arena. **These meetings are mandatory! If you do not attend, your child will not be allowed on the ice, until the Handbook is reviewed and signed prior to or at the meeting.**

Suggestions and/or complaints should be directed through your Board Representative.

## Weather Cancellation Policy

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

## Locker Rooms

The JVC Hockey Coop is not responsible for stolen and/or lost equipment. Players will be responsible to treat other players and the locker rooms with respect, or they will lose the privilege of using the rooms.

Parents of coop teams are asked to remain out of the locker rooms.

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

Locker Rooms will be opened 20 minutes prior to the beginning of practice.

We will also follow the USA Hockey Safe Sport Program Handbook, Section 1 – Locker Room Policy on locker room supervision that states:

*USA Hockey is concerned with locker room activities between Minor Athletes; Minor Athletes and Adult Participants; adults being alone with individual Minor Athletes in locker rooms; and with non-official or nonrelated adults having unsupervised access to Minor Athletes at team events.*

*It is the policy of USA Hockey that all USA Hockey Member Programs must have at least one responsible screened and trained adult (which may include coaches, managers or other volunteers) present at all times and monitoring the locker room during all team events to assure that only Participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. While it is not always possible, two locker room monitors are preferable.*

*Preferred locker room monitoring includes having locker room monitors inside the locker room while Participants are in the locker room; at a minimum, locker room monitors must be in the immediate vicinity outside the locker room (near the door within arm's length and so that the monitor can sufficiently hear inside the locker room) who also regularly and frequently enters the locker room to monitor activity inside. The responsible adult(s) who monitors and supervises the locker room shall have completed SafeSport Training in compliance with Section II and completed a background check in compliance with Section III of this Handbook. If the monitor(s) are inside, then it is strongly recommended that there be two monitors, as having a second monitor may help prevent allegations of impropriety by a monitor alone in the locker room. A Member Program or team may impose or follow stricter monitoring requirements. All Member Programs are responsible to work with their teams and coaches to adequately ensure that locker room monitors are in place at all appropriate times.*

Further, Adult Participants must also secure the locker room appropriately during times when Minor Athletes are on the ice. If a Minor Athlete goes to a locker room during practice or a game, and does not return in a timely fashion, then an Adult Participant (or if possible two) should check on the Minor Athlete's whereabouts. It shall be permissible for a Member Program or team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened adults monitoring and supervising the locker room as required above. With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should

be allowed in the locker room to do so. For the purposes of the JVC Hockey Coop, approved team personnel will be defined as a Board member, Coach or Parent Manager.

### Co-ed Team Locker Room Policy

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

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

For the purpose of this policy, the base layer of clothing is defined to be a layer of clothing between the players skin and the required protective gear. Examples of the base layer include but are not limited to, a short sleeve T-Shirt, compression shirt, compression shorts and/or pants. Any article of clothing worn to satisfy the base layer requirement of this policy **cannot** be removed from the players body at any time the player is within the assigned locker room.

### Locker Room Assignment Policy

Locker rooms for practices and games will be assigned by the host facility. Players are expected to occupy the locker assigned to their team. If a player or team occupies a locker room that is not currently assigned to them and a member of the appropriately assigned team requests to enter, the player or team will be expected to vacate the locker room immediately. If a player or team arrives to their assigned locker room and discovers the locker room is currently occupied, the player or team shall seek assistance from the rink staff, coaching staff and/or JHB Board Member to resolve the conflict. Players and/or team members are not authorized to make locker room assignment changes without assistance from rink staff, coaching staff and/or a JHB Board Member.

### Ice Time Policy

It is the goal of prowl hockey to offer high quality competitive play at all levels with a commitment towards player development of every skater. Prowl coaches will focus on high quality player development with an overall intention, at practices and games, towards equitable play time specifically in the lower age divisions. For peewee, 12U and Bantam ages, at the coaches' discretion, special power play and penalty kill units are allowed during the game. For development purposes, it is strongly encouraged that coaches utilize all players when there

is a three-goal lead. Player behavior, attendance, and attitude throughout the season are factored into a coach's decision on game time play. Coaches may limit a player's ice time as a motivational/disciplinary tool, either for violations of team rules, repeated failures to follow directions or for lack of effort during practice or a game.

## Divisions

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

Division	Birth Date
PeeWees	06/01/2012 – 05/31/2014
Bantams	06/01/2010 – 05/31/2012
Girls 12U	06/01/2010 - 12/31/2016

**A Copy of the player's birth certificate must be on file with the Registrar as proof of age prior to a player playing any games.**

## Player Movement Policy

### Player Petition Process

Player movement may be considered on a case-by-case basis.

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

## Evaluation Team

The Evaluation Team consists of no less than 3 of the following individuals a Hockey director, goalie coach, independent evaluators, and coaches. Evaluations will be made up of skills and drills, in house scrimmages, and outside scrimmages if available. Players may be moved to different groups during the evaluation process by the evaluation team. Any legal guardian coaches will be removed from the selection process for their child. The number of players at each level will be determined by the respective hockey boards (Jamestown Prowl and JVC Coop).

## Team Selections

### PeeWees, Bantams, Girls U12 and up

- Tryouts will be made up of skills, drills, and scrimmages.
- Players may be moved to different groups during the tryout process by the coaches.
- The Coaches, Player Development Coordinator and coaches unaffiliated with that team will determine a team selection process.

## Prowl Team Colors

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

- Socks: Black with Green and White Stripes or White with Black and Green stripes
- Breezers: Black
- Helmets: Black

## Equipment

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

- Skates
- Mouth guard
- Stick
- Socks – Travel and away (white and black) socks. Socks are required to be purchased from JHB
- Elbow pads
- Shin pads
- Gloves
- Shoulder pads
- Neck Guards
- Jerseys for PeeWees, 12U Girls and Bantams are required to be purchased from JHB.

## Board Representative (1 rep from VC & 1 rep from JHB for each team)

One Board Representative (Must have USA Safe Sports training) from each team will be the liaison between the parents, coaches and Board of Directors. The duties are as follows:

- Maintain all documents required for games such as signed rosters and signed game score sheets.
  - White Copy passed onto the NDAHA League Secretary
- Hold parent meetings as needed.
- Report game results to the local papers.
- Collect Handbooks signed sheets
- Score Sheets

## Disciplinary Guidelines

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

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

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

- Alleged violations of Safe Sport or Rule 10 will be investigated by independent investigators who will submit a report to the Grievance/Discipline Committee to act as deemed appropriate.
- Any conduct not aligned with the following guidelines is subject to review by the Grievance and Discipline Committee.
- Discipline Issues related to Co-op players will be addressed by the Prowl Co-op Board
- If needed an Appeal Board will be arranged with representatives from both Jamestown and Valley City Boards that are not a part of the Prowl Co-op Board.

## Zero Tolerance Policy

Jamestown Prowl members (parents, players, coaches, board members) must agree to the following to complete registration. Breaking any of the rules on the zero-tolerance list will put you and/or a player in the Association's disciplinary process. Violations outside of this list will



be dealt with on a case-by-case basis. The minimum punishment for a zero-tolerance violation will be a two-week suspension from all Prowl sanctioned activities. Prowl reserves the right to issue a summary suspension to keep the accused away prior to the conclusion of the investigation and this may or may not be added to length of punishment post investigation. Separate discipline may be levied by USA Hockey/North Dakota Amateur Hockey Association concerning other USA Hockey/North Dakota Amateur Hockey Association sanctioned activities. In the event an incident goes to the SafeSport level, and they assume jurisdiction on the case, Prowl may or may not impose separate discipline.

#### Zero Tolerance Rules:

1. Reported and confirmed obscene profanity and objectionable cheers or offensive gestures towards spectators, officials, or participants at an event.
2. Reported and confirmed throwing of any items on the playing surface or into the stands at an event.
3. Reported and confirmed hostile, inappropriate, or bullying contact (face to face, phone, texting, emailing, social media, chat rooms) of any Prowl member, administrator, team coaches, board members, or officiant.
4. Reported and confirmed evidence of members threatening officials, coaches, members, or nonmembers. This includes any physical contact with this group.
5. Reported and confirmed evidence of abusive behavior between players. Prowl honors the SafeSport definition of bullying.
6. Reported and confirmed inappropriate addressing of an issue in front of players, coaches, or at the rink.
7. Reported and confirmed use of an illegal substance, possession of an illegal substance or use of paraphernalia by players, coaches, or members during a Prowl event or at any facility used by Prowl.
8. Reported and confirmed theft of property, or intentional and noteworthy property destruction.
9. Reported and confirmed false allegations.

All submitted incident report forms will be sent to a compliance committee made up of 3 members. Committee will be comprised of 2 board members found to not have conflicts of interest with the accused and 1 impartial 3rd party member assigned to investigate. The vote of this committee, after thorough investigation and analysis of a filed report, will be the final say in the matter, unless involvement from the North Dakota Amateur Hockey Association, law enforcement, USA Hockey, or SafeSport is necessary.

Any misuse of the Grievance Policy or the making of false allegations will be considered a violation of the Code of Conduct and subject to disciplinary action to be taken by the Disciplinary Committee.

## Player's Policies

- Play is governed by the playing rules of the North Dakota Amateur Hockey Association.
- Academic standards for a hockey player are the parent's/guardian's responsibility. JHB will respect a parent's decision. Being held out for academic reasons will not be held against the player.
- Coaches do the coaching. Players discuss with the coach but never argue with the coach. If a player feels he is being mistreated by a coach a Complaint Form should be filled out and given to the Board Representative immediately.
- When the whistle is blown during practice, play stops immediately and attention is directed toward the coach. Players do not take "one more shot" this wastes time for the entire team.
- Players are to leave the ice immediately after practice. Change quickly and remove all equipment from the locker room.
- Absolutely no floor hockey around the arena or in the locker rooms.
- Coaches have the right to bench players for unexcused practice/game tardiness or absences and/or for disciplinary reasons. Benching will be for a shift, period or game depending on the infraction and/or occurrence of offense.
- Coaches should be notified by the parent or guardian of the player, of practice/game absences prior to scheduled ice time.

## Parents' Policies

- I promise to help my child enjoy the hockey experience within my personal constraints by being a respectful fan, providing transportation or whatever I am capable of doing.
- I will ask my child to treat other players, coaches, fans and officials with respect, regardless of race, sex or creed, or ability.
- I will provide support for coaches and officials working with my child to provide a positive and enjoyable experience for all.
- All team concerns that a parent has should be directed to the assigned Board Representative.
- Retaliation, reprisal, or any harassing behaviors directed at coaches or referees and/or any of their family members is prohibited.
- Get to know your team's Parent Manager. The Parent Manager will do his/her best to keep everyone informed.
- No parents are allowed in the locker room 20 minutes before the game and 10 minutes after the game unless directed by the Coach or Parent Manager.

## Players' Code of Conduct

- I will follow all JVC Hockey, North Dakota Amateur Hockey Association and USA Hockey rules and regulations.
- I will be a team player and respect all others, especially other players, coaches and parents.

- I will be on time for all practices and games.
- I will not use tobacco, alcohol or drugs.
- I will not haze or mistreat any of my fellow teammates.
- I will not swear or use foul language of any kind.

## **NDAHA Parents' Code of Conduct**

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

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

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

\*Additional punishment may be enforced by local governing body\*

Enjoy the game and remember:

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

## **Acknowledgment of the JVC Coop Handbook**

I have reviewed, either online or hard copy, a copy of the JVC Coop Players, Parents & Coaches Handbook. or other off-ice official), a player or coach on an Association team or in attendance at any event sponsored by the Association.

I acknowledge and agree to abide by all policies and code of conducts in the JVC Handbook.

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

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

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

## JVC Coop Parent/Guardian Complaint Form

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

Players Name: \_\_\_\_\_ Team \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Name of the person(s) about complaint: \_\_\_\_\_

**Details of the complaint:** Please provide a summary of the incident you are filing a complaint about. Please include in your summary:

- Date incident happened ?
- Where incident happened ?
- Who was involved?
- What happened?
- How were you treated differently from others (if at all)?
- What remedy/resolutions are you seeking?

[illegible]

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

Parent Signature: \_\_\_\_\_

Date:

Received by:

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