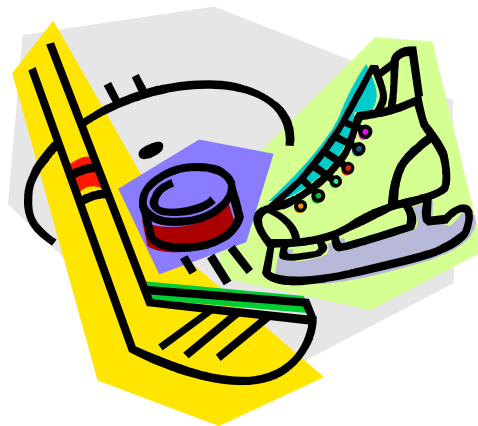




# **Devils Lake Blue Line Handbook**



REVISED 8/29/07

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## **Purpose**

The purpose of the Devils Lake Blue Line Club (DLBLC) handbook is to provide a guideline for all coaches, players, parents, officials and board members.

The DLBL Handbook will be available on the website. The handbook is a working document that may be updated during the year. It is the responsibility of the DLBL member to look for notices on the website that the handbook has been updated and to read those changes. A majority of the DLBL business is conducted electronically via e-mail and the website. This includes schedules, schedule changes, meeting notices, policy changes, etc.

Not all DLBLC policies and procedures are contained in this manual.

In the event of a dispute regarding the interpretation and/or wording of any of the stated policies and procedures contained herein, the DLBLC Board of Directors shall review and render a decision based on the best interest of the association.

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## 2007-2008 Devils Lake Blue Line Club

Dear Devils Lake Hockey Parents and Youth:

Welcome to the Devils Lake Blue Line Club hockey program. If you have any questions, please feel free to contact myself or any of the other board members.

The goal of this program is to make hockey fun and educational for the youth of our community and to instill some life lessons such as sportsmanship, team work, academic responsibility and discipline.

It takes a lot of hard work and dedication to make this program a success. I would encourage everyone to become involved in the activities of the Blue Line Club and its hockey program.

I hope everyone will enjoy the up coming season and its activities. Thank you in advance for participating in Devils Lake youth hockey and I hope see you at the rink.

Sincerely,  
Jay Schindele

President  
Devils Lake Blue Line Club

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## **MISSION STATEMENT**

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Devils Lake Blue Line Club Mission Statement: To provide an affordable hockey program that is available to all youth of the Devils Lake area that teaches and instills team spirit, sportsmanship, discipline and hockey skills.

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**2009-2010**

### **Devils Lake Blue Line Board of Directors**

President	Jay Schindele
Vice President	Mark Hendrickson
Treasurer	Eric Boren
Secretary	Jeff Panzer
	John Dahlen
	Glenn Kurtz
	Sean Lovin
	Kyle Blanchfield
	Chris Roed

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**2009-2010**

### **Devils Lake Blue Line Hockey Club Youth Coordinators**

Dave Duckworth  
Kale Stromme

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## **Devils Lake Blue Line Club** **Code of Conduct**

If a member of the Devils Lake Blue Line Club (be it parent or player), in any way, interferes with the rights of another Devils Lake Blue Line Club member (be it player, coach, team parent, employee, or official), he/she will be suspended from the Blue Line program. The length of the suspension to be determined by the Blue Line Board, to be not less than one week, but up to permanent suspension.

Examples of rights include, but are not limited to:

1. Verbal abuse of Blue Line Club player, member, official, or employee
2. Physical abuse of Blue Line play, member, official, or employee
3. Threats directed toward Blue Line Club player, member, official, or employee
4. Intimidation or harassment of Blue Line Club

The Devils Lake Blue Line Club has a Zero Tolerance towards profanity/vulgar language, racial/ethnic slurs, and unsportsmanlike conduct. Although this policy pertains primarily to players, the Zero Tolerance towards profanity/vulgar language and racial/ethnic slurs will also apply to coaches, parents, and fans. Action will be taken as proscribed for violation in the disciplinary action section of this booklet.

This will be considered your only warning. You will have a right to appeal a decision through the Blue Line Board. That appeal time is limited to the second board meeting after the suspension is handed out.

The intent of this policy is to ensure that everyone in our program (parent, child, employee, official, volunteer, or visitor) can look proudly and in a positive way at his or her experiences with the Devils Lake Blue Line Club.

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## **DRUG, ALCOHOL, TOBACCO RULE**

Use or possession of tobacco, alcohol, other harmful substances, illegal use or possession of narcotics or habit-forming drugs is prohibited. Any participant who indulges in any of these harmful practices will be suspended from all game participation from the date of infraction for a period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. The Devils Lake Public School districts definition of possession is that the student was willingly at a place where alcohol/drugs were being consumed, had prior knowledge of the presence of alcohol/drugs, and had this substance/s within view or reach. The penalty for possession within this definition is a six-calendar week suspension. If the student is in a setting where there are alcohol/drugs, and it is shown that even though the student did not consume, but willingly and consciously stayed with the knowledge of the presence of the substance, there would be a six-calendar week suspension. The tobacco substance includes smoking tobacco (cigarettes) as well as smokeless tobacco (chew). The PERIOD OF SUSPENSION for a consumption or possession violation begins the day of formal verbal notification by a school administrator. The duration of suspension shall last exactly six calendar weeks to the day of notification.

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## **ACADEMIC REQUIREMENTS**

To be eligible for participation, players in Pee Wee's and Bantams must be passing in all classes. Players will be monitored for eligibility at mid-quarter, quarter, and semester reporting time. At mid-quarter time players will be ineligible until they receive verification by completing a grade check through the principal's office that they are passing. If players are failing at quarter time they will be declared ineligible for two weeks. After the two-week ineligibility period, the player will be reinstated upon completing a grade check verifying that they are passing in all classes. Players will be ineligible at semester time for four weeks if they receive any failing grades. At the end of the four-week ineligibility, the player will be reinstated upon completing a grade check verifying that they are passing in all classes.

At the beginning of the year the assigned Board member(s) and/or Youth Coordinator will send a list of participants to the Athletic Director and that list will be returned at grade time to the assigned Board member(s) and/or Youth Coordinator showing all eligible players. The coaches will then be informed of that list and any ineligible players will not be allowed to play in any games. Coaches will be notified on the first Monday following the notification from the Athletic Director. The ineligible players can participate in practice. As soon as the player becomes eligible, they should inform their coach, who should inform the appropriate board member. The Athletic Director will then confirm this.

If players, parents, or coaches have any questions, please contact the Blue Line Board. All eligibility lists are to remain confidential.

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### **Devils Lake Blue Line Club League Birth Date Requirements**

**Squirt      Birth Date from July 1, 1998 to June 30, 2000**

**Pee Wee    Birth Date from July 1, 1996 to June 30, 1998**

**Bantam     Birth Date from July 1, 1994 to June 30, 1996**

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### **Petition to Move a Player Up**

1. Numbers.
  2. A player must register in the age group you belong.
  3. File a petition to move up.
  4. Player will start practicing at the next level and have to be able to make the A team.
  5. The coaches would then evaluate them at that level.
  6. Only the board may approve any move ups based on the needs of the program and the particular situation.
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### **Youth Coordinator Checklist**

- Make sure of coaches certification
  - Have coaches meetings during the season
  - Attend BLC meetings during the season
  - Be a “buffer” between the BLC board and parents
  - Evaluate coaches
  - Hold handbook discussion at parents meeting
  - Set up goalie workouts
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### **To All Coaches, Assistants, and Officials**

Thank you for the time and dedication that you give to the skaters and to the sport of hockey. Your contributions to our program are appreciated by the Devils Lake Blue Line Club and the Board.

Because you are representatives of the Devils Lake Blue Line Club, our organization is judged by your actions and behavior at all times – at home and away – both on the ice and off.

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## **Equipment**

Equipment listed as mandatory (M), must be worn by all players for all practices and games. It is recommended that all protective equipment be designed specifically for ice hockey.

M = Mandatory

R = Recommended

<b>Squirts, Pee Wees, Bantams</b>	
Athletic Supporter with cup	Mandatory
Elbow Pads	Mandatory
Helmet with Full Mask	Mandatory
Hockey Gloves/Hand Protection	Mandatory
Hockey Skates	Mandatory
Hockey Stick	Mandatory
Mouthpiece (colored)	Mandatory
Neck Guard	Recommended
Pants with Protective Inserts	Mandatory
Shin Guards	Mandatory
Shoulder Pads	Mandatory

## **Mouthpiece**

1. All players, Squirts and above, must wear an approved colored mouthpiece that is attached to the helmet or mask. A specially constructed mouthpiece must also have a tailpiece attached.
2. The tailpiece and attachment to the helmet or facemask is to prevent a player from choking on a mouthpiece in the event of an injury.

## **Jerseys**

Players will be supplied with game jerseys prior to their first game. Players will be responsible for these jerseys and if lost or stolen, will be responsible for the purchase of a new jersey.

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## **Schedules**

Games and practices are held both indoors and outdoors. Schedules will be given out by the coaches, available at the rink, on the website (dlblueline.com). The player's coach will notify you of changes in the schedule.

The coordinator and coaches will do scheduling of outdoor practices. Ice time should not be used for such things as handing out jerseys. Encourage your child to play "shinny" hockey whenever open outdoor ice is available.

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## **Grievance Policy**

It is important to the health of our organization to have an open door policy on any concerns you may have. You need to remember, however, how to best channel your concerns.

If a parent has a concern about situations in a game or practice, they must adhere to the 24 hour rule (waiting 24 hours to cool off) before they talk to the coach about the situation. If you are not satisfied with this meeting, the next step is to take the matter to the Hockey Coordinator. As a last resort the matter may be brought to the Blue Line Club Board at the regular monthly meeting. A written statement of the offense must be presented to the board 1 week prior to the scheduled meeting for ample time to investigate the concern.

The Devils Lake Blue Line Club does not guarantee the amount of playing time each individual will receive in each level of age groups. The coaches shall have the sole responsibility of deciding the amount of playing time each individual player shall receive.

## **Blue Line Club Board Meetings**

The Devils Lake Blue Line Board meetings are held on the third Monday of every month, at approximately 7:00 p.m. (check website, dlblueline.com for location). Visitors are welcome. If you would like to have something on the agenda, please contact the President of the Board.

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## **Coach Guideline**

- 1) USA Hockey coaching education requirements will be in effect.
- 2) All coaches will conduct themselves in a manner consistent with the spirit of the Mission Statement of DLBL. Any inappropriate behavior will result in disciplinary action by the DLBL. This may include removal of the individual from their position.
- 3) It is imperative that all coaches conduct the affairs of their team accordingly. Coaches are among the most influential and respected role models that youth encounter. The use of common sense, good judgment, leadership and sportsmanship is mandatory. High standards should be set for all coaches and players on the ice, off the ice, and in the community.
  - a) Each coach shall conduct a parent meeting within the first week of the season to familiarize everyone with team, association and USA Hockey policies and expectations and prepare them for the events that they will experience during the season. Coaches should also discuss at this meeting expectations of attendance, behavior, motivation, and parent participation.
  - b) Each coach shall be accessible to players and parents on a reasonable basis to discuss the player's progress, or the lack of it, or to clear up misunderstandings.
  - c) Coaches are expected to be at all games and practices or arrange for a proper substitute. Coaches are expected to arrive at least 30 minutes prior to ice time to prepare teams.

- d) Recruit a team manager to help with the team administration. Upon selection, shall submit the manager's name for final approval from the DLBL.
- e) At least one coach or manager must be in the locker room and /or hallway at all times for each game. A coach or manager shall be the last person to leave the locker room.
- f) In the event the Head Coach cannot attend a practice or game he or she shall appoint an assistant to substitute. In the event no coach from the team will be present the Head Coach must contact the DLBL at least 24 hours in advance to ensure his team is covered.
- g) Coaches of teams using DLBL ice time shall be responsible for the supervision of skaters on the ice and maintaining discipline on the bench and in the locker room. The only persons allowed on the ice are rostered players and the certified coaches of the respective teams with the exception of guest coaches as approved by the DLBL.
- h) Coaches shall maintain team discipline and take reasonable measures to punish violations of team rules and follow the regulations regarding player discipline stated in this manual. Coaches shall teach and condone only "clean" hockey.
- l) Coaches have the right to bench players for unexcused practice/game absences and/or disciplinary reasons. Benching will be for a shift, period or game depending on the infraction and/or occurrence of offense. Coaches should be notified of practice/game absences prior to scheduled ice time. All disciplinary actions may be documented by way of the DLBL Incident Report Form (last page of manual).
- j) Coaches shall be responsible for keeping all skaters off the ice during periods scheduled for resurfacing. No one should go on the ice before the Zamboni door closes.
- k) Coaches shall be responsible for distributing and picking up equipment.

- l) Hockey players, coaches and managers disregarding the instruction of supervisory personnel shall be suspended from participating in Hockey activities until a hearing of the DLBL Board.
- m) DLBL does not assume financial responsibility for games and practices that have not been scheduled and approved by the DLBL.
- n) In the event a coach exercises his powers contained herein to discipline a player; that coach must notify the DLBL in writing within 24 hours of the incident which led to the discipline. Coaches may use the DLBL Incident Report Form. Failure to report is grounds for disciplinary action.
- o) Keep and maintain the master roster for the team.
- p) Ensure the scorekeeper has the team roster before each game.
- q) Help recruit minor officials, for your team (scorekeeper, clock operator, penalty box, etc.)
- r) Fill the role of liaison between team members' parents and coach or coordinator.
- s) Attempt to attend as many team practices and games as possible.

## **Team Manager Guideline**

In accordance with the Devils Lake Blue Line Club handbook, it is mandatory each team have a Team Manager.

Team Managers will keep the following records:

1. Birth Certificate
2. Consent to Treat Forms
3. Academic Standards Agreement
4. Any other forms required for participation

### **Team Manager**

1. Coordinate with parents to make sure the time clock, penalty boxes, record statistics, etc., are manned during games.
2. Upon the direction of the coaches, assist in locker room supervision and maintain team statistics.
3. Coordinate securing the team lodging, when necessary, for out of town games. It is recommended that this be a high priority, as it can be difficult to obtain a block of rooms in some towns.
4. Coordinate between period snacks and/or after game beverages, if the parents and coaches desire.
5. Coordinate among the parents if they desire to order the players and coaches a team item. Examples are hats, sweatshirts, jackets, etc.
6. Serve as a liaison between the Blue Line Club and parents as to what is needed to host schedule tournaments. Examples of needs might be: team hosts, ticket seller, time clock, and penalty box personnel, personnel to obtain players favors, personnel to produce program, etc.
7. Team Managers usually set schedule caravan times and places to leave town. Suggestion: collect cell phone numbers for out of town travel.
8. Website: [dlblueline.com](http://dlblueline.com)

## **Players**

1. Play for fun.
  2. Respect your coach, your teammates and opponents.
  3. Do not argue an officials' decision.
  4. Play by the rules.
  5. Work hard to improve your skills.
  6. Be a team player – get along with your teammates.
  7. Try your hardest to win, but be a good sport.
  8. Learn teamwork, sportsmanship and discipline.
  9. Be on time for practices and games and be prepared with the required equipment.
- 

## **Fund Raising**

Fundraising activities need to be done by Blue Line Club in order to keep player costs low. The Fundraisers listed below are some of the events that may or may not be utilized. Blue line Members may be asked to help with or participate in one of the following events as well as other Ideas that may be approved by the Board.

Each individual hockey player in the Blue Line Club will be issued 10 - \$15 Dollar Saver Cards to sell. The dollars, up to \$150, (Depending on the number of cards sold) would cover part of the increased player fees. Additional packs of cards may be requested, additional credit can be earned by selling additional packs.

Annual Golf Tourney – Held towards the end of each summer.

Blue and Red Tickets - \$50 per ticket for cash drawings (Sold by the Blue Line Board)

Feeds – Steak, Burger, etc.. Held various times throughout the season.

Dollar Saver Cards - \$15 Dollar cards filled with various dollar saving coupons (Sold by the players in Blue Line)

Raffle Tickets – Sell raffle tickets (Usually one \$1.00 raffle & one \$5 - \$10 raffle) (Sold by the players & Blue Line Board)

Calendars - \$20 per calendar, cash drawings weekly and on holidays. (Sold by the players & Blue Line Board)

These items are very important to the financial success of the Blue Line Club.

Your participation in these events is what keeps these kids on the ice. Also, help is needed throughout the year with working games and tournaments including score clock, penalty boxes, ticket booths, etc. If everyone takes a turn, it makes the program run smoother and it is very much appreciated. You can contact any one on the board for more information on volunteering your talents. With your help, we can make a great season.

Please refer to the Blue Line Club website, [www.dlblueline.com](http://www.dlblueline.com) for updated information regarding fundraising activities.

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## **Squirts**

### **Birthdates between July 1, 1998 and June 30, 2000**

Emphasis in the Squirt program is placed on skating ability and basic hockey knowledge. Coaches should encourage their players to play and learn all positions.

Line changes will be made on the fly; or at breaks during the game. Goalies will wear full equipment.

Only coaches and players are allowed in the player box. Some practices may be held at the outdoor rink.

It is necessary for each Squirt team to have one parent as assistant coach and one parent as Team Manager to help the head coach with phone calls and other duties.

## **Pee Wees**

**Birthdates between July 1, 1996 and June 30, 1998**

## **Bantams**

**Birthdates between July 1, 1994 and June 30, 1996**

Pee Wee/Bantam teams are under the jurisdiction of the Devils Lake Blue Line Club. The purpose is to provide more uniformity between team schedules and practices.

Remember, the Pee Wee/Bantam players are representatives of Devils Lake Blue Line Club and the City of Devils Lake. It is mandatory that each Pee Wee/Bantam team select a Team Manager.

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## **Squirts/PeeWees/Bantams**

### **A & B Selection Process**

The Devils Lake Blue Line Club will have an A and B team at each level. The coaches will decide on the teams and each player will receive an envelope on the night the teams are decided to be opened at home.

The initial teams may not be the final roster and the coaches will be able to move players from the A level to the B level and from the B level to the A level.

These changes can be made until December 15, when the final rosters will be determined.

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## **10 COMMANDMENTS FOR POSITIVE ATHLETIC PARENTING**

1. Be Realistic – Know the limitations of your child and be thankful for their unique set of abilities-mental and physical.
2. Be a Positive Motivator – Don't motivate negatively. Don't offer excuses for shortcomings or make unfavorable comparisons with others. And don't live your own life vicariously through your child.
3. Never Put Down or Knock Your Child's Coaching Staff – Even though you may disagree with some minor points, give positive support to the coach's rules, strategies, and philosophy.
4. Not Be Overcome by Envy Toward Other Players and/or Parents – Respect other players and parents in spite of shortcomings or mannerisms that may irritate you. Envy and ill will can destroy a team and hurt other players and parents
5. Not Be A Know It All – Coaches are human. They make mistakes. But don't continually second-guess them. You'll just hurt the team, and put undue pressure on your child.
6. Emphasize Total Commitment (Body and Soul) To A Program – Teach and stress discipline, attitude, respect, loyalty, and teamwork traits that last a lifetime and determine relative success or failure.
7. Never Sacrifice Academics For Athletics – Insist on good study habits and good academic performance. Brains will carry your child farther than their legs.
8. Monitor Your Child's Social Activities – Help and encourage your child to choose friends carefully, and to make the right choices in and out of school.
9. Be Unselfish And Be A Good Role Model – Do not encourage participation for the wrong reasons such as awards or scholarships. Encourage love of the game and support whatever role your child is assigned.
10. Encourage Decision Making And Developing Leadership – This can be developed. It has to do with self-esteem, grades, values, and respect for others, including competitors, and can come as a result of following the first 9 commandments.

## INCIDENT REPORT FORM

# DEVILS LAKE BLUELINE

Today's Date: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Name of Person Making Report: \_\_\_\_\_

Phone Number of Person Making Report: \_\_\_\_\_

E-mail Address of Person Making Report: \_\_\_\_\_

Names of Person(s) Involved in Incident: \_\_\_\_\_

\_\_\_\_\_

Location of Incident \_\_\_\_\_

Witness(s) to Incident: \_\_\_\_\_

\_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

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(cont. on back if necessary)

Please submit copy ASAP to:  
Devils Lake Blue Line  
Attn: President  
PO Box 125  
Devils Lake, ND 58301

\_\_\_\_\_  
Signature of Person Making Report