

Flathead Valley Roller Derby League Handbook



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Mission Statement

Flathead Valley Roller Derby (FVRD) strives to empower individuals personally and athletically through the sport of roller derby. It is our intention to hold ourselves to the highest standards of respect and conduct both on and off the track, and to be a positive force in our community. Through hard work and dedication of the FVRD community, we will work to create a place for people of all sizes, backgrounds, and skill levels, to participate in a full-contact sport, while providing family fun entertainment for our community.

Core Values

Core values are the fundamental beliefs of our organization and the guiding principles for our behavior and actions within FVRD and as representatives of FVRD. Our core values are to:

- ★ Play strong, train smart, and have fun.
- ★ Be welcoming and embrace differences.
- ★ Respect the game and each other.
- ★ Keep making it better.
- ★ Bring your best self and trust others to do the same.

Code of Conduct

Member Expectations

- ★ Be mindful of what your body can handle at any given time and adjust accordingly. No one is 100% able-bodied all the time, and training needs vary based on goals, skill level, mental and physical health, and so on.
- ★ Keep yourself and each other healthy and safe by not attending practice or events if you are feeling physically ill and knowing your personal limits if injured. See Health and Safety Section.
- ★ Honor the rules and spirit of the game by practicing good conduct on and off the track. Act respectfully towards each other, volunteers, coaches, staff, sponsors, referees, non-skating officials, and the audience.
- ★ Share your thoughts and engage in discussion at meetings and in surveys. If you have actionable ideas for improving something, bring them up to leadership, and be open to helping with suggestions. Make an effort to be part of and active in the things that keep our league running (ie, sub-committees and ongoing projects/tasks). If already in leadership, be open to constructive criticism and new ideas.
- ★ Consider your strengths and take on roles that draw upon them. Aim to trust each other's capabilities and motivations and to give each other the benefit of the doubt.
- ★ Skaters are expected to wear all pieces of gear (helmet clipped, mouthguard if doing contact, wrist guards, elbow pads, and knee pads) any time they are on skates. Do not consume alcohol or non prescribed medications within two hours before skating.
- ★ No member of a board or committee shall discuss or vote on any issue directly affecting a specific member(s) (as opposed to affecting the entire league) with whom the board or committee member has any sort of familial or romantic relationship, that may call into

question any sort of nepotism.

Fan Code of Conduct

Flathead Valley Roller Derby and its volunteers are committed to creating a safe, comfortable, and enjoyable experience for all fans, both in the event venue and parking lot. Should any attendee repeatedly or egregiously ignore this code of conduct, event staff will promptly intervene to support an environment where all fans can enjoy the game.

- ★ Fans are expected to respect skaters, officials, production staff, and other event patrons by refraining from aggressive, inappropriate, or obscene language or gestures
- ★ Attendees should ensure that they do not cause interference with the progress of the event, including using distracting sound or visual device (including whistles)
- ★ Intoxication or other signs of alcohol/drug impairment will not be tolerated.

League Leadership

1. **Board of Directors** (aka: The Steering Committee): Works on creating high level league policies and driving strategic direction.
 - a. Board Membership: Officers are elected by the league.
 - b. Governance responsibilities include:
 - i. Delegation of committee operations, planning for short and long term goals/projects
 - ii. Decisions that impact the financial health of the organization including approving the annual budget or have a major financial impact, like buying a venue, or starting new program
 - iii. Updates to bylaws, league handbook, codes of conduct, etc
 - c. Legal duties:
 - i. Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will.
 - ii. Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).
 - iii. Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.
2. **Leadership Committees**: Groups of 2 or more members doing strategically driven work for the league that directly impacts life as a skater within the league. Each committee will have an origination charter, mission, goals, and the capacity to create or drive change in the league.
 - a. Leadership Committee Chairs must be elected by the league.
 - b. Current committees responsible for operational actions

- i. Finance
 - 1. Creating the yearly budget, and reporting, advising, and tracking league operations against projections
 - ii. Membership
 - 1. Manage membership dues and contacts, volunteer coordinating, onboard new members.
 - iii. Training
 - 1. Plan and lead practices, overall training goals and progress, plan and lead bootcamp
 - iv. Competition Planning
 - 1. Inter-league liaison, scheduling and planning season bout schedule, production for home bouts, travel organizing for away bouts
 - v. Marketing and Community Management
 - 1. PR/social media, print media for posters, sponsorship/fundraising, community outreach/volunteer opportunities
3. **Ad Hoc Teams:** Temporary and ideally will last less than 6 months. Focuses on completing a concrete task based on a need expressed by one of the groups above. Ad hoc creation is at the discretion of the committee or work team, but goals should be identified in advance and the plan should be to dissolve the group upon completion.
- a. Ad hoc members based on availability, skill set, and interest. They may come from any part of FVRD or the broader community.
 - b. Examples might include: 10th anniversary planning, Exploring program expansion (i.e., a Juniors program), etc.
4. **League decisions:** In order to be eligible to vote, individuals must be active and in good standing with the league.
- a. Election of board officers and leadership committee chairs
 - b. Approval of major decisions affecting league members, brought to group by Steering Committee
 - c. Communal decisions on goals, values, policies, and expectations
5. **Team decisions:** Addressed by skaters eligible to roster as a Big Mountain Misfit
- a. Elect team Captains, Captains' Apprentice, and input on coaching staff selection
 - b. Determines and updates Team Norms
6. **Captains Election:** In order to be eligible for Big Mountain Misfits Captain and Co-captain, skaters must be active members, committed to participating in a majority of scheduled bouts, and have previous bout experience as of Spring 2023.

In order to be eligible for Captains' Apprentice, skaters must be a Yellow tape or above skater. This skater will be able to shadow Captains and gain knowledge about the roles and responsibilities of being a team captain. CA will have input regarding training/rostering, and provide insight and perspective from their current level of gameplay.

As Captains, skaters are responsible for:

- Acting as a positive role model concerning commitment, intensity, confidence, response to mistakes, composure, hustle, and a "team first" focus.
- Helping settle team conflicts and being willing to confront and hold teammates accountable for their on-and-off track behavior.
- Acting as representatives for the Team both Home and Away, and reflecting the teams attitude, character, and image.
- Providing both real-time and scheduled feedback to team members.
- Working with the Training Committee (and any coaches) to prepare for bouts, including making final rosters 2 weeks prior to each bout.
- Working with the Training Committee (and any coaches) to develop and manage training plans, game day strategies, pack dynamics, player positions, line-ups, team cohesion and other team based needs.
- Leading team during bouts, including being the sole communicator with officials, calling for reviews/time outs, serving penalties for ejected skaters/team penalties
- Working with the Training Committee (and any coaches) and team to establish team goals and plans to achieve them. Maintaining the capacity to prioritize goals and objectives and make decisions in the best interest of the team. The captains shall be transparent, open, and fair in their decision making.

How elections will work

Nominations - will occur via google form, to be posted in Slack. The form will be anonymous.

Voting - will be decided via ranked-choice of the nominees. Any skater whose goal is to roster and play roller derby may arrange their choices from first = first choice for captain, second = second choice for captain/first choice for co-captain → all votes will be compared and counted via point system to determine each position

Who is eligible - Any skater whose goal is to roster and play roller derby with dues paid in full or with an up-to-date financial arrangement.

Flathead Valley Roller Derby Policies

Modes of Communication

Slack – Slack is the primary mode of communication for all league business. This is where you will receive announcements, find information on committees and events, and ask questions about all things derby (and sometimes things non-derby, like summer adventures!)

Need access? Email membership@fvrollerderby.com

Email –

- ★ Personal - We use email primarily to invoice you for dues [which you may pay directly from the emailed invoice (preferred) or in person]. Please keep your email address current with Membership as well as in your Slack profile.
- ★ League business - If you have a league job that requires you to contact people outside of the league or deal with confidential issues, you may also have a league email address. This also allows you access to google apps and a google drive, where league committee business artifacts can be saved.

Phone – Your phone number will be used to communicate urgent issues. Please be sure to keep your phone number accurate with the Head of Membership

Social Media - The league has both facebook and instagram accounts. Feel free to follow us and invite your friends and family to also. Following and participating with FVRD on social media is not a requirement or expectation of members.

Joining the League

1. All new potential Flathead Valley Roller Derby members must sign a waiver and member contract. This must be done before participating for the first time at any FVRD practice. New Members (skaters, skating and non-skating officials) can join FVRD by registering for and attending a **Training Camp** or through the **Membership Committee Head**.
 2. All members who skate Yellow Level and above (see Appendix C) must have supplemental WFTDA insurance (see Insurance section below for details). Private insurance is strongly recommended for this full contact sport. Need help? Contact membership@fvrollerderby.com
 3. All new, current, and potential FVRD members must wear complete safety gear at all times while on skates. (See section 3 regarding protective gear in the [WFTDA Risk Management Guidelines](#)).
 4. All new, current, and potential FVRD members may choose a number to participate under a specific number. Participants may not skate under a number on the FVRD Reserved List. Upon retirement from the league, numbers are reserved for the number of years that they were part of the league. For example, if a skater participates for 10 years, their number will be reserved for an additional 10 years after they've left the league, then it becomes available to be used again.
- ★ Skaters aged 18 and older are eligible to join FVRD skating programs provided they meet all other eligibility requirements.
 - ★ Transferring skaters: onboarding of experienced skaters transferring from other leagues outside of traditional training camp onboarding shall be evaluated on a case by case basis by the Training Committee.
 - ★ People of all genders are welcome to participate with FVRD.
 - Flathead Valley Roller Derby aligns with the WFTDA Gender Statement as

quoted below, with respect to team-eligible players:

“An individual who identifies as a trans woman, intersex woman, and/or gender expansive may skate with a WFTDA charter team if women’s flat track roller derby is the version and composition of roller derby with which they most closely identify.

The WFTDA will actively work to promote a climate that is welcoming and inclusive of transgender, intersex, and gender expansive participants. Any conduct which fosters a hostile environment for any participant on the basis of gender identity will not be tolerated. In addition, the WFTDA will continue to increase its knowledge of trans, intersex, and gender expansive issues through ongoing education for volunteers and staff. The gender identity of any and all WFTDA participants is considered confidential and private.”

Rostering requirements

The Training Committee and Captains will assess skaters’ readiness for the projected intensity and goals of the upcoming bout. Team Captains will make the final decision on the official roster including alternates for each bout.

In order to be eligible to roster, the following requirements and considerations will be weighed for each skater.

- Individuals must be an active member, with dues paid in full or with an up-to-date financial arrangement. This includes communication regarding attendance, intent to participate with the league, and a payment plan or arrangements with membership/finance regarding dues and any gear loaner fees. Captains will be responsible for contacting membership, prior to finalizing rosters, regarding eligibility.
- Appropriate experience levels of individual skaters will vary for different bouts; we will not be using a ranking system to track skill levels this season. For full-contact, upper intensity bouts, eligible skaters must have moved past the tape system (have no tape). For growth and developmental games, skaters with Green tape who are on the “cusp” of moving out of the tape system may be considered.
- Attendance of practice will be a factor in the event of a “tie-breaker” when deciding between 2 similar skaters. More current attendance within the 1-2 months prior to roster submission puts skaters in a better position to be rostered.

Membership Types

FVRD members are defined as participants in FVRD who -

- ★ Are actively engaged as skaters or volunteer staff
- ★ Have signed the member contract and meet the expectations therein
- ★ Have signed the waiver of claims
- ★ Meet all expectations of their program

Voting	Member Type	Dues	WFTDA Insurance Required	
Yes	No Tape/Green Tape/Yellow Tape Skaters	Yes	Yes	See Appendix C for Contact Level/ Tape Color Definitions
Yes	Red Tape Skaters	Yes	No	
Yes	Voting Officials	No	Yes (skating)	
No	Non-voting Officials	No	Yes (skating)	
No	Volunteer	No	No	




VOLUNTEERS - A Volunteer within FVRD league is someone who is supporting bout or league function without having a role that directly impacts game play functioning, ie ticket sales, announcing, security.

NSOs-A Non-Skating Official is someone who has been trained to support and enforce specific functions of roller derby game play, i.e. penalty tracking, points tracking, time management. NSOs may act to fulfill solely one role or multiple.

SKATING OFFICIALS-Skating officials have been trained to enforce safe game play among teamed skaters. Ie referees

Member Dues

1. Dues owed each month will be periodically reviewed by the Finance Committee and adjusted as needed. Members will be notified at least one month in advance before any rate increases take effect.
2. Dues
 - a. Participating and team skaters alike are able to pay dues on a sliding fee scale based on financial ability. The scale is set at 3 levels, with levels at 20\$, 35\$, or 50\$. This is solely at the member's discretion.
 - b. A gear fee will be determined on a sliding fee scale based on financial ability for each skater who makes use of gear from the league's loaner library.
 - c. Training camp (new member intake) is a flat one-time fee also on a sliding scale fee ranging from 50\$, 35\$, or 20\$ or all non-member participants (no additional loaner gear fee).

 Blue Tier	 Purple Tier	 Green Tier
\$20/month	\$35/month	\$50/month

3. Members will be invoiced through QuickBooks and may over-pay an invoice at any time. This overpayment will be applied monthly as new invoices are issued, and the skater will not owe again until the overpayment is depleted.
4. Members are responsible for paying their dues, regardless of any technical issues

(failure to see the email, Invoice sent to the incorrect address, etc.) If you ever have any questions about your dues status, please contact Membership.

5. If a member believes they have a situation, including but not limited to financial hardship, that requires special consideration, they should complete the [FVRD Hardship Scholarship Application](#) and submit it to membership@fvrollerderby.com
6. Failure to pay dues on time may result in benching (not being allowed to skate in bouts) until dues are paid in full or an arrangement to pay is reached with Membership. Continued failure could result in membership termination.
7. To dispute a dues charge, contact membership@fvrollerderby.com and refunds or adjustments will be made as needed based on dues policies.

Leave of Absence

1. A skater who wants to take a leave of absence from the league must notify membership at the start of the leave (membership@fvrollerderby.com)
 - a. The skater will not be required to pay dues for the duration of their leave, not to exceed three months.
 - b. If the skater is not ready to return to practices after three months have elapsed, but wishes to remain a voting member of the league, they must resume paying dues at that time, whether they return to practice or not.
2. Payment of dues will be expected for the month the player chooses to return, in full, without any prorated structure.
3. The Head of Training will exercise their discretion regarding return to play policy and skills reassessment requirements for skaters returning from injury or from an extended leave.

Retiring/departing skaters

1. Retiring/departing Skaters must email membership@fvrollerderby.com by the 25th of the month prior to departure from the league..
2. Posting on the forum that a skater is retiring is not sufficient and the skater must also contact Membership. Their account will not be stopped until Membership is notified.

Insurance Requirements

1. Every member of Flathead Valley Roller Derby who wears skates in contact situations is required to have WFTDA insurance. This includes Big Mountain Misfits, L2 skaters, skating coaches, and referees.
2. All members are strongly encouraged to have primary insurance coverage in order to skate, as this is a full contact sport and accidents occur regularly.

WFTDA Insurance

- WFTDA insurance is secondary, accidental coverage offering \$10,000 maximum benefit per injury with a \$2,500 deductible for members who have primary insurance, and a \$7,500 deductible for members who do not.
- Enrollment happens at any time during the year and is valid for a full year

following date of purchase\

- Cost for WFTDA insurance starts at \$80 (I will need to check this amount)

Accident Reporting Requirements

1. When participants have been injured and seek medical treatment beyond basic first aid, they must complete an accident report. Copies of the accident reporting form are available from the Head of Training.
2. WFTDA must **receive** the accident report within 14 days of the incident that caused the injury.
3. Members will follow established Return to Play Guidelines following any serious injury requiring more than six weeks off skates, or following a concussion.

Health and Safety

FVRD takes the health and safety of its members and our community seriously. In addition to these guidelines and the WFTDA's Risk Management Guidelines, FVRD will follow national and municipal guidelines in regards to controlling and managing the spread of illness. It is important that all members take responsibility for their part in keeping others safe and well by not putting others at risk.

Member Expectations:

All league members are expected to read, understand, and abide by the [WFTDA Risk Management Guidelines](#), with specific understanding that:

- ★ In section 4 of the guidelines about gear/protection
 - When on skates all protective gear must be worn correctly, that includes at a minimum: wrist guards, elbow pads, knee pads, helmet, and when participating in contact: mouth guards
 - Jewelry may be worn so long as it is not a hazard to other skaters, and it is recommended to be taped or removed. Nails should be trimmed no longer than ¼ in, longer nails should be taped
 - Non-skating officials/bench staff/volunteers should wear close-toed shoes
- ★ Persons may not actively participate in any derby activity, on or off skates, while impaired. Substances for therapeutic use are not prohibited so long as: they do not impair a person's judgment, ability, and/or motor skills beyond what is considered their normal state of health following treatment, and the absence of the substance would result in serious impairment to the health of the person.

If necessary, league leadership may have a conversation with individuals to make sure they have the information and support to align with the league's expectations. Members that repeatedly or egregiously fail to abide by this code of conduct and safety standards may forfeit their ability to participate as a member or volunteer of Flathead Valley Roller Derby.

Infection Prevention:

- If you've been exposed to someone who is ill or tested positive for a communicable disease or illness, please take the appropriate precautions (ie PPE or staying home) to prevent the spread of illness.
- Do not participate if you feel ill, even if this is "just a cold". By the time you feel sick enough to stay away, you've probably been contagious for days
- Do not participate if you have a known communicable disease such as chicken pox, shingles, etc, until you are cleared by a medical professional
- Open wounds should always be covered with a clean, dry bandage

Injury and Return to Play:

Return to play after an injury will be handled on a case by case basis.

Skaters are responsible for seeking medical attention for any injuries sustained that affects their ability to safely skate and participate in roller derby. Skaters who have sustained serious injuries must be back practicing and fully participating in drills as well as cleared by training and leadership prior to competing in a bout.

Returning to play after a concussion is handled according to WFTDA's Risk Management Guidelines Graduated Return to Play Protocol attached as Appendix B.

According to the WFTDA's Risk Management Guidelines:

"A participant who is determined to show signs of a concussion following assessment may not return to play on the day of the injury. A participant who is determined to show signs of a potential concussion following assessment may return to play under medical or athletic training supervision by a professional trained and certified in return to play following concussions. It is recommended that the participant follow the graduated return to play protocol identified in Table 1 of the Consensus Statement on Concussion in Sport (Section 5.2)."

Resources

- [Website](#)
- [Calendar](#)
- [Attendance](#)
- [Slack](#)
- [Emergency Action Plan](#)
- [WFTDA Insurance](#)
- [WFTDA Rules](#)
- [WFTDA Safety and Track Management](#)
- [WFTDA Education](#)
- [WFTDA Officiating](#)
- [WFTDA Risk Management Guidelines](#)

Update History

- The Flathead Valley Roller Derby Handbook was heavily revised to meet the changing needs of the league and its members, and converted from “FVRD Policies and Procedures” to this format by Kari “Hammer” Hammer, August 2019.
- *Additional revisions made in 2023 by Membership committee consisting of Pint Sized Pistol, Xinderhella, Feral Sister and Poly Pickpocket*

APPENDIX A - Vocabulary and Definitions

Policy — A decision made by leadership that is followed with rare exception. Exceptions to policies should be rare, justified, and documented. Policy drives processes and procedures.

- Example: The policy around automatic dues charges or the event participation policy

Process — A high level view of the sequence of basic steps you'll take to achieve a goal..

- Example: Using an adapted version of Robert's Rules to run the board meeting or the process of getting on the League Meeting agenda by submitting a request.

Procedure — A specific way to do a task. There should be a list of steps to accomplish a specific action.

- Example: To nominate someone for team captain, follow this link, fill out the form, then click Submit

Commonly Used Words in FVRD

Agenda: Document that lays out what a meeting is about, who is expected to attend, and the structure of the meeting.

Bylaws: A legal document that guides the board in governing the organization by describing the league's purpose, structure of the board and membership, and more.

Charter: 1) Origination document for a work group identifying reason for creation, scope, membership, and process. 2) The list of players going to a bout - typically used for tournaments.

Guidebook: The guiding documents for work groups. These documents include group level policies, processes, and procedures as well as links to other useful resources, and are currently under development for the 2019-2020 season.. Examples might include the Training Guidebook or Finance Guidebook.

Handbook: Place where league members go to get training about league function and seek information regarding accountability. Also a one stop shop for league level policies and links to other key information. Currently includes League Handbook

Minutes: Documentation of what happened at the meeting and action items following the meeting. These should not be detailed accounts of conversations, but should be understandable to someone who wasn't in attendance.

Program: 1) Overarching structure with goals, objectives, and a vision. 2) Document provided at bouts with pictures and ads.

Common Abbreviations in FVRD

Teams and Programs:

BMM - Big Mountain Misfits (Travel Team)

Committees, Work Groups and Roles:

FVRD - Flathead Valley Roller Derby

SC - Steering Committee (Board of Directors)

APPENDIX B

Table 1
Graduated return-to-sport (RTS) strategy

	Aim	Activity	Goal of each step
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Running or skating drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills, eg, passing drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

- NOTE: An initial period of 24–48 hours of both relative physical rest and cognitive rest is recommended before beginning the RTS progression.
- There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest). If symptoms are persistent (eg, more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

APPENDIX C

Skating Contact Levels

Last Updated: February 3, 2023

Every skater begins with FVRD either by participating in the introductory Training Camp, or for experienced skaters (transfers, etc.), on an individual assessment basis with the Head of Training.

All skaters joining the league in a skating capacity (players, skating officials) must purchase an individual personal accident medical insurance supplement through WFTDI, who also provides liability insurance for the league. The cost for your individual policy is \$75 for a full year (12 months) from the date of purchase. Instructions for creating an account and purchasing insurance are at [WFTDA Member Portal User Instructions](#). If you are unable to obtain this insurance due to a financial constraint, FVRD can assist with payment plans and/or scholarship if you let us know! FVRD also recommends each skater carries their own personal health insurance.

RED TAPE - These skaters are likely recent Training Camp graduates. Skaters are primarily in the skills Exploration stage of the curriculum and are starting to apply their knowledge to the game. Derby at this level includes land derby (potentially with contact), and Minimal Contact Roller Derby (on skates). Intentional contact on skates is not allowed.

YELLOW TAPE - These skaters are primarily in the skills Development stage of the curriculum and are focusing on intentional control of their bodies and movements. These skaters are stable on their skates and can stop reliably (without using toe stops while moving forward). Derby at this level includes “Stop and Contact Derby” - acceleration to engage is not allowed, but after initial contact is made gently, players can apply force to legal target zones with legal blocking zones.

GREEN TAPE - These skaters are cleared to train at full contact with their peers. They are generally entering the skills Proficiency stage of the curriculum. Derby at this level includes full contact with peers, or Stop and Contact with more advanced players.

NO TAPE - These skaters have demonstrated the proficiency and skill required to play on the Big Mountain Misfits team in Interleague play.

Skaters will be sorted into a color at the start of the season, and Training will use Participant-centered assessments to measure progression to higher levels of contact and mastery. Skaters are encouraged to have ongoing conversations with Training about their goals and progress.