

# Casper Amateur Hockey Club



# Handbook

*Updated September 2012*

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# **CASPER AMATEUR HOCKEY CLUB**

## **INTRODUCTION**

### **About the Club**

The Casper Amateur Hockey Club, Inc. (CAHC) is a 501(c)(3) non-profit organization dedicated to promoting the sport of hockey in the Central Wyoming area. CAHC seeks to provide players of all ages and skill level the opportunity to learn, play and enjoy the game of hockey.

There are eight (8) divisions within the CAHC: U8 A/B, U8 C/D, Squirt, Peewee, Bantam, Midget, Girls and Adult. Level of play within each division may include a recreational (House) program, Wyoming Amateur Hockey League (WAHL) team and a Travel Team. The amount of participants in each division will dictate the number of teams and at what level they will play.

### **Mission Statement**

The mission of the Casper Amateur Hockey Club (CAHC) is to aspire to be an exceptional educational athletic organization that provides a life-enriching experience for every athlete. CAHC strives to promote an amateur hockey program consistent with the rules and regulations of USA Hockey, to develop and promote positive character, sportsmanship, teamwork, fair play and overall player development.

### **Core Values**

In the Casper Amateur Hockey Club all players will be given;

- the opportunity to learn the game of hockey.
- the opportunity to play the game of hockey.
- a safe environment in which to play the game of hockey.
- instruction on proper technique and skill development.
- the opportunity to experience the joy of victory and the acceptance of defeat.
- the promise that each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

We will never forget that the primary emphasis/goal is not simply learning the game of hockey, but more importantly, enjoying the game of hockey.

# CASPER AMATEUR HOCKEY CLUB GOVERNANCE

CAHC is governed by the rules and regulations of USA Hockey, the Wyoming Amateur Hockey Association, and the Articles of Incorporation, Bylaws and policies of the Casper Amateur Hockey Club. Copies of the CAHC Bylaws and Policies are available on the Club's website at [www.casperhockey.com](http://www.casperhockey.com).

As with most non-profit organizations, the CAHC depends on the time and talent of many volunteers. There are numerous positions to fill each year, including:

## **Board of Directors**

The CAHC Board of Directors (the Board) is responsible for the affairs, funds and property of the Club and is charged with carrying out the purpose and aims of the Club according to the Articles of Incorporation, Bylaws and the Rules and Regulations.

The Board is comprised of twelve (12) volunteers who are elected by the CAHC membership at the Annual Meeting to serve staggered three (3) year terms. The Board members elect a President, Vice President, Secretary and Treasurer prior to the beginning of the new fiscal year. These officers constitute the Executive Committee of the CAHC.

The Board meets every month to conduct the business of the CAHC. All members of the CAHC are welcome and encouraged to attend the monthly meetings.

## **Committees**

The following standing committees assist in fulfilling the purpose of the CAHC:

- *Coaches*
- *Discipline*
- *Member Relations*
- *Ice Scheduling & Special Events*
- *Scholarship*
- *Finance*
- *Communications*
- *Bylaw/Policy*
- *Special Committees (as deemed necessary)*
  - *Currently have a special committee for advertising*

## **Goalkeepers**

Goalkeepers is an affiliate body of the CAHC and is primarily responsible for fundraising and the purchase and maintenance of rental equipment, practice jerseys and travel jerseys. Goalkeepers meets on a monthly basis under the direction of the Goalkeepers Board of Directors. All CAHC parents are welcome and encouraged to attend the monthly meetings.

## **Age Representatives**

Age Representatives are essential for all divisions maintaining a House program. The Age Representative serves as a liaison to the Board and is the central point of communication for the parents and participants in their division. See the section entitled Age Representative: What is It? on pages 6-8 in this handbook for a detailed list of responsibilities.

## **Team Parents**

Divisions maintaining a House program typically have numerous participants and, as such, have several House teams. A Team Parent is appointed for each House team to assist the division Age Representative. See the section entitled Team Parent: What is It? on page 9 in this handbook for a detailed list of responsibilities.

## **Team Managers**

Team Managers are appointed for every WAHL and Travel Team to serve as a liaison between the team and the Board and the parents and the coaches. See the section entitled Team Manager: What is It? on pages 10-13 in this handbook for a detailed list of responsibilities.

# **CASPER AMATEUR HOCKEY CLUB PARENT, PLAYER & COACHING EXPECTATIONS**

## **Parent Expectations**

Parents are role models for all players on the ice. Respect visiting players and their parents. Be supportive and positive! Let the officials look after the game. Games are to be enjoyed by everyone.

Points to remember:

- Volunteer
- Get your player to the rink on time
- Evaluate coaches by the given deadline
- Make sure the player is prepared (skates, sticks, equipment etc...)
- Help your player learn to use the locker rooms appropriately (for changing)
- Be positive and supportive to all players

## **Player Expectations**

All CAHC players are ambassadors of the organization and the City of Casper which they represent, especially when playing games outside of the Casper area. The CAHC encourages all players to be as competitive as possible, but to play within the rules of the game, with respect to the officials and their decisions, with respect to the rules of the game, and maintaining your self-control on the ice at all times.

Points to remember:

- Get to the rink on time
- Come prepared
- Give support and show respect to teammates and coaches
- Practice Good Sportsmanship at all times
- Express yourself appropriately
- Work hard at practice and games

## **Coaching Staff Expectations**

The coaching staff of CAHC is chosen with much thought and consideration by our coaching committee and coaching coordinator and then voted on by our Board of Directors. Coaches for our organization are volunteers.

All coaching staff are role models for the players they have been selected to coach. Coaching staff members are also ambassadors for Casper Amateur Hockey, the City of Casper, the State of Wyoming and their teams. The CAHC encourages all staff to be as competitive as possible, but play within the rules of the game. The primary focus of any team staff is to ensure all their players have fun and all players play during the game.

Staff must encourage and foster safety and respect during all hockey activities. Coaches must understand that they are coaching children and to treat all participants with respect including the opponents and the officials.

Points to remember:

- Give every player fair treatment and respect
- Encourage, foster and maintain safety
- Communicate with a player's parents if you are having problems with the player

## **Locker Room Etiquette**

Casper Amateur Hockey Club adheres to the City of Casper locker room rules. All players are required to dress in their assigned locker room. Please do not use outside areas, benches, or tables for dressing.

The coach/parent/supervisor must turn in their car keys to the front desk to obtain a locker room key to open the locker room for players. Each team is responsible for their locker room and its condition. Trash, cups, equipment, etc. must be picked up before leaving and returning keys. Any damage found before or after using the locker room, must be reported to the front desk immediately. Coaches and teams may be held liable for any damage to locker rooms.

# **CASPER AMATEUR HOCKEY CLUB AGE REPRESENTATIVE: WHAT IS IT?**

Being an Age Representative is an excellent way to get to know your fellow hockey parents, coaches and child's teammates. It is both rewarding and a great way to volunteer and support your child and his/her teammates. You get to encourage cooperation and fun. It is also a very important job as there are several duties for which you will be responsible. You may choose to do this either as an individual or you may find yourself a co-pilot, so to speak.

So what exactly is the purpose and function of an Age Representative? First and foremost it is a great way for you to get involved with CAHC. The Age Representative serves as a liaison between the club and the age division and is the first point of contact for all questions or concerns regarding players, coaches and/or referees. Other responsibilities include:

- Help keep a monthly schedule of practices and games.
- Help organize the House Tournament.
- Facilitate communication between coaches and parents by having meetings or preparing informational handouts as necessary.
- Organize team jersey hand-out and collection.

The following is a handbook to help you along. If you have any other questions, please contact any Member Relations Committee Member or Board Member. They are all in place to help and support you.

## **Getting Started**

The Club will notify skaters of their first practice dates and times and will provide you with a list of the skaters in your division. You will attend and help with the parent meeting held the first or second week of practice (If you have volunteered at the time of the meeting or afterward, you do not need to worry about this). This meeting is held in conjunction with the Member Relations Committee.

Please plan on attending practices and games as your presence is an important part of making sure things run smoothly.

## **Parent Meeting** (to be held in conjunction with the Member Relations Committee)

- This is a meeting held for parents during the first or second week of practice.
- The following agenda items will be discussed at the meeting:
  - Sportsmanship/Review Code of Conduct for Players, Spectators and Coaches.
  - Club procedures for communication, i.e. bulletin boards, newsletter and web site.



- Emphasize all concerns, requests, and problems with coaches, parents, players or referees must be brought to the Age Representative.
- Briefly explain duties of the team parents and request volunteers.
- Rotating schedule for assignment of positions needed to run games, i.e. scorekeepers, scoreboard operation, announcing, penalty boxes, etc. All families are EXPECTED to assist with these duties.
- House Tournament - all families are EXPECTED to volunteer a significant amount of time to run the age division tournament. The house tournaments are where you are able to make money to help keep your registration fees down.
- Introduce the coaches
- Discuss the ice schedule
- Introduce parents to the Goalkeepers program and the selling of Christmas Wreaths
- Grocery Coupons
- Football Frenzy Cards
- Team Pictures

## **Once Teams Have Been Picked**

- Type up a list of the teams and its players and post it on the bulletin board.
  - Make changes to the lists if/when they occur.
- Each team will need a team parent (see section entitled TEAM PARENT: What is it?) and it is your job to find volunteers for these positions.
  - When team parents are found, post their names and contact information with their corresponding team.
- Coordinate with your Goalkeepers Representative to get jerseys for the players.
  - Schedule a jersey pickup either before or after your practice.
  - Ensure your team parent has a list of the kids on his/her team so that they can keep track of which player gets what jersey.
  - Keep a list of the kids and their corresponding jersey numbers for games and end of the year jersey check-in.
- Set up and maintain a monthly practice and game schedule for the season (Please see the section entitled SCHEDULING TIPS for help with this).
  - Place a copy on the bulletin board.
  - Provide copies to your team parents to hand out at least one week prior to the start of the new month.
  - Give a copy to Debi Collins (she is our Registrar and Ice Scheduler and can usually be found upstairs in the Pro Shop) and place a copy in the referee's folder in the file box behind the front counter in the ice arena.
    - This is an important step as it is the only way to notify the referees of games. You must also notify them of any changes. Please give them ample notice. Check the website for the name of the Referee in Chief in case you need to contact him/her directly.
- Keep track of the season statistics to award players with hat trick, play maker, shut-out and first goal awards at the end of the season.
- Plan an end of the season party/awards night for U8 and Squirt age divisions.

## Game Day Tips

- **Make sure you have score sheets filled out prior to the game's start time.** They are located in the file box under the front counter at the ice arena.
  - Keep a copy of these for each game so you may determine awards at the end of the year for hat tricks, playmakers, first goals, shut-outs.
- Make sure you have scorekeepers and parents to man the penalty boxes.

## Scheduling Tips

After teams are selected you will know how many teams you need to schedule. Please discuss with the coaches when games will be played. Remember:

- It is our club's policy to have 2 practices to each game. Correctly tracking the number of practices and games for each team on your monthly calendar has proven helpful and will assist you in ensuring teams are equally scheduled.
- Be conscious that teams are equally rotated through the days/times for practices and games.
- Rotate who is home and who is away.
- If your age division has a Travel and/or WAHL team, please coordinate with their respective team managers so as not to schedule games when those players will be gone. Consider making those dates an all team practice.
- Changes often occur so it is best to schedule only one month at a time.
  - Schedules should be handed out to team parents and posted on the bulletin board at least one week prior to the start of the new month.
- Placing the player's name on top of each schedule is a good way to keep track of who did and didn't get a schedule.
- All practices and games as well as any upcoming events should be posted on your calendar. You can include things like tournaments, scrimmages, Travel and WAHL team weekends for your age division, and the meetings of the Board and Goalkeepers.
- Do not schedule practices or games on the days the club does not have ice such as Halloween, Thanksgiving, Christmas break, Superbowl Sunday, etc.
- You may want to cancel Sunday ice times if you have them the weekend of your House Tournament. If you wish to do this, please talk to Debi Collins at least three (3) weeks in advance to prevent the club being liable for the ice time.
- Remember to distribute the schedule to every player as well as referees and coaches. If you do not have the means to copy the schedule, please contact any Board Member and they will assist you in getting that done.
- Don't forget to place a copy of the schedule in the referee's folder (again, it's behind the front counter at the ice arena) so you have referees for your games as well as giving Debi Collins a copy.

# **CASPER AMATEUR HOCKEY CLUB**

## **TEAM PARENT: WHAT IS IT?**

Being a Team Parent is a great way to get to know other hockey parents and to help out your Age Representative. You will serve as a liaison between the coaches and parents and will report any issues or concerns brought to your attention by your parents to your Age Representative. You get to encourage good sportsmanship, cooperation and most of all fun!

### **Team Parent Responsibilities**

- Each team parent is assigned a team (Red, Black, Yellow).
- You will assist the Age Rep in handing out jerseys at the beginning of the season and collecting them at the end.
  - Keep a record of each player and their jersey number.
- You will assist in handing out practice and game schedules to each player's parent.
- Work with the Age Representative to pass along any other important information.
- Help gather volunteers for tournaments and games to help run the scoreboard and penalty boxes.
  - At each game you will need:
    - An Announcer
    - A scorekeeper
    - 1 parent in each penalty box
    - Someone to help with the score sheet.
- U8 parents can help gather volunteers to set up and remove the dividers on and off the ice.
- Encourage parents to check the bulletin board and website for information.
- Notify parents when team pictures are and help hand out and collect order forms which you will give to the photographer. You will also return the pictures to the parents when they are ready.
- Assist in coordinating any other information or duties with the Age Representative and Coaches.
- You are encouraged to be an active member of the Club by attending monthly Goalkeepers and Board meetings.

# CASPER AMATEUR HOCKEY CLUB

## TEAM MANAGER: WHAT IS IT?

The Team manager is for the Travel and/or WAHL teams. It is a great way to volunteer and help keep everything organized for the players and their parents on these teams. It is a great time to encourage the meaning of being a team and instilling memories. You will need a team manager for each WAHL and/or Travel team.

### Responsibilities

- Transporting and keeping the credentials book with you for each tournament you attend.
- Checking your team in to tournaments and checking credentials of teams coming to your tournaments.
- Making hotel arrangements for your teams' parents and coaches.
- Communicating tournament and travel details to parents.
- Communicating important dates, information, etc. from coaches to parents.

### Where To Begin

- Start by getting a list of the Travel/WAHL team players and parents' names.
- Compile a list of email, cell numbers for texting, and phone numbers for each player's parent.
- Get with your Goalkeepers representative and coordinate a jersey check out date.
  - Keep a list of each player's jersey number.

### Special Instructions for WAHL

- Make a calendar of all of your WAHL dates as soon as you know them. The times are typically not posted right away and you will have to check them frequently.
- You should provide the WAHL website address to your parents.
  - [www.wahl.pointstreaksites.com](http://www.wahl.pointstreaksites.com)
  - Communicate to your parents the importance of their checking the WAHL schedule as it does change.
  - Communicate changes and times as soon as possible to them.
- Make sure you have parents for your penalty box at away and home games.

### Special Instructions for Travel Team

- Get with your coach(es) to discuss tournament planning.
  - How will you handle selection of tournaments and how many you are attending?

- After you have decided your tournament selection process schedule a meeting with your team parents to discuss these matters.
- Don't forget to apply to enter tournaments early as they often fill up quickly.
  - You will have the team roster.
  - You can obtain a check for tournament fees from the Board Treasurer.
- Provide a calendar with the tournament dates to your parents as soon as possible.

## **Checklist for Team Managers**

### ***Out of Town Games:***

- Make hotel arrangements for parents and players.
  - Call hotel and ask about making a block group reservation.
  - Provide them the group rate, the deadline for making reservations and the hotel information.
- Arrive prior to your game time in order to check your team in and find out locker room assignments.
- Provide any change of game times, plans for team dinners or activities to your parents via the cell phone numbers you've collected.
- Make sure your players are acting appropriately at the event and at their hotel.
- Keep your credentials book with you at all times. It also contains Medical Consents and insurance information in case of injury.
- It is your job to meet and take a player who has been ejected from a game to their locker room as well as making sure the player stays in there until the game is over and the coach has returned to the locker room.

### ***Home games:***

- Check credential books of the teams coming to your tournament at check in.
- Have your book available to them as well.
- Make sure the penalty boxes are covered by the visiting team for WAHL games.
- Make sure you have the penalty box, scoreboard, Pointstreak and score sheets covered for each game.
- Have score sheets ready.
- You are, again, responsible for players who are removed from a game.

## **Tournament Information**

See section entitled "Tournament Planning" in this handbook.

## **Manager's Cheat Sheet**

This is a great comprehensive guide to help you out as well.

*Credential Book* - This is a book that you will carry with you to all games that your team plays. It is set up with a roster (which is not official until Debi Collins signs and stamps it) with copies of

Birth Certificates, Consents to Treat and Codes of Conduct in order by player for each player. This book must be returned to Debi Collins at the end of the season as she is required to retain this information for three years.

If changes are made to your roster, Debi will give you an additional page showing those changes. Your roster will be the original plus any changes, so you may have more than (1) page.

*Game Sheets* - You are responsible for having your book checked when you travel and Debi has provided game labels for any game in which your team plays. Any player not playing in a game must be crossed off of the roster and your game label. This is done on a game by game basis. You are also responsible for checking rosters and books for each team that comes to Casper (example: WAHL). Keep a copy of all your game sheets for your team. At the end of the season you will need to supply a list of the following for awards.

- Hat Tricks (3 goals scored in a game)
- Play Maker (3 or more assists in a game)
- Shut Out (Goalie does not allow any goals in a game)

*Major Penalties* - If any player or coach receives a Game Misconduct, Match Penalty (Suspension), or any penalty where they have to leave, miss or sit out a game, a copy of the scoresheet for that game must be given to Debi for the Discipline Committee.

*Game Sheets* – Blank game sheets are kept in the blue hockey box under the counter at the ice arena. If it is empty, contact a Goalkeepers representative as the extra sheets are kept up in the Goalkeepers room.

*\*\*\*\* The top (white) copy of the game sheets from any WAHL games played in Casper must be sent to the WAHL Age Representative for your division as soon as feasibly possible after the game. \*\*\*\**

*Game Labels* – Contact Debi for additional game labels, if necessary.

*Players and Parents* – Ensure all players and parents are aware of practices and games. For out of town games you are responsible for finding hotel accommodations and informing parents and players of locations and costs. You are also responsible for enforcing the travel dress code and making sure all players exhibit appropriate behavior both at the rink and the hotel.

*Supplies* – Consider traveling with extra tape, laces and mouth guards as these are commonly forgotten items.

*Scheduling Ice for Home Events* – For all home WAHL games, Debi will send you a list of available ice time. Complete the schedule trying to have teams only have to stay one night, though this is not always possible. Try to accommodate the teams that are traveling the farthest so that they do not have to play early on Friday afternoon or Saturday morning or late on Sunday. Do not schedule teams to play back to back, give them time between the games. Use your WAHL schedule as a guide line for what teams are coming and who they have to play. Send the schedule to Debi so that she can post and inform the referees of the game times. If you are not comfortable doing the scheduling Debi will be happy to help you, just let her know.

*Assessments and Expenses* - Work closely with the Board Treasurer on your team assessments and expenses.

*Jerseys and Socks* – Each player is responsible for checking out their travel jerseys from Goalkeepers at a time designated by Goalkeepers. Goalkeepers will require a deposit check which they will hold until the jerseys are returned at the end of the season. \*\*Except for Midgets who have to purchase their own jerseys.\*\* Casper Oiler hockey socks can be purchased from the Pro Shop.

*Coach* - Try to make his/her life easier.

Have fun..... If you have any questions contact any one of the Board members or Debi as they are here to help you.

## **Additional Information**

Debi Collins is our Club Registrar and the Wyoming State Registrar. She will produce your official roster. No coach or manager will be put on the roster until they have a background check done. This background check is required every 3 years and must be completed by December 31 each year.

Communication with your parents and coaches is your most important job. Make a phone tree and/or use email to get your information out quickly. It is ok to share responsibilities with other team members. Perhaps one parent makes motel reservations for WAHL weekends and one parent does the same for tournament weekends.

All ice is contracted for with the city at the beginning of the season. Any cancellations must be made 3 weeks in advance. Your team will be billed for any ice, including tournament or WAHL weekend ice that is not cancelled in this time frame.

Check the CAHC Website for the WAHL Pointstreak representative in Casper. Game results must be posted in Pointstreak by the Monday following a WAHL weekend. This person will help train you on how to use Pointstreak, if necessary. Contact her/him for training, questions and instructions for any corrections that need to be made to score sheets.

You or your representative must check all credential books for teams coming to Casper. Any missing information in a visiting WAHL team credential book must be reported to your State Age Director by Monday following the WAHL weekend. Any WAHL credential books that have errors after December 31 will result in skaters not permitted to participate.

# CASPER AMATEUR HOCKEY CLUB TOURNAMENT PLANNING

Tournaments are great a part of the hockey experience. It is an opportunity for your player and his/her teammates to use the skills they have developed while creating lasting memories and friendships. Games are typically scheduled Friday through Sunday. You may elect to direct the tournament yourself or you may ask for a volunteer to do this. There are many tasks and duties to delegate in order for your tournament to run smoothly and be fun and successful.

- House teams will host one tournament each season.
- Travel Team will host one tournament each season.

**\*\*Do not confuse this with tournaments to which you will be traveling.\*\***

- Coordinate and make plans for the House tournament with the other involved age group(s). You may meet as a whole or have the heads of each committee meet to delegate and coordinate tasks.

## Advertising

Advertise your tournament at least four months in advance so that teams are aware of it and can make plans to attend. This can be accomplished by:

- Emailing the tournament flyer to area teams.
- Getting contacts from the previous year's Age Representative.
- Contact a Member Relations Committee member for ideas or suggestions of where to advertise.
- Post your tournament to these websites:
  - [www.usahockey/montana\\_amateur\\_hockey](http://www.usahockey/montana_amateur_hockey) - Montana Associations
  - [www.sdaha.org](http://www.sdaha.org) – South Dakota Associations
  - [www.ndaha.org](http://www.ndaha.org) – North Dakota Associations
  - [www.wyohockey.com](http://www.wyohockey.com) – Wyoming Associations
  - [www.hhha.org](http://www.hhha.org) – Hyland Hills homepage with links to other Colorado Associations

## Organizing Committees

- Parents may either volunteer for a committee of their choice or they may be assigned to a committee.
- Tournament committees will consist of:
  - Raffle Committee
  - Hospitality Room
  - Puck Toss
  - Scoreboard
  - Penalty Box



- Program
- Check In Table
- Awards
- Souvenir Table
- Tournament Rules
- Get a Director for each committee and ask for volunteers to help acquire what is needed.
- You will need volunteers to help run all aspects of your tournament. Provide sign-up sheets with time slots early on so you know what time slots for each area are full and where you need extra help.
- It is a good idea to get your volunteers signed up before the actual game schedule is released as you typically have people who want to volunteer when their child is playing but not for the rest of the tournament and you will need people there from before the first game starts until after the last game ends all weekend long.

## Committee Duties & Responsibilities

- *Raffle Committee* – This committee will work on getting items together for the raffle table. Usually people try to get things donated and put baskets together or all parents donate money and the committee uses the money to put items together for the raffle table. A few examples of items you might put together include: boy's toy basket, art supply basket, girl's toy basket, mom's basket, men's car cleaning basket, gift card tree, silver dollars on a hockey stick, etc.... Shifts work well at 2 hour time slots.
- *Hospitality Room* - This committee is in charge of setting up and taking down the hospitality room which is located in the skybox and is open one hour to forty-five minutes before the start of the first morning game and is closed by 10:00am. Usually families are assigned items to bring each day (for example: go-gurts, fruit, granola bars, donuts, cinnamon rolls, Gatorade, juice, coffee, plates, napkins, cups, silverware if needed, etc..) Two to four people will be needed for set-up and take-down each day.
- *Puck Toss* – This committee will organize families to work each game in order for the puck toss to take place. The puck toss involves selling pucks: One for \$1 or 6 pucks for \$5. Between the 2nd and 3rd period of the hockey game an orange cone is placed at center ice and everyone tosses their pucks. Whomever has the closest puck to the cone wins 50% of the money collected for that game. You keep the other 50% as profit. This is fun and you can make quite a bit of money on this easy activity. Older kids love to help with this. It is beneficial to send the older kids into the stands to sell the pucks. This increases your profit as not everyone will come and buy one from the puck toss table that should be set up in the lobby.
- *Score table/penalty box* – This committee is in charge of getting parents to keep score, run the scoreboard, announce, play music, and work the penalty box at each game of the tournament.
- *Program* – This committee will be in charge of putting together a program. This is an optional task. A tournament can take place without a program but it can be a nice extra feature if you can fit it in your tournament budget. Each team's roster and picture, if they have one, needs to be placed in the program. If one chooses to put a program together,

all CAHC sponsors must be listed. A list of sponsors can be found on the Casper hockey website. There is no soliciting of ads for the program. If you would like to use the program as a fundraiser you may allow for player ads. A player ad cannot exceed \$200.

- *Rules* - Make sure the applicable rules for your tournament are provided to the teams attending your tournament prior to their arrival and again when they arrive. These should be posted around the arena and printed in the program if you choose to have one.
- *Check-In Table* – This is where the team manager or Age Representative(s) will check in each team and make sure the players are USA hockey certified and that a consent for treatment form is present for each player.
- *Awards* – This committee is in charge of deciding and acquiring all awards for the tournament. The awards can range from trophies or medals for the 1st, 2nd, and 3rd place team to participation medals for everyone. The number of awards given and budget is at the discretion of this committee and the Tournament Director.
- *Souvenir Table* – This committee is in charge of designing a tournament logo for t-shirts/sweatshirts, working the table which sells pins, tournament shirts, Oilers paraphernalia and an assortment of hockey transfers and jewelry. You will receive 50% of all profits made at the table with the other 50% going to goalkeepers. It is very beneficial to have a training session before the tournament so parents feel comfortable placing transfers on shirts and sweatshirts.

## **Tournament Schedule**

This is the schedule showing who is playing when and designates home and away teams. You need to:

- Contact Debi Collins to get your designated ice times ASAP (the slots you will fill with the teams – home and away). You will need to know how many teams are participating so she knows how much ice to give you.
  - Make sure you have included all the teams in your tournament and no one is playing each other more than once.
  - The Championship round will be shown as Seeds until you know who is playing who and for what position (Debi can show you how to do this as well).
- Make sure you email a copy of the completed schedule to the Team Manager of the teams attending your tournament as well as your team's parents and coaches.
- Give a copy of the final schedule to Debi Collins.
- Place one in the referee folder.

## **Tournament Brackets**

This shows the teams, the scores of the games and how many points each team earned for that game. This can be made out of poster board or on a spreadsheet and shall be posted in the lobby area of the ice arena and may also be posted inside or beside the door to the locker

rooms so coaches, players and parents may see these easily. These show the wins/loss of each team and the points they have earned for these. The following is an example:

	TEAM A	TEAM B	TEAM C
TEAM A		/	/
TEAM B	/		/
TEAM C	/	/	
TOTAL POINTS.			

Win: 2 Points  
 Loss: 0 Points  
 Tie: 1 Point each  
 Shut Out: 3 Points

Total two teams with highest points play for 1<sup>st</sup> and 2<sup>nd</sup>, next highest is 3<sup>rd</sup> and 4<sup>th</sup>, etc.

# **CASPER AMATEUR HOCKEY CLUB**

## **WHERE DO MY HOCKEY DOLLARS GO?**

Hockey has a reputation for being an expensive sport and can, indeed, be one of the most expensive sports for young athletes. There are some schools in the country that offer hockey as a school sponsored activity. At this time, Wyoming does not offer hockey through the public schools, therefore, Casper Amateur Hockey Club (CAHC) relies on its participants to keep this great sport active and available.

### **Registration Fees**

Hockey registration fees for ALL teams pay for the following:

- Ice Time - \$115/hr (practices and in-house games/ tournaments)
- Referees' fees (per referee, per game as of Sept. 2012)
  - U8 - \$15
  - Squirts - \$25
  - Peewee - \$38
  - Bantam - \$65
  - Midget - \$80
  - Girls - \$60
- CAHC Bookkeeper - \$13/hour
- Hockey Registrar's Fees - \$1,000/season
- Coaching Coordinator Fees - \$1,000/month

### **Equipment**

Player is responsible for obtaining all equipment. Goalkeepers has equipment to rent for the younger age divisions. Additionally, Goalkeepers sponsors an annual equipment swap during open registration during which players may purchase used equipment at a reasonable price.

### **Travel Team Assessments** (This does NOT apply to House teams)

Players participating on a Travel Team receive periodic assessments during the season to pay for:

- Tournament Fees
- Travel expenses for non-parent coaches including fuel, meals and lodging.
- Additional ice time for designated Travel Team practices.

## **WAHL Team Assessments** (This does NOT apply to House teams)

Players participating on a WAHL Team will receive an additional assessment to pay for:

- Per team WAHL dues payable to WAHL
- Ice time for home WAHL games
- Referee fees for home WAHL games

## **City of Casper Assistance**

CAHC is VERY FORTUNATE to work TOGETHER with the Casper Ice Arena. The ice arena employs staff to maintain the facility: concessions, bathrooms, locker rooms, bleachers, skate rental/sharpening service and Bush-Wells Pro Skate Shop. These are all services that enhance our hockey club but, are NOT added expenses! If CAHC had to provide and maintain its own facility, hockey fees would be substantially higher!

## **Comparison to Other Associations**

To give you some perspective, here is a list of fees charged by other Associations (as stated on websites and from parents of former participants):

- Rapid City, SD – U8 & Squirt registration fees - \$1,500/yr (private facility)
- Denver University Hockey Club – U8 & Squirt registration fees - \$1,500/yr
- Las Vegas, NV – Bantam registration and ice fees - \$2,000/yr
- Plymouth Youth Hockey (Massachusetts) – Mini-Mite House fees - \$650/yr; Travel Team registration fees - \$600-\$1,200/yr

# **CASPER AMATEUR HOCKEY CLUB**

## **HOW CAN I SAVE MONEY DURING HOCKEY SEASON?**

**THE #1 WAY TO SAVE \$ IS: FUNDRAISING! FUNDRAISING! FUNDRAISING!**

There are several fundraising opportunities during the season including:

### **Christmas Wreaths**

People around Casper have been buying these fresh holiday wreaths and supporting our hockey club for many years! The wreaths sell for \$20 each. For each wreath sold, \$2 goes into your hockey player's account. If you start early and take pre-orders, you can really "take it to the bank"! Many of these people will continue to buy wreaths from you year after year! The wreaths essentially sell themselves.

### **Football Frenzy**

This is a new fundraiser that the club started in 2011. Each ticket costs \$20 and has random teams grouped together for each of the 17 weeks of the football season. Each ticket has the potential to win \$300, \$125, \$50 or \$25 – EVERY SINGLE ONE OF THOSE 17 WEEKS! It is a completely random pay out, team ranking throughout the season has nothing to do with the winning of Football Frenzy! The best part of it is that for each ticket you or your player sells, \$5 goes towards your hockey player's account! This fundraiser has HUGE potential and we predict it will become more and more popular over the years!

### **Grocery Cards**

This is actually a Kiwanis club fund raiser that is offered to many non-profit organizations. Kiwanis sells gift cards for Safeway, Albertsons and Smiths. They give us a 4% discount off the face value of the card. So if the card is for \$100.00 we pay \$96.00 for it. We then sell the card to our skater families for the whole face value. The trick comes after they buy it: on that 4%, the club keeps 2 % and gives the other 2% to the skaters account. This is money that you would have spent at the grocery store anyway, but buying the cards will also help with your hockey bill. Now that's a win-win!

### **Tournament Proceeds**

The next great way to save money during the hockey season is to participate with your travel team to put on a FANTASTIC HOME TOURNAMENT! It is a good idea to get to know the

families on your child's team, ESPECIALLY when it comes time for your team's home tournament weekend. When everyone helps and works hard together, a tournament can be a HUGE success! Any monies raised in excess of the cost to run the tournament, go towards your team's fees. The cost to run the tournament is primarily ice time and referee fees. There is GREAT opportunity to make money for your team with program ads, raffle tables, silent auctions, 50/50 raffles, puck toss and the souvenir table. The profits are shared equally with all team members. In the past, teams have raised up to \$3,000! For a 15 player travel team, that would be a \$200 credit on every player's hockey account!

## **Hockey Swap**

The Hockey Swap is held at the beginning of every season, during open registration. The swap is an opportunity for players to pass down equipment and purchase something they may need for a minimal price. New equipment can be a huge expense and any chance to save money should be taken advantage of!

## **Other Savings Ideas**

Carpool to and from practices, out of town games/tournaments, share hotel rooms, load up coolers with drinks/snacks/lunches, stay at hotels that offer continental breakfast, some hotels also offer complimentary dinner, try to limit eating out to once per day, share meals, take leftovers to eat the next day for lunch – most hotels offer fridge/microwave in room or at least in the lobby. TALK TO OTHER FAMILIES, ASK HOW THEY DO IT! They can be your greatest resource! Hockey friends become like family and the experiences shared and the memories you make will last a lifetime!

# **THANK YOU!**

The Casper Amateur Hockey Club and the Board of Directors would like to thank you for being a team-player. We applaud you for the support and encouragement you show your young athlete and everything you do for the Club!

Most of us are hockey parents too, and we understand the amount of time, money, energy and planning that goes into a hockey season! It can be overwhelming at times. If you ever have any concerns, questions or suggestions please don't hesitate to let any one of us know.

**THANK YOU AGAIN, WE COULDN'T DO IT WITHOUT YOU!**



# CASPER AMATEUR HOCKEY CLUB CONTACT INFORMATION

## 2012 – 2013 BOARD OF DIRECTORS

### *Executive Board*

Kevin Whitman – President  
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Kevin Taheri – Vice President  
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Ti Brooks – Secretary  
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Stephanie Means - Treasurer  
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### *Board Members*

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### *CAHC Bookkeeper*

Wendy Stull  
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## **2012 – 2013 COMMITTEE CHAIRPERSONS**

***Finance*** - Stephanie Means

***Scholarship*** - Darin Myers

***Coaching*** - Kevin Taheri

***Discipline*** - Debi Collins

***By-laws/Policies*** - Kevin Taheri

***Communications*** - Ti Brooks

***Scheduling/Special Events*** - Jamie Rupp

***Member Relations*** - Jolene Whitley

***Advertising*** - James Bardgett

***Referee-in-Chief*** - Roger Burns

## **CASPER AMATEUR HOCKEY CLUB 2012-2013 TOURNAMENT SCHEDULE**

***Peewee Travel Tournament:*** November 9-11, 2012

***Eddie McPherson Midget Tournament:*** Nov 30 – Dec 2, 2012

***U8 Jamboree:*** December 7-9, 2012

***Squirt Travel Tournament:*** January 4-6, 2013

***Peewee/Squirt House Tournament:*** January 25-27, 2013

***U8 Travel Tournament:*** February 22-24, 2013