



Casper Amateur Hockey Club Age Representative: What is it?

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:

- Facilitate communication between coaches and parents by having meetings, updating divisional bulletin board section, or communicating through email as necessary
- Organize a monthly schedule of House practices and games in collaboration with coaches
- Organize the House Tournament (8U only)
- Organize division jersey distribution and return
- Organize division picture night and year-end celebration.
- Participate as an active member of the Fundraising and Equipment Committee.

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. 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 by the Communications 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 board, Club email through Pointstreak, Pointstreak Team Locker Rooms, and CAHC website
 - Communication chain-all concerns, requests, and problems with coaches, parents, players or referees must be brought to the Age Representative
 - Duties of the Team Parents and Team Managers-volunteer recruitment
 - Volunteers needed for House games, i.e. scorekeepers, scoreboard operation, announcing, penalty boxes, etc. (all families are **expected** to assist with these duties)
 - House Tournament (8U only) (all families are **expected** to volunteer)
 - Coaching staff introductions
 - Ice schedule
 - Fundraisers and fundraising credits
 - Team Picture night
 - Tryouts, travel tournaments, etc., as appropriate
- Tryouts maybe necessary to establish team rosters in the Squirt through High School divisions for League and/or Travel Tournament teams. Registration numbers and player interest in competitive play will determine if there will be more than one league team in a division. There will be only one Travel Tournament team in Squirt divisions and higher, with the exception of the High School division which may field two Travel Tournament teams (16U and 18U).
- Post the rosters (list of teams and respective players with assigned jersey numbers) on the divisional section of the bulletin board once the teams are determined by the Coaching staff and revise the lists when necessary.
- Recruit a Team Manager for each team and post their names and contact information with their respective team.
- Coordinate with the Fundraising and Equipment Committee to schedule a "Jersey pick up night" for the players during a regularly scheduled practice. This needs to be done timely so that the Team Managers

can forward the player roster with assigned jersey numbers to the CAHC Registrar to ensure the Team's Credentials binder is completed prior to the first League and/or Travel game.

- Each division has a binder in the Equipment room used for jersey and equipment check out. Every player within the division should have a checkout page in the binder to be used for jersey and equipment check out.
- In collaboration with the coaching staff, determine a House game schedule for the season, post a copy of the schedule on the CAHC bulletin board, and distribute by email.
 - It is our club's policy to have 2 practices to each game. Correctly tracking the number of practices and games for each House team on your monthly calendar has proven helpful and will assist you in ensuring House teams are equally scheduled if you have multiple House teams.
 - Be conscious that House teams are equally rotated through the days/times for practices and games and rotate who is "home" and who is "away".
 - If your age division has a League and/or Travel Tournament team, please coordinate with their respective Team Managers so as not to schedule games when those players will be gone.
 - Schedules should be distributed by email and posted on the divisional bulletin board regularly.
 - Every division has a page on our website at <http://casperhockey.com>, where schedules can be posted by the Communications committee website representative.
 - All practices and games, as well as any upcoming events should be included on your calendar (tournaments, League and Travel Tournament team weekends for your age division).
 - **Copies of the monthly House game schedule need to be sent to the CAHC Scheduler and the divisional Referee Scheduler** (contact information for those positions can be found on the Board/Staff Contacts page and the Referee Scheduler page respectively). The divisional Referee Scheduler will schedule referees for the House games. Ample notice of the House game schedule and changes are required.
 - **For ice cancellations, please email your desire to cancel a practice to the CAHC Scheduler at least three (3) weeks in advance** to prevent the club being liable for the ice time.
 - Please note ice cancellations on holidays (Thanksgiving, two week period over Christmas break). Other ice cancellations you may want to consider if your regular practice time falls on one of these dates include Halloween, Super Bowl Sunday, etc., and Sunday ice times if you have them the weekend of your House Tournament (8U only).
- For game days, make sure you have score sheets filled out (players names and jersey numbers) prior to the game's start time. A USA Hockey score sheet should be used for all House games, and they can be found in the CAHC mailbox under the front lobby counter at the rink (extras are stored in the equipment room). Keep a copy of these for each game, so you may determine patches/awards at the end of the year for hat tricks, playmakers, shut outs and first goals.
 - Make sure you have scorekeepers and parents to man the penalty boxes.
- **Player statistics need to be kept** to award players with Achievement patches (hat trick-3 goals scored by a player in a game, play maker-3 assists by a player in a game, shut-out-no goals allowed by the goalie in a game) and first goal ever awards at the end of the season (the score sheet reflecting the player achievement needs to be submitted to the CAHC Registrar in order for the player to receive a patch). A USA Hockey score sheet should be used for all House games, and they can be found in the CAHC mailbox under the front lobby counter at the rink (extras are stored in the equipment room). If you have questions about the Achievement patches or first goal awards, please ask a member of the Scholarship Committee. The CAHC Pointstreak Representative will schedule informational meetings regarding keep statistics and how to score keep upon request.
- Plan an end of the season celebration for the last practice of the season. This involves a player free skate session (equipment and jersey return will be occurring simultaneously) and a pizza or ice cream party up in the skybox on the last practice of the season. For more information regarding this event,

please contact a Communications Committee member. The CAHC Treasurer can be contacted regarding the budget allowed for the party.

