

**CASPER
AMATEUR
HOCKEY
HANDBOOK**

PARTICIPANTS EXPECTATIONS

Please understand that this is to make clear that everyone is accountable for their actions. If you abuse other participants, in or outside the Association, you will be accountable for your actions. If your behavior is inappropriate at a game or in another rink, or if your team behaves inappropriately at any game, you/they will be accountable for your/their actions.

Once a member of the Casper Amateur Hockey you have agreed to abide by the rules and regulations of the club. Remember that "playing hockey is a privilege, not a right!"

We encourage all parents to enjoy their children's games. Make as much noise as you want at the games as long as it is positive. Enjoy the great game of hockey which your children enjoy and want to play.

PARENT EXPECTATIONS

Parents are role models for all players on the ice. Parents and other spectators must understand that youth hockey is a recreational activity NOT an NHL farm club. The players are on the ice because you, as a parent, paid for your child to participate in the Casper Amateur hockey program and your son/daughter enjoys playing the game. Every parent wants their son/daughter to do well on the ice. Whether your son/daughter is in Novice or Midget, they will make mistakes and games will be lost. No player loses a game or makes a mistake on purpose. Players do not play hockey to make mistakes! Mistakes will be made.

Do not yell abuse at anyone. Do not tolerate others doing this. Respect visiting players and their parents. Be supportive and positive! Let the officials look after the game. They don't need your verbal assistance from the stands. Games are to be enjoyed by everyone. Don't spoil any game!

- **Get your player to the rink on time**
- **Notify the coach if your player will not be at practice/games**
- **Evaluate coaches by the given deadline**
- **Make sure the player is prepared (skates, sticks, etc.)**
- **Help your player learn to use the locker rooms appropriately-locker rooms to change clothes**
- **Do not judge any young player by professional standards**
- **Do not judge or impose adult expectations onto players in youth hockey**
- **Be positive and supportive to all players**
- **Volunteer**

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. CAHC encourages competitiveness with all its teams, but within the rules of the game, with respect to your opponents, 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.

- **Get to the rink on time**
- **Make sure YOU come prepared**
- **Give support and show respect to teammates, coaches**
- **Practice good sportsman-like attitude at all times**
- **express yourself appropriately**
- **work hard at all practices, games, etc**

COACHING STAFF EXPECTATIONS

All CAHC coaching staff volunteers 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. All staff must understand that minor hockey is a recreational activity, not an NHL farm club! 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.

Staff must encourage and foster SAFETY and RESPECT during all hockey activities. All volunteer coaching staff members are role models for their players. Coaches must understand that they are coaching 'children' not NHL players! No matter how important a game seems to be at the time, treat all participants with respect including the opponents and the officials. Maintain your self-control at all times. Demonstrate self-control to your players, a mature attitude, and appropriate communication skills.

As coaching staff you must demonstrate respect for the officials and their decisions. In many cases, the officials are also learning their game. Do not expect NHL caliber officiating. Remember if you can do better, you should be on the ice officiating. CAHC will provide you such opportunities.

Ensure you play all your players during every game and that each player receives fair ice time. Regardless of how important a game is, all players have to know what it is like to play under pressure situations, not only the higher ability players. You are a coach of a recreational hockey team, regardless whether the team is AAA or recreational. You are not coaching NHL! You are coaching kids!

Additionally,

- **Do not lose control of yourself in front of the players.**
- **There is absolutely no need for foul language, anywhere near your players.**
- **Give every player fair and equal treatment during practices, games and any other activities you are in charge of.**
- **Your main goal is not to win titles, but to ensure your players have fun and maintain their love for the game of hockey.**
- **Always encourage, foster, and maintain SAFETY and RESPECT.**
- **Don't be the cause for any player to stop playing hockey.**
- **Control your player's emotions and actions on the ice. As coach you are accountable for your players actions in the rink!**
- **Communicate with a player's parents if you are having problems with the player**

Age Representative Duties

- 1) Always remember to put the kids first.
- 2) Age reps serve as a liaison between the club and the age division. All age representatives are encouraged to become involved in the club by attending meetings of Goalkeepers (First Monday of the Month, the Member Relations Committee, and/or the monthly board meeting (First Thursday of the Month) .
- 3) Be familiar with the policies and by-laws of Casper Amateur Hockey Club, as well as the USA Hockey Code of Conduct and the CAHC Code of Conduct.
- 4) Age representatives will be provided a list of all registered skaters in their division. The club will notify skaters of the first practice date and time. You will need to work out a practice and game schedule prior to the formation of teams. * Don ' t hesitate to ask for assistance the first few times.
- 5) During the first week of practice, a mandatory parent meeting will be held at which time you will be introduced to the parents as the age representative. The following agenda items will be discussed at this meeting:
 - a) Sportsmanship/Review Code of Conduct for Players, Spectators, and Coaches
 - b) Club procedures for communication, i.e. bulletin boards, newsletter, and web site.
 - c) Emphasize all concerns, requests, and problems with coaches, parents, players or referees must first be brought to the Age Representative. At no time should parents contact USA Hockey, the coach (es) or referees with such matters.
 - d) Briefly explain duties of team parents and solicit volunteers.
 - d) 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.
 - e) House Tournament - all families are EXPECTED to volunteer a significant amount of time to run the age division tournament. The house tournaments are a source of funding for the age division and can make a huge impact on registration fees. The age division benefits greatly from the tournament, and in turn the parents will benefit.
 - g) Introduce coach (es) , although they will likely be on the ice.
 - h) Ice schedule
 - i) Goalkeepers program/Christmas Wreath Sales
 - j) Grocery Coupons
 - k) Hat Trick Cards
 - l) Team Pictures

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- 6) Age representatives will assist the coaches and coaching coordinator (s) in team formation and selection.
 - a) Once teams have been formed, the age representative will type up a list of players on each team, including name of coach (es) and team parent (s) . Post the list on the bulletin board and provide a copy to the coaches. If/when changes are made, please retype and re-post this list.
 - b) Recruit and train a team parent (s) for each team. Post the name and contact number for this person (s) .
 - c) Coordinate with Goalkeepers to obtain jerseys for players
 - 7) Set up and maintain monthly practice/game schedule for the season. The scheduling process is discussed in detail later in this manual. Provide copies of schedule to team parent (s) for distribution at least one week prior to new month. Give copy to Debi Collins, post copy on the bulletin board, and place a copy in the referee folder in the file box behind the ice arena front desk. You can also provide a copy to be posted on the website. ** Please note, this is the only way of notifying referees. If you don ' t do this soon enough you will not have refs for your games. You also must notify referees of changes. *** See the Board of Directors for Director of Referees.
 - 8) Coordinate and plan house tournament jointly with the other involved age group (U8AB, U8CD and squirt/peewee) . You may, and are encouraged to, recruit a tournament chair. Solicit teams from around the state and neighboring states to attend. Tournament planning will be detailed separately.
 - 9) Keep track of season statistics to award players with hat trick, play maker, shut-out, and first goal awards at the end of the season.
 - 10) Plan an end of the season party/awards night for U8 and squirt age divisions.
 - 11) Please plan to attend practices and games. Your presence is necessary to be effective as an age representative.

Scheduling

One of your duties as Age Representative is to schedule the age division 's House/Rec practices and games. Following are some tips as how to approach scheduling.

- 1) Until teams are selected everyone in your age division attends all scheduled ice times.

- 2) After teams are selected you will know how many teams you have to schedule. Registration fees guarantee each player will receive two hours of ice time per week. It is very important that until mid-November the schedule consists of mostly practices...letting the coaches have as much time as possible to develop skills. The coaches are free to use time at the end of practices to scrimmage prior to the start of games.

- 3) USA Hockey recommends scheduling 2 – 3 practices to every game and Casper Amateur Hockey Club 's policy is to have two practices to each game. Tracking the number of practices and games for each team right on your monthly calendar has proven helpful and will assist you in ensuring teams are equally scheduled.

- 4) When creating schedules, be conscious that teams are equally rotated through the allocated days/times for practice/games, to make sure the same team is not always scheduled to practice on Sunday for example. Also be conscious when scheduling games to rotate the home/visitor teams.

- 5) If your age division has a competitive travel team, coordinate your schedule with the travel team schedule and take into consideration the travel team is often out of town on the weekends and those players may miss practices. If your age division has ice time on Sunday, consider making these practices "all teams practice" when the travel team is out of town.

- 6) It is advisable to schedule out only one month at a time, as often changes need to be made and you can adjust in the next month if need be. Schedules should be handed out at least one week prior to the new month. It is strongly recommended you write each players name on the schedule before giving them to the team parent for distribution. This will ensure every parent gets the schedule. Try not to give the schedules to the player, they often get lost before making it home.

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- 7) Include all practices and games on the schedule, as well as other important events. You can include tournaments, scrimmages, travel team/WAHL weekends for your age division, monthly board meetings, and the monthly Goalkeepers meeting.

 - 8) It is recommended the schedule be created on your computer, as this will allow you to play with it to make sure teams are scheduled evenly. Make sure that you do not schedule practices or games on days the club does not have ice, such as Halloween, Thanksgiving, Christmas break, Superbowl Sunday, etc. you may want to cancel Sunday ice time the weekend of your house tournament. If you intend to cancel a scheduled ice time, you must notify Debi Collins two weeks in advance to prevent the club from being charged for the ice time by the city.

 - 9) It is your responsibility to create and copy the schedule for distribution to every player in your division, as well as referees, coaches, etc. if you do not have the means to copy the schedule, there are certain board members who can access our copy account at Wyoming Stationers. Unfortunately, you will not be able go there yourself and charge the copies to the club, as we have to maintain control over this account. The Member Relations Committee can assist you in obtaining copies if necessary.

 - 10) After creating the monthly schedule, you must place a copy in the referee file folder in the CAHC file box behind the counter at the ice arena (not the oak CAHC box hanging on the wall). Also, provide a copy to Debi Collins in the pro shop.

 - 11) Please contact the Member Relations Chairman to review and assist you with scheduling.

PUTTING ON A TOURNAMENT

1) Advertise your tournament:

- Email the tournament flyer to teams. Do this 3-4 months in advance so teams are aware of the tournament when planning their schedules. Repeat this until your tournament is full
- Get contacts from previous year 's age rep.
- The following websites are good for finding contact information for different hockey associations:

<http://www.hlyh.org/links/> - Montana and North Dakota associations

www.adaha.org - South Dakota associations

www.waha.com - Wyoming associations

www.hhha.org - this is the Hyland Hills home page which has links to other Colorado association websites

2) Organize committees: *Parents can volunteer or be assigned to committees*

- Raffle committee - this committee will work on getting items together for your 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: gogurts, 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 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. Whoever 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. This also includes the hat trick card sponsors. 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.
- Check – in table – this is where the team manager or age reps will check in each team and make sure the players are all 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. It is up to you as a committee how many you would like to give out and what your budget is to spend on this.
- Souvenir Table – this committee is in charge of coming up with 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 everything 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.

Optional tournament ideas:

Pay referees in cash after each game. This involves getting in touch with the club treasurer before the tournament so you will have the money available

Place refreshments and treats for the referees in their locker room

Provide goody bags for all teams

Manager's Cheat Sheet

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 I sign and stamp it) with copies of Consent to Treat and Codes of Conduct in order by player for each player.

****** I need this book back at the end of the season ******

I have to keep these records for (3) years.

Any changes that are made to your roster I will give you an additional page showing those changes. Your roster will be the original plus and changes that are made, so you can have more than (1) page.

Take a copy of each of your coach's cards and put those copies in the back of your book. This information goes on the score sheets and it will save time. These are a blue card with a number on the front and stickers on the back showing what levels they have achieved. It also takes work off of your coach so he can concentrate on the game.

Game Sheets You are responsible for having your book checked when you travel and I have provided game labels for any game that your team plays in. For any player that is not playing in a game you need to cross them off of the roster (your game label). So 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 year 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 (When no one scores on your goalie in a game)

If any player or coach receives a **GAME MISCONDUCT, or Match Penalty (Suspension), any penalty where they have to leave the game or miss or set out a game**

I need a copy of that score sheet for the Discipline Committee.

I have included a copy of the information on penalties for your information.

****** Any WAHL game sheets that are played in Casper it will be your job to make sure that the top copy (white) is collected for each game and sent to the Age Rep for you division *****

Game sheets (blank) are kept in the blue hockey box under the counter at the ice arena. If it is empty contact Goalkeepers. The extra sheets are kept up in the Goalkeepers room.

If you run out of Game Labels let me know it only takes a few minutes to print you some more.

Players and Parents Make sure that the players and parents are aware of practices and games. When traveling out of town you need to find motel information with locations and costs and pass that information on. I have included a print out of your division showing the player and parent names and phone numbers for each player. Make sure that the team is dressed appropriately (dress code) and acts appropriately while traveling (in the rink and the motel).

FYI I have always found that it makes life easier if you carry with you extra tape, laces and mouth guards. If they forget anything it will probably be these items.

Scheduling Ice – Home Events If your team is playing WAHL I will send you the slots that will be available. Complete the schedule trying to have teams only have to stay one night while they are here, this is not always going to work out. 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 when they are leaving. 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. When this is done get the slots back to me so that I can post and inform the referees of the game times. If you are not comfortable doing the scheduling I will be happy to help you, just let me know.

Assessments and Expenses Work closely with Diana on your team assessments and team expenses. She can explain these to you and help with any questions that you might have.

Jerseys and Socks Check out you jerseys from Goalkeepers. Make a list of who has what jerseys and the condition of each. Each player will have a home (White) and away (Dark). At the end of the season these jerseys will need to be collected and turned back in to Goalkeepers. (There is normally a deposit on the travel jerseys to be held by Goalkeepers until the jerseys are turned back in at the end of the season). Except for Midgets who have to purchase their own jerseys.

Make sure you players have the socks that they will need. Some teams have a white and a black sock. Some teams only wear one color. Get with the coach to figure this out and let the team know what color(s) they need.

Coach Try to make his life easier.

Have fun..... If you have any questions contact one of us, we are very willing to help.

Debi

Team Managers

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.

Kim Salveson is the WAHL Pointstreak representative in Casper. Game results must be posted in Pointstreak by the Monday following a WAHL weekend. Kim will help train you on how to use Pointstreak if you don't know. Contact her for training, questions and instructions for any corrections to score sheets that need to be made. Kim@mopbucket.com or 262-1792.

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.

Locker Room Etiquette

Casper Amateur Hockey Club adheres to the City of Casper locker room rules.

All players need to remember to dress in their assigned locker room. Please do not use outside areas, benches, or tables for dressing.

An adult needs to be present at all times when players are in the dressing room. No exceptions.

The coach/parent/supervisor needs to 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 own locker room and its condition. Trash, cups, equipment, etc. will need to be picked up before leaving and returning keys. Any damage found before or after using the locker room, needs to be reported to the front desk immediately. Coaches and teams may still be held liable for damages.

PLEASE REFER TO THE USA HOCKEY HANDOUT BELOW

E. Locker Room Supervision

USA Hockey is concerned with locker room activities between minor players; minor players and adult players; adults being alone with individual minor players in locker rooms; and with nonofficial or non-related adults having unsupervised access to minor participants at sanctioned team events.

It is the policy of USA Hockey and USA Hockey InLine that all Affiliates, Districts, leagues, and local hockey programs have at least one responsible adult present directly monitoring the locker room during all team events to assure that only participants, (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

Teams, leagues and local hockey associations shall also comply with the USA Hockey Coed locker room policy.

Team Parent Duties

- 1) Please plan to attend practices and games.
- 2) Work with the Age Representative to get information and details on schedule and schedule changes to the parents and players.
- 3) Assist the Age Representative in handing out team jerseys and collecting them at the end of the season. Keep a record of the players name and the jersey number received. Provide this form to Goalkeepers. First year U8 's will keep their jerseys.
- 4) Encourage parents/players to check the bulletin board and website frequently for information, updates, tournament opportunities, etc.
- 5) Notify players and parents of team picture time and date. Hand out and collect order forms. Assist the photographer on picture night. Hand out pictures to parents when they are delivered by the photographer.
- 6) Be an active member of Goalkeepers. Team parents are encouraged to attend monthly Goalkeepers meetings. Educate parents as to the Goalkeepers program and encourage them to become involved. Coordinate with Age Representative and Goalkeepers for the Christmas wreath program.
- 7) Assist the Age Representative in coordinating parents to work during games to run announce, keep score, scoreboard, man penalty boxes, etc. Two parents from each team will be needed for each game. Solicit volunteers to assist with getting the dividers on and off the ice before/after mini-mite practice.
- 8) Team parents can assist the Age Representative with preparing score sheets/ Pointstreak use.
- 9) Team parent (s) serve as a liaison between parents and coaches to encourage GOOD HOCKEY SPORTSMANSHIP, COOPERATION, and LOTS OF FUN.
- 10) Other duties as coordinated with the Age Representative and coaches. Team parents are encouraged to become involved in the club by attending monthly meetings of the board, Member Relations Committee and/or Goalkeepers.

2010-2011 CAHC Tournament Schedule

10/29-10/31 - U8 Jamboree

11/12-11/14 - Squirt Travel Team Tournament

12/3-12/5 - Eddie McPherson Midget Tournament

1/21-1/23 - Bantam Travel Team Tournament

1/28-1/30 - Pee Wee/Squirt House Tournament

2/4-2/6 - Pee Wee Travel Tournament

2/25-2/27 - U8 Travel Tournament

Please see our website for tournament information and registration forms

www.CASPERHOCKEY.COM