

Casper Amateur Hockey Club

Board of Directors Meeting

Casper Petroleum Club

July 8, 2010

NOTE: MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CAHC BOARD!

Meeting was called to order at 6:30 pm with CAHC President Doug Floyd presiding. Additional members present were Kevin Whitman, Jamie Rupp, Kim Salveson, Kevin Taheri, Jolene Whitley, Erica Costello, Sharon Chapman, Troy Williamson, Todd Hammond and Rev Morton. Roger Burns, Dave Solko, James Ewald and Mike Nighswonger were also present.

The minutes for the June meeting were presented. Kim moved to approve the minutes as presented, which was seconded by Troy and passed without dissent.

#### President's Report

Doug asked for input on the new league. Kim suggested that the Club obtain the sponsoring association and any bylaws or rules before formally committing to participate. The results of an informal Club survey were presented. The Squirts are ambivalent about participating in a new league, the PeeWees are willing to try the IHL, the Bantams would prefer 1 team in the IHL and 1 team in WAHL and the Midgets would prefer a new league to WAHL (there are 2 possible options). Jamie moved that CAHC commit at least 1 team in each age group, except Girls, to the IHL for the 2010-2011 season. Kevin Taheri seconded the motion which passed with only Rev voting no. Doug will contact the IHL and determine who the sponsoring Association is, if there are any published rules/bylaws and to verify if the IHL has USA Hockey sanctioning.

Further nominations were opened for election of Board officers. Rev declined his nomination for Vice-President but no further nominations were made. Doug turned the meeting over to Rev and Doug and Mike were excused. Voting was conducted with the following results:

President	Jolene Whitley
Vice-President	Erica Costello
Treasurer	Kim Salveson
Secretary	Mike Nighswonger

Rev returned the meeting to Doug who reported on the WAHA/WAHL meeting. WAHL will probably follow a Home-Home schedule similar to last year. WAHA/WAHL needs officials since 31 referees were lost in the State last year. Starting in 2011-2012 coaches can only increase one level per year. Doug also reported that a Level 4 Coaching Clinic will be held in Billings on August 20-22, 2010. The officers and age representatives for WAHA/WAHL for the 2010-2011 season are as follows:

President	Dwayne Dillinger (Gillette)
Vice-President	Charlie Barnum (Rock Springs)
Secretary	Carol Schaffer (Rock Springs)
Treasurer	Tammy Lantz (Cheyenne)
WAHL Commissioner	Mark Lantz (Cheyenne)
Assistant WAHL Commissioner	Warren Scott (Cody)

Coaching Coordinator	Boyd Byelich (Cheyenne)
Referee-in-Chief	Luke Sarne (Cheyenne)
Squirt Age Representative	Lexie Tarver (Gillette)
PeeWee Age Representative	Chad Vail (Riverton)
Bantam Age Representative	Lee Hanson (Riverton)
Midget Age Representative	Mitch Jones (Cody)

Jamie pointed out that the two largest Associations in Wyoming, Casper and Jackson, are not represented in any leadership capacity.

Doug then reported on Team Wyoming. Warren Scott apparently was frustrated by a lack of participation at the Midget level. For 2010-2011, the coach (es) will determine the player roster and criteria used to select players. The current plan is to require 16 games be played together which will include 2 out of 3 holiday (Thanksgiving, MLK and President's Day) weekends. Jamie will compose a letter on behalf of CAHC expressing concerns about this change in policy. Kevin moved to rescind the Club's previous request to have CAHC teams accommodate Team Wyoming with respect to scheduling. Todd seconded the motion, which passed without dissent.

Doug reported that Tom Keegan will conduct background checks for coaches on behalf of the teams in WAHA. Birth certificates for players will no longer need to be carried to League games. Doug also states that there will be an increased focus on penalties and that more severe sanctions for violations are planned. WAHL will also display the correct score (no mercy scoring) during games for the 2010-2011 season. The WAHL scheduling meeting is tentatively scheduled for September 25, 2010 in Riverton. Each local association will be assessed an additional \$100.00 to pay the WAHA Treasurer.

Treasurer's Report

Kim presented the financial statements. She indicated that the Club had a loss of approximately \$6000.00 which was more than previously estimated (\$1000—2500), although this did not include money from the Convention and Visitors Bureau which could be up to \$2500.00. She also reported that the fiscal year will end July 31 and preliminary year-end reports have been made with the accountant.

Kim also reported that the current computer won't support a software upgrade. A software upgrade costs between \$200 (purchase) and \$40.00/month for an online version. Todd recommended that financial statements be sent out to the Board prior to meeting to facilitate review.

Finance Committee Report

Jolene reported that several sponsors have committed to sponsor Hat Trick cards and that these arrangements would be finalized in the next several weeks. Jolene moved to use Altitude Printing and to have 500 cards ordered for the upcoming season. Kim seconded the motion, which passed without dissent.

Scholarship Committee

No report.

### Coaching Committee

James Ewald submitted coaching evaluations for review. Coaching material inventory is being completed. Kim moved that yearly coaching evaluations are to be ready for distribution to the Age Reps and team parents by February 15<sup>th</sup> and a report is to be submitted by the coaching coordinator to the Board by the May Board meeting each year. Jolene seconded the motion, which passed without dissent.

Dave Solko and Kevin Taheri submitted a job description and contract for review (see attached). Kevin Taheri moved to accept the job description and contract with minor corrections. Jamie seconded the motion, which passed without dissent. Kevin Taheri will finalize the documents. Kevin Taheri moved to offer the contract to James Ewald with a term to go through April, 2011 at a rate of \$1000.00 per month. Rev seconded the motion, which passed 6 to 3 with Jolene, Kim and Todd voting no and Kevin Whitman abstaining. Dave will obtain the required signatures.

Kim moved that coaching assignments and tryout evaluators be completed by September 1<sup>st</sup>. Troy seconded the motion. Jamie moved to amend the motion so that only coaching assignments are to be completed by September 1<sup>st</sup>. Troy seconded this amendment which passed with Kim voting no. The original motion then passed as amended.

Sharon suggested that coaching evaluations should be presented to returning coaches prior to the start of the new season.

### Discipline Committee

No report.

### Bylaw and Policy Committee

Jamie presented proposed changes to the Policy Manual (see attached). Jamie moved to accept these changes as presented. Todd seconded the motion, which passed without dissent.

### Communication Committee

Jamie asked for volunteers to setup the bulletin board at the Ice Arena. Erica and Sharon volunteered to complete this. Jamie will make flyers for the upcoming season for distribution to preschool and elementary schools in Casper. Kim reported that Joe Shreve has been contacted regarding billboards and that radio advertising will be completed when dates for the upcoming season have been finalized.

### Scheduling and Special Events Committee

Kim reported that the Tournament Schedule needs to be completed. The committee will meet this coming Sunday to develop a schedule for Board approval. The U8 festival is tentatively scheduled for Halloween weekend. Team Wyoming tryouts will most likely be in Casper except for the Midgets. Kim also reported that the City has increased the fee for ice to \$115.00/hr for the 2010-2011 season.

### Goalkeepers

No formal report was presented. However, Kevin Whitman suggested that more 10" and 11" gloves are needed for equipment rental.

### Member Relations Committee

Sharon reported that the "Hockey Handbook" is almost complete. A rough draft is tentatively planned to be available for review at the August Board meeting.

### Referee-in-Chief

Troy had no formal report but he indicated that a proposed fee schedule for the upcoming seasons would be submitted prior to the season.

### Registrar's Report

Debi was absent and no report was made. However, fees for the 2010-2011 season are needed so that registration forms can be mailed. Jamie suggested that fees should be increased since the City has increased our ice fees. Kim moved that the following schedule be adopted:

Ist year skaters (1 <sup>st</sup> year registered with USA Hockey)	\$100.00
2 <sup>nd</sup> year U8 skaters	\$200.00 (\$225.00 after August 15)
Remaining U8 skaters	\$275.00 (\$300.00 after August 15)
Squirts and Girls	\$325.00 (\$350.00 after August 15)
PeeWees	\$350.00 (\$375.00 after August 15)
Bantams and Midgets	\$375.00 (\$400.00 after August 15)

Jolene seconded the motion and extensive discussion ensued. Troy called for the question which was defeated 3 to 7. Jamie moved that the following schedule be adopted:

Ist year skaters (1 <sup>st</sup> year registered with USA Hockey)	\$100.00
2 <sup>nd</sup> year U8 skaters	\$200.00 (\$225.00 after August 15)
Remaining U8 skaters	\$275.00 (\$300.00 after August 15)
Squirts and Girls	\$325.00 (\$350.00 after August 15)
PeeWees Bantams and Midgets	\$350.00 (\$375.00 after August 15)

Kevin Taheri seconded the motion, which passed 6-3 with Sharon abstaining. It should be noted that these fees are largely unchanged from last year for 1<sup>st</sup> year skaters and 2<sup>nd</sup> year U8 skaters. The remaining age groups have had an increase of \$25.00 per year. The registration deadline is August 15, 2010 instead of August 1<sup>st</sup>

### Unfinished Business

There was no unfinished business to complete.

### New Business

Jamie moved that the season start Monday, September 20, 2010 and conclude Friday, March 4, 2011. Troy seconded the motion, which passed without dissent. The Board was reminded that this would mean that the In-House season would tentatively begin Monday, October 4<sup>th</sup>.

Jamie moved that Open Registration and the Skate Swap be scheduled for Saturday, September 11, 2010. Kevin Whitman seconded the motion, which passed without dissent.

Jamie also recommended that the Club sponsor a booth at the Back-to-School Festival held downtown in August.

Kim reported that the Parade Float will be decorated at Knapp Supply on Monday, July 12<sup>th</sup> and encouraged any Board members and Club members who are able to help with this project. Also, youth skaters are needed to help pass out candy during the parade.

The time for the next business meeting was set for August 5, 2010 at the Ice Arena.

There being no further business, the meeting was adjourned at 10:00 pm.

Respectfully submitted,

James Rupp, Secretary



CASPER AMATEUR HOCKEY CLUB

COACHING AND PLAYER DEVELOPMENT COORDINATOR JOB DESCRIPTION

1. This position oversees certain aspects of the Casper Hockey Program with specific emphasis on enhancing coaching excellence and player development at all levels.
2. The job includes the following duties, which will be carried out in conjunction and cooperation with the CAHC Coaches Committee and CAHC Coaching Staff:
  - A. The yearly selection and assignment of coaching staffs (both In-House and Travel Teams).
  - B. Develop and disseminate advanced coaching techniques and their application through the various age groups
  - C. Provide a yearly evaluation of all coaches.
  - D. Install and coordinate standards for player and team development at all levels and a means by which to evaluate their attainment.
  - E. Help coordinate In-House and Travel Team tryouts.
  - F. Coordinate and implement any camps or clinics deemed necessary or approved by the CAHC Board of Directors.
  - G. Assist in coordinating CAHC participation in Wyoming Amateur Hockey Association (WAHA) and its Wyoming Amateur Hockey League (WAHL).
  - H. Other duties as assigned by the Coaches Committee and/or the Board of Directors.
3. This position is a non-voting member of the Coaches Committee, a voting member of the Discipline Committee and reports directly to the CAHC Board of Directors.
4. The Coaching Coordinator will enter into a contractual agreement with CAHC, which will specify remuneration and length of service and other specific details of the position that might be mutually agreeable.
5. The Coaching Coordinator shall attend all Board meetings or have a representative there with an up-to-date report. The coaching coordinator will not miss more than two (2) meetings within a year.
6. The Coaching Coordinator shall complete all tasks within the deadlines set by the Board of Directors and/or the Coaches Committee.

ATTACHMENT "B"

Casper Amateur Hockey Club

Policy Manual

I. GENERAL

A. ADMINISTRATION

1. General

- a. These policies are guidelines for the Casper Amateur Hockey Club (CAHC). Final decisions regarding all governance rest with the Membership or with the Board of Directors according to the Bylaws of the Club.
- b. The Casper Amateur Hockey Club must abide by all City of Casper rules.
- c. No one may approach the City Council or its members as a representative of the CAHC unless approved by the Board of Directors.
- d. Any Board members missing two meetings may be requested in writing to attend the third meeting or tender resignation.

2. Ice Scheduling

- a. All scheduling of CAHC ice time, including pre-season ice-time, will be conducted through the CAHC **Ice** scheduling committee or designee.
- b. All ice schedule times and hourly fees for that ice are set by contract with the City of Casper.
- c. CAHC shall set dates and fees for all hosted tournaments prior to the season start.

3. Sponsors

- a. Ice Boards/Banners: Ice Board/Banners belong to the CAHC and shall be maintained by CAHC, not the City.
- b. CAHC gives each sponsor a wreath at Christmas as a "Thank-you".
- c. All sponsors are included in any programs printed for the club **(for the season)**
- d. All sponsors will be acknowledged on the CAHC website.

B. REGISTRATION AND FEES

1. The annual registration fees for all age levels and division shall be set the by CAHC Board of Directors by August of each year for the upcoming hockey season.
2. All registration fees are to be paid in full by the date of registration or as follows:  $\frac{1}{4}$  at registration,  $\frac{1}{4}$  by September 15,  $\frac{1}{4}$  by October 15 and final payment due by January 15<sup>th</sup>.
3. CAHC registration refunds shall be given under the following schedule if fees have been paid in full and CAHC bookkeeper is notified in writing:
  - a. Skater withdraws prior to October 31: 100% refund
  - b. Skater withdraws after October 31 but prior to November 30: 66% refund
  - c. Skater withdraws after November 30 but prior to December 31: 33% refund
  - d. Skater withdraws after December 31: No refund
  - e. Refunds and Suspensions: Fees shall not be reduced to players under suspension. Refunds to players who leave travel teams for any reason shall be determined by the team manager

4. Registration refunds if only partial fees have been paid shall be calculated by determining what amount the player would owe based on the above schedule (assuming that a full registration fee has been paid) and refunding the difference, if any, between the amount owed and the amount paid.
5. **All individuals with outstanding balances for anything (including in-house and/or travel fees)** from previous season(s) at the time of registration need to bring their account current and paid in full and must pay  $\frac{1}{4}$  of current year registration with registration before they will be allowed to register for the upcoming season
6. For any check written to CAHC, fees of \$25.00 (**\$30.00**) will be charged for each returned check. After two checks have been returned, the Club may request cash or money orders.
7. **All accounts 90 days or more past-due shall be assessed a finance charge of \$35.00 per month until the account is made current.**
8. Before being eligible to take the ice, all players and their parents must have a signed Code of Conduct.
9. **Skaters who register after open registration cannot be guaranteed placement on a team.**

C. FUNDRAISING

1. All fundraising, except that outlined below, shall be coordinated and requires approval through the CAHC Board of Directors or Goalkeepers, whichever is more appropriate before being undertaken.
  - a. Fundraising done at hosted tournaments (i.e. raffles, Goalkeepers souvenir sales, puck toss, etc.) is allowed without specific or prior approval
    - i. Proceeds from Travel Tournaments go towards the hosting team(s), including the proceeds paid to the Club for Goalkeepers souvenir sales
    - ii. 25% of puck toss, raffle and Goalkeepers sales from a House Tournament can be used towards the year-end awards for Mini-Mite, Mite and Squirt divisions.
  - b. In-kind donations or unsolicited donations with a value of less than \$200.00 are allowed without specific or prior approval.
  - c. Donations of any value from CAHC members or their families are allowed without specific or prior approval but, need to be reported to the CAHC Board of Directors.
  - d. **Any program advertising or other sponsorships not covered under the preceding paragraphs needs prior approval of the Board of Directors.**
  - e. Fundraising for the Eddie McPherson Tournament is exempt from any restrictions and the proceeds are directed to that foundation.

D. VENDORS

1. All vendors wishing to engage in commercial enterprises using CAHC, its players, coaches or property, must submit proposals to the CAHC Board of Directors.
2. The Board will approve any such commercial activity for a period of no more than one year.
3. All vendors will provide for and pay for additional fees required by the City of Casper.
4. Unless otherwise specified, 10% of commercial revenues will be returned to CAHC.

## II. TEAMS

### A. GENERAL

1. Skaters: No one may skate on the ice unless he/she is registered for that age level and that age level is on the ice at that time. A skater may not skate with a younger sibling to assist the coach. The only exception to this is if the older skater is actually registered as a student coach for that team in accordance with USA Hockey guidelines.
2. Equipment Requirements and Injuries: Players on the bench, including those injured, must wear full equipment, including skates (USA Hockey and insurance regulations). If a player is hurt on the ice, his helmet must be left on if possible. If it is taken off to check for injury, it should be put back on to skate off and while the player is on the bench.
3. Locker rooms: Team manager or designee will sign out locker room keys for all teams. Rooms will be inspected after each use (noting problems) and the key then returned to the Ice Arena. Coaches or managers will accompany players in the locker room at all times.
4. Games: Team representatives will schedule parents for scorekeeping, penalty box, etc., during the season. If conflicts arise, age representatives should be notified to find replacements
5. Skate-ups: There will be NO skate-ups allowed.

### B. EQUIPMENT

1. Jerseys: Goalkeepers will issue jerseys for each in-house team which are turned back into the club at the end of each season, except **(Mini-mite) U8** jerseys, which players keep each season. Travel jerseys, for age Bantam and below, shall be checked out through Goalkeepers. A damage/cleaning deposit shall be collected which will be returned at jersey check-in, either in the full amount or a lesser amount depending upon the condition of the jerseys. **Goalkeepers may also set a rental fee for Travel Team jerseys.** Midgets purchase their jerseys.
2. Goalies: Goalkeepers shall check out goalie equipment, if needed, to the head coach of a team that is PeeWee age or below.
3. Returns: All rental equipment is to be returned to Goalkeepers via a team representative or age representative at the end of the season. Failure to do so jeopardizes a player's registration for the next year, as that player will be assessed the value of the equipment.
4. First Aid Kits: CAHC shall provide two (2) first aid kits that shall be kept at the front desk for In-House and tournament play.

### C. IN-HOUSE TEAMS

1. Team try-outs and Drafting: Testing of all players for In-House team drafting will be completed within the first three (3) weeks of the official start of the season. Each age group is responsible for administering its own testing. The coaches will arrange for the testing and drafting of teams with the assistance of the age group representative for the respective age group.

2. Practices: A minimum of two (2) practices shall be held for every game by In-House teams from the beginning of the season until January.
3. **(WAHL Play):** If there are two (2) or fewer In-House teams registered for any age division **an In-House schedule/league cannot be guaranteed. (in which there is a WAHL sanctioned league, the teams will be required to play in WAHL).**
4. Cross-Ice: Cross-ice practices and games will be incorporated into the **(Mini-mite, Mite) U8** and Squirt age groups as determined by coaching committee and appropriate age representatives.
5. Goalies: There will not be designated goaltenders for the In-House hockey season. All players will be encouraged to rotate as goaltenders and skaters.

#### D. TRAVEL TEAMS

1. Team try-outs and Drafting: Travel teams will be picked only by a committee consisting of the travel team coaches, at least one representative from the coaching committee, and at least two (2) other independent people/evaluators from outside that age group. Testing results can be used as guidelines. Try-outs will be held for all interested players. If numbers permit multiple teams may be rostered. However, final decisions rest with the coach(es).
  - a. **(Mites): U8** There will be no try-outs for any **(Mite) U8** team wishing to travel. All Mites will be eligible to participate on a rotational basis. Additionally, no **(Mite) U8** team will be allowed to participate in more than four (4) out-of-town tournaments per year or more than one (1) out-of-town tournament in a 3 week period of time.
2. Individual Fees: All travel team members will pay a travel fee calculated and assessed by the Club's bookkeeper in an amount to cover ALL the current season expenses.
3. Dress Code: Whenever Travel Team players are representing CAHC, they shall dress either in the authorized CAHC warm-ups or in dress slacks, shirts and ties as specified by the team coach(es).
4. Referee Charges:
  - a. Age PeeWee and Below: Travel Teams for age PeeWee and below, shall be billed for the full amount of referee charges applicable to their home games. House game referee fees are covered by registration fees.
  - b. Bantam/Midget/High School: CAHC shall pay for half (1/2) of the referee charges for Bantam/Midget/High School home games since no In-House play occurs at these levels. If there is no PeeWee In-House hockey, this provision will apply to the PeeWee teams playing in WAHL.

### III. COACHES

#### A. CLINICS

1. Local Clinics: Coaches and assistants are required to attend the coach's clinics organized by CAHC. CAHC will pay for the clinic fees unless a coach fails to complete the test and certification.

2. Out-of-town Clinics: CAHC will pay the fee and Goalkeepers will pay for expenses for CAHC coaches to attend out-of-town coach's clinics provided the CAHC Board of Directors approves the attendance in advance.

B. FINANCES:

1. Coaching Credits: Each team shall be allocated \$300.00 credit for skating fees, to be divided among coach(es) of that team as they shall decide among themselves. Each coach credit is to be applied to the skating fee the coach chooses. **Coaches who do not have a child on a team may receive a gift card.** No one coach shall be allowed more than \$150.00 credit per year per team.
2. Cash Advances: One coach of a Travel Team may request a travel cash advance in an amount not to exceed **(\$200.00) \$600.00**. This request must be made by completing a Travel Team Advance Form, signed by the coach and the manager, and should be submitted at least five (5) days before the trip. Expense report forms with receipts attached, signed by the coach and the manager must be given to the Club bookkeeper before another cash advance can be requested. The following expenses are allowed:
  - a. Meals: \$25.00 per day (\$5.00 breakfast, \$8.00 lunch, \$12.00 dinner)
  - b. Lodging: Room only (NO incidentals)
  - c. Mileage: at the rate of 50.5 cents (IRS rate) per mile, based on a standard map
  - d. Unused cash may either be returned or used for a future trip, but in no case shall the total cash owed the club exceed \$200.00 (left over cash plus new cash advance. At the end of the season, all unused cash shall be returned to the Club.

C. MISCELLANEOUS

1. Student Coaches: In accordance with USA Hockey guidelines, student coaches must be 13 years old and should be at least one (1) age group above age coaching.
2. Helmets: All coaches **MUST** wear helmets when on the ice **(and on the bench)**.
3. Coaches (or managers) will accompany players in the locker rooms at all times.
4. **All coaches and managers will be subject to background checks.**

IV. REFEREES

A. CLINICS

1. CAHC will pay for ice time used for referee clinics.

B. FEES

1. USA Hockey Fees: CAHC will pay for USA Hockey fee assessed to first year Level 1 referees who successfully complete the examination.
2. Referee Fees: Fees for Referees will be established annually prior to the start of the season by the CAHC Board based on recommendations from the Referee Committee.

C. MISCELLANEOUS

1. **Adult referees will be subject to background checks.**