



**ACYHA Board Of Directors
Monthly Meeting Minutes Approved
October 2017**

Meeting Type: Monthly meeting
Date: October 9, 2017
Time: 6:30 pm
Location: New Hope Ice Arena - Meeting Room #2

Attendees:

P	Jeff Papas - Chair	P	Dawn Speltz- Vice Chair	P	Eric Jeffreys-Berns - Trea	P	Jim Tuchtenhagen - D3
P	Julie Ann Schmidt - Sec	P	Dave Essen - BTT	P	Kara Kuykendall- GTT	E	Matt Cook - ACE
E	Natasha LeVoiir - CD	P	Kirk Anderson - ED	E	Mark Lucas - Ice Sch	P	Allison Riestenberg - SFD
P	Brian Thul - Mite		- CMD		- At Large	P	Susie Melynchuk - TD
P	Stephanie Smith - VPD	P	Tim McGlone - SS				

Add'l Reps:

P	(NV) Rachele Erickson - Web	P	(NV) Tracee deNeui - GM	A	(NV) Jon Dimich - Ast ACE	P	(NV) Hans Skulstad - HDC
V	(NB) Catherine Hansen - Eval Cord		(NB) - AMC	P	(NV) Crissy Ginther - Reg		

A Absent E Excused P Present

16 Current voting members; 9 required for quorum, 11 present so quorum is met for this meeting.

6:34 pm Call to Order Jeff Pappas
Roll Call above Julie Ann Schmidt

Motion to approve the September minutes by Julie Ann, second. Approved

Kara – The girls U12 numbers have dropped by one goalie. Hopkins Parks approached us regarding goalies at the U12 level. We have one team and two goalies and they have two teams and only one goalie. We talked to both goalie parents and one family was interested in going to Hopkins Park for the season. So now there are three teams and each team has a goalie. We would be waiving her out for one year and she will pay their fees and do their volunteer hours. She did pay for camp here. This is a *one year digressionary waiver* based upon the other associations need.

The waiver process (detailed process attached) is that the small committee (Chair, Vice Chair, Boys and Girls Travel Team Directors and the HDC Chair) meet and review the value of the opportunity. Committee is not required but part of our process. Ultimately the decisions is up to the Chairmen to approve or deny the waiver. In this case Jeff has approved the waiver. The player will go through the Hopkins Park tryouts and be placed on a team for this seasons and be back to us next season.

Gambling Report Tracee deNeui - Monthly report attached. Broadway Pizza is really struggling. We are not taking a big loss here yet but there is a trend that we need to watch. We have Purse Bingo on Wed Oct 11 at 7 pm at Broadway Pizza. We had Purse Bingo at Pub 42 on September 23, we made enough for the purses but not to cover payroll and no profit. Man Cave Bingo is at the Pub on Saturday October 21 at Noon.

Motion to approve the monthly report to the board, expenses for November 2017 \$31,649, approval to make an ice time payment of \$20,000 for September 2017 and approval to make a payment to SFM for our workmen’s Comp in the amount of \$2,566.00 by Dawn, second. Approved

Old Business

Chairmen Report Jeff Pappas - City Contract update -Dawn and Jeff meet with the City regarding the concessions contract. We had a few issues on the contract and wanted to sit down and review with them – rent, insurance, summer concessions were the issues. So we meet and changed a few things (copy of contract attached) – changes

include: One year instead of three so we can study the volunteer hours, repair language on the ice maker and the freezers so that the cost of repairs are shared and some building repairs. We did determine that we do need to have the insurance that is required. The contract is now signed.

Concession update – We do want to study the concessions profits and the volunteer hours. After you take off all the costs to us (mangers credits, costs, rent, insurance) we do not make money after a quick calculation. So we want to do a study at the end of the season really look at this whole thing. We need to see how the Elite program factors into this as well.

Communications and Marketing Director – Kelly has had to step down as our Communications and Marketing Director, we thank her for her service. Gina Swanson has stepped in to help in the interim and been great.

Jeff appoints Gina Swanson to fill the current term as Communications & Marketing Director until the term ends in April 2019. Appointment approved.

Bantam A parent reached out that the team only has 12 games instead of the amount they have had in the past. District Three did look at this and how much each team plays each other. Jim has mentioned this in past months. Due to the D3 change there will be a few less games in the D3 schedule for the Bantam A's .The other Bantam levels will have the 16-18 games this season.

To make up for this the association will pay for referees for two additional games and the team will have the ability to add a minimum four possible additional games that the managers will set. This is not any additional cost to the Association as we would have paid for them if they were regular district games.

Boys Travel Teams Director Dave Essen - Eval Update. There was a PeeWee who was unable to participate in evaluations due to an injury. HDC has a process to determine where he would be placed, they went thru the process and placed him on the PeeWee B1 team. Per our guidelines this required board approval

Motion to approve the placement of this player by Dave, second. Approved

Motion to approve additional paid coaches Dan Sangler Bantam C, Jon Dimich PeeWee A, Aaron Holscher PeeWee B1, Eric Marsh PeeWee B2 and Tony Olson PeeWee C Dave, second. Approved

Vice Chair Dawn Speltz - Review refund policy- What we want is that once you step on the ice for evaluations you no longer get a refund but the way our policy reads is that you can drop out and get a refund until you are placed on a team. The wording does not meet the intent of our policy, and it is not as prominent on the registration page. Julie Ann has added this to the list and Crissy will report back next month on revised wording.

Dasher board discussion – the agreement with the City is up on December 31. If you have any input get it to Allison in the next few weeks.

Mite Proposal – The two new job descriptions were sent out in advance (attached). We are talking about the Role of Mite Director and the Mite Assitant Role Dawn has filled. The new recommendation is to that the duties previously under one roles be split along the lines of Hockey Development and Operations The recommendation is to make two Board level roles.

Motion to amend the the Bylaws to make the Mite Program Director be revised to be the Mite Program Director -Hockey Development and add the position of Mite Program Director – Operations as a full voting board member, per the two attached job descriptions. This brings our Voting Representatives to 14 plus the five executive members. The new role would be listed in year 2 of the three year cycle by Julie Ann, Second. Approved.

Appointment of Kim Nau at the new Mite Program Director – Operations for a term ending April 2019. Approved

Treasurer Eric Jeffreys-Berns - Monthly Report attached and sent out prior. To be clear the Capital Fund was earmarked for Mite Equipment and this is an additional amount above the Mite Budget. We intend to use this for helmets.

District Three Rep Jim Tuchtenhagen

Ice Scheduling Meetings:

- Monday, October 2, 6:30pm - Plymouth Ice Center, Center Ice Room (Bantam and 12U)
- Monday, October 9, 6:30pm - Plymouth Ice Center, Center Ice Room (Pee Wee)
- Monday, October 23, 6:30pm - Plymouth Ice Center, Center Ice Room (Squirt and 10U)
- TBD - 15U and 19U

D3 Rules & Regulations: D3 Board scheduled to review and approve any changes/updates for 2017-2018 at the October meeting

Make sure all coaches and parents are well aware of the new rules put in place by Minnesota Hockey (Officials will enforce the Zero Tolerance Policy on Coach/Fan behavior). Significant rule changes listed below (ALL RULES can be found on <http://www.minnesotahockey.org>)

- No Icing when short handed
- All face-offs will occur at one of the nine dots on the ice.
- Rule 411, which relates to progressive suspension of players for aggressive infractions, will now include holding/grabbing the facemask.
- Rule 601, which relates to the application of a game misconduct penalty for inappropriate language, now has expanded from racial/ethnic slurs to include any language that is "offensive, hateful or discriminatory in nature" anywhere in the rink before, during or after the game.
- All coaches must complete their online age-specific module prior to participating with their team.

Hour Clock: Each Association is responsible to make sure the Hour Clock is SET & RUNNING for all games (especially with the new NO ICING rule when shorthanded)

Pucks for League Games: HOME TEAM is RESPONSIBLE for pucks BOTH TEAMS during warm-ups!

Still in need of a D3 Treasurer

Locker Room Monitoring: D3 will follow Minnesota Hockey Ruling. FOR GAMES PLAYED AT WAYZATA (PIC): A Coach MUST get key for locker room (All visiting teams need to be aware of this!)

Secretary Julie Ann Schmidt – ACYHA Manager meetings will be October 23 prior to the October 25 D3 meeting for Bantam, PeeWee and U12 and the second one will be October 30 prior to the November 2 D3 meeting for Squirt and U10. Photo days are November 1 and 2, schedule will come out once all team schedules are out.

New Business

Registrar Crissy Ginther Registration Update attached. Thanks for everyone's support with Donate to Skate, good board support. We dropped of 442 pounds of food to PRISM.

Sales & Fundraising Director Allison Riestenberg New Sponsor for the Mite Threes - Impact Hockey, HyVee, PNHLL, Frankie's Pizza, and Collaborative Leadership Team. Land O Frost continues to be a sponsor. State Farm also signed up for silver sponsorship and that includes a Zamboni Wrap.

New vendor for dasher boards/printing, Fast Signs. We got a better deal and they are more responsive. We did get some temporary dasher boards sales from Rink Side the outside company that sells our space for us. Fundraising update /team fees fundraisers, we have three Cub bagging events that will go to the Bantams. This year will be a 75/25 split; 25% goes to the association and 75% goes back to the player to reduce the team fees. Still looking into the Turkey Trot. There is a Love Your Melon fundraiser out now, buy a hat and a portion of the cost comes back to the association.

Wings Culture T-Shirts that all the players would get to promote the new Culture and the "Love Your Game". Hans will look into using some of our D3 money for this.

Who has the ownership of social media for the association (twitter, facebook) – Gina will work on a best practice for this.

HDC Update Hans Skulstad – Hans has been researching PCA (Positive Coaching Alliance). There was no October Meeting dues to evaluations. Continuing to roll out and promote the Culture, will work with Gina to promote.

Motion to allow Matt have the authority to assign coaches to teams from the preapproved list of coaches for and U10 team by Jim, Second. Vote passed 9 to 4.

Adjourned at 9:11 pm

Preliminary minutes respectfully submitted by Julie Ann Schmidt, October 12, 2017. Approved December 11, 2017



**ACYHA Board Of Directors
Remote Meeting Minutes Approved
October 2017**

Meeting Type: Remote Meeting
Date: October 9, 2017
Time: 6:30 pm
Location: New Hope Ice Arena - Meeting Room

Attendees:

P	Jeff Papas - Chair	P	Dawn Speltz- Vice Chair	P	Eric Jeffreys-Berns - Trea	P	Jim Tuchtenhagen - D3
P	Julie Ann Schmidt - Sec	E	Dave Essen - BTT	P	Kara Kuykendall- GTT	E	Matt Cook - ACE
P	Natasha LeVoir - CD	A	Kirk Anderson - ED	P	Mark Lucas - Ice Sch	P	Allison Riestenberg - SFD
P	Brian Thul - Mite	P	Gina Swanson- CMD		- At Large	E	Susie Melynchuk - TD
P	Stephanie Smith - VPD	P	Tim McGlone - SS				

Add'l Reps:

A	(NV) Rachelle Erickson - Web	A	(NV) Tracee deNeui - GM	A	(NV) Jon Dimich - Ast ACE	P	(NV) Hans Skulstad - HDC
A	(NB) Catherine Hansen - Eval Cord	P	(NB) Kim Nau - AMC	P	(NV) Crissy Ginther - Reg		
A	Absent	E	Excused	P	Present		

16 Current voting members; 9 required for quorum, 13 present so quorum is meet for this meeting.

6:06 pm Role Call

We want to order 500 shirts for distribution to the players, coaches, Board and HDC, one color dry fit with our new culture message, similar to the Wild "we are committed" campaign. We want to do this to start to get the message of the new culture out and to have a visual presence of the new messaging. The cost is \$4,000.

Matt Cook has some extra money in his coaching salary bucket that we can reallocate for this purchase. Kara reached out to D3 and informed them that we want to spend some of our D3 required reinvestment into this project, she did not get a response back.

Motion to reallocate \$4,000 from Matt's coaching salary budget the purchase the t-shirts for the culture roll out, second. Approved

Survey results showed that we will have a red shirt and it will be "Armstrong Cooper Hockey", Allison will move forward with securing the shirts and communicating to the managers tomorrow at training. Allison will look into the sizing and the method for distribution.

Adjourned at 6:19 pm

Few people stayed on to talk sized

Preliminary minutes respectfully submitted by Julie Ann Schmidt, October 22, 2017. Approved December 11, 2017.

Waiver process:

Waiver Request in writing

if simple - complete waiver and send to receiving association Registrar

if complicated: call or send email to small committee of folks:

President

Vice President

Boys Coordinator

Girls Coordinator

HDC Chair - pull in HDC on a really complicated waiver

Ultimately the President is the decision maker

Reach consensus

Answer to family

If family disagrees with decision - comes before the full Board

Waiver is emailed to receiving association registrar to be signed by Receiving President

emailed to D3 President

returned to Receiving Association Registrar



**ARMSTRONG COOPER
YOUTH HOCKEY ASSOCIATION**

Julie Ann

MONTHLY GAMBLING REPORT TO MEMBERS - OCTOBER 2017

MEETING DATE - OCTOBER 9, 2017

ITEMS INCLUDED IN REPORT TO MEMBERSHIP OF ACYHA (SEE ATTACHED DOCUMENTS)

- | | |
|---|---|
| X | 1 - G-1 Lawful Gambling Summary (Schedule A, B2, E) |
| X | 2 - Copy of check register or itemized expense journal |
| X | 3 - Copy of LG1010 Schedule C/D |
| X | 4 - Copies of Distributor invoices or perpetual inventory records |
| X | 5 - Copy of month-end inventory |
| X | 6 - Copy of Itemized bank statement |
| X | 7 - Correspondence with GCB, MN Revenue, IRS, Miscellaneous items |
| X | 8 - P&L Statement |
| X | 9 - Monthly Expense Approval - See below |
| X | 10 - Review of recent and upcoming activities |

BOARD APPROVAL ITEMS

- | | |
|---|---|
| X | Approval of monthly report to board |
| X | Approval for expenses for November 2017 - \$31,649. Needs to be in Minutes. |
| X | Approval to make an ice time payment of \$20,000 for September 2017. |
| X | Approval to make a payment to SFM for our Workmens Comp in the amount of \$2,566.00 |
| | |
| | |
| | |

- 1 - Checkbook balance end of SEPTEMBER 2017 - \$63,444.79
- 2- Profit for SEPTEMBER 2017 - \$39619.30
- 3 -Broadway Pizza site really struggling. This sit is getting harder and harder to staff because there is hardly any play. Management has changed so many times since 2011 that there is no consistency. Not sure how long we should continue there. For Sept. 2017, we will pay the least amount for rent that we ever had for any site.
- 4 - Broadway Pizza Purse Bingo is this Wed. Oct 11 at 7pm. Please encourage people to come!
- 5 - Had a Purse Bingo at Pub 42 on 9/23. We made enough to pay for the purses but not for payroll and NO profit, once again.
- 6- Man Cave Bingo is at the Pub on Sat. 10/21 at noon.

Forecasting profits and plans for gambling money

Current running total of City taxes owed for 2017 - estimate \$18,900

To see additional details on revenue or expenses please contact Tracee L. deNeui 763.226.8372

Copy of this information must be included in meeting minutes (including pre-approved amounts)

See Page 2 for Monthly Expense approval for November 2017

ARMSTRONG COOPER YOUTH HOCKEY ASSOCIATION - PRE-APPROVAL FOR EXPENSES -

Pre-Approval: Allowable Expenses for November 2017

Payee	Purpose	Estimate	Actual	Approved
Compensation	Pay of employees	16,000		10/9/17
Pub 42	Rent	1750		10/9/17
Sunshine Factory	Rent	1750		10/9/17
New Hope Bowl	Rent	500		10/9/17
Broadway Pizza	Rent	400		10/9/17
Larson Allen	accounting	600		10/9/17
3 Diamonds/PTP	Pull tabs	8500		10/9/17
Hackenmuelers	meat raffles	800		10/9/17
Operation expenses	supplies	500		10/9/17
Storage unit	Storage unit	849		10/9/17
TOTAL		31,649		

Pre-Approval: Lawful Purpose Expenditures for November 2017

Payee	Purpose	Estimate	Actual	Approved
MN Revenue	Taxes	28,000		10/9/17
TOTAL		28,000		

This report was presented to the organization by the Gambling Manager.

Signature, _____ Date: _____

AYHA Director

Signature, _____ Date: _____

SEPTEMBER 2017 ACTUAL EXPENSES

Payee	Purpose		Estimate	Actual
**Compensation	Pay of employees		22,000	16968.2
Pub 42	Rent		1750	1750
Sunshine Factory	Rent		1750	1750
New Hope Bowl	Rent		400	0
Broadway Pizza	Rent		900	597.5
Larson Allen	accounting		600	600
3 of Diamonds - Pull Tabs Plus	Pull tabs		9500	7087.52
Hackenmuellers	meat raffles		800	800
Operation expenses	supplies		500	500
Storage unit	Storage unit		849	849
TOTAL			39,049	30902.2

* Compensation listed for 3 payrolls but 1 of them came out at the end of the previous month.

ACYHA REGISTRATION

	2017	2016	2015
Players by Gender	--	--	--
Male	267	300	321
Female	75	103	115
Total	342	403	436
Players by Classification	--	--	--
6 & Under (Mini Mite)	48	82	92
JR Gold USAH HS	0	0	20
MN Bantam 14 & Under USAH Midget	46	47	34
MN Girls 10U USAH 12U	20	27	22
MN Girls 12U USAH 14U	19	12	28
MN Girls 14U USAH 16U	0	15	13
MN Girls 8U USAH 10U	35	49	52
MN Mite 8 & Under USAH Squirt	68	76	62
MN PeeWee 12 & Under USAH Bantam	53	44	55
MN Squirt 10 & Under USAH PeeWee	52	49	57
Total	342	403	436
LEARN TO SKATE not signed up for season	34		
Total if all sign up	376		
Staff by Type	--	--	--
Coach	87	100	98
Manager	0	0	0
Volunteer	25	2	0
Total	112	100	98
Grand Total"	453	502	533



ARMSTRONG COOPER
YOUTH HOCKEY

Team Manager Handbook

2017-2018 Season

Welcome to the 2017/2018 Hockey Season!

Thank you for taking on this very important position, as team manager, of your hockey team. The team manager is in charge of coordination and communication of all operational aspects of your Armstrong Cooper Youth Hockey Team. You are the main liaison and support between the coaching staff, the team and parents, to be sure that the season runs smoothly.

Purpose of this handbook...

This handbook will be a helpful tool for you to use, not only to familiarize yourself with your role, but as a reference to use as situations come up during the hockey season. It can also be used to prepare you for the many different jobs/activities that you will have. There will be a lot of information in the following pages, including: team book, locker room monitoring, out of town tournaments, D3 requirements, concussion information, website instructions, and much, much more.

General Duties

- Attend the Mandatory District 3 Managers meeting at the beginning of the season.
- Schedule the start of year meeting with all parents and players. This is a meeting where the coach sets the table for the year. Discusses expectations and answers any questions. This takes place within the first week or so of the season.
- Manage the team's budget for ancillary team expenses and handle the team checking account. Checkbook to be provided by ACYHA Treasurer.
- Work with the ACYHA Equipment Director for team equipment. Make sure all equipment is properly used, maintained, and returned at the end of the year.
- Be a communication liaison for the ACYHA Board of Directors to all the families on your team. Communicate the team's ice times for practices and games. Keep team records such as league standings, overall team records and statistics with respect to team - performance as requested by the Coach. Update team webpage as necessary.
- Schedule mid-season team social events, and coordinate the end of the year party and coaches gifts. Sometimes there is an end of the gift year items for each player.
- Make team records available at each league game and tournament. The Team Manager must retain, throughout the season, the District 3 official team roster, Waiver Forms, Consent to Treat Medical Forms, and a copy of each coaches CEP card. The association registrar will provide this BOOK to you. You must bring it to every game and/or tournament and return it at the end of the year.
- Schedule non-league games/scrimmages in conjunction with the coach's request and obtain referees for these games (this is a team expense). The association schedules all league games, which includes pre-paid referees. If we are hosting notify both teams on locker room.
- The home team is responsible for a scorekeeper and timekeeper. The Team Manager shall perform this duty or assign it to a parent on the team. Many teams have a rotating schedule. The Sign-up Genius website is a useful tool to manage, track, and inform families of their responsibilities.
- Schedule locker room parents for all games and practices. Many teams have a rotating schedule. Ensure parents understand the locker room duties, you can use Sign-up Genius for this task as well.

- Report scores of all league games after each game (you will be given instructions at the Mandatory District 3 Coaches and Managers Meeting)
- Handle team travel arrangements for out of town tournaments. Most out of town arrangements have been pre-booked and the specific ACYHA Tournament Coordinator will communicate this to you at the beginning of the season. Schedule the SKATE required study hour during the away tournament. Organize the SKATE study hour, door signs and any social elements.
- Collect the grade sheet from parents for kids participating in SKATE and turn them into the SKATE Coordinator. We suggest just wrapping the SKATE donation into team fees.
- Collect the Safe Sport documentation

Getting Started

Managing a hockey team is a very busy job, especially at the beginning of the season.

ASK FOR VOLUNTEERS. If you don't receive volunteers, then ASSIGN tasks.

You can't do this job alone.

- Team parties / gatherings, especially at out-of-town tournaments and end-of-season
- Managing the volunteer schedule for clock, score sheets, penalty boxes, and locker rooms
- Mailing or emailing score sheets
- Team Funds Management
- Submitting scores and news to the team website.
- Submit team news articles to LPH – www.letsplayhockey.com

The team manager is responsible for all functions listed herein either by delegation or by carrying out these functions personally. Head coaches always have the prerogative to handle any of these functions themselves.

Games

There three types of games:

- League games –which are scheduled by District 3 and include referees.
- Tournament games –which are scheduled by each hosting tournament and include referees.
- Exhibition games/Refereed Scrimmages - Please see “scrimmages” for more detail.

It is a USA Hockey requirement that there is to be a minimum of a three hour rest between on-ice activities on the same day and ten hours between on-ice activities on consecutive days. On-ice activities include games, exhibition games, scrimmages

and/or practices. The time is from the end of one on-ice activity to the start of the second.

10 & under and Squirts are limited to 35, ^{game days} hold 2 for district tournaments, games in one season, which includes all controlled scrimmages. If you are involved in tournaments where there is a possibility of 5 games you need to make allowances for those possible extra games. You need to save 2 games for the end of season tournament.

You coach will have the final say, but normally players are expected to arrive at least 30 minutes prior to scheduled game times and completely dressed before the Zamboni goes on the ice.

Each player is required to bring both game jerseys and both sets of socks to every game, scrimmage and tournaments.

Each player should bring their own water bottle. Help prevent sickness!

The hour clock always ends the game, regardless of how much time is left on the time clock. Two periods of play have to be completed to be considered a full game.

Scrimmages

There are two types of scrimmages:

- Exhibition games (refereed scrimmages) - where teams schedule their own ice and pay the referees. All applicable rules of USAH and MH, including the use of certified officials, game clocks and scorekeepers must be followed. You do not need to submit the score book
- Controlled scrimmages – are allowed as a coaching tool for teaching position play and to address various game situations. No official scorekeeper, timekeeper or time clock, or official referees can be used. At least one coach from each team must be on the ice for instruction. Controlled scrimmages are best described as “joint practices” (not contests) between two teams from different associations.

There are two ways to set-up a scrimmage:

- 1) Home team and Guest team pay ½ of the ice fee and ½ of the referee fee.
- 2) Home teams pays for all with the guest team doing the same at another time at their home rink.

Setting up scrimmages with teams from other associations can be a test of your networking skill set. At the coach's direction, the manager shall assist in scheduling non-league games and to arrange for referees, which is a team expense. Due to that fact, we recommend the first option of structuring the scrimmage so you don't have to worry about reciprocation.

Scrimmages can be scheduled on any scheduled practice date that your team has a full ice practice. If there is a date that you only have half the ice you will have to contact the

other ACYHA team that is scheduled at that date and time to see if you can switch ice times. You can also check with the ACYHA Ice Scheduler to see if there is any open ice time available.

Referees

All District 3 games have referees scheduled. Team Managers should check to see that referees have shown up for home games 15-30 minutes prior to the start of the game. Be prepared to contact DS ref. scheduler in case no one shows. The number is 612-618-4001.

Team managers are responsible for obtaining referees for scrimmages we host. Go to www.bhrofficials.com and click on the managers tab. Fill out the scrimmage request form and submit. Be sure to include in the comment area the game length and the opponent. Additional information on scheduling referees will be provided to team managers at the D3 meeting. The cost for referees for scrimmages comes out of the slush fund and should be shared by both teams. Referees cost ranges from \$30-\$45 per ref, depending on level of play. Pay the refs in cash or check at the game. Be sure to use the receipt template and have them sign it so you have a physical receipt for these transactions.

Ice Schedules

Ice schedules are on the website, including practices, clinics, games, and tournaments for all teams. Great care and consideration is taken to give each time an equal allocation of "primetime" and "non-primetime" hours. Once these hours have been posted, they belong to your team. You may swap ice with other teams, but always let the ACYHA Ice Scheduler know so he can make the change on the website. If you have shared ice with another team more than once, you may exchange ice for another date so that you each end up with one hour of solo ice instead of two hours of shared ice time. You can then schedule a scrimmage for that solo ice with a team from the general area, usually a team outside the District. Make sure you coordinate with your head coach prior to agreeing to any changes.

Throughout the season there will be changes to ice schedules or additional ice time which comes available. *Again, visit the website often, and encourage your parents to do so as well!* If for some reason you cannot use a scheduled ice time and are unable to exchange the ice time with another team please notify the Ice Coordinator that you will not be using the ice in accordance with our ice return policy.

Communication

You will want to have a discussion with the head coach to determine his or her vision for the way the season will play out. Through this discussion, you may determine the need to delegate certain responsibilities to certain people. Some teams work very efficiently by delegating "scrimmage scheduling" to an assistant coach or an assistant team manager. Some teams delegate "tournament agendas and social outings" to an assistant team manager. The sky is the limit on how you delegate responsibilities but ultimately you have the overall responsibility for the team.

The team manager is the person that will remind the team of ice times for practices and games, any changes to the calendar, picture day, apparel order due dates, etc. Normally this is done by sending out periodic group emails as well as adding and updated this type of information on your team's home page on the ACYHA website.

Website - ACYHA website is www.armstrongcooperhockey.org. This is for use of parents, players, coaches, and teams. The site is updated and revised by ACYHA Webmaster and Secretary. Please promote the website and provide information for its viability. Each team is set up on the website. Please utilize the team page for schedules, rosters, and other information. You are responsible for keeping your teams website page up to date as it should be the place your parents go to answer most of their questions. The first step is to gain access and permissions to make changes to the team's page. If you don't have one already, you will need to create an account on the ACYHA website. Once you have your account active, contact the ACYHA Web Administrator Rachelle Erickson (shaymase14@gmail.com) and she will give you access to your team's page. The Web Admin will also help you get started and answer questions you may have about manipulating the website.

Information that should be on the website: roster, jersey numbers with names or abbreviated names (pictures are optional), coaches information (phone and email), your information (phone and email). You will need to keep the calendar updated with dry land and scrimmages. Practices, league games, and tournament dates are added by our Ice Scheduler. Changes to practices and league games need to go through the Ice Scheduler and should not be changed on the calendar by the team manager.

All tournament dates, locations and hotel information, including reservation deadlines, should be clearly detailed on the website in addition to what will be listed on the calendar.

Jerseys

Each player will receive 2 game jerseys and 2 pair of hockey socks. Your players are responsible to bring these items to every game and/or scrimmage to ensure that they will always have the appropriate game attire. Because this attire is a reflection of their team as well as the Association it should be treated with respect and should always be on a hanger when not in use.

Game jersey distribution can be a challenge because many players want specific numbers and at times there may be multiple players wanting the same number. It is best to let the coach decide how to distribute the jerseys but normally the second year players will have first choice. The team manager will need to document what number each player receives and make sure that the jersey properly fits the players. Jerseys are oversized but you do not want a player in a jersey that is way too small or way too big. It is helpful to know that jersey numbers are in correlation to sizing, the larger the number the larger the size.

Each player is responsible for lost or damaged jerseys. Jerseys can NOT to be altered in any way...it is NOT THEIRS TO KEEP!

At the end of the season it is the team manager's responsibility to collect washed jerseys on hangers from the players and return them to the ACYHA Equipment Director.

Attendance

Attendance is expected at every practice, game, scrimmage, etc. Parents should be instructed to contact either the coach or team manager if their player will be absent from practice, games or will miss a tournament as soon as they can.

All players need to be ready to go on the ice when the Zamboni is done for all practices.

Team Finances

The Team Manager is responsible for collecting and managing the team's finances. Each team will encounter expenses throughout the season and the Team Manager will collect an agreed upon amount from the parents to cover such expenses. Allowable expenses are the cost of score sheet labels, first aid kit, referees for scrimmages, registration & gate fees for tournaments, ice time, SKATE donations, expenses for out of town tournaments for non-parent coaches and end of season player's gift. All additional expenditures must have the consent of the parents.

Parents can pay team fees in up to 2 installments. Generally, collect the first half by November 15th and collect the second half by January 15th. It is easier to collect a little extra ahead of time and refund families, as opposed to collecting at the season's end.

Coaches' and managers' gifts may be paid from the checkbook or collected separately from the parents. It is best to decide this at the beginning of the season.

Team Checkbook

Each team manager will be provided with a team checkbook. Our ACYHA Treasurer will contact you with the Trustone contact and you will need to set-up a time to meet with this person to become an authorized signer on the account. The balance in the account at the start of the season is \$100. This must be the balance at the end of the season. Make certain the account does not go below \$100. You must reconcile the checkbook with the bank statements on a monthly basis, noting the reconciliation on the statement. All bank statements check copies, and checkbook **must** be returned to the Treasurer by **April 15th**. You must reimburse the account for any bank fees relating to non-sufficient funds, as it is a team expense. Physical receipts **must** be obtained for every single expense. Please use the receipt template for purchases that might not include a receipt (ex., referees) and have them sign it.

Never reimburse your self, contact Eric to get reimbursed. If there are two managers you can both sign and you can reimburse each other.

Tournaments

Tournaments are pre-selected for each ACYHA travel team by the Level Coordinator. After teams have been formed and team managers have been assigned you will be contacted by the Level Coordinator with your tournament information.

Reconfirm all tournaments and pertinent information. Be sure the tournament knows that you are now the contact person and that they forward any new information about the tournament directly to you. Check the registration materials for specific tournament requirements. You will find great tournament information on the tournament host association websites, along with the proper contact information for all your questions.

It will be your responsibility to arrange a block of rooms at a hotel and communicate that information to all your parents and to ensure that everyone has made their reservation before the block expires. Ask the hotel if they will make a hospitality room available to your team at no additional cost.

Complete the entry process by sending in team rosters to tournament coordinators and following any other instructions they have. Pay gate fees when applicable, out of the slush fund. Obtain detailed directions to the Tournament Arena location and update team on schedule, arena directions, etc...

Managers are required to be at tournaments an hour before the first game to check the team in
With tournament officials. Make sure you have your "TEAM BOOK" with you at the tournament. You will be required to present this book in advance of taking the ice, NO EXCEPTIONS.

As team manager you will also coordinate any social activities that may happen during the tournament. Which normally would include a team dinner at a local restaurant and/or coordinating a potluck gathering at the hotel? Many hotels have open areas that you can be used by the group but it is always recommended to talk to the hotel to see what options you will have.

Tournament registration fees are paid up front for each team by the association. Some tournaments will also charge an gate fee which will need to be paid by the team. These amounts will be given to you by the ACYHA Tournament Director and you will need to include these fees in the first installment you collect from your parents at the team meeting in the beginning of the season.

Team Meeting

Determine when the Head Coach would like to meet with the parents to introduce themselves. This normally should happen within the first week or two after teams are

formed. You will want to contact the New Hope Ice Arena to reserve a meeting room to meet in and it normally works best to have your parent meeting following a team practice. Once the date is set you will want to email the parents to introduce yourself, and let them know the next few upcoming events (meeting, ice time etc.).

It is important to cover as much information at the team meeting as possible to set the expectation for the season. You should create a hand out to give to parents and have your coaches review it before the meeting.

Parent Meeting topics are:

Costs

Parents are responsible for tournament costs that aren't covered by the Association and an out of town hospitality room (if applicable), end-of-the-season party and trophies/plaques, small team expense items (first aid kit, white board, etc.) and team attire. Parents are also required to pay for the out of town tournament costs for all non-parent coaches. This would include hotel costs, gas mileage, and meals. The team manager will collect team fees from the parents, in two installments if they wish.

Picture Day

Each ACYHA team is given a date and time slot for their team pictures. Pictures are taken on the North Rink. The team manager will need to communicate the date and time to each player and all the coaches. Make sure your team arrives a few minutes early so they are dressed and ready to go at their designated time. Order forms will be available in your mail box and should be handed out prior to the date. On picture day you will want to organize your team and check in with the photographer. If players are going to order pictures they must have their order form completed, with their payment to give to the photographer. Extra order forms will be available at the time of pictures.

Any issues you can contact me and or Bryan at Sports Star Photography
Bryan Holm
Sports Star Photography
bryan@sportsstarphoto.com
612-824-3509 Ext 114

Apparel

ACYHA has teamed up with All Star Sports to provide team & "super fan" apparel to our association. It is important for ACYHA to have a consistent look that will identify Armstrong Cooper Youth Hockey. You will note that we have a new logo this season and new jerseys. Working with All Star Sports has enabled us to do so at affordable pricing and member benefits. Apparel will be available for all level of players and for our SUPER fans! There will be pre-set dates when

parents can on-line order specific apparel items and through that process they can have these items delivered directly to them or arrange to have their items picked up at the store.

There are samples at All Star for people to try on for sizing if they want.

Before this information is given to the parents, at the Parent Meeting, you will want to discuss with your coach the possibility of having one or a few specified items for the team only, so your team members can all have a uniform look.

Establishing an apparel programming with All StarSports allows our association to receive affordable pricing on all apparel, membership pricing on all hockey equipment and apparel in their store and receive free skate sharpening all year long!

Registration

As a Team Manager you are required to register online with USA Hockey under the "Ice Managers/Volunteers" section,

https://www.usahockeyregistration.com/login_input.action.

As well as complete the Minnesota Hockey Background Screening at

<http://www.minnesotahockey.org/page/show/96281-screening>.

It is also required that you participate in the Safe Sport training program

<http://www.minnesotahockey.org/safesport-training>

Each team manager is required to attend the mandatory District 3 Coach/Managers meeting. Failure of one team manager representative and one coach attending the District 3 meeting may result in a one-game suspension of the Head coach for the first league game of the season. The meeting dates and times are posted on the ACYHA website calendar and on the District 3 website.

Team Book

The team book is the team's hard copy information center. This book is created and given to you by the ACYHA Registrar and will need to be with you (or someone filling in for you) at all league games, scrimmages, and tournament games. You may not ever need to show it at a game, but in the event someone asks for it, the book must be available.

When the team is playing in tournaments, you will need to have a tournament official look at your book during the check in process for the tournament.

The team book must always contain the following:

- Official Certified Roster

- Waiver Forms (if necessary)
- Player “Consent to Treat” ** Please note that if any hockey player has a medical condition listed on the “consent to treat form”, all coaches and team manager should be aware of this at the start of the season

This is also a good place to keep scorebook stickers and your scorebook itself.

Score Sheets-You are required to use District 3 score sheets which will be given out at the District 3 Team Managers meeting. They are to be used at all scrimmages and league games. The visiting team is responsible for supplying the score sheet at the game and submitting the score sheet to the district within 24 hours of the game. The white copy of the score sheet is used for the district submission. Each team is to get either the pink or yellow copy. Please keep your copy of all team games, scrimmages and tournament games throughout the season. When playing in a tournament be sure to get a copy of the tournament score sheet. They are normally left at the registration table.

To assist in the completion of the score sheet, the team manager is required to make labels with the roster information listed. It is recommended to use the Avery 8163 label and all labels should have the jersey number, player name, coach’s name and their CEP number. To obtain a template please contact our ACYHA Secretary, Julie Ann Schmidt jschmidt@lilogistics.com. Labels are to be placed on all three copies of the score sheet and expect to have 2-3 label sheets available to hand in at tournaments.

SafeSport

Conduct

Locker room etiquette is expected to be adhered to by all players and an accordance with the Safe Sport rules an adult must be in the locker rooms at all times. See the Policy and Guidelines document for more details.

Foul language will not be tolerated at any time while participating on an ACYHA team. This includes but is not limited to: games, practices, locker rooms, and arenas. If after warning, should that language persist, disciplinary action will be taken.

Abuse or showing disrespect to officials, teammates, opponents, or coaching staff will not be tolerated. Loss of playing time will result if this action is detrimental to the team.

Locker Room Policy

District 3 PROVISIONS FOR ASSOCIATION ON TEAM LOCKER ROOM MONITORING POLICIES

District 3 policy adopted by each association and team include the following provisions:

1. The “responsible adult” can be the coach, but it might be more practical to add the team manager and/or selected team parents. Coaches have many tasks, and are not always in the locker room. Suggest choosing several parents to be certain every team event is covered.

(ACYHA policy is that the coaches do not serve this function)

2. "Responsible adults" should be of sufficient maturity (an early twenty-something is not mature enough to supervise a bantam locker room).
3. All locker room monitors must be screened in accordance with the MN Hockey Screening Policy. Screening involves no cost to the affiliate.
4. The locker room monitors should be carefully chosen, and understand that their role is strictly supervision of the locker room. The non-coach locker room monitors are not coaches and should not attempt to be such.
5. The locker room monitors must be gender correct.
6. "All team events" means both games, practices etc. and monitoring is required whenever players are in a locker room. The staff must come early and stay late.
7. The locker room monitors must be physically in the locker room. One cannot supervise from the hallway. This applies even if other parents are in the locker room to assist a player with his or her equipment.
8. All recording devices should be banned from the locker room, including cell phones and cameras.
9. At a minimum the locker room monitors' specific duties should include:
 - a. Responsibility for locker room security, including allowing only team- authorized persons to enter the room and locking the room when the team is on the ice. Responsibility for the locker room key.
 - b. Collecting and safeguarding any cell phones or other recording devices brought by players.
 - c. Being in the locker room at all times when a coach is in the room with a single player.

District 3/Association Consequence for not being in compliance with the Locker Room Policy

1. If the rule/policy is not followed and a District 3 or Association Board member comes into your arena and there is no locker room supervision, the head coach will be suspended for that night's game or the next game on the team's schedule. The President of the association will be notified.
2. If the rule/policy is not followed and caught a second time, the Head Coach will be suspended for three (3) games and brought in front of the District 3 Grievance Board.

The President of the Association will be notified.

3. If the policy is not followed a third time. Then President of the Association will be notified that this team will not be able to participate in post season play.

Locker room monitors must register online with USA Hockey under the “Ice Managers/Volunteers”

section:https://www.usahockeyregistration.com/login_input.action.

As well as complete the Minnesota Hockey Background Screening at <http://www.minnesotahockey.org/page/show/96281-screening>.

It is also recommended that you participate in the SafeSport training program

<http://www.minnesotahockey.org/safesport-training>

Key websites:

www.minnesotahockey.com - Minnesota Hockey, Governing Body of Minnesota Hockey

www.d3hockey.org - District 3 Website,

www.d3hockey.org/page/show/25465-referee-scrimmage-request - Referee Scrimmage Request

www.armstrongcooperhockey.org/page/show/42696-board - ACYHA Board of Directors