



2010-11 Youth Hockey Association **Team Mom Duties**

As the team mom you are responsible for and must be dedicated to the overall organization and cooperation between your team and the Chippewa Youth Hockey Association. Your position was created to coordinate all off-ice activity and to be a communication vehicle to your team in attempts to make the season (as well as the off-season) run smoothly. You are the parent liaison between your youth hockey team parents, team manager, players and the CYHA board.

The following materials have been prepared to help you understand team mom roles and responsibilities and to provide you with practical organizational and leadership suggestions as well as other ancillary CYHA operational information. Please read through the following and complete the team mom contract at end.

- * Team Mom Duties***
- * Notes on the Team Manager Role***
- * Cleaning Guidelines***
- * CYHA Tournament Protocol***
- * Important Dates***
- * Helpful Contacts***
- * Skating Groups***

Thank you in advance for dedicating your time, talent and efforts to youth hockey. Good luck and best wishes for success!

Team Mom Duties

1. Introduction of self to team. Identify yourself as the team mom and liaison.
2. Arrange initial team meeting. This should be done within the first few weeks of practice.
3. At the first team meeting, set communications and work responsibilities ground rules for upcoming season.
 - * Discuss and decide upon the main method of communication for team information.
 - Most people do have e-mail these days so this would be the preferred method. Ask parents to be sure to check it a couple times a week.
 - You are responsible for distributing information from CYHA and team staff to team parents. You are not responsible for communications between team parents.
 - * Discuss team duties, which include but are not limited to: team rink cleaning, working at home games, preparing for and working at home tournaments. These team duties do not count toward your work assessment hours; these are team duties.
 - * Discuss CYHA work assessment requirements.
4. Arrange beginning of season get-together (pot luck or other social gathering). This is a great way to get to know new parents and helps the team parents and players bond.
5. Provide each family a team roster including:
 - * Player Name
 - * Player Numbers
 - * Parent Names
 - * Home Address
 - * Contact Phone Numbers, Including Cell Numbers
 - * e-Mail Address

Please give laminated wallet cards, if possible. Recommend that parents keep a roster in their car in case of travel emergencies.

6. Make sure parents have rink directions to away games. The following websites may be useful: www.rinkfinder.com and www.arenamaps.com
7. Assign work schedules for home games.
 - * **Concessions (2-3 people).** Parent either like to or dislike working in the concession stand. To make it fair for all: Figure out how many times are needed to staff the concession stand and divide that number among the number of team families. Each family is required to sign up for that many concessions. You can do a sign up or assign and then have families switch. There are advantages and disadvantage to both ways of handling this.
 - * **Zamboni Driver.** This may need to be done before, during and/or after games.
 - * **Penalty Box (2 people).** Remind parents they are officials of the game and are not allowed to cheer during this work time.
 - * **Score Box/PA System/Official Score Keeper (3 people).** Again, remind parents in these positions they are officials of the game. Your team manager should be keeping the official score card for all home games.
 - * In the event two CYHA teams play each other, teams will supply equal amount of workers.
8. Distribute practice schedules to team member/ parents. Also inform families of open skate.
9. Create a snack and drink schedules: Please keep in mind some levels do not do this. It is not required but the younger kids LOVE this.
10. Encourage families to have a CYHA bumper sticker for their car. This is good PR for our association and is handy for identifying team members en route to away games.
11. Get cleaning dates from Heather Dresel and plan team cleaning schedules.
 - * **All Clean** (this means ALL families). Establish expectation that at least one representative from each family will need to attend All Clean nights. If there are extenuating circumstances that do not allow this, make sure families understand they need to communicate their absence to you in advance. Work with

families that can't attend all cleans to find alternative ways they can help out the team.

- * **Individual Family Clean**
- * **Cleaning for Tournaments**

Assure families are fulfilling their team cleaning duties. If families are not fulfilling their required team cleaning duties, discuss potential repercussions with team coaches and manager.

12. Assist manager with away tournaments:

- * Blocking hotel rooms for away tournaments. Group rates can be given to teams by contacting hotel managers directly and setting up a group. You do have to ask for the lowest group rate. At times hotels will not offer a deal unless you ask. Then families are responsible to book their own individual room.
- * You might want to organize a potluck at the hotel with your team.
- * You may want to make door signs for the players and coaches for the hotel rooms.
- * Just an FYI: WAHA does not allow noise makers at any WAHA sanctioned game or event.

13. Keep open lines of communication with your team parents, players, CYHA board and team coaches.

- * Inform parents of new and improved CYHA WEB site - <http://www.chippewahockey.org/> - and update team page on WEB site.
- * Check web site bi-weekly to assure there is no new information you need to communicate to your team.
- * Provide team information to Randy Reeg for updates.

14. Inform and help organize team fund raising. This may include attending informational meetings about the current fundraiser. Distribute information and serve as liaison between organizer and team parent.

15. Inform families of work assessment opportunities as they come up during the hockey season, i.e. extra concessions time, rink cleaning and maintenance. In this booklet there is a special information packet on Work assessment.

16. You are also required to pass on requests for help/offers for work assessment throughout the summer. As the team mom you have a bond and an established communication channel with your families.

Please make sure they always have information about work assessment opportunities.

17. You play an integral role in planning and carrying out home tournament activities.

- * When hosting, remember visiting teams are guests to our facility as well as to our community. Treat them as you would a guest in your own home.
- * Visiting teams will judge our association and our community by how clean our rink is as well as how organized and accommodating we are.
- * About six weeks prior to the tournament:
 - Discuss with your team manager who will contact tournament director (Dan Liddell) to assure you have teams for your tournament. At that time you, your manager and Dan will create an action plan and recruit teams as necessary. You may need to create letter to send out to teams or a mass email to teams informing them of our tournaments.
 - You will need to have an all-team meeting to discuss duties to prepare for the tourney. See below for points of discussion.
 - If you are co-hosting a tournament you will need to have a meeting with the team manager and team mom for the other team to divvy up duties and to establish that it is one tournament not two separate in the same building.
 - Contact Sherry Jasper to coordinate a personalized team tournament slide show. Please allow at least 3-4 weeks for this. JasperSM@chipfalls.k12.wi.us
- * Once the tournament participants have been established:
 - Communicate with participating teams for possible pre order of t-shirts if you so choose to do.
 - Get rosters of participating teams from tournament director. If need be verify with visiting teams correct spellings of players, names, numbers, positions, schedules, brackets, etc.
 - Assure visiting teams have hotel information, maps to rinks, brackets, and expected weather.
- * Consider, with your team, and assign the following actions to improve the overall quality and profitability of your home tournament:
 - Parents to make cookies or bars to sell at concessions.
 - Make pins for moms.
 - Put together gift bags or make bag tags.

- Make visiting team banners (we do have hockey nets).
- Decoration for the rink.
- Strongly recommend doing a raffle or other fundraiser.
- Create a special menu for the concession stand. Get this menu to Heidi at least 2 weeks prior to your tourney. Remember SIMPLE is better.
- NOTE: If team so chooses to do a specialized menu, get the menu to Heidi Olson ASAP.
- Don't forget about the \$25 per team from CYHA for gifts/décor and other items if the team so chooses. At times we do ask families to pitch in \$5-10 and do cheese, sausage and cracker plate to take back to the hotel room. This has been a popular item the past few tourney. This is team dependant; you do not have to do it. In the past we have given players, bag tags, rolls of tape, mouth guards. Contact Dan Liddell or Joni Gilles for more information on this.
- * Set up and manage the work schedule for the entire tournament. Your team will need to staff ALL games for your level. In years past parents have "switched" concession stand times with the sharing teams so all parents can watch their own player's games. Workers needed: Announcer/MC/Music, Clock and score keepers, Penalty Box Coverage, Zamboni Drivers, Concessions workers, Donation/ raffle table, Locker room assignments, Clean up after tournament (as well as daily clean up).
- * See information in the CYHA Tournament Protocol section for further details about home tournaments.

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18. ICE BOWL!

- * Ice bowl is the biggest fundraiser of the year.
- * It is your responsibility to make sure you have at least one parent per family on your team signed up to work the Ice Bowl.
- * If they can not be there during that weekend the family can help out with set up that week.
- * Example: You have 12 people on your team. You need to make sure you have 12 spots for keeping score filled even if one of your family members can not make it, unless they arrange for set up that week.
- * Your team will also be asked to donate a "theme basket" for raffle. Please be thinking of what you may want to donate.

- 19.** You are required to distribute all information given to you from the board, or any other committees that are requesting information to be passed on to association members.
- 20.** Contact Jason Dresel to get your team jerseys. Each parent will have to sign out jerseys to ensure a safe return to the association. Parents can be held responsible for ill taken care of jerseys. At the end of the season you will also make arrangements to return the laundered and on hanger jerseys back to Jason.
- 21.** Currently we have a wonderful pizza fund raiser that has been extended. Encourage your parents to get out and sell pizzas.
- 22.** Encourage parents to save Gordy's receipts. Gordy's will donate cash back to our association with the collection of receipts. Please place all receipts in a envelope in the black box clearly marked Gordy's receipts. Lisa Toycen will from there pick them up and handle according to the requirements of Gordy's. This is not limited to CYHA members you can turn in receipts of family member, neighbors, co-workers and friends.
- 23.** Read board minutes after every board meetings and distribute information to your team as needed.
 - * As a member of the CYHA you are welcome to come to board meetings. They are held the second Monday of every Month.
 - * As a member you can attend board meetings
 - * You do not need to announce that you will be come you can just show up on the day of the meeting.
 - * The meeting will hold a general meeting format; First will be general meetings anyone is able to participate and bring topics of concern to the board. This is for discussion and not definite decision are made. Once the general meeting is completed and adjourned the board will start the general meetings and deal with association business. Any topics that may have been brought up at general meetings can be discussed at this time.
 - * Bob and the current board members encourage you to become active and attend a board meeting.
- 24.** CYHA is a member of Nor-Wis league.
 - * Our "A" teams are in the Nor Wis AA/A league
 - * Our "B" teams are in the Nor Wis A/B league
 - * Our "C" teams are in the West Wisconsin League

- League member vary from year to year and include: Amery, Barron, Burnett, Cumberland, Grantsburg, Hayward, Rice Lake, Spooner, Menomonie, Baldwin, Eau Claire, Altoona, Rice Valley, and Somerset.

25. You will be responsible to arrange for pictures for your team. Contact Heather Dresel to see what company we are going with for team pictures and then you will need to contact for times and dates. Be sure each family has a photo packet prior to day of pictures.

26. Other important web sites: www.WAHA.com, www.letsplayhockey.com

27. If there are more than one sibling on the same team, parents of the players are expected to do the work of 2 players. The rest of the team is counting on your team player to help disburse work loads. You would be expected to fulfill team duties for multiple kids of many teams. Just because siblings may be on the same team does not give the right to not complete the same amount of team responsibility work. If there are any questions please ask.

28. FYI : TO CYHA MEMBERS

- * The local high schools purchase ice from the association for practices and games. During games the rink is treated as part of the school. The schools are responsible for supervising the rink, and conducting the game. In order to do so the schools will set policies for managing the rink during games. Below are the policies that have been set. As we go through the season these will be adjusted as needed.

1) Ticket prices for high school games are: Adults \$4.00, Students \$3.00, Ages 5 & under No Charge

2) The following areas will be off limits to spectators during games: The hallway outside the locker rooms, the hallway at the north end of the rink leading to the Zamboni room, the mezzanine outside the high school coaches' office.

3) The viewing area between the rinks will be considered part of the viewing for high school games. Spectators in this area must purchase a ticket or be asked to leave. If your child has practice in the north rink you are welcome to use the viewing area in the old concession

4) Association members responsible for cleaning on game nights, will be allowed in at the start of the third period without charge to begin cleaning

5) If youth practices are scheduled following a high school game, players & coaches will be allowed in at the start of the 3rd period at no charge. Generally locker rooms 3 & 4 will be used for these practices. Players will remain in the locker rooms until the high school has cleared the ice. Coaches/Team Managers will monitor the locker rooms and keep players in the locker rooms. Any players with practices on the north rink will enter the old entrance and not into the new rink.

Work Assessment

Contact person: Anita Kukuk

Chippewa Youth Hockey Association

Work Assessment Policy

(Effective Date Sept 1, 2010)

The Chippewa Youth Hockey Association (CYHA) is an all volunteer organization operating two ice arenas for ice-related activities. Membership includes CYHA and Chippewa Figure Skating Club (CFSC) members. In order to operate and maintain the facilities and the association, members are required to work a given number of hours or pay a fee each year. The required hours and fee are dependent on the age level your child participates at. The table below lists the requirements. This enables us to keep our prices low by working off part of the projected costs, but providing people with an opportunity to "buy out" if they so choose.

FAQ - (This FAQ will be updated as needed)

Level (age as of Dec. 31, Current Season)	Work hours Required by next registration	Fee
Beginner/Initiation Program	5 hours	
Mighty Mites (ages 5&6 Atom)	15 hours	\$150
Mite (ages 7 & 8)	50 hours	\$500
Squirt (ages 9 & 10)	50 hours	\$500
Peewee (ages 11 & 12)	50 hours	\$500
Bantam (ages 13 & 14)	50 hours	\$500
Girls:12U, 14U, 16U	50 hours	\$500
CFSC Skate With Us (2 years or less)	5 hours	
CFSC Skate With Us (3 years or more)	15 hours	\$150
CFSC Junior Club	50 hours	\$500
CFSC Senior Club	50 hours	\$500

What can I do to complete my work assessment?

There are many activities available to participate in for completion of work assessment hours. They range from membership on a committee, assisting with a fundraising, facility maintenance to Zamboni drivers. The list below outlines some of these activities but is not an all encompassing list.

COMMITTEES

Management
Maintenance

Concession
Equipment

Marketing/Promotions/Fundraising	Signs
Registration	Tournament
Strategic Planning	Hockey School
Referees	Figure Skating
Scheduling	Ice Bowling
Coaches	

TASKS

Approved Zamboni Driver	Country Fest
Team Mom/Manager	Rock Fest
Coach	Other (write grants, plumbing, etc)
Northern WI State Fair	

Events To Complete Work Assessment Hours

<u>Event</u>	<u>Month</u>	<u>Contact Person</u>
Ice Bowl 4841	April 1-2, 2011	Anita Kukuk.....720-
Country Fest 1724	June	Kerri Smithberg.....726-
Rock Fest	July	Kerri Smithberg.....726-1724
Fair	July	Pam Kelly.....726-9143
Pancake Breakfast 7053	Sept.	Michelle Mikula.....720-
New Rink	T/Th 6-9	Jason Dresel.....720-0473

Other Assessment Options:

Team Mom or Team Manager	Joni Gilles.....720-9924
Coaching	Don Loew.....726-9656
Scheduled Zamboni Driver 6529	Bob Normand.....723-
Work Assessment	Anita Kukuk.....720-4841

What are the requirements to receive work assessment hours for coaching? How many hours will I receive?

In order to receive work assessment hour for coaching, the following requirements must be met:

- Certified to the proper level
- Has current coaching card
- Registered with USA Hockey
- Approved by CYHA Board of Directors
- Completes a USA Hockey/WAHA screening application
- Appears on the USA Hockey roster for the team being coached
- Applies by deadline set by Coaches Committee (November 1)

Work assessment hours will be granted as follows

Mites and above -

- Head Coach 30 hours, Assistant Coach 30 hours for work assessment
- Max of 3 coaches per team, exception 4 coaches at Mite level
- If a team has a coach that does not need hours, then only two coaches will be granted hours

Mighty Mites/Initiation Program/Beginners

- You must have all the coaching requirements

- Coaches get 15 hours work assessment
- Max of 1 coach for every 6 skaters
- All on ice adults must meet coaching requirements
- All on ice youth helpers must be 13-17 and attend Student Coaching clinic

What is the timeframe to perform/complete work assessment?

The CYHA work assessment year runs from current season registration to registration for next season.

What happens if I do not complete my work assessment?

If you do not complete your hours of work assessment you will be charged a work assessment fee at the next registration. Fees due for work assessment at registration are determined by the number of hours completed. If a family does not complete 50% of their hours they will pay the full amount of \$500 (\$150 for Mighty Mites). If they complete 50% or more they will pay \$10 for each hour they have not worked.

What year does my work assessment apply to?

Work assessment hours apply to the year that you registered for. An example, you registered as a mighty mite for the current season, you work 15 hours up until registration for next season. At registration next season, if your child moves up to mites then you work 50 hours from that registration to the next registration. If your child does not return for any reason (including graduation/moving up to high school level) the following year you are still required to fulfill the work assessment hours or you will be charged.

I have completed my hours, can I continue to work and carry hours forward to next season?

Once you have completed your hours certain events have been approved to carry over to next season for work assessment hours. These are Ice Bowl and tournaments. Ice Bowl is our largest fund raiser needing a number of workers to make it successful. Tournament hours that apply are those worked for a tournament other than the one for your own team. Your team tournament has priority and must be worked first. If other tournaments need additional help due to size of tournament or because we do not have a team to host you can work them and receive hours. The team hosting will provide workers to fill as much as they can. Open times can then be filled by volunteers from other teams.

Who can do work assessment?

Work assessment is performed by parents and family members age 16 and older (at the discretion of the Committee Chair, Event Coordinator, or as required by the type of event). Family members can include domestic partners, grandparents, aunts, and uncles. Youth skaters are encouraged

to help in work assessment, but their hours will not be included in the 50 hour total.

Can I do work assessment for another family?

No, active members of CYHA or CFSC may not transfer any hours they have worked to another family.

How do I keep track of my work assessment hours?

Forms are available at the ice arena by the black drop box to fill out as you complete work assessment hours. The form should be filled out EVERYTIME you work, and signed by the committee chair person, or person responsible for supervising the activity that you participated in. The original should be dropped in the black box at the arena. It is YOUR responsibility to turn in a slip not the person in charge of the event. Work assessment forms must be turned in within 60 days of the event/activity to be credited.

Can I do all of my work assessment in one activity?

No, the maximum number of hours you can receive for any one activity is 30.

I worked my hours before registration, how do I receive credit so that I do not have to pay at registration?

Registration is held in late September each year. To receive full credit for work assessment prior to registration you need to turn in your work assessment forms by Sept 6th. The forms can be dropped off in the black lock box at the arena.

Can I sign up for a committee at registration and not pay the work assessment fee?

Families who have served responsibly on a committee at least one full year can receive credit for future work on that committee at registration. Families, who are new to a committee, must pay the work assessment fee and complete the 30 hour work assessment for that one activity plus an additional 20 hours elsewhere to be reimbursed.

I serve on a committee, what constitutes work assessment hours for that committee?

In order for your membership on a committee to count as work assessment, you must attend meetings held by the committee. You must be an active member of the committee by participating in any projects, taking responsibility for a committee activity, and supporting the other members with their responsibilities. Your participation will be approved/verified with the chairperson of the committee. Signing up for a committee does not constitute membership or meeting the work assessment requirement.

Can I donate products or services to complete my work assessment?

The donation of products which will be approved by the CYHA Board may count toward work assessment. Hours will be granted at a rate of one hour for each \$20 in product donated to a maximum of 30 hours. In lieu of work assessment hours you may request documentation for these products for tax purposes. The donation of services that affect the operation of the rink (i.e. plumbing, electrical, carpentry, legal services, accounting etc) without reimbursement would count toward work assessment.

I worked in the concession stand/score box/penalty box when our team had a game, does this count for work assessment? Does cleaning when my team has a cleaning week count?

Team responsibilities do not count toward work assessment hours. Each team handles the concession and scoring duties for their games, and their cleaning week as team duties. If another team requires help with their responsibilities such as when running a tournament, association members may volunteer to assist. Hours worked while assisting count toward work assessment.

I want to learn to drive the Zamboni. Does this cover my work assessment?

Zamboni drivers must be trained and approved by the Maintenance Committee to become eligible to cover their work assessment. Drivers who are assigned to a regular night during the week will receive work assessment credit. A minimum of 6 weeks (6 evenings) is required to fulfill the obligation. Drivers must submit a signed form to receive credit for work assessment hours. Driving the Zamboni for your team games and practices is a team responsibility, the same as scorekeeping, penalty box, or working the concession. If another team requires help with their responsibilities such as when running a tournament, approved drivers may volunteer to assist. Hours worked while assisting count toward work assessment.

I signed my child up for Beginners/Initiation Program/Mighty Mites and he/she was placed on an older team. Do I now have to pay \$500 or work 50 hours to cover my work assessment?

No, although your child is now been moved to an age appropriate team, your family is still treated as a Beginner/Initiation Program/Mighty Mites family for your first year.

I am receiving a skating scholarship/financial assistance from CYHA. Do I have to do work assessment?

Yes, you are still expected to complete the 50 hours of work for the assessment obligation. You are not required to pay the \$500 fee at registration. Depending on how your financial assistance is structured you may need to pay some or the entire fee if you do not complete the obligation.

Concession Stand

Contact person: Heidi Olson
Concession Mgr. Heidi Olson
Home: 715-720-1014
Cell: 715-828-3765

Thank you for supporting our Hockey Organization by volunteering in the concession stand.

1. Children under the age of 16 are not allowed in the concession stand **at any time** during operation. NO EXCEPTIONS. This is a state law, not a CHYA rule.
2. The concession manager is there to open the rink and set up the cash registers. They are not there to prepare the food nor clean the concession stand after your shift. Please be on time for your shift 1 hour prior to high school games and 45 minutes prior to youth games. This will allow ample time to prep the concession stand. The

last shift of the day is responsible for cleaning and putting all food away. The cash register should be emptied and the money locked in the safe.

3. All drawers and cabinets are marked with what should be kept inside. They should have the same contents on each side with the exception of the two cabinets beneath the registers; one side has raffle supplies, the other has paper products (napkins/paper towels) and the two cabinets below the popcorn popper/slush machine area; one side popcorn supplies and the other slush supplies.
4. **Wash your hands before beginning work.** There are two sinks. One is for dishes and the other small hand sink is for washing your hands. Please do not use the dishwashing station to wash your hands. Health Code: not CYHA Rule. **You must wash your hands after handling any money, or other “dirty” objects.**
5. Try to use the gloves when handling food. Gloves are available by the cash registers and in the back drawer by the nacho chips.
6. All food in roasters should first be heated to 165° and then kept at 145°. There are thermometers in the Utensil drawers.
7. When loading sodas in the cases, PLEASE check the dates and keep the newer stock in the back. If this requires a little time to move the sodas forward, please take the time to do so. ALL OUTDATED SODA is lost revenue.
8. Leave the concession stand cleaner than when you arrived. Always strive to do a little more. If we ALL make an effort to keep the area really clean, it should be easier to maintain. Please report ANY leaks or maintenance issues. Please check the restroom occasionally during a shift to make sure it is also kept clean. There will be a communication notebook on the desk for any issues that may arise.
9. Use the cash register the correct way by letting it calculate your change. It is faster and more accurate and we need to be accountable for the incoming cash. Ring up food, equipment and clothing separately using the appropriate keys that are marked on the register. Note any over rings or errors you realize during your shift. There will be over ring slips in the drawer under the registers. Be sure to also circle the over ring on the tape. Check the tape often to keep it from running out in the middle of the shift.

10. If you run out of something, CALL a concession manager before purchasing ANYTHING. They will direct you where to make the purchase and how much should be purchased. If you notice we are out of something please communicate this to the concession manager. You can just write it in the notebook on the desk.
11. When working concession for Open Skate on Sundays please be there by 5:45 pm. Open skate is from 6-8 pm every Sunday.
12. No member of the CYHA can purchase anything for the concession without approval from concession manager or Bob Normand. For other extra purchase items, approval is needed and purchase orders need to be filled out.
13. You will need to sign in for your worked shift and time that you work.
14. Plates, utensils, napkins and cups are for sold items ONLY!!! Do not use them for team meals.
15. You must be 18 years of age to handle money or tills.

If we are low on quarters, please do not give change for the games. If you can, please limit the amount of times a child receives change. There is a change machine in the lobby of the new rink filled with \$400.00 worth of quarters.

The Concession stand is NOT a dropping ground for items. Please DO NOT bring items in the concession stand to “store”!

Notes on the Team Manager Role

Throughout the year, you may occasionally have questions about your team mom role vs. the role of team manager. Below are some duties the team manager typically performs:

- Provides list of skaters' names and jersey numbers to equipment committee.
- For out of town games, notifies hosts that team has arrived.

- The week of away games, contacts hosting team to assure game times have not changed and game is still on.
- Fills out the score.
- Responsible for birth certificate and waiver of liability for each player.
- Gets official Team Roster signed by all players, coaches and manager.
- Takes care of USA Hockey Team Membership Application.
- Maintains photocopies of the coaches' cards.
- Organizes away/travel tournaments.
 - Holds team meeting with parents and coaches to find out from how many tournaments, and where, they want to play.
 - Gets maps, if needed.
 - Collects and pays tournament fees.
- Brings water bottles, extra jerseys, helmet repair kit, hockey tape, extra mouth guards, to all games.
- Local newspaper liaison.
- Official team stat collector and tracker.

Cleaning Guidelines

Contact Person: Heather Dresel

As members of CYHA and CFSC, cleaning the rink is one of our responsibilities. It is part of your team responsibility, just like running the concession stand during games and tournaments and skating shows.

With two rinks, cleaning is a time consuming job. With the help of each family a few nights during each group's cleaning weeks, the task becomes manageable. Everyone helping makes the job go faster. You are hurting the rink, as well as your relationship with your team/group, if you do not help. This is not optional, and the cleaning gets done much faster when everyone pitches in - this includes the skaters at the higher levels.

Cleaning weeks run from Monday to Sunday. Your group will be assigned several weeks to clean. These are based on when your home tournaments/skating shows are. Then the rest of the weeks are randomly assigned after that. Cleaning can be done during practice, except on ALL CLEAN nights. Generally, if you start cleaning at 8pm, most practices are over, and there should be less mess after that.

A note on OPEN SKATE/CONCESSION workers - On the Sunday of your assigned week to clean, at least one person must work the concession stand from 6:45pm - 8:15pm.

On ALL CLEAN nights, both teams assigned to clean that week are required to clean up both rinks. If there are multiple high school games in a week, maybe each team would like to take one night. Please work with the other team, if there are any issues that arise.

Parents need to sign in for what they have done and how many hours worked.. Walking around watching other work does not qualify as working.

A cleaning bulletin board has been created to fill out cleaning sheets to easily communicate between families each night. You can also send out a reply to all email to communicate what has been cleaned and what needs to be done.

2010-11 Cleaning Schedule:

North

South

11/8/2010	to	11/14/2010	Bantam A	U12/U14
		0		
11/15/2010	to	11/21/2010	PeeWee A	PeeWee B
0		0		
11/22/2010	to	11/28/2010	Squirt C	Squirt B
0		0		
11/29/2010	to	12/5/2010	U12/U14	IP
0				
12/6/2010	to	12/12/2010	Squirt B	Bantam A
		0		
12/13/2010	to	12/19/2010	Figure Skating/S WU	U12
0		0		
12/20/2010	to	12/26/2010	IP	U14
0		0		
12/27/2010	to	1/2/2011	PeeWee B	Squirt A
0				
1/3/2011	to	1/9/2011	Squirt B	Squirt C
1/10/2011	to	1/16/2011	Mighty Mite	Herald Mites
1/17/2011	to	1/23/2011	U14	U12
1/24/2011	to	1/30/2011	Mites	Squirt A
1/31/2011	to	2/6/2011	Mighty Mite	Herald Mites
2/7/2011	to	2/13/2011	Charter Mites	Dresel Mites
2/14/2011	to	2/20/2011	Squirt C	PeeWee A
2/21/2011	to	2/27/2011	Charter Mites	Bantam A
2/28/2011	to	3/6/2011	PeeWee A	Dresel Mites
3/7/2011	to	3/13/2011	Herald Mites	PeeWee B
3/14/2011	to	3/20/2011	Dresel Mites	Charter Mites
3/21/2011	to	3/27/2011	Figure Skating/S WU	Figure Skating/S WU
3/28/2011	to	4/3/2011	Ice Bowl Volunteers	Ice Bowl Volunteers

CYHA Tournament Protocol

Tournament Director: Dan Liddell

Phone: 720-1982

littlelid22@sbcglobal.net

CYHA Tournament Handbook

INTRODUCTION

The underlying objective of all hockey tournaments must be to provide our young hockey players with an enjoyable and meaningful experience.

It is the responsibility of CYHA to establish a set standard by which all of our tournaments must comply when hosting a tournament. These standards, in the form of rules, regulations and guidelines, promote consistency in tournament operations and should help to make each and every tournament a success.

PURPOSE

The purpose of this handbook is to provide to those hosting a tournament an easy reference to all the applicable rules, regulations, and guidelines that are needed to run a tournament.

APPLICABILITY

The rules, regulations and guidelines as outlined in this handbook apply to all CYHA Tournaments. Every effort has been made to insure the accuracy of the rules and regulations contained in this handbook.

ORGANIZATION AND LOTS OF EXTRA HANDS
MAKE A TOURNAMENT SUCCESSFUL!

Tournament Rules

1. USA Hockey / WAHA rules will apply for all games played at CYHA tournaments. This includes colored mouth guards and any other equipment required by USA Hockey and WAHA for the safety of all players.
2. Ages of players will be checked, and birth certificates will be required for verification.
3. USA Hockey team rosters will be checked (or equivalent). Players must be listed on the USA Hockey team roster, or by tournament director approval.
4. For Bantam A and C teams: if a skater has skated on a high school team, that skater is ineligible to skate in CYHA tournaments.
5. Registration fees must be paid in advance before a team can skate.
6. Rosters must be received ten days prior to the tournament.
7. All teams will be guaranteed three games.
8. Running time will occur when there is a lead of six or more goals.
9. Bracket play: In the event of a tie score at the end of regulation time, the following overtime rules will apply:
 - A. Two-minute break between regulation and any overtime periods.
 - B. One six-minute overtime, first team to score will win.
 - C. One five-man shootout involving the five remaining players on the ice at the end of the overtime period. A coin flip will determine which team starts the shootout.
 - D. Match play shootout involving five of the remaining players on the bench.
 1. Coaches will arrange their shooters in any order.
 2. Teams will alternate leading off.
 3. Shootout will continue until there is a winner.

10. Round Robin Play: All games will be regulation time. NO overtime will be played. Positions will be determined as follows:

- A. 2 points for a win.
- B. 1 point for a tie.
- C. 0 points for a loss.
- D. Team with the most points wins.
- E. If a tie exists, the following rules apply:
 - 1. Head-to-head winner of game already played.
 - 2. Total goals allowed.
 - 3. Total goals scored.
 - 4. Flip of a coin.

11. No gate fee will be charged for hockey tournaments.

12. Rules committee will make the final decision on all protests and interpretations. Committee consists of tournament director, statistician and scorekeeper.

13. No noise makers.

Level	Number of Teams	Time of Periods	Resurfacing
Squirt A	4 - 6	12 minutes - stop time	After each game
Squirt B/C	12	12 minutes - stop time	After each game
Peewee A	4 - 6	15 minutes - stop time	After each game
Peewee B/C	12	15 minutes - stop time	After each game
Bantam A	4 - 6	15 minutes - stop time	After every 2 periods
Bantam B/C	8	15 minutes - stop time	After every 2 periods
Midget A/B	4 - 6	15 minutes - stop time	After every 2 period

Tournament Funds – Each invitational tournament can receive \$25 per entered team for “extras”. So if you have an 8 team tournament, \$200 is available for those “extras” i.e. mothers pins, cheese trays, decorations.

The Site Director should be watchful of how much is being spent, so as not to go over your allotted amount. Save the receipts and place them in the Treasurers mail box. Food items purchased for the concession stand are not to be included in this money. The Cross Ice Atoms Jamboree shall also receive \$200.00 maximum for "extras" in planning their event.

Site Director – Team Manager or other chosen individual from your team.

Please keep in contact with the CYHA Tournament Director about your team's tournament. The Director will accept applications for tournaments until they are full. The Tournament Director will set the tournament brackets according to the number of teams registered, and will pass this information onto the Site Director. The Tournament Director will also order all trophies needed for your tournament. (This includes the Hot-Dog Trophy if wanted)

It is then the responsibility of the Site Director or chosen appointee, to contact teams for specific information needed to conduct successful tournament. i.e.- exact spelling of names, positions played, team colors, numbers, hotel info., special events for the weekend (Raffle, chuck-a-puck, hot dog eating contest) maps, area attractions. Any other important information needed by the teams or yourself! Also, either have each team supply stickers for the game sheets, or make them yourself. (16 needed from each team for 4 games)

The Site Director also needs to keep track of individual awards. If a skater earns a hat-trick, play-maker or shut out award, these should be given at their last game of the tournament. Patches will be given to the Site Director before the tournament and any extras along with documentation from tournament returned to the Tournament Director.

Items to Do:

Create Program - write/print/assemble/distribute

Mothers Pins/Craft Items/Bag Tags - this is up to each individual site director/team, if they want to do this.

Chamber of Commerce Gift Bags - These will be ready to be picked up at the Chamber of Commerce on the Monday before your tournament. You can add items to these bags as you wish. You will need to designate a person to speak with Tournament director to assure the chamber is aware of how many teams to expect.

Chippewa Springs Water - These will be ready to be picked up at the Chamber of Commerce on the Monday before your tournament. There will be enough water for 1 per player. These can be placed into the "gift bags".

Raffle Items - Teams are responsible for soliciting donations for raffles. Raffle boxes are located in the copy room. Tickets, cash boxes are located in the concession stand. Donated items may also be used as prizes for "chuck-a-puck", then the entire "cash pot" is complete profit. (Make sure prize value is +\$20)

Tournament Worker Schedule - worker schedule for registration table (usually Site Director) score box, penalty box, concession stand, raffle table, chuck-a-puck, zamboni driver, etc. for each game.

Announcer - Have 1 announcer per game to give dates/announcements/player introductions/National Anthem/trophy presentations/music throughout the day etc. National Anthem should be played before the first game, each day of tournament and before championship game if time allows.

Locker Rooms - identify/assign daily on grease board. The bench closest to the left locker room "D" is the home bench. Try to place the home team playing in the next game in either "C" or "D" to get them closer to their bench. Example: Game #1 if team "W" is the home team, they are in locker room "D" and team "X" is in locker room "B" so the next teams that come in for Game #2 can be assigned...team "Y", locker room "C" as home team and team "Z" is in locker room "A" as the visiting team, and so on...this will make the process easy!

Registration/Check-In Procedures – Get proof of age procedures, coach's certification, contact info. while in town. Inform them of special activities, raffles, etc.

Concessions - Please contact a member of the Concessions Committee to discuss your tournament and what your needs are. Doughnuts can be purchased and sold. Other ideas: Walking Tacos, Hot-dog eating contest, Main St. Pies, soups, chili.

Clean-Up - Prior to each day, empty garbage cans throughout the day, and at the end of the tournament. Help is needed by all to watch over the clean-up of the rink. Don't walk around it....pick it up....or clean it!!

Snow Removal - In case of snow....please have someone always on watch removing snow from the sidewalks and front door area. Apply salt as needed for safety.

Minor Officials - Adults

Scorer - Provide complete score sheets for all games; preferably typed in advance or use team stickers (Either provided by each individual team or made up in advance by Site Director) Make sure the person doing this, knows how to correctly fill in the score sheet. The scorer should also make sure they get the signature of the coaches before each game and the referees at the finish of the game. (1 copy goes to the referees, give the other copies to the Site Director and they will distribute the appropriate copies to the teams & retain the original for stats throughout the weekend.)

Timekeeper - 2 people per game

Penalty Box - 2 people per game (1 per penalty box)

Pucks - Pucks should be those that are approved for use by the USA Hockey Rules. The pucks should be NEW. They should be kept on ice (frozen) until used in the game. (Use a bucket and fill it with snow!)

Trophies - 1st, 2nd, 3rd and Consolation trophies will be provided to each Site Director by the Tournament Director.

Individual Metals/Gift - Each hockey player will be given an individual gift from the association. These will be given to the Site Director by the Tournament Director.

Hat Trick- Zero- and Playmaker Patches – To be given out at the teams last game. They will be kept in the concession stand.

Important Dates

2010-11 CYHA Home Tournaments

December 11-12, 2010	Bantam A
January 7-9, 2011	Squirt B/C
January 21-23, 2011	12U – 14 U Girls
January 28-30, 2011	Squirt A/ In house Mites
February 18-20, 2011	Bantam B/C
March 4-6, 2011	Pee Wee A/C
April 1-2-, 2010	3 on 3 All Ages Tourney

Other Important Events for 2010-11 Season

Open Skate	Starting Nov. 7 st Sundays from 6-8 PM North Rink
Outdoor Rink	TBD
Open Hockey	TBD check ice schedules
February 4-6 2011	Playdowns at Various Sites TBD
March 5-6, 2011	State Hockey - Squirt, Bantam, HS, Girls U10 & U14
March 12-13, 2011	State Hockey - Mites, Pee Wee, Girls U12, U16 & 19
Ice Bowl	April 1 & 2, 2011
Beerfest	Second weekend in May, Friday or Saturday, TBD
Board Meetings	Second Monday of every Month 7 pm

Helpful Contacts

2010-11 Board Members

President:	Bob Normand	rjn@sgi.com
Vice President:	Don Lowe	donlowe@yahoo.com
Secretary:	Michael Pynch	
Treasurer:	Mike Jordan	
General Board Members:		
	Kris Johnson	krisj@kellcc.com
	Jason Dresel	
	thedresels@yahoo.com	

Ron Renaud
rrenaud@gbnorthwest.com
Craig Frenette
Craig.Frenette@vikingelectric.com
Steve Gibbs
Rod Elkin
Mike Armstrong
Coley Murphy
cmurphy@marquart.com
Randy Reeg

steve@hertelgibbs.com
elkinrod@charter.net
ma8191@charter.net
rreeg@centurytel.net

Chippewa Falls High School

Athletic Director
John Frizzell 726-2406 X 1181
frizejd@chipfalls.k12.wi.us
Chi Hi Varsity
Scott Parker 720-1301 sparker@owen-
withee.k12.wi.us
cell 828-8200
Chi Hi Jr Varsity
Scott Sikkink 379-3880
sikkinsr@chipfalls.k12.wi.us
Chi Hi Women
Eric Krista 828-8741 kristaej@chippfalls.k12.wi.us

McDonell/Regis/Bloomer

McDonell Athletic Director
Archie Sherbinow 723-9126
archiesherbinow@cacs.k12.wi.us
Regis Athletic Director
Terry Allen 830-2271 tallen@case.k12.wi.us
McDonell Varsity
Guy Brown 559-4341 gbrown@summmmitcf.com

CYHA Web Master, Web Site Administrator

Randy Reeg email: rreeg@centurytel.net
administrator@cityofthorp.com

Scheduler:

Bob Normand email: rjn@sgi.com

Home 723-6529
Work 726-8231

Rink Maintinace:

Wade Hutton
Paul Foster
Jason Dresel

726-1504
726-9584
456-6875

Concession Stand:

Heidi Olson

email: rolson1014@charter.net
720-1014

Clothing

Tricia Anderson

email: tactrish@yahoo.com or 577-5150

Registration:

Heather Dresel

heatherdresel@gmail.com

Beer Fest

Angie Niblett

Coaches

Don Loew

email: donloew@yahoo.com

Country/Rock Fest

Kerrie Smithberg

Pizza Fund Raising

TBD

Kwik Trip

Joni Gilles

email: gillesdj@charter.net
joanne@mayo.edu
715-720-9924

Clean Up:

Michelle Mikula

mlmikula@charter.net
933-1187

Calendar Sales

Jill Holmlund

email: holmlund@charter.net
382-4429

Northern Wisconsin State Fair

Pam Kelly

Work Assessment Hours

Anita Kukuk

email: anitakukuk@charter.net
720-4841

3 on 3 Tourney

TBD

GOAL (Get Out and Learn to Skate Program for Children)

Kerrie Smithberg

Gordy's Receipts

TBD

Zamboni

Bob Normand
Equipment Manager
Jason Dresel

email: rjn@sgj.com

email: jdresel09@gmail.com
456-6875

Ice Bowl

Team Pictures

Referees

Leigh Darrow

email: leigh@allied-dies.com

Media Liaison

Thank you writer's - (If you need a thank you sent out)

Jeremy and Wendy Stary

email jeremystary@yahoo.com

Monetary Support of Rink:

Buy a Yard of Ice

Deb Valin

xmudduck1973@yahoo.com

Dasher Signs

Nikki Bowe

nikkibowe@gmail.com

Lisa Steinmetz

steinmetz.lisa@mayo.edu

Cash donations

Bob Normand

Advertising on Web Page

Craig Frenette

579-1729

Wills

Bob Normand

Skating Groups

2010-11 Adult Hockey

Senior League

Wade Hutton

726-1504

Mother Pucker's (Moms Hockey)
jwduren@charter.net

Contact: Jane Duren

Casual Mother Pucker's

Heidi Olson

Ice Age
Average Joe's (Mens League)

Contact: Pete Eslinger
726-8611 evenings
petermissy@sbcglobal.net

2010-11 CYHA Teams

Bantam A:

Head Coach: Jason Dresel

jdresel09@gmail.com

Asst Coaches:
Phil Paquette
clampetts@clearwire.net
Ben Halverson
bhalverson@lorman.com
Brent Wathke wathkebd@gmail.com
Team mom:
Heather Dresel heatherdresel@gmail.com
Team manager:
Mike Armstrong ma8191@charter.net

Pee Wee A:

Head Coach:
Ken Bucholz kbucholz01@hotmail.com
Asst Coaches:
Jarrod Thornton jthonton@marquart.com
Scott Olson scottolson@charter.net
Rich Lien rlienhomes@yahoo.com
Team mom:
Gina Lien rlienhomes@yahoo.com
Team manager:
Dave Swenson
dswenson18@gmail.com

Pee Wee B:

Head Coach:
Dave Boisvert
dboisvert@gbnorthwest.com
Assist Coach:
Justin Kelley jkelly32@student.cvtc.
Team mom:
Allison Kunkel larks@voyager.net
Team manager:
Tim Fosvick tf2155@charter.net

Squirt A:

Head Coach:
Tom Hart thart@cameron.k12.wi.us
Asst Coaches:
John Semingson mem1044@charter.net
Kyle Schimmel
kdschimmel@yahoo.com
Team mom:
Jane Duren jwduren@charter.net
Team manager:
Rod Elkin elkinrod@charter.net

Squirt B:

Head Coach:
Tim Scobie
tscobie@masoncompaniesinc.com

Asst Coaches:
Pete Paleta pete.paletta@gmail.com
Shawn Kukuk skukuk5@charter.net
Scott Tripler scott@jdmfg.com

Team mom:
Team manager: Tim Fosvik ff2155@charter.net

Squirt C:

Head Coach:
Bob Normand rjn@sgi.com

Asst Coaches:
Kevin Cohoon wearehere@aol.com
JohnLaCasse johnlyndal@charter.net
Trent Mueller tmuller1@yahoo.com
Odawa White whiteol@yahoo.com

Team mom:
Janet McDonough
janet@mcdonoughlaw.net

Team manager:
Tammy Tillotson tammyt1@charter.net

Girls U 12:

Head Coach:
Eric Luebsdorf elubesdorf@wbmi.com

Asst Coaches:
Steve Gibbs spgibbs@yahoo.com

Girls U14:

Head Coach:
Steve Gibbs spgibbs@yahoo.com

Asst Coaches:
Coley Murphy
cmurphy@marquart.com

Don Loew donloew@yahoo.com
David Kelly dave.c.kelly03@gmail.com

Team mom:
Kristi Sullivan

Team manager:
Holly Herman
hollyhermann@yahoo.com

Mite Charter:

Head Coach:
Team mom:
Team manager:

Mite Chippewa Herald:

Head Coach:

Team mom:
Team manager:

Mite Dresel's:

Head Coach
Team mom:
Team manager:

Beginners:

Head Coach:
Rod Elkin 720-7757
Asst Coaches:
Wayne Duren 723-5221
Kyle Schimmel 720-1789
Team mom:

Mighty Mite

Head Coach:
Jason Krista jkrista@ecasd.k12.wi.us
Team mom:
Tara Krista tkrista@sehinc.com

Initiation Program

Head Coach:
Cheryl Herr cherr77@gmail.com
Aaron Zwiefelhofer aaronzwief@yahoo.com
Team mom:

2010-11 Chippewa Youth Hockey Association Team Mom Contract

Please sign and date. If you wish to make a copy for your records please do so.

I, _____ (team mom), read the Chippewa Youth Hockey Association Team Mom Duties document, and I will fulfill the duties as defined by the CYHA Board from season beginning (when teams are chosen and team mom is picked) to the beginning of the next season. (Example: Nov. 2009 – Oct. 2010).

I understand that team mom responsibilities DO NOT end once the season ends. Defined duties will continue on throughout the summer months when the CHYA team structure is not in session.

I also understand that failure to fulfill the duties assigned to me as team mom may result in a reduction or loss of the full (30 hours) work assessment hours.

Team Mom signature _____

Date signed _____

Please place in Joni Gilles Mailbox when signed.

"Team Mom" Orientation Agenda

1. Welcome: (10 minutes)
Binders will be available in the team mom mailboxes
Introductions
2. Concessions (15 minutes)
Laura Liddel
3. Tournament director:(15 minutes)
Dan Liddel
4. Rink Cleaning (15 minutes)
Heather Dresel
5. Work assessment (15 minutes)
Anita Kukuk
6. Web page (15 minutes)

Each team mom and/or manager will be given access to their team's individual page where they will enter their own data. I can set up a "Team Mom" info page and give you access to maintain that. You'll need to "register" on the website with a user name and password.

7. Fund raising (10 minutes)

Kwik trip
Gordys
Beer Fest
Ice Bowl
Signs
Buy a Yard of Ice

8. Booklet
9. Explanation of WAHA and Nor WIS League

10. Pizza Top Seller encourage players to sell

11. The Board!