

Ice Dogs



2009-2010
Manager's Guide

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Contacts

Ice Dog Board

Title	Name	Email
President	Steve Popoff	hockeykap@verizon.net
Secretary	Rose Thomas	rthomas1005@aol.com
Treasurer	Ray Clements	icedogstreasurer@verizon.net
VP – Midgets	Frank Rauch	frank.rauch@hp.com
VP – Bantams	Rick DeLaurentis	delaurentis6@verizon.net
VP – PeeWees	Rick DeLaurentis	delaurentis6@verizon.net
VP- Squirt & Mites	Carol Schilling	cwschil@msn.com

Organizational Positions

Position	Name	Email
Master Scheduler (League)	Ray Clements	barclem@verizon.net
Assistant Treasurer	Donna Pilla	djpilla@comcast.net
Registrar	Andrea Chaykosky	Tat03@verizon.net
Disciplinary Committee	Pat Hanrahan	pmh24@comcast.net
Referee Scheduler	Monty Ferguson	montyref@comcast.net
ACE Coordinator	Jim Sutow	jimsutow@comcast.net
Website Administrator	Lori Lindsay	lorifl2@aol.com

2009 – 2010 Ice Dog Manager's Meeting Dates

June 18, 2009

August 20, 2009

October 22, 2009

December – Christmas Party to be announced.

January 21, 2010

All meetings will be held at the rink from 7:30 to 8:30 pm.

New Player Packages

The process for all new players entering into the Ice Dogs organization with respect to uniforms is as follows:

- 1.** Each player must fill out a document requesting a number.
- 2.** That document which is attached in this tab, must be submitted to the Assistant Treasurer (djpilla@comcast.net) for approval.
- 3.** ONLY AFTER CONFIRMED APPROVAL OF THE NEW PLAYERS NUMBER should that individual go directly to Hockey Heaven.
- 4.** Hockey Heaven will have forms available that described everything each player will need including, two jerseys, a helmet, shell, two pairs of socks and a bag.
- 5.** All orders are placed and processed directly with Hockey Heaven.
- 6.** Although orders are placed in May, it is typical that jerseys are not ready until mid-summer.
- 7.** After receiving your helmet please contact the Vice President of your level for distribution of helmet decals.

Forms

For each player on your team, as manager you will be responsible to ensure that the following forms are completed and a copy is provided to Andrea Chaykosky, Registrar. Please do not ask players to execute those forms they may have already executed at evaluation time (DVHL Player Agreement and Ice Dog form). Copies are attached.

1. DVHL Player Agreement (executed at evaluations)
2. Consent to Treat
3. Birth Certificates

USA Hockey Registration

In addition to execution of the foregoing forms each player **MUST BE USA HOCKEY** registered not later than August 15, 2009. For a player to register they must go to: www.usahockeyregistration.com and complete the process. It is simple and only takes about ten minutes. They must have a credit card available when registering and the fee is \$40.00. Remind your parents to be sure they are registering for the correct season (2009/2010). Once registration is completed a certificate of completion will be generated. As a team manager you must make a copy of the certificate for each member of your team and submit them together in one package to the Secretary of the Board of Directors.

DVHL & USA Hockey Rosters

Prior to the start of each season the registrar of our club must ensure that each player from each team has submitted all of the required documentation, both at a club level, at the DVHL level and at the USA Hockey level. They can only do this if in fact you as a manager have submitted all requested forms and documentation. That means all birth certificates, waivers of liability, consent to treat forms, USA hockey registration confirmations, DVHL player agreements (for new players not at evaluations). Once that has been submitted, a roster for your team will be generated. The manager must sign off on the draft roster, after which time, it will be submitted to the DVHL for signature. This process can take time so the sooner you have collected the appropriate information in order for the final roster to be generated, the better. These rosters are required for league, non-league and tournament play.

Team Finances

Individual Team Funds

As the manager of a team at any level you are responsible for knowing what the financial status of the team is at any given time. As a non-profit organization, it is essential that the Ice Dogs do not have sub-accounts using the EIN number of the Ice Dog organization. Therefore all team accounts must be handled independent of the organization.

On a monthly basis the Board requests a submission of the current financial statement of each team. Please send that document directly to the Treasurer of the Board of Directors.

Fund Raising

Fund raising is often a key element in assisting teams in travel, tournament monies or purchasing attire and equipment. Please use common sense and discretion with these activities. ALWAYS keep a good record of any proceeds received by the team for such efforts. If you choose to sell anything within the lobby of the rink, please make sure that you have received approval from the rink to do so. During tournaments no teams will have rink availability for fund raising. That space is often used for club fund raising activities. Also, please keep in mind that no sales taking place in the lobby should compete with the rink café.

Fundraising can also be done by obtaining corporate or business sponsors. If a company is donating with the intent of writing it off, they should write the check to Ice Dogs Hockey. All requests for money should go to the icedogstreasurer@verizon.net email address. Most checks will be mailed directly to the home of the manager's via online banking or placed in your team's folder in the office at the rink.

Requests for Funds

The Ice Dogs use an online form of check writing. For all payments to teams, if it is for tournaments, banquets, coaching or certification payments we are asking that you send an email to icedogstreasurer@verizon.net. Since the checks will be mailed from the bank please give enough notice for the payments to be made. Please provide the amount, request description and address of where the payment needs to go. If possible, please email any documentation for the payment or leave it in Ray Clements' folder at the rink. For some payments, receipts will be required and we will work with you on these.

Scheduling Games/Referees

DVHL League Games

All DVHL League games will be scheduled for each team by the Ice Dogs Master Scheduler. When the league schedule has been completed (late August), you will be given your schedule which will include the DVHL game numbers that you will need to record on your DVHL score sheets. Referees will be scheduled and paid for by the organization for all DVHL league games, you are not responsible for this.

Non-League Games

When you receive your DVHL league schedule you will also receive the non-league game slots assigned to your team for the season. It will be your responsibility to find opponents for these games and schedule the referees for these games.

- You will be provided a list of the DVHL and NJYHL Master schedulers that you can use to solicit games from. You can also post requests for games on the Eteamz bulletin board or go directly to individual team websites to solicit games.
- When scheduling NL games it is always important that you receive reciprocal ice at the opposing team's rink (there are a few exceptions to this rule).
- When soliciting NL games be sure to discuss with your coaches if there are specific teams that they do or do not want to play.
- If scheduling games from the Pee Wee through Midget level be aware of any Sunday afternoon game slots. Many kids play for their school teams as well and most school games are played on Sunday afternoons/evenings, and you will want to avoid that conflict.
- It is important to be aware of when the DVHL playoff weekend and District Playoff weekends are so that you do not schedule a NL game on these weekends should your team advance to these playoffs.

Once you have scheduled your non-league slot(s), you will need to contact the referee scheduler and request referees for the game(s). You will need to provide your name and level (i.e. Ice Dogs Bantam A2), your opponents name (i.e. Glaciers Bantam A1), date and time of the game. Please give as much advance notice to the referee scheduler as possible. For NL game slots assigned by the organization and played during the season, you will not have to pay referee fees. If your team purchases additional game slots during the season or schedules games over the summer, you will be responsible for scheduling **and** paying the referees. You are responsible for paying the referees directly on game day. You will need 2 referees per game, and fees are as follows:

Mite: \$22

Squirt: \$27

Pee Wee: \$35

Bantam: \$50

Midget: \$60

To schedule referees, contact the Ice Dog referee scheduler via email at:
montyref@comcast.net.

Schedule Blocks

If you know of dates or weekends that you cannot play league game(s), please provide these dates to the Master Scheduler as early as possible. The DVHL and Master Scheduler begin to work on the league schedule in early August. Once the league schedule has been finalized (mid to late August), games cannot be changed. Get your schedule blocks in early!

Score Sheets

At the beginning of each season, the organization will provide you with a supply of DVHL score sheets. When playing a league game, you must use the official DVHL score sheet. If you are playing a non-league game please do not use the DVHL score sheets, use a generic Hatfield Ice score sheet that can be found in the office. All DVHL score sheets must be completed as per the instructions below.

- Complete the date of the game and location (rink)
- DVHL game number – this will be supplied to you on the DVHL game schedule you receive from the Ice Dogs Master Scheduler. Complete the division and level (i.e. Bantam A)
- Home and Away team names, and complete the appropriate section with your player names and numbers. All players (except mites) must sign the score sheet for all DVHL games that they play in prior to the start of the game.
- Complete the coaches section with coach's names and CEP#. Assistant coaches can sign the score sheet prior to the game, however the Head Coach does not sign until after the game has been completed. Designate on the score sheet the head coach of your team with 'HC' next to that coaches name.
- The Ice Time box is the actual time the game is scheduled to start. The Game Time box is the actual time that the game begins. Both of these boxes must be completed.
- At the end of the game, both referees, both head coaches and the score keeper must sign the score sheet. Please be sure that all applicable sections have been completed such as shots on goal, scoring summary, goaltenders and penalties.
- When the score sheet has been completed and signed, please provide 1 copy to the opposing team, 1 copy to your coaches and the top copy should be placed into the Ice Dogs score sheet folder in the office. All score sheets for home games should be in that folder by Sunday evening when they are gathered and put input onto the DVHL website. Once input to the website, the score sheets are sent to the DVHL no later than the following Wednesday and if there are missing or late score sheets, there is a team fine imposed by the DVHL, so it is important to get your score sheets in on a timely manner.
- DVHL results and score sheets sent to the DVHL are handled by the organization, you do not need to do this individually, just place your completed score sheet in the folder at the rink at the completion of your game.
- Either you or your coach will need to keep a copy of each score sheet for validation of USA Hockey patches, games played by an individual player, or any other information which may require verification by the league.

Attached is a sample completed score sheet to use as a reference.

Also attached are the official DVHL Score keeper responsibilities. Please review and familiarize yourself with these rules. You may also want to provide this to anyone on your team that may be working the scorer's box during the season.

Tournaments

Tournament Scheduling

Discuss during the summer with your coaches how many tournaments they would like to do with the team for the year. Also discuss if they want to travel to a tournament(s) during the season. Popular tournament times are Labor Day, Thanksgiving, Christmas, MLK Day, Presidents Day and usually an end of season tournament (March). When scheduling tournaments, be sure to check the DVHL website for playoff dates and the dates for the District playoffs so that you do not schedule a tournament for those weekends. **Also, if you play in a Silver Sticks tournament, be aware that if you win the tournament it is a qualifier to a final tournament held on another date.** You will want to be sure that you notify the ID scheduler of all dates that you have scheduled tournaments prior to the start of the season. This will ensure that no DVHL games are scheduled for your team on days that you will be at a tournament.

Many of the popular tournaments (i.e. Can Am in Lake Placid) fill up very quickly and in order to get your hotel preference you need to book very early. Once these tournaments have been decided you will need to complete the necessary paperwork such as rooming lists and submit to the tournament organizers.

Tournament Funds

Each year the Ice Dogs provide each team a set amount of money for tournaments. This year the amount is \$2200. This money is to be used only to pay for tournaments. You will also be entitled to play free of charge in one of the Ice Dog sponsored tournaments, either the Fall Breakout or the Thanksgiving tournament. When scheduling a tournament, you can request a check from the Ice Dogs treasurer. You will need to inform them via email at icedogstresurer@verizon.net, the amount needed, to whom the check needs to be made out, the address it needs to be mailed, when the check is needed and what team you are on. You will need to request at least 2 weeks prior to needing your money for deposits or final payments to the tournaments. You can also pay ahead and be reimbursed from the Ice Dogs.

You may want to find out what other teams are attending different tournaments and see if there is a discount for multiple teams attending. In some cases there may be several teams attending the same tournament and 1 check can usually be sent for the entire organization. (i.e. any Advanced Tournaments)

PIN Tournaments

When registering for a tournament you will need to find out if it is a “PIN” tournament, in those instances please request pins no later than 1 month prior to needing them. You will need to contact Rose Thomas for that at rthomas1005@aol.com. There is no charge for the pins, but you need to order enough for each team that you will play. Suggestion is 20 pins per opposing team.

Ice Dog Tournaments

Each team has responsibilities to help out during all Ice Dog Tournaments if they are participating in the tournament. Your individual team will be responsible during their particular level playing time (IE: PW's will cover PW games times)

Those responsibilities are the following, but are not limited to:

- *Man the front desk
- *Registration for the team
- *Be available for answering questions
- *Score Box
- *Time Clock

Charitable Events During Tournaments

It is important to the Ice Dog's organization to continue our generosity this year and we will again participate in several charitable events throughout the season. During all tournaments there will be a different charitable event sponsored. Further information regarding the charities we will support during the 2009 -2010 season will be forthcoming.

Disciplinary

It is expected by the organization that all Ice Dog players and parents always conduct themselves in an appropriate manner when representing our organization. This is outlined in the Code of Conduct which both the players and parents sign at the start of evaluations. In those few unfortunate instances which seem to occur each season, the organization does have a disciplinary committee to address issues. Unfortunately, as team manager you will from time to time have to report up on disciplinary issues. These can be defined as those events or circumstances that occur at a game which are clearly against St. Barnabus standards. For example, participants at the game talking out of turn or in a disrespectful manner to other parents, coaches, referees or players. Below is a brief guideline in the event of an unfortunate situation.

1. Never feel at the time the situation occurs that you are expected to become involved in it.
2. If the situation clearly warrants a call from the disciplinary committee, contact any board member or the head of our disciplinary committee. Contact information is on the website and in the front of this guide.
3. If you are unsure as to whether a situation is one that warrants disciplinary committee attention, ask the head of our disciplinary committee to make that call.
4. You may be asked to provide background around the events that occurred, but will not be expected to participate in discussions with the person under review. The board of directors and the disciplinary committee will handle that for you.

Depending on the situation, the consequences could be a warning from the Board up to a suspension. Not only will situations be addressed within our organization, they may also be reported to the league by referees, rink management or other clubs and this may also result in penalties from the DVHL, including financial penalties to the organization.

The Ice Dogs organization strictly enforces the “48 hour rule” which basic states that no parent should approach a coach with a concern or issue until 48 hours after a game. This essentially allows for a cooling off period should a situation arise, and allows all involved to reflect on the situation and address in a calmer more appropriate manner.

Rules for Parent/Player/Spectator conduct are outlined in the DVHL Bylaws contained in the back of this guide.

Game suspensions

Outlined below and taken directly from the DVHL bylaws are the league rules surrounding penalties that result in the suspensions of players or coaches and how they need to be handled. Please be aware that there is paperwork that needs to be filed with the DVHL when certain suspensions occur and this paperwork is time sensitive and needs to be filed with the league promptly. If you have any situation that either you or your coaches are unsure of how to handle, please contact a board member immediately and they will provide you with appropriate direction.

- ✓ Players receiving 5 or more penalties in one game will incur a one game suspension
- ✓ Head coaches with 15 or more penalties in one game will incur a one game suspension

Rules for Suspended Player and Coaches, Fighting and other Penalties are outlined in the DVHL Bylaws in the back of this guide.

- **The form on the following page should be used to report game misconducts and match penalties. It must be completed and filed with the DVHL within 72 hours of completion of the game.**

DVHL Playoffs

Each year the format of the DVHL playoffs will be determined by the DVHL Board and communicated to all DVHL clubs. This is usually based on the number of teams in a division. Please note that Mite teams do not participate in playoffs. As the season begins to wind down if your team is in playoff contention you will need to start to get some paperwork together. In order for any player to participate in DVHL playoffs, they must have been rostered on that team since December 31st of the season and played in at least one DVHL game. DVHL playoffs are for the A and B levels. At the AA level, teams that qualify will advance directly to the District playoffs. At the A and B levels you need to win your division at the DVHL playoffs in order to advance to the District playoffs. Some important things to remember:

- All coaches that will be on the bench during a DVHL playoff game must show their coaches card when they sign in at the desk prior to the game. This is checked, so it is extremely important that coaches have their card with them. Coaches should always carry their coaching cards as they could be asked to show it at any DVHL game or USA Hockey Tournament.
- All players must sign the score sheet prior to the start of the game, assistant coaches will also need to sign the score sheet prior to the game. The Head Coach will sign the score sheet after the completion of the game.

If your team wins the DVHL playoffs and advances to the District playoffs further information will be provided to you.

End of Year Responsibilities

USA Hockey Patches

For any USA hockey sanctioned game (this would include DVHL games, tournaments and non-league games) that a player participates in, they will have the opportunity to earn a USA Hockey patch. A player has the opportunity to earn a patch for the following:

- Shutout Patch (goalies)
- Playmaker Patch – 3 assists in one game
- Hat Trick Patch – 3 goals in one game

It will be the manager's responsibility after each game to get a copy of the score sheet and see if any of your players have earned one of these patches. If so, you will need to make a copy of the score sheet from that game (both front and back) and keep for your records.

At the end of each season the organization will ask you for a list of all players that have earned patches and a copy of the score sheet for the game in which they earned their patch. Each player can earn one of each type of patch per season. Should you have a player that scores a hat trick in several different games (this applies to playmaker and shutouts as well), they would still only get 1 hat trick patch for the season. One player could however earn one of each type of patch in a given season.

The list of players earning USA Hockey patches for the season will be due to the Board Secretary by February 1.

End of Year Trophies

Every player will receive a personalized trophy at the end of the year provided by the organization. In addition to those trophies, coaches will be asked to name four players to receive the following additional trophies:

- Most Valuable Player
- Best Defensive Player
- Most Improved Player
- Coaches Choice

You will need to provide to the Board Secretary a listing of all of your players and their numbers that should receive the end of year trophies as well as the names and numbers of the players to receive the four additional trophies. **These are due to the Board Secretary by February 1.**

Banquet Funds

The organization provides \$600 to each team to use for an end of year banquet/party of their choice. This money is to be used for this purpose only, not for any other activity (i.e. purchasing extra ice, tournament fees, etc..). Each team is responsible for planning their respective end of year recognition banquet/party. Once the applicable arrangements have been made there are two ways to receive your funds:

- Expenses can be paid for initially by the team manager who will then submit to the Ice Dogs treasurer for reimbursement. Please be sure to keep all receipts to be given to the treasurer when requesting reimbursement.
- Request a check from the treasurer, prior to the event. You will need to provide two weeks advance notice to the treasurer and provide the name of the establishment that the check needs to be made payable to, the amount and the date of the event.

Requests for checks should be made to: icedogstreasurer@verizon.net.

Please be reminded that each team is entitled to no more than \$600. Reimbursements are given in a lump sum.

Miscellaneous

Financial Scholarships

For the 2009-2010 season the Board of Directors of the Ice Dogs has approved the distribution of financial scholarships. The scholarships will work much like the DVHL scholarship program. For every ten letters of interest received one (1) one thousand dollar scholarship will be awarded. The criteria for eligibility of a scholarship is as follows: (1) the player must have been with the Ice Dogs for the three years preceding college enrollment; (2) the player must have maintained a 3.0 or higher grade point average; and (3) the player must submit a letter to the Secretary of the Board of Directors describing his or her accomplishments in high school, post graduation intentions and statement as to why they believe they should be awarded a scholarship. All scholarship letters must be received not later than April 30, 2010.

Mentor Program

We are looking to continue the mentor program this year. We are asking some of the players from the older teams to skate with the younger teams. This gives the opportunity for our coach's to have a player demonstrate skills. It also allows some of the older kids to participate in helping "coach". We may look to more of a team approach this year. A group of players will be assigned to a team. It will then be up to that group of players with work with the coach to set up appropriate coverage. If you are interested in participating, please contact Rose Thomas at rthomas1005@aol.com .