

Siouxland Youth Hockey Association

2008-2009

Travel Team

Coordinators & Treasurers Handbook



This Handbook's Policies and Procedures
approved by Board of Directors
On October 15,2008.

Revised 10-15-08

To our Travel Coordinators and Treasurers:

Thank you for volunteering your time and energy to the Sioux City Junior Musketeers. Your efforts on and off the ice are instrumental in making the season successful for the skaters, coaches and other team parents.

This handbook describes many of your duties and responsibilities. Sample forms are available for you to review, if needed. Our website, www.siouxcityhockey.com, has a "Coordinator's Tools" section on the front page containing a lot of helpful information. You should also visit and be familiar with the www.Tristatehockey.com website. Most of your questions can be answered by visiting these websites and their links.

If you have any questions, feel free to contact the SYHA Treasurer or Secretary. Their names and contact information can be found on the website listed above.

The Board of Directors
Siouxland Youth Hockey Association

Travel Team Management Responsibilities

In addition to at least one coach, each travel team is required to have one individual from the team parents who serves as coordinator and a second parent who serves as treasurer. These positions serve two primary functions: to facilitate communication within the team and to manage the team's finances. It is expected that the individuals assuming these responsibilities be comfortable and accomplished in dealing with others as well as handling money.

The primary duty of the coaching staff is to work with players on the ice. They should not be left to make tournament entries, arrange accommodations, handle finances or communicate schedules to parents. It is the responsibility of the coordinators and treasurers to serve as this conduit between the coaches and parents. All coaches are encouraged to maintain open lines of communication, but off-ice, non-skating issues should be handled to the greatest extent possible by the coordinator. Some Teams may choose to have a Team Manager in addition to the two positions described above. The Manager may handle scheduling, as well as pre-game activities such as checking equipment, filling water bottles, etc.

Travel Team Coordinator Responsibilities

Ice Scheduling

Travel team ice time is open for scheduling on a first-come, first serve basis. Ice time must be booked through the SYHA Scheduler and not directly with the City of Sioux City or CCAT officials. SYHA recognizes that, once the season begins, available ice is a precious commodity. The Board of Directors expects the various travel teams to cooperate in balancing ice usage among different age groups throughout the year.

Ice time, once booked, must be used. SYHA is charged by the City if scheduled ice time is not used. A seven-day cancellation notice is required for us to avoid this charge under our contract with the City if the cancellation is not weather-related. The criteria used for this exception is that for regular activity; i.e., no school, no hockey. If you have ice you are unable to use, please contact the SYHA Scheduler to cancel or trade to another team.

Travel teams are to utilize ice at either the IBP Ice Center or the Tyson Event Center for conducting team practices. No team shall utilize out of town ice for conducting practice without prior authorization from the Board of Directors. SYHA contracts with the City of Sioux City to purchase a minimum number of hours and a team going elsewhere exposes SYHA to pay any minimum ice guaranty not otherwise purchased.

Tournament Booking

The coordinator will work with the coach to select tournament weekends for the team. SYHA is a member of Midwest Hockey League, which for most age groups provides three full weekends of tournament play. These dates and locations are usually set by late October and will be made available to you as soon as possible. It is the policy of SYHA to participate in all Midwest Hockey League tournaments scheduled in the age and skill groups for which we sponsor teams. Do not apply for tournaments which are in conflict with Midwest Hockey League events.

Travel teams shall not participate in tournaments on the Association's annual Pancake Day (**February 28, 2009**) or the Year End House League Championship Tournament weekend, nor schedule any games or practices that conflict with these events. The only exception to this is if a Midwest League event falls on these weekends. Pancake Day is an essential fundraiser for

SYHA, and is our best opportunity to highlight our house league activities. In addition, the Association needs a large number of volunteers on Pancake Day, both skaters and parents, to make the event run smoothly. Travel on Pancake Day diminishes the importance of our house league activity and places the burden of hosting the event on fewer Association parents.

Tournament information is available from a variety of sources. The most common resource is Let's Play Hockey, a Twin Cities publication with a comprehensive listing of activity in Minnesota, North Dakota, and Wisconsin. The SYHA website also lists tournaments as information is received by the webmaster. In scheduling tournaments, it is important to begin early. The better tournaments tend to fill up by late fall.

Travel activity can be expensive. One of the responsibilities of the coordinator is to facilitate a consensus among the parents and coaches as to the number of and distance to tournaments chosen. It is important to balance the needs of all parties in scheduling the year's activity. Please conduct your Parent meeting before booking any tournaments.

Teams may not exceed ten (10) tournaments, including the three (3) Midwest league tournaments and any home tournaments, without prior SYHA Board approval. Hosting tournaments is encouraged. If SYHA is hosting a tournament in your team's age division, participation is mandatory.

Parent Meeting

After teams are selected, and as necessary throughout the year, a parent's meeting should be held to preview the year and insure all questions and issues are brought out in the open. Full and honest communication up front can eliminate potential problems and misunderstandings as the year progresses. The coach should be an integral part of this process.

Topics to cover during the initial meeting with team parents may include, but not be limited to:

- An outline of the year's planned travel events (tournaments required and those available for registration);
- An idea of practice frequency outside of regular SYHA activity;
- An estimate of costs for the year and the billing procedures;
- An explanation from the coach of his/her philosophy regarding playing time, discipline, tournament activity (team meals, lights out times), and other issues.

It is important to confirm with parents their commitment to the proposed program.

Ask them to see you in private to discuss proposed plans that conflict with vacations, religious observances, and other events. There may be financial issues to resolve, and it is up to the coordinator and treasurer to make appropriate arrangements. SYHA expects each team member to pay his/her share of team expenses throughout the year. Travel activity is a team effort and a team expense.

The importance of keeping communication lines open via the parent meeting cannot be overemphasized. An informed parent is a supportive parent!

Motel Reservations

The coordinator is responsible for reserving motel rooms as early as practical. Most tournaments supply room and rate information, and local coordinators may be of assistance in suggesting appropriate facilities. Discuss with your coach whether a motel with a pool is appropriate.

Many motels require a credit card to hold rooms. If you are uncomfortable in using your personal card to guarantee rooms (and SYHA suggests you avoid doing so), ask the motel to hold the rooms under the team name (Sioux City Squirt Gold, for example) for a certain number of days to allow team parents to call with their own credit card number. Insure that this information and deadlines are communicated to the parents in writing on a timely basis.

Monthly Schedule

Each family should receive a monthly schedule showing regular (house league) and travel games and practices. Please prepare as far as possible in advance. In addition to paper copies, an email delivery is encouraged.

Travel Team Forms

Each coordinator should maintain a binder with the following information:

- USA Hockey Team Roster
- Birth Certificates for each player
- Consent to Treat Forms for each player (front and back)
- Copy of all Coaching Cards showing certification

Novelties

Novelty sales are an important part of SYHA revenues and help us maintain low costs compared to other associations.

ALL TEAMS shall contact the Novelty Committee to purchase all novelty items i.e. caps, stocking hats, warm ups, etc and provide to them a right of first refusal before you may purchase from any other vendor and the application of the Jr. Musketeer logo must be done through a novelties approved vendor. This

practice allows group purchasing and volume discounts. Warm-ups or any other Team novelty is up to the parents to purchase and are not mandatory to be part of the Team.

When hosting a tournament, contact the SYHA Novelty Coordinator well in advance of the event to arrange design, availability, etc.

Miscellaneous

Rosters: All travel team rosters shall be forwarded to the league Registrar by October 20.

Roster Changes: All "Gold" level travel teams cannot change their rosters after December 31.

Game/Gross Misconduct Penalties: Each team should keep a supply of official score sheets. Please provide one copy of each completed score sheet to the SYHA Secretary on ALL games if a SYHA player receives a game or match misconduct penalty.

Travel Jerseys: The coordinator is responsible for initial distribution and collection of all travel jerseys fees. All jerseys not handed out shall be returned to SYHA. If not, your team travel account will be billed. Jerseys are to be worn for games only and not for practice or everyday apparel. Players born in even years are to be assigned an even numbered jersey; players born in odd numbered years should be assigned an odd numbered jersey. Jersey will be kept for two years. Do not permit number swapping, as this may cause a conflict in the following year.

All teams are encouraged to review and include in your team notebook:

Midwest League Competition Format and Tournament Weekend
Procedures

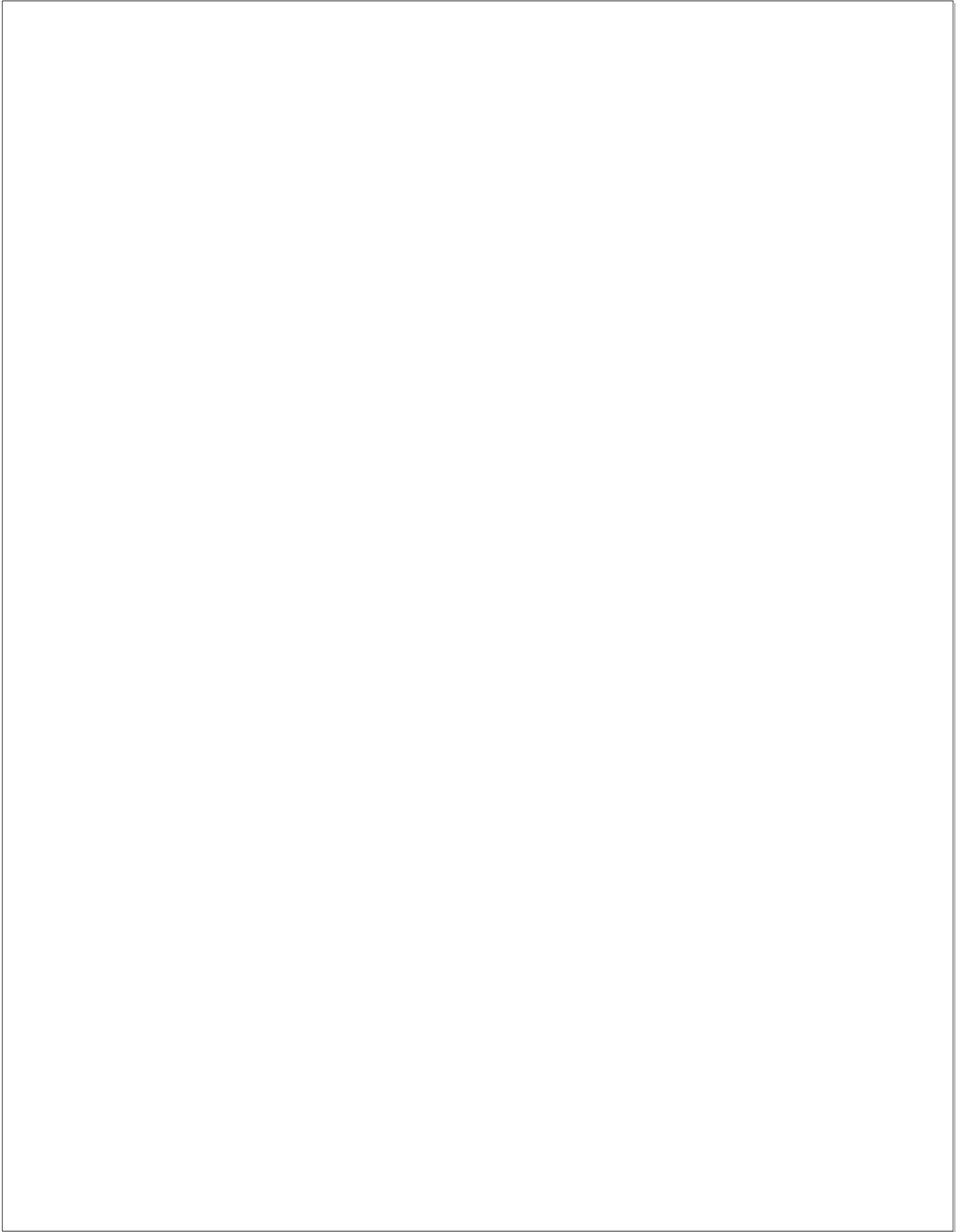
The Midwest League Schedule

Midwest League Officers and Team Contacts

Tri State Officers

SYHA Officers

All League contacts should be made by the SYHA representative. Contact our representative if you have any complaints or questions. Do not contact anyone representing yourself as speaking for SYHA.



Travel Team Treasurer Responsibilities

Team Checkbook

SYHA furnishes each travel team its own checkbook and checking account. Its purpose is to provide a repository for payments received and method to make payment for team expenses and reimbursement to SYHA for advances made on the team's behalf.

When issued, the checkbook will have a balance of \$100 to provide initial working capital. At the end of the season, the checkbook will be returned with a minimum \$100 remaining balance. Amounts returned in excess of \$100 will be placed in the SYHA general fund. No refund checks will be issued to individual families by SYHA – that is the responsibility of the travel team treasurer before the checkbook is turned in.

Bank statements are received monthly by the SYHA treasurer and a copy is forwarded to the team treasurer. SYHA will review expenditures and reserves the right to ask for explanations for any expenditure made.

Don'ts

In order to comply with IRS regulations and Board policies, certain expenditures shall NOT be paid from the team checking account:

- Do NOT pay tournament registration fees from travel team account or by personal checks.
- Do NOT pay referee expenses from travel accounts. SYHA must pay these directly to insure proper tax records.
- Do NOT pay coaches. Travel teams may pay reasonable coaching expenses, but no coach is paid for coaching duties.
- Do NOT permit any skater with a 30-day delinquent account to skate unless approved by the SYHA Treasurer.

Do

In order to help the overall goals of Siouxland Youth Hockey:

- Do help the SYHA Treasurer collect past due and owing monies.
- Do help collect any monies for Christmas green sales and pancake tickets.

The SYHA Board of Directors expects compliance with the above rules. The Board will rescind a team's USA Hockey registration for violation of these rules when the violation is the result of willful action of the coach, coordinator, team treasurer, parents or any combination thereof.

Player Account Records

It is important to maintain clear accounting records for each team member. Accounting software can assist with this task. Manual records can be maintained using individual monthly bills in combination with a master ledger sheet. Please note for your records whether payments are received in cash or by check, along with the date received. These records will be valuable in reconstructing player accounts should questions arise later.

Treasurers are not required to use a standard format for their records. It is expected, however, that the format used be clear, concise and understandable by both parents and SYHA.

Delinquency Reporting

One of the purposes of the parent meeting described earlier is to provide each family with an anticipated cost to each team member. It is important to understand the commitment made to the team and its associated expenses. The Board wishes to avoid financial problems for any team player that may affect the team itself.

The Board expects travel team player accounts to be current within 30 days. Upon receipt of your team statement from SYHA, prepare individual billings as soon as possible. Set a deadline of two weeks for payment. When expenses can be anticipated in advance, do so. You are strongly encouraged to keep billings as prompt as you can – there is nothing more difficult than collecting after the season ends.

Any delinquency of 30 days or more must be reported the SYHA Treasurer. If not resolved to the satisfaction of the SYHA Treasurer, the skater may be restricted from practice or travel activity.

Advance Reimbursement

Payments from the team to SYHA should be made monthly.

Coaching Expenses

While coaches are not paid for their services, they are eligible for reimbursement for expenses associated with travel activity. The SYHA reimbursement policy allows for the following (High School not included):

- Lodging expense at the reasonable and customary rate paid by others at the same hotel/motel;
- Mileage to and from tournament locations at **\$.25** per mile; and
- **\$25.00** per day meal expense for overnight trips.

The above amounts are the maximum permitted without regard for the number of coaches on the team. Co-coaches may split expense reimbursements among themselves by mutual agreement. Assistant coaches are not eligible for expense reimbursement.

Coaches may purchase miscellaneous items for a "travel kit" (extra chin straps, helmet screws, water bottles, a small first aid kit, etc.). These items are eligible for reimbursement. The coach and team treasurer should agree upon the items to be purchased and a price range before purchase.

Mite Travel

No tryouts. Membership shall be by invitation only. No player invitations can be extended before November 15th. Coordinators shall make known this selection process.

No team practice before December 1st.

No friendship games or tournaments before January 1st

Maximum overnight tournaments or friendship games is three (3).

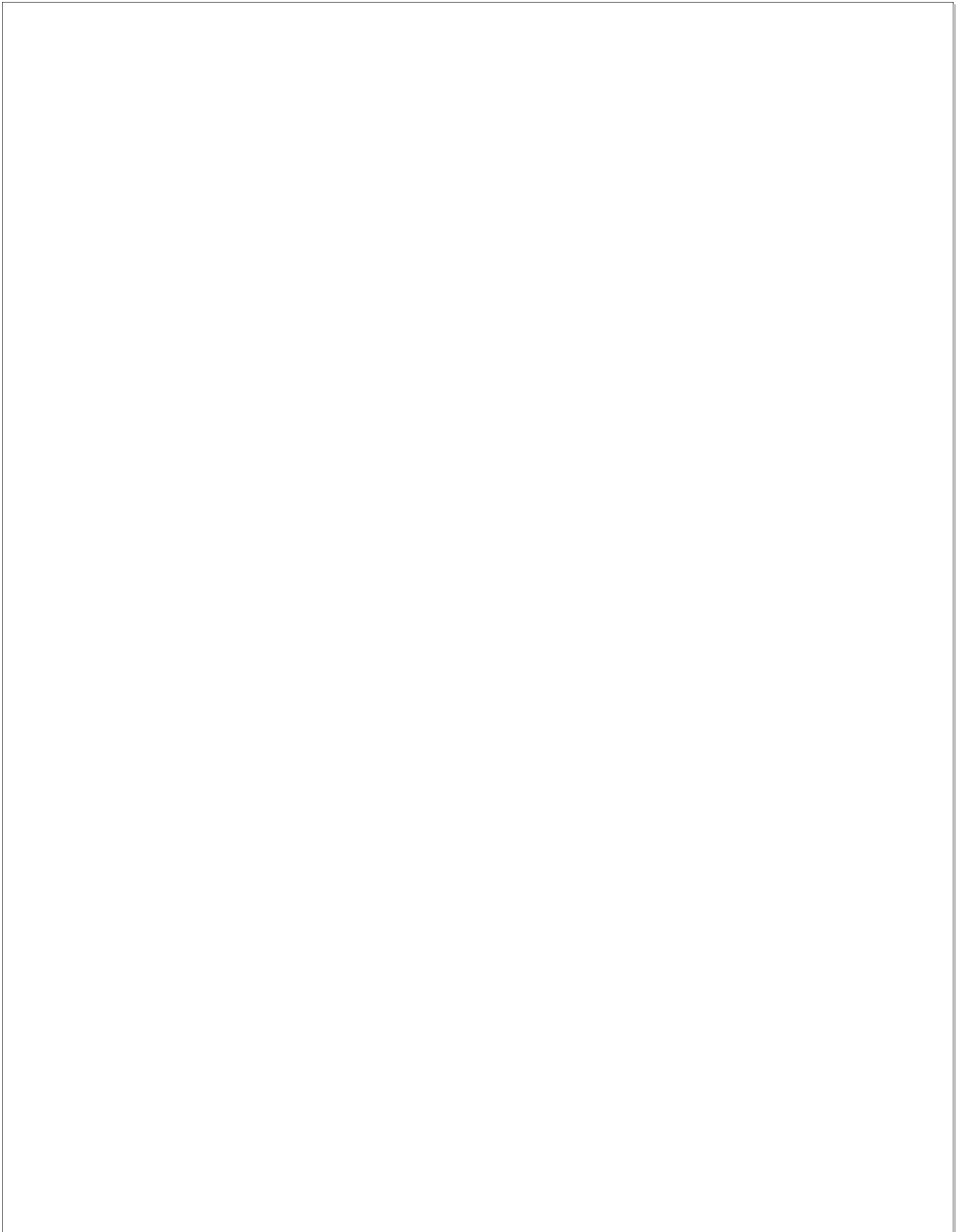
Board approval must be obtained for any games exceeding 16.

Player Moving Up Policy

See SYHA policy on age classification and player placement (Admin-1).

Locker Rooms – Hazing

One coach or two parent representatives are required to be in each locker room while the players are getting dressed. This is a Tri-State risk management policy put in place to control accidents and hazing incidents. This is required for all age groups associated with Siouland Youth Hockey. Please get with your coaching staff and coordinators to set up a schedule to insure this takes place.



**SYHA ESTIMATED EXPENSE RATES
2008-2009**

Ice Time	\$	120/hr 140/hr	Practice Game
Jersey Cost	\$	95 per set	
Travel Socks	\$	13 per pair	
Referee Expense		Varies by Level of Official Assume \$100 per game for budget purposes (games longer than 1.25 hours are subject to additional charges)	

The above expense amounts are subject to change.