

Champlin Park Youth Hockey Association Handbook

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MISSION STATEMENT

Our mission is dedicated to the athletic development, personal growth, and sportsmanship of youth hockey players within the CPYHA. We encourage the development of our players individually as hockey players but just as important, as teammates, teaching them valuable lessons that can be applied long after they leave the rink – leadership, commitment, good sportsmanship, self-discipline, personal growth, hard work, teamwork, and outstanding character. We support this development in all players, regardless of playing ability.

CORE VALUES

- We will promote and display good sportsmanship to all players, coaches, parents, and officials
- We will pursue excellence at the individual, team, and organizational level
- We will maintain a safe and healthy environment for all
- We will promote a fun environment for the players
- We will provide a fair opportunity for all to participate
- We will provide an opportunity to learn basic skills without an over-emphasis on winning
- We will prepare players to have the necessary skill sets for the next higher level of hockey

BOARD OF DIRECTORS – ETHICS POLICY

The CPYHA Board of Directors, elected by the membership of CPYHA, is expected to comply with the following set of rules in relation to the use of information and decisions made at the Board of Directors meetings:

1. No member of the Board of Directors shall knowingly withhold, conceal, or furnish misleading information to any person(s) in the membership regarding issues voted on and passed by the Board of Directors in a regularly scheduled meeting, Special Board of Directors meeting, or Executive Committee meeting.
2. No member of the Board of Directors shall directly or indirectly use CPYHA funds, equipment, supplies or other resources or their position as a member of the Board of Directors for personal benefit.
3. On behalf of CPYHA, no member of the Board of Directors will directly or indirectly offer to pay, promise to pay, or make a payment from CPYHA funds to any supplier(s) without approval.
4. No member of the Board of Directors will use any CPYHA funds or assets for any unlawful or improper purchases or establish undisclosed or unrecorded funds or assets.
5. No member of the Board of Directors will knowingly make false or misleading entries in the books and records of CPYHA. This includes, but is not limited to, operating reports, journal vouchers, request for special payment vouchers, invoices, etc.
6. No member of the Board of Directors shall offer or grant preferential treatment to any member or member's son or daughter or to his/her own son or daughter during traveling tryouts or anytime during the said member's term on the Board of Directors.
7. In any situation where there is any possibility of conflict of interest, unethical conduct or of the appearance of such, the Board of Directors member is expected to immediately disclose the facts to the President of the CPYHA Board of Directors in the presence of at least one other member of the Board of Directors.

CODE OF CONDUCT

CPYHA will maintain a Player Code of Conduct, Coaches Code of Conduct and Parent/Spectator Code of Conduct consistent with USA Hockey and the Zero Tolerance Policy. Codes of Conduct will be posted on the CPYHA website and required as part of the CPYHA registration process.

Zero Tolerance Policy:

All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

Players

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

- 1) Openly disputes or argues any decision by an official.
- 2) Taunts or incites an opponent.
- 3) Visually creates a disturbance during the game.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Coaches

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

- 1) Openly disputes or argues any decision by an official.
- 2) Uses obscene, profane, or abusive language to anyone at any time.
- 3) Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

In addition, any player/coach who uses language that is hateful or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized under Rule 601(e.3) resulting in a match penalty. Such behavior is reprehensible and has absolutely no place in our game. The offender shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or Junior League.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial, and constructive manner always. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

Officials are strongly encouraged to introduce themselves to the coaches prior to the game to establish a basis of mutual respect and to facilitate/define in-game communication.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents/Spectators

Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.

The game will be stopped by game officials when parents/ spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/ spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violators may be subject to

further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

- 1) Use of obscene, profane, or abusive language to anyone at any time.
- 2) Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- 3) Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

USA Hockey strongly recommends that each local youth hockey registered team designate a volunteer to serve as a parent/spectator monitor during all team games. This monitor will, ideally, address inappropriate spectator behavior prior to the situation escalating to the point it has an impact on the game. This designated monitor shall have the full support of the youth hockey association and the arena management to remove any spectator in violation of the Zero Tolerance Policy.

Administrators

Administrators are the key to building a positive, growing, and safe USA Hockey community. Create a culture that is:

- 1) Welcoming
- 2) Protected
- 3) Respected
- 4) Connected
- 5) Valued

Administrators are responsible for enforcing the rules and policies established and approved by USA Hockey, their Affiliate, and their Association or Club. This includes taking disciplinary action, as deemed appropriate, towards any parent/spectator removed from a game because of a violation of the Zero Tolerance Policy.

This handbook is subject to change with CPYHA board approval (simple majority). Please refer to the CPYHA website for the most recent copy.

GRIEVANCE PROCEDURE

The following outlines the steps in the CPYHA grievance process for player, coaches & parents' concerns:

1. It is recommended that there should be a 24-hour "cooling off" period before any grievance is formally filed unless child safety or well-being is at risk. If the waiting period has been met, contact can be made with the respective coach or parent(s) for the purpose of trying to resolve the dispute.
2. Any person(s) with a grievance not previously resolved in a personal conversation with the parties involved, shall present a signed, dated letter to the Traveling or House Director as appropriate. The Traveling or House Director will acknowledge receipt within 24 hours, review/investigate issue in a timely fashion and will contact the parties to set-up a meeting convenient for all to resolve the issue within 7 days. The Traveling or House Director shall keep notes as a record of this meeting and any applicable communication.
3. If no resolution is achieved during the meeting in Step 2, the Traveling or House Director shall request the CPYHA President to appoint one (1) member of the Board of Directors (appointed on a case-by-case basis to avoid conflict of interest) to act as mediator to hear the issue and determine a resolution. The mediator shall contact the Traveling or House Director, Head Coach, Team Manager, and person(s) initiating the grievance to set-up a meeting convenient for all. The mediator

shall keep notes as record of this meeting.

4. All notes from any step of the grievance procedure shall have copies forwarded to the Traveling or House Director. Any resolution reached at any step of the Grievance Procedure will be considered final.
5. Any party may begin a grievance procedure against any player, coach, or parent by providing a signed and dated letter to the parent and requesting a meeting. A grievance initiated by this party will follow the normal grievance process.
6. The entire grievance procedure shall be completed within fifteen (15) days.

The following outlines the steps in the CPYHA grievance process for Executive Committees/Association Members:

1. Any Committee Director or Association Member(s) with a grievance toward a Committee Member(s), or any Committee Member(s) or Association Member(s) with a grievance toward a Committee Director, shall present a signed, dated letter to the member(s) or Director. The member(s) or Director shall respond by setting up a meeting with the person(s) presenting the grievance at a time convenient for both (all).
2. If no resolution is achieved in Step 1, the issue is directed to the Board of Directors. One Board member (appointed on a case-by-case basis to avoid conflict of interest) shall contact the parties and set-up a meeting convenient to all and shall act as an arbitrator to hear the issue and determine a resolution.
3. If no resolution is achieved, a meeting shall be set-up with the parties involved and the entire Board of Directors to determine a resolution.
4. The entire grievance procedure shall be completed within fifteen (15) days

FEES/REFUNDS

Fees

The following fees will be incurred:

1. USA Hockey and MN Hockey Fees – Age 7 and older
2. Mite Advance Fee – Advance A & B Mites, 8U girls may be assessed an additional fee
3. Fundraising Fees – mandatory fundraisers. ALL teams.
 - a. Raffle Tickets- Board Members, Assistant Treasurer and any Mini Rebels that move to Mites in the middle of the season do not partake in the raffle.
 - b. ***For traveling teams there are other OPTIONAL fundraisers available that a player can participate in to reduce the cost of ice bills, i.e., wreaths, butter braid and pizzas.
4. Registration Fee – Fee to register. ALL teams.
5. Traveling teams' fees will be set at a fixed cost and vary by team based upon the level and prior year expenses. The initial bill will be sent after team formations for the full season amount, with an installment option to auto draft in 5 monthly installments (Oct, Nov, Dec, Jan, Feb). Players electing to participate in the optional fundraisers should select the installment plan to allow credits to be applied to future auto draft payments. Fundraising credits for Wreaths will be applied to the December auto draft, Pizza/Butter Braids to the February auto draft.
6. Team Slush Fund – ANY team
 - a. Amount determined by coaches and manager.
 - b. Used to fund any incidentals on team such as: referees for scrimmages, socks, door posters, team party, coaches' gifts, etc.

Fee refunds

Fee refunds will be made on the following basis only:

Mites – exception base refund with Board approval with the understanding that raffle tickets are

required to be returned or expenses covered. Volunteer hours will be waived if exception is approved.

USA Hockey and MN Hockey Fees

Nonrefundable

Fundraising Fees

Refunds shall only be given for a player who is no longer a member of CPYHA because CPYHA does not have a traveling or house team on which they can play.

This applies to raffle tickets too.

Registration Fees

Fees only refunded if there is no team for the player.

Travel Ice Bills

Refunds shall only be considered for players who are permanently removed from their team for any of the following reasons:

- Player waived from CPYHA
- Player moves out of the Minnesota Hockey defined boundaries for CPYHA and leaves the team
- Player is unable to participate because CPYHA does not have a team for them
- See below for Illness/Injury

For a player who has been assigned to a team and is leaving the CPYHA for one of the reasons outlined above, and wishes to receive a refund, the player must submit a letter signed and dated by the player and parent/guardian to his/her team manager stating his/her intent to leave the team permanently. Player will incur his/her proportional ice cost up to the date the letter is received, or the player ceases to take the ice with his/her team, whichever is later. Travel Team Ice Bill fees can be refunded once all player/team costs have been satisfied. When a player leaves it not only has an impact on the association, but it also directly impacts the cost of hockey for the other players on the team as the total team cost is now split across fewer players. Therefore, if a player decides to leave CPYHA for a reason NOT outlined above, refunds will not be issued, and team fees/ice bills are expected to be paid in full each month.

- Refer to the CPYHA website regarding hardship policies.
- If a family is not in good standing with the association regarding bills, all players part of that family will not be able to participate in any on or off ice activities until all outstanding bills have been paid in full.
 - This rule applies into future seasons.

Injury or Illness

- In the event of injury or illness that sidelines a player for the remainder of the season, ice bills are still expected to be paid in full each month.

Waivers

- Communicate to the President and Registration Director all requested player waivers. Waivers will only be communicated to other parties on an as needed basis. (i.e., special terms on approved waiver).
- Discretionary waivers must be submitted to Hockey Operations for approval.

MOVE-UP POLICY

All Girl Program Move-Up Policies will follow the co-op agreement.

Grade Move-Up Option: CPYHA has established a plan, which considers moving up in the Youth Program. For the player that is not eligible for the level of their “peer grade” per the birthdate parameters, they will have the opportunity to play up a level should they choose. A player move up will not be considered if this will place the roster size outside of D10's 2/3rd's rule requirement. This affects young, aged players relative to their grade as follows:

Player not eligible (per birth date) for	But entering
Mites	1 st Grade
Squirts	4 th Grade
Peewees	6 th Grade
Bantams	8 th Grade

These players will have the opportunity to move-up a level, should they choose. Once they have chosen to skate at that level, they will have to stay in the pool they have selected. A player electing this option will be allowed only two years at each level, however; a player can petition for a 3rd year at level after they have moved up with their grade. Traveling committee would review petition and provide recommendation to the Board who would vote on it.

This policy is designed to socially help players in the younger levels and to better prepare the older players for High School age options by having the opportunity to play two years of Bantams before tenth grade.

Conversely, CPYHA will not allow players to “play down” a level.

Administrative Move-Up Option: Traveling and House Committee will coordinate if a player is eligible to move to a higher level to fill team short falls. This would be considered on a case-by-case basis. Any offer to move up would be based on tryout results with the top player receiving first offer. This offer would have to be approved by the player and parents. Once player has moved up, they cannot move back.

Exceptional Player Move-Up: An exceptional player may skate at a higher age level if all the following criteria have been met:

- The individual played at the "AA/A" traveling level the previous year.
- Has received a written recommendation from the player's "AA/A" coach to skate at a higher level.
- The request is approved by the level coordinators (past years level coordinator and current years coordinator), along with Traveling Director
- **The request is approved by the CPYHA Board of Directors**

If all criteria have been met before player registration closes for the upcoming season, then a player will be allowed to tryout at a higher level. Under this provision, an exceptional skater must make the top team to play at a level above their age group. If a player fails to make the top team, the player will play at the level the player played last year. An exception to this provision is Mites to Squirts. If the Mite player has previously played two years in Advanced Mites (“A” or “B” teams), the player is eligible to move up to any team at the Squirt level.

TRAVELING POLICIES

Both boys' and girls' teams unless stated differently in current co-op agreement

Team Structure

Each traveling team will have:

- All Coaches must be rostered with one designated as the Head Coach
- Head Coach will select a Manager and/or Treasurer
- Head Coaches will be chosen each year by the Coaching Selection Committee which is a part of CPYHA Hockey Operations
- Assistant Coaches will be selected by the head coach. Approval of assistance coach is needed by Coaching Selection Committee prior to assistant coach being added to roster.
- All coaches must be registered through USA Hockey with an Individual Membership Registration (IMR), a background check and safe sport training completed, before participation with on ice activities begins.
- All Coaches must comply with the USA Hockey Coaching Education Program and all other applicable rules & regulations.
- The Traveling Director and level coordinators will determine the number of players rostered on each traveling team. Where appropriate, input from the coaches will be solicited. Each team size will vary by level, based on registration numbers and must meet D10 team size requirements or have prior approval from District Director. Team sizes will be sent for Board approval prior to tryouts.

Tryouts / Evaluations

- The Traveling Committee will be selected by the Traveling Director with approval of the Board of Directors. The Traveling Committee will appoint tryout evaluators at each level.
- A CPYHA Board member will be in attendance at every tryout/evaluation and will be present at all times when scores are being entered by traveling committee members. CPYHA Board members may not have any conflicts of interest when present.
- Individuals will be independent outside evaluators, association and/or non-association members with no conflict of interest (i.e., son/daughter or close relative) to any participants trying out at the specific level of evaluation.
- If the "A" Coach has been selected and has no conflict of interest (i.e., son/daughter or close relative), he/she can be an evaluator at that level.
- Any evaluator substitutions must be approved by the Traveling Director.
- Evaluators may converse during the tryout process but are required to reach their own independent evaluation. At the option of the evaluators and/or paid coaching staff with Traveling committee approval, skaters may be excused from the tryout process.
 - This would be used when a skater's skills are clearly above their peers.
 - It will prevent that skater from dominating their ice shifts and will allow the evaluators a better look at the rest of the group.
 - The following provisions will apply:
 - All evaluators must agree on each skater excused and be approved by the Traveling Director or his/her designated representative.
 - No more than ten skaters can be excused from the tryout process at any one level.
- Girls may try out and play on any youth team for which they are age eligible.
- Boys are not allowed to play on a girls' team.

- Traveling players may not tryout for more than one level.
- Traveling Committee will contact all House players to fill open try out positions.
 - If not enough legal age Squirts/10U players sign up to fill the teams, underage players (Squirt/10U age next year) can fill the teams by how they place in tryouts, any additional underage players will be cut to the House Program.

Locker Room Monitors

- **ALL LOCKER ROOM MONITORS MUST COMPLETE USA HOCKEY VOLUNTEER OR COACH REQUIREMENTS AND REGISTER THROUGH CPYHA VOLUNTEER/COACH REGISTRATION.**
- Locker room monitors need to be in locker rooms before/after all games/practices. This can be a coach or an approved locker room monitor.
- Typically, players will not be allowed in locker rooms more than 30 minutes prior (to be determined by coaching staff).
- **CELL PHONES ARE NOT ALLOWED IN LOCKER ROOMS AT ANY LEVEL. D10 PHONE/CAMERA PENALTIES WILL BE ENFORCED.**
- All traveling players are expected to get themselves ready for practices and games.

Team Meeting / Rules

All teams are required to hold a coaches, player and parents meeting before October 31st to review and attest to the following listed below. The Traveling Committee recommends that similar meetings be held by January 5th, and at season end. At the reasonable request by any parent and/or coach, additional meetings shall be conducted as needed.

- Players, parents, coaches, managers responsibilities
- Ice Arena policies
- Team Supplies
- Team discipline
- Attendance
- Tournaments
- Team iPad for scoring / Game sheet. \$100 team deposit from slush to cover if lost, stolen, damaged.
- Minnesota Hockey substance abuse
- Conduct and Zero Tolerance policies
- Review all CPYHA By-Laws and Handbook
- Review team's expectations for the season
- Subject to CPYHA By-Laws and Handbook, the coach(es) shall have control of all on ice team decisions.
- Team decisions with financial implications shall require a two thirds (2/3) majority vote of all parents with players on the team (one vote per player).
- The coach(es) cannot arbitrarily make independent decisions where the decision will require additional out-of-pocket expenses for the players.

Playing Time

The purpose of CPYHA's traveling program is to develop the skills of individual players, to promote a winning attitude, teach teamwork and team play in a competitive setting, and prepare players for high school level hockey.

- Coaches are expected to utilize players fairly throughout the season as practical as possible while striving to be competitive.

- To aid in skills development and further hockey knowledge, all Junior Gold, Bantam, Peewee, Girls 15U, and Girls 12U teams will have the option to use power play and penalty kill units.
- All Squirt and Girls 10U teams will not be allowed to use power play and penalty kill units. Coaches of these teams must adequately cover the necessary skills and specific knowledge required for this aspect of the game at practice and during game situations.
- Coaches of the Junior Gold, Bantam A, B1, Peewee A, Girls 15U, and 12U A, have discretion on playing time during the third period.
- Goalies will rotate, but in critical situations the coach may use discretion, and over the course of the season the goalies should play approximately the same amount of time.
- At the Junior Gold, Bantam, Girls 15U levels, goalies must play at least 35% of game/scrimmage time.
- In tournaments, except for Junior Gold, Bantam and Girls 15U, District, Regional and State Tournaments, each goalie must play at least one game. Coaches should use discretion when utilizing these options and ensure exposure and fairness to all players by having several units and developing other units/players during scrimmages and/or practice sessions.

Except as otherwise noted above, all players are entitled to equal play over the course of the season provided they demonstrate the following behavior:

- Positive team-oriented attitude
- Strong work ethic at practice and games
- Exhibits the willingness to learn

Coaches may reduce playing time for players who do not demonstrate these three qualities and are required to communicate with the player to correct the problem.

Player Behavior

The use, consumption, or possession of mood-altering chemicals, regardless of quantity, is expressly prohibited during the entire playing season. Included are: (1) beverages containing alcohol, (2) tobacco (including chewing tobacco), (3) controlled substance defined by law as drugs (including marijuana), and (4) buying, selling, or giving away controlled substances. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by the player's physician. Any violations of this policy will follow penalties as outlined in the Minnesota Hockey Handbook. All players are to abide by the CPYHA Code of Conduct (appendix ee). Players, coaches and/or parents/spectators who use unsportsmanlike conduct will be disciplined per the "Code of Conduct" policy set by the Board of Directors, Zero Tolerance policy, District 10 policy, or Minnesota Hockey Handbook. No teams shall have Social Media accounts representing CPYHA. Following USAH and SafeSport regulations, reporting bullying, harassment and abuse is required by all CPYHA members. CPYHA will work in partnership with our regulating bodies when SafeSport violations occur to determine penalty. Any prior year discipline for player behavior may carry over into the following years based on D10 hearing/consequences, SafeSport investigation/consequences and the severity of the incident.

Development of players' individual, as well as team skills/behavior is important and a specific requirement of the Association. To that end, the Traveling Committee will ensure that Head Coaches provide each player with an overall season review. A player's strengths as well as developmental areas should be covered. The season end review should be performed / completed no later than February 28th.

Additional Rules

- The Traveling Committee, with Board of Directors approval, may suspend, dismiss, or reassign any Head Coach, Assistant Coach, Manager, player, or parent/spectator for disciplinary reasons or other just cause.

- Squirt/10U teams should follow D10 Hockey guidelines for number of games allowed.
- This includes scrimmages, tournaments, and district games in the Minnesota Hockey defined hockey season (including season ending district playoff tournaments).

Tournaments

Traveling Boys Tournament Policy

All boys travel teams (with exceptions noted below) will be allowed to register for up to three tournaments a season with one being out of town.

Exceptions:

- Bantam AA/A teams to be allowed to register for up to five tournaments a season, minimum one out of town. Every effort given to keep out of town tournaments to a minimum. Effort to also include competitiveness, cost management, location, and history.
- Peewee AA/A teams to be allowed to register for up to four tournaments a season, minimum one out of town. Every effort given to keep out of town tournaments to a minimum. Effort to also include competitiveness, cost management, location, and history.

Any additional tournaments, beyond what is listed above, must be approved by 2/3 majority of all parents on that team (one vote per player) and then petitioned to their level coordinator.

Once approved by level coordinator, the board of directors must sign off. Priority before additional tournaments to include, but not limited to district games and CPYHA owned ice. For any reason a substitute tournament is needed, the team will work with their level coordinator on finding a replacement.

A request to cancel a scheduled tournament will need a team 2/3 majority vote then sent to the level coordinator for review with final approval from the board of directors.

Equipment

CPYHA mandatory equipment shall be always worn (games and practices) as well as tryouts and Mite skills

PLAYER mandatory equipment is as follows:

- Jerseys
 - First year traveling players provided with two jerseys to keep after tryouts. Jerseys needed after that must be purchased through the Equipment Coordinator. New jerseys are provided to all traveling players every five years.
 - Mites / 8U – will be given one jersey to keep
- Socks
- Helmet: Full facemask (HECC certified), plastic helmet ear guards. Boys traveling specific: Navy helmet recommended.
- Shoulder Pads
- Elbow Pads
- Shin Pads
- Protective Cup (Boys)/Pelvic Protector (Girls)
- Hockey Gloves
- Tethered colored mouth guard (non-clear) (Mouth guard must always be properly worn on the ice)
- Breezers

- Hockey Stick
- Ice Skates
- Neck Guard

GOALIE mandatory equipment is as follows:

- Jerseys – same as PLAYERS above
- Helmet: Full facemask (HECC certified)
- Protective Cup (Boys)/Pelvic Protector (Girls)
- Throat Protector
- Colored mouth guard (non-clear) (Mouth guard must always be properly worn on the ice)
- Goalie Breezers
- Goalie Stick
- Goalie Chest Protector, Pads and Gloves
- Ice Skates
- Neck Guard

CPYHA Jersey Policies:

Boys Traveling:

Jersey sets are owned by each players family. (Set is defined as home-white, away-navy, pair of socks) Each summer CPYHA will hold sizing event at Champlin Athletic to fit new players and returning players replacements as needed. Should compete by July 1st yearly. Players will be given 3 options for numbers of their choosing, following the odd/even numbering system, as listed below. There is to be no deviation for any reason at all from this numbering system. Numbers are only one or two digits, numbers not allowed: 00, 0, 66, 69, 99. Sock set will be included in original purchase from association. Additional socks will be available to purchase. Association to purchase one pair of socks for each player yearly. Additional stock will be held by association for late/new/missed players. Jerseys distributed post tryouts.

Current Jersey Cycle:

Year #1: 2023-24 Season – Jersey sets purchased by association for all players. 2nd year player per level = odd numbers. 1st year player per level = even number.

Year #2: 2024-25 Season – Jersey sets purchased for new/incoming players. 2nd year player per level = even number. 1st year player per level = odd numbers.

Year #3: 2025-26 Season - Jersey sets purchased for new/incoming players. 2nd year player per level = odd number. 1st year player per level = even numbers.

Year #4: 2026-27 Season - Jersey sets purchased for new/incoming players. 2nd year player per level = even number. 1st year player per level = odd numbers.

Year #5: 2027-28 Season – Cycle restarts. Jerseys are redesigned if wanted. Jersey sets purchased by association for all players. 2nd year player per level = odd numbers. 1st year player per level = even number.

Girls Traveling:

This is dictated by the current co-op agreement.

Jersey sets are owned by each players family. (Set is defined as home-white, away-navy, pair of socks) Each summer CPYHA will hold sizing event at Champlin Athletic to fit new players and returning players replacements as needed. Should compete by July 1st yearly. Players will be given 3 options for numbers of their choosing, following the odd/even numbering system, as listed below. There is to be no deviation

for any reason at all from this numbering system. Numbers are only one or two digits, numbers not allowed: 00, 0, 66, 69, 99. Sock set will be included in original purchase from association. Additional socks will be available to purchase. Association to purchase one pair of socks for each player yearly. Additional stock will be held by association for late/new/missed players. Jerseys distributed post tryouts.

Current Jersey Cycle:

Year #1: 2023-24 Season – Jersey sets purchased by association for all players. 2nd year player per level = even numbers. 1st year player per level = odd number.

Year #2: 2024-25 Season – Jersey sets purchased for new/incoming players. 2nd year player per level = odd number. 1st year player per level = even numbers.

Year #3: 2025-26 Season - Jersey sets purchased for new/incoming players. 2nd year player per level = even number. 1st year player per level = odd numbers.

Year #4: 2026-27 Season - Jersey sets purchased for new/incoming players. 2nd year player per level = odd number. 1st year player per level = even numbers.

Year #5: 2027-28 Season – Cycle restarts. Jerseys are redesigned if wanted. Jersey sets purchased by association for all players. 2nd year player per level = even numbers. 1st year player per level = odd number.

Alternate/Third Traveling Jersey:

Only top Bantam teams are allowed to create a “third” or “alternate” jersey for their season. The jersey must be funded by fundraising or a sponsor. The alternate jersey design must be approved by the CPYHA Board of Directors before purchasing. The color theme must be consistent with CPYHA. Jerseys must comply with District 10 and Minnesota Hockey. D10 arm patch and stop sign on back upper shoulder. For artwork and available vendors, contact Equipment Coordinator.

Practice Jerseys:

Not provided by association. Per team to decide if needed/wanted at team expense. Logos should comply with current/past CPYHA artwork. During CPYHA events, blank jerseys and CPYHA logoed jerseys only are highly recommended. AAA teams, camps, etc. should be avoided.

Traveling Tryout Jerseys:

During traveling tryouts each player will receive a reversible tryout jersey for the length of tryouts. At the end of tryouts, players are to return jersey to tryout staff at front table. Any missing jerseys or damaged beyond normal game wear/tear, equipment coordinator will send CPYHA treasurer request to bill player family \$100 per jersey.

Acceptable matching tryout socks include: Standard CP socks, standard girls co-op socks, all navy, all white, all black, all gray.

Mite/8U:

Mite director and equipment manager yearly secure jerseys and socks for all mite teams at association expense. Each mite is issued one jersey and one set of matching socks. Mite A and 8UA teams will be issued home and away jersey sets with coordinating socks (Mite B/8UB per discretion of mite director). If mite program is sponsored, sponsors are added appropriately to jerseys. D10 and stop sign patches are not required.

Helmet Stickers:

CP and current co-op team helmet stickers kits are available to purchase at Champlin Athletic. The only stickers allowed on helmets are Board approved logos. AAA stickers, etc. must be removed prior to tryouts.

Minnesota Hockey (D10) patched jerseys cannot be worn in a non-sanctioned MNH events

BANNER POLICY

CPYHA in cooperation with the City of Champlin have agreed to hang banners celebrating accomplishments of the CPYHA teams in the Ice Forum at Champlin.

Teams that accomplish any of the following achievements will be placed on a consolidated banner each of the following categories:

- District 10-League Champions (only for those levels that keep Official League Standings)
- District 10-Tournament Champions
- Metro Hockey League- League Champions (Junior Gold A, Junior Gold B and Youth 16U)
- Minnesota Hockey State Tournament Participant

Teams will be awarded individual banners when they accomplish one of the following achievements:

- Minnesota Hockey Regional Tournament 1st, 2nd or 3rd Place (excluding any Regional Tournament that does not have a 1st, 2nd, or 3rd Place designation, such as Junior Gold A, Junior Gold B and Youth 16U)
- Minnesota Hockey State Tournament 1st, 2nd or 3rd Place

At the end of a season, the CPYHA Traveling Director shall provide the CPYHA Board of Directors a list of all the accomplishments of the teams at every level of play. An appointed board member will facilitate the ordering of new banners and updating of existing banners according to the CPYHA Banner Award Policy. All banners will be hung in cooperation of the staff at the Ice Forum at Champlin. Each banner will follow the same design, color scheme etc. as to match the other banners. As banners are filled the CPYHA Board along with the staff of the Ice Forum at Champlin will decide when to replace or add additional banners.

VOLUNTEER POLICY

All Board members, committee members and CPYHA volunteers must obtain and complete USAH hockey volunteer membership requirements. This includes a free membership, background check to be completed every two years and SafeSport to be completed yearly. Volunteers who do not meet these requirements will not be allowed to serve their assigned role or be rewarded dibs hours as allocated below. Deadlines to complete these requirements will be communicated by the Registration Director(s).

Each family has a minimum number of hours for their volunteer commitment. Any Mini Rebels that move up to Mites after 12/31 will not be required to complete volunteer hours.

A family with one player must complete a minimum of 10 hours each season. The 10-hour commitment must be comprised of the following (a minimum of 4 hours must be completed in concessions, 6 hours may be used in other roles/committees or other "qualifying" opportunities)

A family with two or more players must complete a minimum of 20 hours each season. The 20-hour commitment must be comprised of the following (a minimum of 8 hours must be completed in concessions; 12 hours may be used in other roles/committees or other "qualifying" opportunities).

"General volunteering" hours may include, but not limited to:

Tryouts, committees, tournaments, Mite **Mayhem**, **End of Season celebration** event or other "approved" opportunities.

Team managers can assign tasks to families on their team that offer support to the team. Team managers are allowed to assign up to 6 hours per team. This could be split between multiple families. These tasks do not include: game clock, penalty box, scorebook or locker room monitor.

Volunteer Hours Buyout Cost

During registration a family may have listed the desire to "buyout" of their volunteer hours. A BUYOUT option will be available at registration. Volunteer buyout is an additional \$500 payment added to registration.

If a family chooses to "buy-out" of volunteer hours, they will STILL be required to participate in team tasks such as:

- Game clock
- Penalty box
- Scorebook
- Locker room

Player Deposit Check

All Association members (including Hockey Ops and Board Members) are required to pay a \$500 deposit fee per skater. These checks will be held by the Board Treasurer and destroyed at the end of the season if ALL volunteer hours are fulfilled, equipment returned and traveling monthly ice bill payments are paid in full. If all requirements are not completed in full, your check will be cashed.

- **Traveling volunteer checks are to be turned in at tryouts.** House volunteer checks are to be turned in by 11/15. Checks will be made out to CPYHA. **Families that do not turn in a volunteer check may be subject to not participating in team activities until check is collected.**

Checks will be destroyed IF:

- Volunteer commitments are fulfilled (i.e., all hours completed in correct categories list above)
- Equipment is returned
- Ice Bills are paid in full

Checks will be cashed IF:

- Volunteer commitments are incomplete
- Equipment is not returned
- Ice Bills are outstanding (i.e., balances are unpaid)

Each family is responsible for reporting and tracking their volunteer hours.

*If any of the assigned team roles are split between 2 people, the hours will be split accordingly.

Opportunities that DO NOT qualify:

Game tasks do not qualify toward volunteer hour requirements. All families are expected to share these roles equally on a team.

If there are further questions about volunteering, please feel free to contact cpyhadibs@gmail.com

Open positions for all roles will be posted as needed and between March and April board meetings.

All Board members, Directors, Coordinators, and all other volunteers must remain in good standing (financial, behavior, volunteer hours, etc.) with CPYHA to remain in current role.

Volunteers that do not complete their designated tasks as assigned may not receive their volunteer hours as stated in the chart below.

*For exempt, concession hours required positions: 1 player families will have 6 hours waived and 2 or more player families will have 12 hours waived.

*For exempt, including concession positions: 1 player families will have all 10 hours waived and 2 or more player families will have all 20 hours waived.

Board Members	Volunteer hours
President	Exempt, including concessions
Vice President	Exempt, including concessions
Secretary	Exempt, including concessions
Treasurer	Exempt, including concessions
Member at Large	Exempt, including concessions
Gambling Manager	Paid- no volunteer hours required
President Emeritus	6 hours
<i>*Board members will receive up to two registrations. President Emeritus and Assistant Treasurer receive one for their volunteer service.</i>	
Hockey Ops Positions	Volunteer hours
Traveling Directors (Boys & Girls)	Exempt, including concessions
Mite Director	Exempt, including concessions
Mite/8U Coordinators (Boys & Girls)	Exempt, including concessions
Hockey Development Coordinator	Exempt, including concessions
Goalie Coordinator (Boys & Girls)	Exempt, including concessions
Traveling Coach Coordinator (Boys & Girls)	Exempt, including concessions
Equipment Coordinator (Boys & Girls)	Exempt, including concessions
Traveling Committee Level Coordinators(Boys & Girls)	Exempt, including concessions
Committee Positions	Volunteer hours
Assistant Treasurer	Exempt, including concessions
Communications Coordinator	Exempt, including concessions
Concessions Director	Paid - no volunteer hours required
CP Booster Coordinator	Exempt, concession hours required
End of Season Celebration Coordinator	Exempt, concession hours required
Girls Classic Tournament Coordinator	Exempt, concession hours required
House Ice Scheduler	Exempt, including concessions
Ice Scheduler	Paid - no volunteer hours required
Manager Coordinator (House & Travel)	Exempt, concession hours required

Mini Rebels Coordinator	Exempt, including concessions
Mite/8U Group Leads	Exempt, including concessions
Mite Mayhem Coordinators	Exempt, including concessions
Pizza/Butter Braid Coordinator	Exempt, concession hours required
Raffle Tickets Coordinator	Exempt, including concessions
Recruitment Coordinator	Exempt, concession hours required
Referee Coordinator	Exempt, including concessions
Registration & Safety Director	Paid - no volunteer hours required
Registration Coordinator	Paid - no volunteer hours required
Social Media Coordinator	Exempt, concession hours required
Sponsorship Coordinator	Exempt, concession hours required
Thanksgiving Tournament Coordinator	Exempt, including concessions
Traveling Team Tournament Coordinator (Boys&Girls)	Exempt, including concessions
Volunteer Coordinator	Exempt, including concessions
Webmaster	Paid - no volunteer hours required
Wreath Coordinator	Exempt, concession hours required
Team Role	Volunteer hours
Head Coach (maximum 1 per team)	Exempt, including concessions
Assistant Coach (maximum 4 per team)	6 hours, concession hours required
Team Manager (maximum 1 per team)	6 hours, concession hours required
Team Scrimmage Coordinator	6 hours, concession hours required
Team Treasurer	6 hours, concession hours required

DIRECTORS / COMMITTEES

The following director positions and committees have been approved by the CPYHA Board of Directors. Refer also to the CPYHA by-laws section 13.1 for additional information on committees/directors.

Boys Traveling Director

Leads boys traveling committee and is ultimately responsible for all youth boys traveling teams (Squirt-Bantam) within CPYHA. Main point of contact between CPYHA Board/Board Liaison and Hockey Operations Personnel (Hockey Development **Coordinator**, Goalie **Coordinator**, **Traveling Committee Level Coordinators**, Coaching Coordinator and Equipment Coordinator) on all hockey matters.

Primary Duties:

- Works with Registrar and level coordinators to determine number of teams and size of teams
- Works with level coordinators to determine level of play at each level (AA/A, B1, B2 & C)
- Along with level coordinators, responsible for handling grievance process during hockey season, including:
 - Player grievances
 - Parent grievances
 - Coach grievances
- Member of coach selection committee
- Along with level coordinators, responsible for determining preliminary number of skaters/teams each spring to assist with registering traveling teams for their respective tournaments
- Responsible for tryout planning and scheduling, which includes evaluator selection
- Manages and oversees entire tryout process for Boys traveling program with the help of the tryout committee
- Ensures a meeting with all head coaches and assistant coaches is held to review the applicable policies and CPYHA By-Laws before October 31st of each year.

- Ensures each team (Coaches, Players & Parents) meet in the beginning of the season to discuss expectations for the upcoming season, along with reviewing player and parent code of conduct
- Review and update traveling policies in the CPYHA Handbook and bring changes to the CPYHA Board of Directors for approval.
- Along with level coordinators and coach coordinators, works with CPYHA Registration Director to validate all traveling team rosters each season
- Provide input and work with Player Development **Coordinator** in developing player and coach development plans
- Collaborate with Equipment **Coordinator** and Player Development **Coordinator** to ensure equipment needs of association are met
- Approves tournament selections by level coordinators prior to providing selections to Tournament **Coordinator**
- Constantly evaluates all facets of CPYHA hockey operations for ways to improve overall hockey experience for all stakeholders within the association
- Work with Coaching Coordinator and Hockey Development **Coordinator** to ensure coaches have everything necessary to run a successful hockey season

Girls Traveling Director

Leads girls traveling committee and is ultimately responsible for all youth girls traveling teams within CPYHA. Main point of contact between CPYHA Board/Board Liaison on all hockey matters.

Primary Duties:

- Responsible for all girls traveling hockey teams within the CPYHA organization
- Will work with the Boys' Traveling Director/Hockey Operations to perform all functions related to the girls' traveling teams
- Duties include, but are not limited to:
 - coordination and oversight of the tryout process for all girls traveling levels; including sourcing independent evaluators
 - recruitment, selection, and supervision of coaches for all girls' traveling teams
 - In conjunction with the Executive Board, act as an arbitrator in any matter concerning the players, parents, and coaches of the girls' traveling teams
 - Apply the rules and regulations of USA Hockey, Minnesota Hockey District 10, and the CPYHA policies and procedures
 - Assist the Ice Scheduler with game and practice scheduling
 - Monitor the performance of all girls' traveling teams
 - Provide regular feedback and assistance to the head coaches throughout the season
 - Shall oversee the conduct of all parents, coaches and players participating in the Girls traveling program. If the Girls Traveling Director finds any conduct inconsistent with the policies of this organization or finds that coaches are not adhering to coaching standards or coaching policies established by the Board of Directors, he/she shall have, with concurrence of the Executive Board, the responsibility of communicating the agreed upon appropriate disciplinary action to the offending party.

Mite Director

The Mite Director role shall oversee all elements of the Mite/**8U** program including assistance with the direction of Mini Rebels program. The Mite Director will work with the Mite Committee to focus on assisting coaches on player development at each level of the Mite program.

Primary Duties:

- Attend/submit updates for monthly board meetings (attempt to attend as many as possible).
- Attend/update board at the annual board meeting at end of season (attendance mandatory)
- Manage Mite/**8U** program, coaches and ice scheduling for all practices and games throughout season

- Work with other District 10 Mite/8U Directors to schedule all games outside of association for season
- Lead/participate in the Mite Committee to ensure we are growing the program and following CPYHA/D10/MN Hockey standards
- Recruit/retain, grow the Mite/8U Committee, as well as the Mite/8U coaches
- Place all Mite/8U players at the appropriate levels and ensure the appropriate number of skaters are built out on teams. Lead coaches at each level can also assist with this process.
- Conduct parent meeting at beginning of season for each Mite/8U level
- Conduct preseason/early season coaches meeting for all Mite/8U coaches
- Identify and name lead coach at each level to assist with the day-to-day tasks of each Mite/8U level
- Meet with and address any parent concerns regarding Mite/8U season
- Order jerseys and socks for Mite/8U Season
- Sign up/coordinate early season Mite and 8U tournament participation
- Work with the Mite **Mayhem** committee lead to make sure event is scheduled appropriately
- Work with House Manager coordinator on communications to be sent out, weather (outdoor ice) cancellations and any other miscellaneous tasks that may come up in season
- Support Mini Rebel program in any way possible
- Work with Recruitment **Coordinator** to assist in the recruitment of more youth hockey players for future seasons
- Assist with the training of replacement Director at the end of term served

Mite/8U Coordinator

The **Mite/8U Coordinator** role shall oversee all elements of the **Mite/8U** program. The **Coordinator** will work with the **Mite Director** to focus on assisting coaches on player development at each level of the **Mite/8U** program.

Primary Duties:

- Attend monthly board meetings or submit updates for Mite Director to report-out
- Attend/update board at the annual board meeting at end of season (attendance mandatory)
- Manage **Mite/8U** program, coaches, and coordinate with **co-op** Directors for ice scheduling for all practices and games throughout season
- Work with other District 10 **Mite/8U** directors and CP **Mite** Director to schedule all games outside of association for season
- Participate in the 8U/House Committee to ensure we are growing the program and following CPYHA/Co-op/D10/MN Hockey standards
- Recruit/retain, grow the **Mite/8U** Committee, as well as the **Mite/8U** coaches
- Place all **Mite/8U** players at the appropriate levels and ensure the appropriate number of skaters are built out on teams. Lead coaches at each level can also assist with this process.
- Conduct parent meeting at beginning of season for each **Mite/8U** level
- Conduct preseason/early season coaches meeting for all **Mite/8U** coaches
- Identify and name lead coach at each level to assist with the day-to-day tasks of each **Mite/8U** level
- Meet with and address any parent concerns regarding **Mite/8U** season
- Work with **Mite** Director to order jerseys and socks for **Mite/8U** Season
- Sign up/coordinate with **Mite** Director on early season **Mite/8U** tournament participation
- Work with the Mite **Mayhem** committee lead to make sure event is scheduled appropriately
- Work with House Manager coordinator on communications to be sent out, weather (outdoor ice) cancellations and any other miscellaneous tasks that may come up in season
- Support Mini Rebel program in any way possible
- Work with Recruitment **Coordinator** to assist in the recruitment of more youth hockey players for future seasons
- Assist with the training of replacement at the end of term served

- Assist/Support Booster Coordinator for Mite/8U on Ice at High School Games
- Assist/Support Booster Coordinator with New Year's Day game between HS teams and the Final Year Mites/8U

Other individuals to work with:

- CPYHA President and board Liaison, Ice Scheduler, Mite Mayhem committee lead, Mite Director, Mite/8U coaches, Hockey Development coordinator

Hockey Development Coordinator

In charge of hockey development program (traveling boys/girls and mites). Oversees the training and development of all CPYHA players and coaches.

Primary Duties:

- Guiding the player development across the traveling (boys/girls) and mite/8u levels within CPYHA
- Take the lead on organizing and coordinating all skill development programming within CPYHA; this includes Fall Clinics, Spring Clinics, Breakfast Club, and Monday Night Skills.
- Coordinate and collaborate with CPYHA Ice Scheduler regarding available ice to utilize / plan for Clinics, Breakfast Club, and Monday Night Skills
- Take the lead on off-ice player development programming (training room resources, age level programming options)
- Lead coaching development programming and communicate with association coaches (training, best practices, education materials)
- Collaborate with key hockey operations group stakeholders leveraging others experience and perspective for the best interest of CPYHA players, coaches, and families
- Lead organization of traveling season coach's kick-off meeting
- Manage and organize CPYHA hockey development resources while securing budget for any incremental investments to support CPYHA players and coaches
- Collaborate with Mite Director on optimal mite / 8u player development programming
- Develop age / level specific skills expectations, that are communicated to coaches, that are aligned with USA Hockey ADM
- Assist with facilitating boys traveling tryouts as part of tryout committee
- As needed, will form hockey development sub-committee from members comprised of Traveling Committee

Goalie Coordinator

In charge of the entire goalie program (traveling boys/girls and mites). Oversees the training and development of all CPYHA goalies. Also, oversees all goalie equipment needs.

Member of traveling and mite committees. Works jointly with hockey directors on placement and development of goalies. Works with directors during tryout/evaluation processes as they are defined.

Primary Duties:

Yearly works to secure:

- Goalie Development Subcontractor
 - In charge of on and off ice skill development of goalies in season
 - Contract reviewed by traveling operations and approved by board of directors
- Traveling Tryout Evaluators
 - In charge of evaluating and recommendation of placement of CPYHA traveling goalies
 - Contract reviewed by traveling operations and approved by board of directors
- Clinics
 - Work with hockey development director in holding off season clinics (summer, fall, etc.)
 - Could be part of goalie development subcontractor

Goalie equipment inventory:

- Keep inventory list of equipment
- Clean equipment
- Provide mite equipment to intermediate, advanced, and 8U mite level
- Provide equipment as need to all traveling levels
- Provide equipment for off-season training to goalies
 - \$150 deposit required
- Make recommendations to board of directors for equipment purchases

Traveling Coach Coordinator

Primary Duties:

- Traveling committee member in charge of notifying coaches of policies, meetings, etc.
- Coordinates with registration director that all traveling coaches complete their trainings/certifications.
- Chair of Coaches Selection Committee for the placement of traveling coaching staffs under the guidance of the traveling directors with direct input from each level coordinator.
- Works with traveling directors and treasurer to notify paid coaching staffs of yearly compensation and reimbursements.
- Handles communication to coaches from association, D10 and Minnesota Hockey, etc.
- Handles advertising for open coaching positions as determined by traveling directors and level coordinators.
- In charge of setting up interviews for open coaching positions. Panel set by traveling directors and coordinators.
- Coordinates end of season coaches' evaluations each season and shares summary feedback with coaches and traveling directors
- Maintain Coaches resources on CPYHA website
- Works with level coordinators to help identify possibly coaching candidates for those teams that do not have paid coaching help.
- Member of tryout committee and will assist in coordinating coaches at the end of tryouts for those boys traveling teams that do not have a paid coach

Equipment Coordinator

Oversees the equipment (non-goalie) needs of CPYHA. Role is part of the hockey operations with direct responsibilities to the hockey directors. Works with the hockey directors and coaches to make sure they have the equipment needed for their team's season.

Hockey equipment includes but not limited to pucks, nets, and training aids. Oversees the CPYHA equipment and exercise room at the Champlin Ice Forum with the hockey development director.

This role is to keep inventory and make requests to the board of directors for equipment purchases.

Also oversees:

- Jerseys
 - Oversees the jerseys needs of all levels. Administers jerseys to teams/players as defined in the jersey policy. Makes yearly recommendations to board of directors for replacements.
- Apparel
 - Works with vendors to have apparel shopping carts to association at (or close to) start of their seasons. Board of Directors to approve logos yearly.
- Banners
 - Works with traveling directors on banners to be added yearly per the CPYHA banner policy.

- Coordinates with Champlin Ice Forum staff to have banners hung yearly during off season

Traveling Committee Level Coordinators

Each level **for boys** (SQT, PW, BTM) will have a lead coordinator and assistant coordinator. Ideally the lead coordinator will have a second-year player (at coordinators level) and will train in the assistant coordinator that has a first-year player (at coordinators level). Assistant coordinator will roll into lead coordinator. **Each level for girls (10U, 12U, 15U) will have one level coordinator.**

Works under the traveling directors, goalie directors, development director. Oversees their level from tryouts throughout the winter hockey season and off-season.

Directly working with directors for their level:

- Contributing member to Traveling Committee
- Assist with facilitating boys/girls traveling tryouts as part of tryout committee
- Coordinates tryout groups
- Evaluator score reporting
- Roster and staff selection
- Level of play recommendations
- Set tournaments (for coordinators level) for tournament coordinator
- In season will be first contact for teams (Players, Parents, or coaches) for any issues that can't be resolved at team level.
- Set team/level beginning of season meeting to review player/parent code of conduct

Assist hockey development with player and coach development programs as needed

Assistant Treasurer

Position Summary

The Assistant Treasurer supports the Treasurer in managing the financial operations of the youth hockey association. This position helps ensure accurate financial recordkeeping, timely transaction processing, budget compliance, and transparent financial reporting. The Assistant Treasurer works closely with the Treasurer, Board of Directors, and association committees to maintain the financial integrity of CPYHA.

Primary Duties:

- Assist with maintaining accurate financial records and accounting systems.
- Assist with accounts payable functions, including invoice review and payment processing.
- Help reconcile bank accounts, credit card statements, and financial records.
- Maintain organized financial documentation and records in accordance with association policies.
- Assist the Treasurer in preparing monthly and annual financial reports for the Board of Directors.
- Help monitor actual revenues and expenses against approved budgets.
- Support preparation of the annual operating budget.
- Coordinate with registrars regarding player fees, payment plans, and outstanding balances.
- Assist with tracking tournament fees, special event revenues, and expenses.
- Maintain confidentiality of financial and personal information.
- Support implementation of internal controls and financial best practices.
- Attend board meetings and provide financial updates if requested.
- Perform other financial and administrative duties as assigned by the Treasurer or Board of Directors.
- Basic knowledge of bookkeeping, accounting, budgeting, or financial management.
- Proficiency with spreadsheets and financial software.

- Serve as a backup to the Treasurer when needed.
- Serve as Treasurer until next election of Treasurer, if Treasurer is unable to complete their term.

Communications Coordinator

The Communication **Coordinator** role is to communicate any information from Committee members and the CPYHA families through email and newsletters.

Primary Duties:

Send out communications via email (through **Crossbar**) to specific groups or the whole association based on requests from other committee members. Create a bi-weekly newsletter by gathering topics from committee members and distributing to association members.

Email Requests/Newsletter Topics:

- Tryouts/Updates
- COVID Updates
- Mini Rebel Registrations
- Volunteering Opportunities/DIBS
- Fundraising Updates
- Picture Information
- Playoff Updates
- **Mite Mayhem**
- **End of Season Celebration**
- Developmental Opportunities
- Sponsor Highlights

Concessions Director

The Concessions Director is responsible for all aspects of running the concession stand.

Primary Duties:

- Procurement of inventory
- Ensuring the cleanliness of the facility
- Stocking and ensuring proper inventory rotation
- Minor repairs (as needed)
- Cash management and making deposits

Ensuring staffing levels are appropriate for games, youth tournaments, and other games. This involves working with volunteering committee to create DIBS shifts.

CP Booster Coordinator

We are collectively working to create one “Rebel Culture” that players buy into at the youth level and carry with them to high school.

Primary Duties:

- Mites and 8U on Ice at High School Games
- We target all our Mite and 8U teams to be able to play on ice during the first intermission of a high school game. This position works with the House Manager and House Coaches to schedule which teams play when, as well as run the game day event (getting the kids on and off the ice timely).
- High School Mentor Program – work with Booster Club Board Liaisons in rolling out mentor program (one or two high school players assigned to participate in practices with each of our youth teams).
- New Year’s Day Game – All final year Mites and 8U have an opportunity to play against the high school boys’ and girls’ team. This event is traditionally held on New Year’s Day with a pizza party afterward. This role assists in the planning and game day activities of the event.
- Work with Booster Club Liaisons and CPYHA Ice Scheduler for getting event scheduled.

- Assist with scheduling referees
- Continue/strengthen the ongoing partnership between the organizations:
- Annual Budget – work with the Booster Board Liaisons to identify potential capital or operating initiatives to partner on from a budget/cost standpoint. Examples of past partnership include locker room and arena improvements.
- Work with the Liaisons on opportunities to keep the HS players engaged with our youth program. Examples include having them volunteer with the Youth Heggie's Pizza and/or Wreath Fundraiser.
- Schedule Youth Night(s) at high school games and work with Booster Board Liaisons and House Coaches/Manager to have fun activities such as players available for signing posters.
- Work with Sponsorship director to provide youth players free admission to HS games. In the past, a Sponsor has paid a fixed fee to purchase two free tickets for every youth player before the HS season.
- Identify opportunities for HS players/team to participate in the Mite **Mayhem**. Examples of past participation include having HS players referee the Advanced through Intermediate Games that weekend.
- Junior Gold – work with HS coach and youth board to determine in summer whether there is a possibility of having strong enough numbers to field a Junior Gold team.
- If so, identify whether there are enough numbers at Goalie and potential coaching candidates.
- If not, assist with coordinating and communicating options (online resource page with either Co-Op or waiver options) to those who are not playing high school.
- Other potential opportunities to coordinate:
- Social event between HS head coaches and youth coaches to kick off season
- Clinic (on or off ice) between HS head coach and key youth (Bantam) coaches. Key idea is to get Bantam coaches to understand key drills, philosophies to make a more efficient transition from Bantam to HS
- Provide Year End Report to Board

End of Season Celebration Coordinator

The **End of Season Celebration Coordinator** role is to create an event to celebrate our athletes. Typically, this can be in the form of a banquet type event, or party type event at a venue chosen by this person. There typically is a small budget for this event and should be presented and approved by the CPYHA Board of directors in advance.

Primary Duties:

- Recruit a committee of 3-4 additional members to be on committee
- Meet in person at least 1-2 times prior to our scheduled event
- Reach out to small businesses in our community for donations to help offset the cost of **the celebration**. This can be to cover cost of the event as well as items for drawings/prizes.
- Plan an **End of Season Celebration** event
 - Locations
 - **Since 2020, have** rented out Urban Air
 - Recruit people to work the event
 - Leads and committee members
 - Others – (if needed) put in DIBS

Girls Classic Tournament Coordinator

Works with the Anoka Tournament Director to help facilitate the tournament during the weekend their team is playing. Only eligible for individuals who have teams participating in the tournament.

Primary Duties

- Assist with check in
- Assist with coordination of volunteers, referees & EMTs during that weekend.
- Run Scoreboard, Clock & Game Sheet where there are gaps in coverage.

House Ice Scheduler

The Mite/8U Ice Scheduler is responsible for the schedule and maintenance of all Mini Rebels, Mites, and 8U games and practices. This individual will partner closely with the Mite Director, CPYHA Ice Scheduler, Mite Boys Coordinator and 8U Coordinator (which may include ice schedulers for Anoka and Coon Rapids) for the procurement of ice time from local facilities to support ice time of the Mini Rebel, Mites and 8U programs. In this role you are a representative of the CPYHA association working in the best interest of the entire organization.

Responsibilities:

- Attend District 10 scheduling meeting in the fall
- Develop and manage the Mini Rebel/Mite/8U practice and game schedule in partnership with the Mite Director
- Maintain positive relationship and contact with ice schedulers from Champlin, Anoka, & Coon Rapids
- Has overall responsibility for scheduling team practices and D10 games
- Maintains data on ice touches and games throughout the season
- Work closely with various mite leader and schedulers throughout D10 to organize games
- Partner with ice schedulers to ensure ice posted to each respective team accurately
- Verify on CPYHA website and opposing association website that schedules are accurately tracked

Ice Scheduler

The role of the ice scheduler is to maintain and update a master schedule for the entire CPYHA organization. Additionally, the ice scheduler will act as a liaison between the CPYHA and the arena managers. This role is a paid position within CPYHA due to its complexity and time requirement.

Primary Duties:

- The process usually begins in April/May. A meeting is scheduled with CIF Arena manager and HS coaches to review ice for the upcoming season at the Champlin Ice Forum.
 - Following this meeting, the arena manager will send via email the initial ice allotment for CPYHA (both fall ice and in season ice).
 - Around this same time, usually via email, the arena manager at BPCAC will send over his initial ice allotment for CPYHA at Brooklyn Park.
 - From here the ice scheduler will review, analyze, and negotiate back and forth with each respective arena manager to determine the correct number of hours CPYHA desires for the upcoming season (typically based on number of teams).
 - Once the ice scheduler has analyzed, reviewed, negotiated, and has a "final" draft, it would then be brought to the board for review and approval.
- Once final ice allotments for the fall have been established, the ice scheduler will work with Player Development and/or Hockey Operations (and HS coaches) to put together and publish a Fall Clinics Schedule which will be published on the association website.
- Similarly, once the in-season ice allotments are finalized, the ice scheduler will work with Hockey Operations to put together a tryout schedule and publish to the association website.
- After tryouts are completed and teams are formed, the ice scheduler will begin assigning ice to teams to utilize for practices, scrimmages, and games, taking into consideration tournaments that have already been scheduled. It is expected to maintain a relatively equal amount of ice slots per team, including "late" ice for any 12U/Pee Wee, 15U/Bantam, Jr. Gold level teams.
 - Ice can be assigned manually, utilizing an ice draft, use of ice scheduling software or any combination.
- Ice Scheduler will consult with hockey operations on each levels ice needs and how sharing of ice is structured.
- Typically, in early October, District 10 will coordinate a game scheduling process with all association ice schedulers. It is expected that the ice scheduler will prepare for this process as needed and required by D10.

- Once the traveling game scheduling process is complete, D10 games will be updated on team calendars.
- Throughout the season the ice scheduler will be responsible for ensuring team calendars are updated and accurate with daily/weekly changes which are typically communicated by the team manager, scrimmage coordinator, or coach.
- On a monthly basis, the ice scheduler should reconcile all hours billed from arena managers to the association, as well as share detailed ice usage by team to the association treasurer to be used in team billing (if necessary)
- The ice scheduler is expected to try and utilize all hours of ice and sell any unused hours if possible.
- Lastly, the ice scheduler is expected to attend monthly board meetings and provide updates on ice scheduling to the board, as well as provide an annual summary to the board.

Additional Ad hoc emails, tasks, reports, etc. will need to be managed frequently

House Manager Coordinator

This position is responsible for making sure each House team has a manager, the manager has the tools they need to do a good job for their team, being available for questions during the season from managers and help find answers, send out communications to the managers as needed, and coordinate the end of the season tasks.

Primary Duties:

Tasks:

- Complete all necessary trainings and background checks for yourself.
- Update the [CPYHA Website: Traveling Manager Page](#) with any updated Manager Information (details for the coming season, first meeting date, etc.).
 - Reach out to the webmaster if in need of Admin Access
 - Coordinate info with House Manager Coordinator
- Once the teams are formed, reach out to individual coaches and/or teams to recruit managers
- Email all managers with a “welcome” and a reminder of the meeting date and time.
- Keep on top of communication throughout the season.

Meetings:

- Manager Welcome Meeting
 - Schedule for after teams are formed but before the season kicks off
 - Hand out iPads, answer questions, and make sure the managers have what they need for the season.
- Attend CPYHA Board Meetings
 - It is super helpful to be “in the know” to be able to better communicate important information to managers.

Other Responsibilities:

- Check your email often/ create an email account specific to the coordinator role. The one that is already created is: cpyha.mgr.coordinator@gmail.com
- Regular emails to managers about relevant items/details. Check in to make sure they are up and running
- Work with other committees (i.e., **End of Season Celebration, Mite Mayhem**) to communicate to managers/teams.

Traveling Manager Coordinator

This position is responsible for making sure each Traveling team has a manager, the manager has the tools they need to do a good job for their team, being available for questions during the season from managers and help find answers, send out communications to the managers as needed, and coordinate the end of the season tasks.

Primary Duties:

Tasks:

- Complete all necessary trainings and background checks for yourself.
- Update the [CPYHA Website: Traveling Manager Page](#) with any updated Manager Information (details for the coming season, first meeting date, etc.).
 - Reach out to the webmaster if in need of Admin Access
 - Coordinate info with House Manager Coordinator
- Once the teams are formed, reach out to individual coaches and/or teams to recruit managers
- Email all managers with a “welcome” and a reminder of the meeting date and time.
- Keep on top of communication throughout the season.

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- Regular emails to managers about relevant items/details. Check in to make sure they are up and running
- Work with other committees (i.e., **End of Season Celebration**) to communicate to managers/teams.

Mini Rebels Coordinator

The Mini Rebels coordinator will oversee and manage the Mini Rebels program for the association to ensure the program is successful and the young skaters have the best experience possible.

Primary Duties:

- Attend/submit updates for monthly board meetings (attempt to attend as many as possible).
- Attend/update board at the annual board meeting at end of season (attendance mandatory)
- Coordinate Mini Rebels schedule with Mite Director and Ice Scheduler prior to season
- Work with registrar and webmaster on registrations for program
- Work with Mite Director on ordering proper number of jerseys for season
- Work with Recruitment Coordinator/social media to help promote the Mini Rebel program and recruit skaters for program
- Work with Mite **Mayhem** Coordinators to ensure Mini Rebels have program slot for Mite **Mayhem**
- Work with the on-ice lead to ensure the on-ice program is running
- Distribute jerseys at beginning of Mini Rebel season to participants
- Answer any questions that families and prospective families have regarding Mini Rebels program

Mite/8U Group Leads

There will be four Mite Group Leaders: Advanced (Mite A and B), Intermediate (C), Rookie (D), and Girls (8U). The Group Leaders will:

- Be responsible for preparing practice plans and coordinating practices throughout both the October Core Skills and the regular Mite season.
 - We have templates available from USAH for this.
 - If you are absent for a session, you are responsible for finding an alternate leader to take this responsibility on
- Participate as members of the Mite Committee
- Identify players that should move up or down throughout the October Core Skills sessions
- Assist with coordinating the Core Skills Assessment (for the Advanced Level) at the end of

- October and providing feedback for A/B team assignments
- Assist with formulating teams at each level.
 - On the boys side, the top players will play on the A team. Any B, C, or D teams will be evenly split
 - On the girls side, it will depend on numbers and how many teams are formed at each level
 - Team assignments will need to take into account an even number of coaches, managers, skill levels, and friend requests.
- The Mite Group Leaders will ideally have co-leaders at each level to assist as a primary backup for practices.
- Assist with any game-day activities (scheduling referees, assuring adequate coaches/clock attendees, etc).
- Delegating and assigning coaches to setup and remove boards, pads, and other equipment for games and practices.
- Coordinate with the boys and girls Mite directors on any parent concerns, disciplinary actions, etc.
- Coordinate with head coaches on goalie pads and rotating goalie assignments for practices and games
- Assist with pre-season Mite parent meetings and field questions throughout the season.
- Work with Mite Directors on any issues that arise throughout the season
- Assist with coordinating coaches for outdoor and mid-week ice to ensure adequate coach coverage at all practices
- Boys: Coordinate the Mites on ice during high school games (assign locker rooms, ensure adequate coach and parent assistance on and during play, etc).
- Girls: Coordinate flag bearers or any other High school game activities
- Assist with notifications of cancellations or schedule changes (mostly outdoor ice cancellations).

Mite Mayhem Coordinator

Position includes all aspects of running the season ending Mite Mayhem tournament.

Primary Duties:

Duties include but not limited to the following:

- Design Mite Mayhem Logo
- Work with Mite Coordinator to obtain final schedule and teams
- Contact and coordinate with outside teams for rosters/ information for program
- Create and order mite player year end water bottles, t-shirts, and medals
- Work with Sponsorship Coordinator for vendor logos as needed for various items including program, t-shirts, signage and more.
- Organize team silent auction for Mite Mayhem Weekend
- Organize outside vendors for Mite Mayhem weekend.
- Work with Team managers/ coordinator for party head counts, silent auction baskets and Mite Mayhem t-shirt orders
- Create Locker room and party room assignments for Mite Mayhem weekend
- Monitor CPJamboree@gmail.com account
- Coordinate tournament activities for Coaches Game including mite raffles, drawings, and games
- Create and submit all dibs volunteer hours for weekend of Mite Mayhem (outside of committee members)
- Coordinate all weekends activities including- Chuck A Puck, Raffles, silent auction, and team parties
- Work with Mini Rebels Coordinator to setup any final practice details including prizes or medals

Pizza/Butter Braid Coordinator

Primary Duties:

Pizza and Butter Braid order process:

1. Ordering. We will set up the online store for the sellers. This personal link can be shared with friends and family. All orders taken online are paid for by credit card thus no book work for those orders for the group. Paper forms are available for the seller to use. They would collect money, made payable to them and then they would enter the order into the online store using their person credit card. There is no check to be turned at the end of the sale.
2. Pick up day. Orders are sorted by seller. We like to arrive 30-45 minutes before you plan to have people show up so we can get set up. We line everything up by number and I have reports for you showing the seller names and id number. The process is very easy and makes pick up very quick. People come into the forum and provide their name, there is a master list with everyone's order, and we provide the volunteers the number and we give them all the boxes with the corresponding number. Volunteers can also provide help getting boxes into cars.
3. Sales timeline: The store can be opened in late November with final sales the first week in January. Delivery/pick up will be the last week in January.
4. Pizzas are \$13 - \$14 each and pastries are \$15 for any flavor. The seller is earning 40% of any item sold.

Raffle Tickets Coordinator

Primary Duties:

Late July-early August

- find a printer/contact printer for timeframe, cost, ticket requirements
- design and create raffle tickets (with all info to meet state gambling guidelines); get proof ready and approved, numbered, packs of 10 stapled
- determine drawing location, date, time
- work with printer on timing and number of tickets needed, approximate numbers list from registration-

September

- need to have all info on number of players, board member names/players (for player exempt/buyout list)
- work with registration to get full lists, this will be multiple times after registration deadline to create lists of all participating players at all levels, list of exempt/buyout
- after lists are requested from registration, re-sort create master spreadsheet lists of buyouts and eligible raffle players (must keep for audit purposes), spreadsheets for full info with address/parent contact info, create assigned ticket master lists
- create master lists alpha sorted for audit tracking (player name assigned to exact ticket numbers)
- purchase envelopes, labels, printer ink

Sept/October (depending on tryouts – players need to be assigned a team)

- determine turn in date for tickets/process
- create mail merge label list with player name, level of play/team, ticket numbers are assigned to their name
- envelope project with name labels, instruction labels, and placing correct tickets in envelope per player keeping in alpha order for next step
- project of team sorting, need to get team lists, sort out all envelopes by team for traveling distribution, pull all mite level names in alpha order for later distribution
- contact Mite director/mite manager coordinator for plan on their dates for practices to determine a date for mite distribution

- contact traveling manager coordinator for meeting dates to distribute tickets to managers
- create manager signature forms
- create mite player lists/forms for pick up/parent signatures
- attend meetings, explain the raffle tickets and process, multiple email communications/instructions

October/November

- mite level ticket distribution dates
- mite level follow up, there are always many families that miss pick up times, multiple emails
- additional tickets issued for late players; determine a last date for issuing tickets

December

- turn in date for players; worked well to turn into managers for traveling teams
- managers turn in date/location
- email communication to all players not turned in
- email to managers for missing players
- account for all ticket stubs and checks returned and document via spreadsheet per player, check number written
- calculate number of players and money due to balance out money owed to conduct raffle
- all tickets must either be paid for or returned unused (if player isn't playing, other, etc.)

January

- finish collecting player checks that did not return
- verify all items for raffle date
- overview spreadsheet numbers to verify we have all final \$ owed by players otherwise must pull those tickets, etc....
- separate all staple raffle tickets for loose tickets for the drawing
- conduct drawing; 2 or more present for drawing, documenting winners
- post winners on website
- create spreadsheet of all ticket winner info: names, address, phone
- contact winners for missing information
- provide list to gambling manager/audit/MN Gaming
- review all final totals
- create raffle reports

February

- checks mailed out to winners
- review all final totals
- create raffle reports
- send info to MN Gaming for review answer questions

March

- follow up
- pack up current year documents, ticket stubs for storage
- final reports to board

Recruitment Coordinator

The recruitment coordinator will oversee all recruitment activities for the hockey association with focus on recruiting new hockey players for the association.

Primary Duties:

- Attend/submit updates for monthly board meetings (attempt to attend as many as possible).
- Attend/update board at the annual board meeting at end of season (attendance mandatory)

- Key point of contact and coordinator for any CPYHA initiative that involves recruitment of new players to the organization.
- Coordinate events within CPYHA boundaries to recruit additional members to join CPYHA, this includes but is not limited to city events, school events, and other youth sports events.
- Manage the outdoor signage promoting CPYHA hockey and registration for season
- Coordinate all print, social posts, messaging around recruitment for CPYHA season
- Manage and promote Try Hockey for Free Events, when applicable.
- Responsible for ordering CPYHA signage as it relates to recruitment and replacing of signage at end of each season.

Referee Coordinator

Responsible for recruiting and retaining officials (traveling boys and girls players) to be utilized for Mite and 8U games at CIF and BP ice arenas. Also responsible for communicating clearly across Mite Directors, Mite Ice Scheduler, Players/Parents, Board, Hockey Operations, and D10 Supervisor of Officials.

- Recruit and retain Mite / 8U officials through communicating with association membership via email blasts
- Understand officiating requirements starting with USA Hockey referee registration and communicate those requirements to interested parties
- Partner with D10 Supervisor of Officials as a part of D10 Mite / 8U Referee Program to leverage mentoring resources available to help grow / develop young officials
- Ensure that referees utilized for Mite / 8U games have all certification requirements met, including: USA Hockey Official registration, attending a seminar, passing the test, wearing the USA Hockey crest on their jersey, and having appropriate gear as an on-ice official
- Ensure that only USA Hockey certified referees are used for Mite / 8U games; all referees need to be certified
- Collaborate with Mite Directors and Mite Ice Scheduler on when referees will be needed for Mite / 8U games
- Communicate with referees and schedule them for Mite / 8U games based on their availability
- Communicate scheduled referees names with the Mite Directors and Mite / 8U ice scheduler
- Keep track of referees used and report number of games per referee to CPYHA Treasure / Mite Director upon year end for payment to referees
- Communicate program progress to Board and Hockey Operations Committee on a monthly basis for visibility and awareness

Registration & Safety Director

Primary Duties:

- The safety director shall report directly to designated board liaison
- He/or she shall educate, and provide the association with the proper safety materials and create locker room literature
- Keep the website current with any changes to the SafeSport program
- Work in conjunction traveling and house managers and coaches to explain SafeSport
- He/or she shall communicate protocols for concussion management including testing
- Present all registration recommendations as determined to the Board of Directors
- Coordinate with the Board of Directors to determine the annual registration membership fees and registration dates, including communication of the dates on the CPYHA website and through mass membership emails.
- Coordinate with the Fundraising Director on the types of fundraising activities that will occur during registration.
- Develop the ads for the Park and Recs brochures for Champlin and Brooklyn Park and get published.
- Work with Website Director to get the online registration set up.
- Attend district 10 registrars meeting.

- Registrar all traveling and house teams with Minnesota Hockey registrars and include all necessary Minnesota Hockey forms.
- Communicate to the President all requested player waivers
- Communicate all hardship cases to the Board of Directors for approval (refer to Section 6.4 of the bylaws).
- Maintain the CPYHA membership list and mailing list and provide list to any CPYHA Committee upon request.

Social Media Coordinator

The Social Media Coordinator is responsible for creating written and visual content across CPYHA social media platforms.

Primary Duties:

During the season 2-3x weekly Facebook/Instagram posts.

Post updates for season reminders such as tryouts, fundraising information, developmental opportunities, etc.

Other Duties:

To increase community engagement and recruitment, posting more than just a flyer is key.

Reach out to parents to find images of their players on the ice to use for social media posts.

Sponsorship Coordinator

The Sponsorship Coordinator assists in the development relationships with local businesses as potential sponsors for CPYHA and teams.

Primary Duties:

- Update sponsorship paperwork to suit current target market and or needs
- Reach out to local businesses as potential sponsors via mail/ email/ in person
- Work with different committees to help raise more funds i.e., **Mayhem** or **End of Season Celebration**
- Collect sponsor checks & track data
- Collected checks are handed off to treasurer for deposit
- Communicate with sponsored teams on how funds will be used. Mainly towards ice bills.
- Order marketing supplies from sponsor budget... depending on their level of sponsorship via Vistaprint and Crown Awards
- Work with web management to keep updated sponsors on website and remove prior sponsors as needed

Thanksgiving Tournament Coordinator

The role of the Thanksgiving Tournament Director is to be the main point of contact for our annual Thanksgiving Tournament.

Primary Duties:

Position includes almost all aspects of running the tournament. Duties include but are not limited to the following:

- Create Tournament Registration on CPYHA website and with Let's Play Hockey
 - CPYHA - <https://www.cpyha.com/rebelclassic>
 - Let's Play Hockey - <https://www.stateofhockey.com/tournament-directory>
- Work with Ice Scheduler to secure ice time
- Manage Team Registrations & Payment
- Purchase trophies and participant awards
- Request Patches (provided by USA Hockey)
 - Patches needed for Zero, Hat Trick, and Playmaker
- Monitor cpyhatournament@gmail.com account

- Set tournament bracket and game time – coordinate with city staff
- Get MN Hockey sanctioned through District 10 Hockey

Coordinate the following:

- Referees
- Goodie bags for teams
- Concessions – work with Concession Manager
- EMT on site
- T-Shirts – Champlin Athletic
- Ensure Referees have 2 pucks for each game
- Post Rules in Key locations (score box)
- Create Volunteer schedule (Suggestion get cell Phone #'s and contact before each shift or work with Team Manager to ensure shifts are filled before tournament)
 - Suggested Positions – Penalty Box, Score Book & Clock
 - Volunteer Coordinator can assist

Day of tournament:

- Check in teams – Assign a volunteer to handle
- Verify USA Hockey registrations (this can be done prior to tournament)
- Review and determine Zero, Hat Trick, and Playmakers patches prior to teams last game of the tournament.

Hand out trophies, participation awards, and patches

Traveling Team Tournament Coordinator

Works under the traveling directors (Boys and Girls) and level coordinators to book all traveling tournaments as assigned. See traveling policies for tournament policies.

Primary Duties:

- In charge of booking hotel blocks for teams away tournaments
- Notifies each team at start of season of tournaments and hotel blocks
- Coordinates with ice scheduler on tournament dates for the game/ice scheduling process
- Coordinates with CPYHA treasurer on tournament payments
- Keep yearly spreadsheet of tournaments booked
- Request yearly feedback from coaches on tournaments
- Process typically begins June 1st

Volunteer Coordinator

The volunteer coordinator shall oversee the build out and coordination of all volunteer opportunities for the association each season.

Primary Duties:

- Attend/submit updates for monthly board meetings high level progress summary of volunteering hours completed, no show, not filled, etc. (attempt to attend as many as possible)
- Attend/update board at the annual board meeting at end of season (attendance mandatory)
- Work with various directors/coordinators on all volunteer activities needed for the season, plan for the estimated hours needed from volunteers for each upcoming season
- Ensure/work to find that there will be enough volunteering opportunities available for families.
- Maintain DIBS site and posting of schedules for various volunteer positions
- Ensure volunteering and buyout information is up-to-date and correct after registration.
- Be available via email to answer questions regarding volunteering from CPYHA families
- Assist with training and transitioning of replacement at end of term served
- Work with Treasurer to cash volunteer checks for members who have not fulfilled volunteer hours

Webmaster

The Webmaster is responsible for managing the website and performing all necessary tasks to ensure it remains operational.

Primary Duties:

- Site maintenance, update content, keep it organized and visually appealing, monitor all pages within the site throughout the year to ensure dates and program information is current.
- Create and revise pages within the site, including working with the Ice Scheduler to set up current season team pages.
- Site Access, grant page editing rights to members, remove member access from previous season, keep access current.
- Trouble Shooting, address all website issues.
- provide support to secretary as needed.
- Liaison between CPYHA and **Crossbar**.
- Provide website traffic reports as needed.
- Work with Board/Directors/Coordinators to keep pages updated and assist with communicating information on the website.
- Work with Directors/Board to create online registrations for the season. (Fall Skills Clinic, Player, Coach/Manager/Volunteer, Etc.) Including trouble shooting any online registration issues as they occur by working directly with **Crossbar**.
- Manage sponsor logos on home page.
- Monitor calendar on the home page to ensure all CPYHA events/programs are listed.
- Stay up to date with the latest technology offered through **Crossbar**.

Wreath Coordinator

Primary Duties

- June: Evergreen Industries mails our price list and catalog options
- June: The coordinator selects items we will sell and negotiates additional item discounts. Discuss new items, if applicable.
- June: Select Delivery Date (traditionally the Saturday before Thanksgiving) and Order Turn-in Nights (2) -- note, Evergreen Industries requires three weeks to fill orders so to set deadlines, work backwards from the delivery date.
- Summer: Update fundraiser information including sales catalog and order forms.
- Late August (or whenever registration starts): Update the Wreath Fundraiser information and links on CPYHA website.
- September: Create* the online order form and order spreadsheets to reflect current pricing and rebates. *It is not recommended to simply update the former year's form -- it can result in incorrect formulas within the spreadsheet.
- September: Email Dibs shift options to the Volunteer Coordinator. The past year's form is in Google Drive -- adjust the dates and times to reflect the current year.
- October: The online order form goes "live" for participants one week before orders are due.
- October: Offer one or two Turn-in Nights. Order payment is collected at this time in the form of a check made out to CPYHA. For troubleshooting, it's recommended to have a laptop on-site. Three volunteers per shift is optimal.
 - At Turn-in -- verify the order has been emailed to cpyhawreaths@gmail.com, take the check, write the player's name and the check number on paper and paper clip it all together, then file alphabetically by player's last name.
 - Between Turn-in and Pick-up, print the orders for every participant. Match the order form to the check. Insert the order form into the alphabetized file folder for use at Pick-up. Sort the checks and reconcile them to the master spreadsheet and order forms.
- Checks are handed off to the Treasurer (this can happen as soon as they are accounted for and all orders are correct in our master spreadsheet (ideally before Pick-up Day)
- November: Pick-up Day is traditionally the Saturday before Thanksgiving.

- Before Pick-up Day, email Nick Powell to alert Ice Forum staff of the date
- The night before Pick-up Day, rope off a section of the parking lot (don't wait until morning or a car will park in the area)
- On Pick-up Day, delivery starts around 8:00am
- Bring scissors, chalk, table, players' order forms, volunteer sign-in sheets, and pens.
- Using chalk, write the name of an item in each parking stall down the length of the lot (list them in order as displayed on the order form)
- Station volunteers at the entry point to help facilitate orders, in each parking stall to fill orders* -- note, it's highly recommended to ask volunteers to wait with their assigned item until needed to fill an order.
- Participants drive through the lane and the order facilitators are in charge of calling out for items in the order as they progress through the line.
- Unfortunately, there are typically some items that go missing on Pick-up Day. Keep a list of those items. Most of the time, they turn up in other people's orders and can be collected and delivered to the rightful owner. Wait until Monday or Tuesday after Pick-up Day to go to Evergreen Industries' facility in Inver Grove Heights to get missing items and deliver them.
- After Pick-up Day, send the master spreadsheet to the Treasurer
- Send a copy of the invoice from Evergreen Industries to the Treasurer
- Submit all signed Volunteer forms to the Volunteer Coordinator
- Online orders have an adjusted timeline set by Evergreen Industries. That information changes annually and can be found on their website.

Signed by 

CPYHA President

Date 08/17/2026