

Northern Colorado Youth Hockey

2026-2027 Team Managers Handbook-CRHL



1. Welcome to Recreational Hockey

Purpose

The Team Manager serves as the administrative and communications leader for the team. While the coach oversees player development and on-ice instruction, the manager coordinates the off-ice operations that help create a positive experience for players and families.

CRHL Mission

The Colorado Recreational Hockey League is designed to provide:

- Skill development
- Sportsmanship
- Equal participation opportunities
- A fun hockey environment
- Non-check hockey competition

The league serves 10U, 12U, 14U, 16U, and 18U age divisions.

2. Manager Registration Requirements

Before serving as a Team Manager:

Required Certifications

- ☐ USA Hockey Registration
- ☐ NCYH Volunteer Registration
- ☐ USA Hockey Background Screening
- ☐ SafeSport Training
- ☐ Submission of all certification confirmations to NCYH Administration

Managers should maintain active certifications throughout the season.

3. Manager Responsibilities

Communication

The Team Manager should:

- Serve as the primary family contact
- Send weekly team newsletters
- Coordinate schedule communications

- Notify families of game changes
- Inform families about tournaments
- Coordinate volunteer assignments
- Assist coaches with non-hockey logistics

Recommended communication methods:

- Crossbar Team App
- Email
- Team Text Groups
- Parent Meetings

4. Beginning of Season Checklist

Administrative

- ☐ Receive official roster
- ☐ Verify player information
- ☐ Verify coaching staff
- ☐ Schedule parent meeting
- ☐ Recruit volunteers
- ☐ Review CRHL season dates

5. Volunteer Positions

Required or Strongly Recommended

Locker Room Monitors

Each team should have at least two non-coach locker room monitors.

Responsibilities:

- Monitor locker room access
- Maintain SafeSport compliance
- Supervise players before and after activities
- Report concerns immediately

Scorekeeper

Responsible for:

- Electronic game scoring
- Assisting with game records

- Verifying roster accuracy before games

Clock Operator

Responsible for:

- Operating game clock
- Tracking penalties and periods
- Supporting game officials

Tournament Coordinator

Coordinates:

- Tournament registration
- Hotel blocks
- Team communications
- Travel information

Team Treasurer

Responsible for:

- Team budgets
- Tournament collections
- Fundraising tracking
- Financial transparency

6. Parent Meeting Guide

Agenda

Welcome

Introduce:

- Coaches
- Manager
- Team volunteers

Communication Expectations

Review:

- Email updates
- Crossbar communication
- Response expectations

Volunteer Assignments

Assign:

- Scorekeepers
- Timekeepers
- Locker Room Monitors
- Tournament Coordinator (if applicable)
- Fundraising Coordinator (if applicable)
- Penalty Box Assistant
- Team Treasurer

Team Standards

Review:

- Sportsmanship
- Parent conduct
- SafeSport policies
- CRHL philosophy

7. Roster Management

Managers should:

Verify Official Rosters

Review:

- Player names
- Birth years
- Coach certifications

Only properly rostered players may participate in games.

Only properly rostered coaches may be on the bench.

Affiliate Players

Managers should coordinate affiliate-player requests through coaches and directors.

Do not directly recruit affiliate players without approval.

Travel players cannot play in any CRHL games or tournaments.

8. CRHL Operations

Season Structure

Fall Season

September 19 - October 25, 2026

Winter Season

November 7, 2026 - February 7, 2027

Playoffs

February 19-21, 2027

9. Tournament Planning

Tournament Selection

- Tournaments are optional-if your team plans to participate in tournaments the manager needs to collect money to register and pay for the tournaments.
- Discuss tournament participation with coaches early in the season.
- Let NCYH scheduler know at the beginning of the season what tournaments your team selects, if any, to be able to adjust practice schedules.

Important CRHL Rule

Teams may not skip league game weekends to attend tournaments.

League games take priority and missing those games may result in forfeits.

Tournament Finances

Tournament costs should be divided among participating players.

Tournament-only rosters may be created when permitted.

10. Game Day Operations

Before the Game

- ☐ Confirm roster
- ☐ Confirm opponent
- ☐ Verify uniform colors
- ☐ Assign scorekeeper
- ☐ Assign clock operator
- ☐ Communicate arrival time
- ☐ Confirm locker room availability

At the Arena

- ☐ Confirm scorekeeper setup
 - ☐ Confirm clock operator
 - ☐ Review player attendance
 - ☐ Assist coaching staff with administrative questions
-

11. SafeSport & Locker Room Monitoring

Managers should ensure:

- Locker room supervision
- SafeSport compliance
- Appropriate adult presence
- Controlled locker room access

Any concerns should be reported immediately to NCYH staff.

12. Weekly Team Manager Checklist

Every Week

- ☐ Review upcoming schedule
 - ☐ Confirm practices
 - ☐ Confirm game times
 - ☐ Send weekly newsletter
 - ☐ Verify volunteer assignments
 - ☐ Check tournament deadlines
 - ☐ Confirm locker room monitor schedule
 - ☐ Review family questions
-

14. Post-Season Checklist

Administrative

- ☐ Return team materials
- ☐ Finalize finances

- ☐ Complete fundraising reconciliations
- ☐ Close tournament accounts
- ☐ Confirm volunteer recognition

Team Celebration

- ☐ Team banquet
- ☐ Coach gifts

Fundraising/Sponsorship

- Fundraising is key for both NCYH as an association and for each individual team to help defray the cost of the hockey season.
- Fundraising is also optional as only certain expenses are required and assessment fees should be designed to cover most of those expenses.
- The goal of fund-raising is to cover the season's expenses for the team.
 - Teams should make best efforts to keep the fundraising within reason, and aligned with their budgeted expenses.
 - No team may engage in any fundraising projects that could endanger NCYH's 501(c)3 Non-Profit Organization status or Colorado Gaming Raffle license. NCYH is organized under section 501(c)(3) of the Internal Revenue Code. This section allows NCYH tax exempt status if no part of the net earnings of the organization benefit any private shareholder or member. The IRS has strict guidelines and requirements for finances and fundraising for NCYH and its members. All payments made from funds raised by individual teams must meet these requirements so that we can continue to maintain exempt status. This means that all payments must promote hockey and all payments must benefit all members of the team. To protect members, the club's reputation, and the NCYH's tax-exempt status, the NCYH Board has outlined several general policies related to team fundraising. Failure to adhere to the guidelines can negatively impact on the non-profit status of NCYH.
 - Fundraisers should be discussed and agreed upon as a team.
 - While every team member is encouraged to participate, participation in fundraisers is not required. Teams may not mandate players and families to participate in fundraising.
 - All funds raised and expenses incurred are allocated on a per player basis (not per family). If a family has two players on the same team, they will benefit from funds raised and be responsible for expenses for each player.
 - NCYH will not be involved with team fundraising aside from approving fundraisers and issuing checks to team treasurers. All other funds raised by the team will be handled directly by the team Treasurer.
 - Teams may sell items in the NoCo Lobby AFTER receiving permission from the NCYH Office.
 - All players, parents, coaches and directors represent NCYH in our community. As representatives of the organization remember to

conduct yourself with class and dignity. It is important to remind everyone of that at each activity.

- Cannot include items inappropriate for minors (e.g. alcohol, tobacco, etc)
- If selling food or other perishable items as a fundraiser, please ensure you are not competing with The Eagles Nest, as they are a tenant of NCYH and pay rent for first right of refusal privileges in the building. If you want to sell any items, please consult with Adam Visocky, Owner, to ensure there are no conflicts or that he can help with cheaper pricing.

SPONSORSHIPS

- Decide if your team is recognizing/promoting sponsors with a team banner hung at NCYH for the duration of the season and following summer OR with logos on the back of a team spirit hooded sweatshirt
- Decide as a team on print and payment deadlines for all sponsorships. The suggestion is to collect names and high quality (vector format) logos 1 month after the parent meeting and an additional week for a payment deadline to have plenty of time for donor recognition throughout the season
- Access the NCYH sponsorship form template
- Sponsorship checks should be made payable to NCYH and collected by the player/parent soliciting the sponsorship. a. If a donor is located out of state checks should be mailed to the parents requesting sponsorship, not the rink/NCYH office.
- Checks are then given to the team Treasurer.
- The Treasurer will follow the NCYH ACH Form process
- Please follow the process for ordering Team Spirit Apparel
- NCYH encourages all teams and team managers to remain in contact with all donors throughout the season.

Sponsorship Banner

- If your team is recognizing season sponsors with a banner that will be hung at the rink please read the following:
 - Banners should be 3' wide by 6' tall
 - Please work with the Rink Manager to hang the banner at the top of the stands inside the rink starting in October and ending during summer after season
 - The team will pay for the cost of the banner
 - If the banner does not match the dimensions above it will NOT be hung in the rink

NCYH ACH Request Form Process

If your team receives a sponsorship from a company or person that needs to write a check directly to NCYH for tax deduction purposes, please complete the Team ACH Request Form found at the end of this document

- Do NOT submit cash to NCYH. This can go directly to your team banker.

**** Note:** If any submitted checks bounce, the team is responsible to pay the check return fee as charged by our bank.

Treasurer

- Treasurer Checklist
- Select or set up bank account at Bank of Colorado Windsor with your team name as the “nick name”
- Fill out NCYH ACH form
- Gain access to team’s Financial Spreadsheet (provided by Nikki)
- Establish budget in NCYH team specific Financial Spreadsheet
- Collect assessments (venmo, cash or check-written to you not NCYH)
- Share team’s Financial Spreadsheet with team
- Deposit checks and cash Pay for expenses
- Update budget monthly (at a minimum)
- Distribute surplus funds up to assessment amount
- Give additional surplus funds beyond assessment refunds to NCYH

Treasurer Role Description

1. Each team should have a Treasurer that is separate from the Team Manager.
2. All money collected that is not made payable to NCYH directly needs to be written to the team Treasurer.
3. Will manage and track team finances associated with team assessments, donations, fundraising.
4. Funds collected during the season can be used for the following hockey season related expenses:
 - i. Team spirit apparel (separate from player package), memorabilia, and equipment bags
 - ii. Team meals and team building activities
 - iii. End of year party, trophies, and awards
 - iv. Additional expenses approved by the NCYH Board (e.g. TPE game analysis, extra ice time, training sessions, etc)
5. Strictly prohibited use of funds

- i. Cash to individuals
- ii. Like cash items like gift cards to players
- iii. Alcohol or other substances during team events

This Finances section of the Manager's Handbook should be discussed between the team Manager and Treasurer.

Reimbursement payments for expenses, other than travel related, will be made by the Treasurer to individuals directly for items with team approval and receipts.

Questions. Any questions regarding NCYH fundraising policy should be directed to Nikki

Team Financial Spreadsheet Template

1. All teams will use the provided NCYH Financial Template in Google Sheets and shared with NCYH at all times. Financial Template will include the team's budget and actual expenses and income.
2. Team Budgets will list planned, required, and optional planned expenses, anticipated income from donations and fundraisers.
3. Team Actuals will report expenses and income incurred by the team.
4. Will be shared with View Only Access to all guardians of players on their team.
5. All assessments, income plans (sponsorships and fundraising), expenses, and fund usage should be discussed and agreed upon as a team.
6. Should be updated at least monthly.

Team Bank Account

1. Treasurers must set up a bank account with Bank of Colorado Windsor
2. NCYH has no connection to a team's bank account. DO NOT OPEN A BANK ACCOUNT USING NCYH or JR EAGLES' NAME.
3. Checks received for fundraising (aside from team sponsors and Colorado Eagles Chuck-A-Puck) should be made out to the team Treasurer, NOT NCYH. These checks not made out to NCYH should be deposited into the team bank account and not turned into the NCYH office. 15 a. Example: 27 checks for butter braids should be made out to the team Treasurer and deposited into the team bank account. Not made out to NCYH.
4. Please place all checks made to NCYH and ACH request forms in a sealed envelope and in the blue box near The Stick Rack labeled "General Box." Do not give any checks

or envelopes to any NCYH staff. In order to keep this organized, please email nikki@ncyh.org and let her know there have been checks put in the box.

5. Bank statements need to be sent to Nikki at the end of each month and reconciled to the team budget spreadsheet.

Refunds & Surplus Funds

1. If surplus funds exist for a team at the end of the season, the Treasurer will distribute these funds to the team. This is done by equally dividing the funds among all players and returning them as cash, check, or electronic payment, up to the amount of the assessments paid per player. These are also known as assessment refunds.
 - a. ○ Assessment refunds should be paid to families no later than March 20th
2. If additional surplus funds exist for a team at the end of the season, after assessment refunds have been distributed to players (up to the amount of their assessments), the Treasurer will give the balance of team funds to NCYH.
 - a. Additional surplus funds should be distributed to NCYH no later than March 20th

On-Ice Activity Information

Rinks

Please remind the players and parents on your team that you are representing the NCYH organization when you are at any facility. Some details are included below for ice rinks in general, as well as our two home rinks NOCO Ice Center (NOCO) and Edora Pool & Ice Center (EPIC). Some teams will utilize Blue Arena at The Ranch as well.

NoCo Ice Center (NOCO)

1. 1. Locker Room Assignment
2. All teams must dress and undress in their assigned locker room for practices and games. No dressing in the lobby.
3. Please see the TV screen to the right of the ice rink doors for assigned locker room number
4. Cleanliness
5. It is the responsibility of the entire team to ensure the locker room is clean before exiting from each game and practice.

2. If the locker room is dirty when your team arrives, please notify the NoCo Front Desk immediately.
3. Per SafeSport rules at least two approved coaches or locker room monitors must be present in the locker room at all times.
4. Per Safe Sport rules cell phones with recording capabilities are prohibited in locker rooms.

Edora Pool & Ice Center (EPIC)

Locker Room Assignment

All teams must dress and undress in their assigned locker rooms for practices and games. No dressing in the lobby.

Please see the TV Screen to the left side of the lobby when you enter EPIC through the main doors. If the screen is down, ask one of the front desk staff members.

Cleanliness

- It is the responsibility of the entire team to ensure the locker room is clean before exiting from each game and practice.
- If the locker room is dirty when your team arrives, please notify an EPIC staff member.

Per SafeSport at least two approved coaches must be present in the locker room at all times.

Per Safe Sport rules cell phones with recording capabilities are prohibited in locker rooms.

Blue Arena

1. Locker Room Assignment

- All teams must dress and undress in their designated areas as locker rooms for practices are not available.
- Please communicate with the team to follow instructions provided by NCYH on where to park, enter the building, walk to the designated area, dress/undress, sit as parents to spectate, etc.

2. Cleanliness

- It is the responsibility of the entire team to ensure the designated area is clean before exiting from each practice.
- If the designated area is dirty when your team arrives, please notify a Blue Arena staff member.

3. Per SafeSport at least two approved coaches must be present in the locker room at all times.

4. Per Safe Sport rules cell phones with recording capabilities are prohibited in locker rooms.

Schedule

All scheduling of ice times sessions will come from the NCYH Office. For any questions or concerns beyond what is found below in this section, please contact Adrienne at scheduler@ncyh.org

1. Your game and practice schedule for league games should be available in Crossbar.
 - Games are populated into GameSheet, which are fed into Crossbar.
 - Another reminder that it is the responsibility of the host organization to post games into GameSheet, which then populates in Crossbar. Away games will not appear until the Scheduler for the away team has populated the games in GameSheet.
 - FYI - Parents may look at game dates and times on the CAHA website, however please note that information may be incorrect if errors have occurred and haven't been resolved or changes have been agreed upon, but adjustments haven't been made in GameSheet yet.
2. The Team Manager will be contacted by the NCYH Scheduler, Adrienne, if you have a game or practice change the week of the game.
3. Tournament game times will be posted on the tournament website or released by the tournament via email. These will need to be added into Crossbar.
4. If you would like to double check schedules once a week should be sufficient. If your team has a volunteer called a Schedule Checker they can help ensure that the schedule is entered correctly into Crossbar.
5. Wednesday is a good day to check schedules.
6. The Schedule Checker can check that:
 - Tournament schedules are populated correctly in Crossbar.
 - Practice schedules in Crossbar match the NCYH Ice Schedule.
 - Game schedules in Crossbar match GameSheet.
7. If at any time you see a conflict between GameSheet and the NCYH Ice Schedule, please contact Adrienne ASAP. (i.e., GameSheet has game at 2:30 pm on Thursday but NCYH Ice Schedule has game at 3:00 pm)

Equipment

1. Full equipment for any skater in the youth hockey program is required when on the ice
2. Mouthguards are enforced by on ice officials so ensure your players have them.
3. No individual under the age of 18 shall be permitted on the bench without a helmet. This includes penalty boxes without glass above the boards.

Practices

1. All practices are scheduled through the NCYH Office and Scheduler Adrienne
2. Your practice schedule can be verified anytime on the NCYH website under Schedule
3. Ice time is extremely precious. Contact Adrienne within five (5) days of any assigned ice time that will not be used by your team so it can be utilized by another team or group

Games

1. All games are scheduled through the NCYH Office prior to the start of the season at the GameSheet Scheduler meetings that are attended by all hockey associations.
2. They will be posted to the GameSheet website once scheduled by the organization with the home team.
3. For tiering levels, more scheduler meetings will be scheduled during the season and attended by Adrienne. As soon as she is able to finalize times and locations with the other associations she will contact your team with any updates.
 - NCYH is in charge of all home games in ensuring they are populated on our rink Schedule, as well as on Gamesheet.
 - Your away games are populated by the opposing team association on GameSheet. We have no control over when they will post these games online.
 - When your team has to reschedule a game

PLEASE NOTE: Rescheduling games only occurs due to weather cancellation or tournament attendance change

If a league cancels a game due to weather this is communicated to the Team Manager by the Scheduler and Director.

- Contact Adrienne first with the affected game
- NCYH Office will contact the opposing team to notify and determine another date
- NCYH Office will then contact you with new date to ensure it works with your team's schedule
- NCYH Office will confirm date with opposing team

- NCYH Office will update GameSheet Scoring if it is a home game or contact CAHA to update. If it is an away game, it is the responsibility of the opposing team's association to update CAHA Scoring.
- If your team decides to cancel or forfeit a game once it has already been scheduled on CAHA due to reasons within your team's control, your team will be billed for the ice rental cost of the game as well as any associated fees including refs/scorekeepers.

Scoring, Statistics and codes needed

1. CAHA is the main administrator for the CAHA website and statistics, with full access to make any major changes. NCYH only has certain permissions per team.
2. Any changes to the CAHA Scoring Game Schedule will be made through the NCYH Office who will in turn contact CAHA
3. Any games that were inputted incorrectly that would affect standings (i.e., game input as an OT Loss when just a regulation loss) should be told to NCYH Office ASAP who will in turn contact CAHA
4. Game statistics (i.e., goal/assist credit, shots on goal, etc.) on the GameSheet webpage cannot and will not be changed at any time – no exceptions
5. Scoring of games at NoCo Ice Center will occur through GameSheet on iPads provided by NCYH. The iPads are located in the Director's Office. They should be returned to the office and plugged in when not in use. The password to unlock the iPads is the same for all devices and is 123456
6. Scoring of games at EPIC will also occur through GameSheet on iPads located at EPIC provided by NCYH. On the Blue Rink, go to locker #28 to get the iPad from the locker. The code for the lock on the locker should be 08-34-04 and will be in the game details informational email that is sent to the Team Manager.
7. Team Manager or Coach needs to provide to either the home/away scorekeeper a list of players that are present and absent at every game.
8. If a player is a scratch due to injury, absence, or suspension this needs to be noted so the scorekeeper can reflect accurately on the scoresheet.

Scorekeepers & Clock

Parents or hired individuals can run the clock and score games using GameSheet at home games and some select tournament/showcase games. You do not need to arrange scorekeepers for away league games. Pay particular attention to the rules at tournaments and showcases to see if your team needs to provide these roles for games.

1. Parents

- Can either volunteer or be assigned to run the clock and score games using GameSheet at home games and some select tournament/showcase games. Establishing a volunteer position in Crossbar for each game requiring this to be covered can be helpful if you are rotating this duty amongst parents.
- Resources are available in the section above to learn how to score games in GameSheet.
- Resources are available at this link to learn how to run the new clock at NoCo Ice Center, under NOCO NEW SCOREBOARD DIRECTIONS: <https://www.ncyh.org/team-manager-resources/rmhf-travel-managers-corner/50641>

2. Hired

- If you want to consider hiring a scorekeeper and/or clock person(s) and paying that person(s) from team funds you can. Typical cost for one role (Clock or Scorekeeper) is \$25 while hiring someone to do both the Clock and Scorekeeping can be up to \$40 for a game.
- If you would like to see a list of individuals that other teams have used in the past please click [HERE](#).
- Some individuals you can text or email to see if they are available to score games and run the clock. Some may have an online form that you fill out and they will respond to you if they are available or not.
- Once you have confirmed that a person is available, record that in Crossbar so everyone knows who is running the clock and scoring the game.
- Check the day before that your hired person is still able to provide these services.
- Greet your scorekeeper and/or clock person at the beginning of the game to ensure that they have everything they need. A charged iPad logged into the correct account, etc.
- Request that your team's Treasurer pay the Scorekeeper and/or Clock person for their services via the method they prefer (many like venmo).
- If your team votes and decides to hire people to run the clock and scorekeeping for the season it is highly encouraged that:
 - At least 1 if not 2 parents know how to run the clock and keep score in GameSheet in the event that the hired person is unable to perform these roles at the last minute or you are unable to find someone to drive to an

out of town game (e.g. RMHF Showcase game in Lafayette or South Suburban)

- You consider a volunteer role of Scorekeeper and Clock Coordinator, who can:
 1. Make sure there is someone (or 2 people) scheduled to perform these tasks at required games
 2. Communicate who is performing these tasks to the Team Manager, and Treasurer if they will be paid
 3. Manage assignments of parent volunteers and/or schedule/hire people who regularly provide these services.
- 3. Scorekeepers and Clock persons are considered off-ice officials and should abide by all USA Hockey rules for this role. This includes, but is not limited to:
 - No coaching from the score box
 - No cheering or celebrating from the score box
 - Reporting misconduct of players, other off-ice officials, etc observed before, during and after the game
- 4. iPads should be returned to the office and plugged in when not in use.

Penalty Box Assistant

This is a great way to get parents involved that have a basic knowledge of penalty times to be served and when to let players out of the penalty box. There are a few ways to coordinate the Penalty Box Assistant:

1. Remember your team is responsible for providing a person to assist in the penalty box for all league games, RMHF Showcase games, and generally all tournament games. It is rare when you do not need to provide a Penalty Box Assistant.
2. It is best practice to start by asking for parents to volunteer for games. Oftentimes you will have some who enjoy one of the best seats in the rink and find it entertaining.
3. If your team has more than 3 Assistant Coaches listed on the roster then one of the Assistant Coaches can serve as the Penalty Box Assistant as there are only 4 total coaches allowed on the bench.
4. If your team is reluctant to volunteer and you would like to invite parents from the entire team to participate, consider establishing an assigned schedule, by jersey number, or last name, where this role is rotated through all families to help assist with the game functioning.

5. Consider entering this role as an option for parents to sign up for or be assigned to in Crossbar so it is visible to all who is performing this role.
6. Penalty Box Assistants are considered off-ice officials and should abide by all USA Hockey rules for this role. This includes, but is not limited to:
 - a. No coaching from the penalty box
 - b. No cheering or celebrating from the penalty box
 - c. Reporting misconduct of players, other off-ice officials, etc observed before, during and after the game

Referees

- NCYH schedules game referees through the Colorado Ice Hockey Referee Association (CIHRA) -- an independent organization that works with all associations around the state -- who then arranges for refs to show up to each game
- NCYH pays CIHRA directly for referees at our regular season home games only
- Visiting teams will arrange referees and scorekeepers for regular season games at their facilities only
- We also cannot control the actions or decisions of referees during a game -- they are considered a third party. We suggest all coaches use the 24-hour guide as outlined in our Code of Conduct and if still need to file a complaint to contact CIHRA directly.
- We cannot control when referees do not show up as this again is scheduled through a third party.
- If a referee is not present for the game, or enough referees for the game coordinator with the Head Coach on a solution.

Unscheduled Ice Time

If your team wants to schedule an ice time for a team party at the end of the season or during the holiday break, contact the NCYH Hockey Office. Ice is not guaranteed and may/may not be available during these times.

Team and Individual Photos

- NCYH arranges for a professional photographer to come in and take team photos as well as individual shots for picture packages.
- We encourage all players to attend even if they are not going to purchase a picture package as these photos are used for other purposes.
- Please come dressed as locker rooms will not be available and we have limited space in the holding area.
- This year these photos will occur on ice at Blue Arena at The Ranch to cut down on teams losing ice practice times.

- The information on when team photos will be taken will be communicated to all managers when dates and times are released. Typically photos are taken in mid to late October.
- Ordering of photos will occur directly with the photography company.
- Photos and other items will be shipped to NOCO Ice Center. ONLY the Team Manager will be able to pick up items for teams and distribute them at the next practice or game.

NCYH Team Sponsorship Form

On the next page you will find the NCYH Team Sponsorship Form. Please be sure to fill in the following blanks before sending this to your team to solicit sponsorships for your team for the season:

- ☐ Your specific team name, in 3 places
- ☐ Number of players on the team
- ☐ The ages of your players
- ☐ Your print deadline
- ☐ Your sponsorship payment deadline
- ☐ Contact name of the Sponsorship Coordinator for your team
- ☐ Email of the Sponsorship Coordinator for your team, in 2 places

***All sponsorship checks need to be collected by the person requesting the sponsorship.
There will be NO mailing checks to NoCO Ice Center.******



The **Northern Colorado Youth Hockey (NCYH) _____ Team** is a competitive youth hockey team based in Fort Collins, CO. The team is made up of ____ players, ages ____ and _____. This is a high-level team that will be competing in several tournaments in and out of state, as well as league play in the Rocky Mountain Hockey Federation (RMHF). Your support will help them with tournament fees and travel expenses.

We truly appreciate your consideration in sponsoring the **NCYH _____ Team**. Our team will honor your donation with much gratitude, excellent sportsmanship, hard work, and tremendous competitive play - all traits that NCYH expects of each player. Their character, work ethic, and community involvement will make you proud to sponsor such a great group of athletes.

With your sponsorship, you will receive:

- Your name or logo featured on our team banner that will fly proudly all season at our home rink (depending on your donation level)
- Your sponsorship may be tax-deductible. NCYH's Tax ID #84-1033744.

Thank you for considering a sponsorship for our team. If you decide to sponsor the team, please complete the Sponsorship Form below and provide your sponsorship in the form of a check. Please return this form and donation to the player that contacted you about sponsoring. Please **DO NOT** mail checks to NOCO Ice Center. Our sponsorship print (including logo/name)

deadline is _____ and payment deadline is _____.

If you have any questions, please contact _____ at _____

TEAM SPONSORSHIP FORM

Sponsor

Name: _____

Address: _____

Contact Name: _____

Phone

Number: _____

Email

Address: _____

Website: _____

Contacted by: _____

(Player's

Name) _____

Sponsorship Donations Levels

- ☐ \$100-\$249 Bronze small logo
- ☐ \$250-\$499 Silver medium logo
- ☐ \$500+ Gold large logo

If you would like to make a donation of any other amount, we truly appreciate it as well.

Please make **checks payable to: NCYH (include memo of: NCYH _____ Team)**, and email a high quality image of your logo to _____.

Northern Colorado Youth Hockey is a non-profit organization. Your sponsorship may be tax deductible (Tax ID #84-1033744. Please consult your tax advisor and retain a copy of this form for your tax records.

Updated August 1st 2026

NCYH ACH Request Form

The purpose of the form is for the Treasurer to receive checks made out to NCYH that should benefit the team that will be deposited by NCYH and funds will be transferred to the team in the form of a check made out to the team Treasurer/Manager to deposit into the account used by the team for paying for expenses for the season. The next page is the NCYH ACH Request Form. Please follow these steps to ensure everything is in order before requesting a check from NCYH be made payable to your team's Treasurer/Manager. Checks will be payable to the Treasurer for RMHF or Manager for any other non- RMHF team.

- ☐ Ensure all checks are made out to NCYH
- ☐ Ensure all checks have your team name in the memo of the check
- ☐ Ensure all checks are signed by the donor/sponsor
- ☐ Ensure all checks have been recorded in your Team's Financial Spreadsheet
- ☐ Print out the NCYH ACH Request Form
- ☐ Fill out Team Name on form
- ☐ Fill out Treasurer/Manager Name on form for who check from NCYH should be made payable to
- ☐ List information for all checks included with request form
- ☐ List total of all checks
- ☐ Leave amount to team blank as NCYH office will fill this out
- ☐ Place NCYH ACH Request Form and matching checks in a sealed envelope
- ☐ Submit a sealed envelope to the blue mail box in the lobby labeled GENERAL BOX.

NCYH TEAM ACH REQUEST FORM

Team Name: _____

Treasurer Name: _____

Treasurer Email: _____

List all Checks Here:

If you have more checks than fit on this form please submit another one of these forms for any additional checks to match paperwork and checks to each form.

Name on Check	Check #	Amount \$

TOTAL AMOUNT OF CHECKS: \$ _____

AMOUNT BACK TO TEAM: \$ _____

For office use only: Invoice # _____