

Northern Colorado Youth Hockey

2026-2027 Team Managers Handbook



Updated as of August 1, 2026

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Introduction

Welcome to NCYH hockey! Thank you for stepping up to serve as Team Manager this season-whether it's your first time or you're a seasoned veteran! Managing a team can sometimes feel daunting, but remember, you are not alone in this journey. While you play a key leadership role and serve as a primary contact for your team for all off-ice information, you are not expected to carry the load by yourself. Don't hesitate to reach out to your team parents for assistance- we cannot stress this enough, and to other team managers. There are many responsibilities that can be shared among the group, and your experience will be much smoother when you delegate and collaborate.

The team manager serves as coordinator for all off-ice tasks, communication, and information. The Hockey Directors and Coaches are responsible for on-ice instruction and player development. However, they serve as a good resource for the manager to discuss any team issues that involve player conduct, tournaments, games, practices that have come to you and you are unsure of how to handle. Other managers are also a great resource.

Description of Handbook

This guidebook is designed to walk you through everything you need to know to run a successful hockey team for Travel Hockey (RMHF), and all levels. It may seem like a lot at first glance but we have gathered all the essential information in one place to support you every step of the way. Each section has a checklist at the beginning followed by the detailed information for you to do or know along with direct links wherever possible. If you are a returning manager, the checklist may be all that you need but are highly encouraged to review the details as there will be changes from year to year.

NCYH Staff & Contact Information

As a manager, you or specific volunteer positions will need to know who to contact and their contact information in order to complete necessary paperwork.

NOCO Ice Center

Address: 7900 S. Fairgrounds Avenue, Fort Collins, CO 80528

Phone: 970-206-4423

Website: www.ncyh.org

Rhett Gordon, Director of Hockey Operations.

RMHF/Travel 14U (Bantam AA/A) Hockey Director

directorgordon@ncyh.org

Scott Swanson, Hockey Director

RMHF/Travel U12 (Pee Wee)

directorswanson@ncyh.org

Kevin Ulanski, Hockey Director

RMHF/Travel U10 (Squirt)

directorulanski@ncyh.org

Riley Nelson, Hockey Director

Under 8, U8 Travel

and CPHL Coach

directornelson@ncyh.org

Jake Marto, Hockey Director

CRHL/Recreation

directormarto@ncyh.org

Chris Eagles, Hockey Director

RMHF/Travel U14 (Bantam A/B) and CPHL Coach

directoreagles@ncyh.org

Adrienne Dieball, NCYH Admin, Scheduler, Registrar, scheduler@ncyh.org

Adrienne will be the contact for all things roster and schedule related.

Nikki Hielscher, Chief Operating Officer

Nikki@ncyh.org

As a Travel hockey manager, your main points of contact will be Nikki, Adrienne, and your respective Director. Any team specific issues or questions should go to your Director. All other questions or issues should be taken to Nikki and/or Adrienne. Direct any on-ice or player queries and issues to the Director.

Manager Responsibilities

Manager Registration and Requirements Checklist

- ☐ [Click here for the Manager signup links](#)
- ☐ Obtain a USA Hockey #
- ☐ Register as a Manager on Crossbar
- ☐ Complete background check
- ☐ Complete Safesport online class
- ☐ Send notification that you completed Safesport and background check to Nikki Hielscher, Nikki@NCYH.org

STEPS:

1. Go to ncyh.org > RESOURCES > For Team Managers > Becoming a Manager or go directly via this link [Northern Colorado Youth Hockey | Becoming A Manager](#)
2. Once you've navigated to Becoming a Manager in #1, go **1) USA Hockey Registration** or go directly to USA Hockey via this link [USA Hockey Member Registration](#). Click on the Register Now button and follow the prompts.
 - a. This is free for managers
 - b. You need a USA Hockey # in order to register as a manager on Crossbar. Your USA Hockey number will be emailed to you.
3. Go back to [Northern Colorado Youth Hockey | Becoming A Manager](#)
4. Navigate to **2) NCYH Volunteer Registration** section or go directly via this link [Northern Colorado Youth Hockey | VOLUNTEER REGISTRATION](#). Click on the Register button and follow the prompts to complete.
 - a. You need your USA Hockey # to complete registration
5. Go back to [Northern Colorado Youth Hockey | Becoming A Manager](#)
6. Navigate to **3) USA Hockey Background Screening** section or go directly via this link [Background Screen](#). Click on the Click Here to Begin a new Background Screen and follow the prompts.
 - a. The cost for background screens is \$30. You must submit your receipt to Nikki and she will apply a credit to your player's account.
 - b. Screening is valid for 2 seasons.
7. Go back to [Northern Colorado Youth Hockey | Becoming A Manager](#)
8. Navigate to **4) Safesport Training** section or go directly via this link [SafeSport Program Training](#). Click on the Click Here for US Center for Safesport Training button and follow the prompts.
 - a. Safesport Training is valid for one year and needs to be renewed yearly to continue to be a manager.

Congratulations! You are now ready to manage a team!

Communication

As a team Manager you will need to communicate with several different people to help make the team run smoothly throughout the season. Below are the methods of communication and best practices to ensure everyone is informed in a timely manner.

1. With NCYH Office
 - a. Email
 - i. Adrienne-all things scheduling, roster, and player fees related
 1. scheduler@ncyh.org
 - ii. Nikki Hielscher-all things team manager or treasurer (fundraising), U8, related nikki@ncyh.org.
 - b. NCYH staff will create a managers group for communication in Crossbar.
2. With Team
 - a. Team meeting
 - b. Crossbar
 - i. Once tryouts are complete players will be added to their teams as well as the managers and coaches and communication may begin in the app.
 - c. Weekly Newsletter (Email messages through Crossbar)
 - d. Text Messages
3. With Director/Coach
 - a. Email
 - b. Phone

Resources

Here are a few online resources to help with explaining how NCYH fits within the youth hockey community.

1. USA Hockey is the national governing body for the sport of ice hockey in the US. [USA Hockey](#)
2. Colorado Amateur Hockey Association, CAHA, is the state governing body for youth hockey in Colorado - [Colorado Hockey Hub](#)
 - a. <https://www.coloradohockey.net/managers-corner>
3. Rocky Mountain Hockey Federation, RMHF, is the league that Northern Colorado travel hockey plays in. [Rocky Mountain Hockey Federation](#)
4. Colorado Recreational Hockey League, CRHL, [CRHL](#)
5. Northern Colorado Youth Hockey, NCYH, [Northern Colorado Youth Hockey](#)

Non-Manager Volunteer Roles

- ☐ Obtain parent volunteers for all essential roles
- ☐ Determine at the parent meeting what optional roles will be filled for the season
- ☐ Provide this handbook link and other templates to volunteers
- ☐ Support them during the season

Soliciting volunteers for Non-Manager Roles can help your team run smoothly throughout the season. The roles vary depending on the type of team (Travel, Rec) and what the team decides to choose. Here is a list of roles your team's parents can consider:

1. Essential for Travel Teams. Some, but not all roles may be applicable for Recreational Teams.
 - a. **First Aid Kit Volunteer** will make sure that the first aid kit is at every game. RMHF teams can check one out from the NCYH Office.
 - b. **Treasurer** will manage all of the finances and budget throughout the season. See [Treasurer](#) section for more details.
 - c. **Tournament Coordinator** will manage all hotel blocks for stay-to-play tournaments and other details related to tournaments. See [Tournament Coordinator](#) section for more details.
 - d. **Fundraising Coordinator** will coordinate all of the fundraising activities the team agrees to do. See [Fundraising](#) section for more details.
 - e. **Sponsorship Coordinator** will manage all sponsorships that families obtain. See [Sponsorship](#) section for more details.
 - f. **Scorekeeper & Clock** will score games using GameSheet and run the clock at league home games and other games requiring these duties. See [Scorekeepers & Clock](#) section for more details.
 - g. **Penalty Box Assistant** will open and close the penalty box door to assist players serving penalties during games. See [Penalty Box Assistant](#) section for more details.
 - h. **Locker Room Monitor(s)** will supervise locker rooms for all practices, games, and other events. They will ensure only authorized individuals enter the locker room which include coaches, directors, parent coaches, players, parents **only** for skaters under age 11. It is required that each team has 2 non-coach Locker Room Monitors.
 - i. NCYH has a Locker Room Monitor process outlined here: <https://www.ncyh.org/about/locker-room-monitors/114752>
2. Optional for all Teams.
 - a. **Community Service Coordinator** will coordinate any volunteer or community service events for the team to participate in. See [Community Service Coordinator](#) section for more details.
 - b. **Event Coordinator** will coordinate all dinners, parties, or other team building events throughout the season and at tournaments. See [Event Coordinator](#) section for more details.
 - c. **Scorekeeper & Clock Coordinator** will ensure that the team will have a scorekeeper to keep score on GameSheet and run the clock for all home games

and some away (in-state) games where we are required to provide that service.

See [Scorekeepers & Clock](#) section for more details

- d. **DJ/Music** volunteer will provide music for all home games
- e. **Videographer** will live stream all games.
- f. **Schedule Checker** will help the manager check the schedule each week to ensure that it is accurate for all games and practices including times, arenas/rinks, opponents. See [Schedule](#) section for more details.

Team Rosters

USA Hockey Rosters play an important role in organizing your team for the season. In addition, they are crucial to ensuring your team is meeting the required rules as mandated by CAHA and USA Hockey.

Roster Checklist

- ☐ Obtain your team roster
- ☐ Check it for accuracy
- ☐ Communicate any birth certificate verification requirements to parents
- ☐ Ensure that coach information is updated on the roster during the season if certifications expire

Team Roster

1. Adrienne will send you your official roster link via email when it is ready which is usually within the first couple weeks of the season.
 - a. Save the link because you will need to access it throughout the season.
 - b. If updates need to be made, the link will stay the same.
 - c. Review all of the information on the roster against the information in Crossbar. If there needs to be a change, email Adrienne with what needs to be updated.
 - d. The roster should include information for all players, director, parent coaches, and you, as the manager.
 - e. Unrostered Coach/Player for Games
 - i. If you have a player on the ice during a game that is not on your team's official stamped CAHA roster or a coach on the bench that is not on your team's official stamped CAHA roster, your team will be fined \$1,000.00 from CAHA.
 - ii. Please notify NCYH immediately as this is a major violation.
 - f. Head Coach and Parent/Assistant coach certification and registration must be submitted for a coach to be placed on your official roster. This is done on Crossbar under Coach Registration at:
<https://www.ncyh.org/coaching-resources/10u-18u-coach-registration/19883>
 - i. The NCYH Registrar runs reports from USAH and actively tracks coach's CEP requirements. Adrienne will contact directors and coaches who have not fulfilled their requirements or have one that will expire during the season.
 - ii. If a coach has a certification that expires or is not fulfilled **by December 31**, they will be automatically redlined and removed from the roster for the remainder of the season. They will not be able to assist as a coach. This also applies if Safe Sport refresher courses and other requirements are not met. Some tournaments, like the Cactus Cup, monitor rosters very closely.

2. Player Birth Certificate Verification

- a. Adrienne may reach out to you to verify player birth certificates. It will require you to pass on the specific information she emails you to the appropriate parents.

Affiliate Player

An affiliate player is a player who is officially registered with one team but is also eligible to play for a second team.

1. The coach will arrange for an affiliated player to be brought up by contacting the affiliate Team Manager or Coach and discuss which player should be invited up.
2. Potential affiliated players must not be contacted directly by you or your Coach until approved by the affiliated player's coach.
3. Obtain approval from the Coach and the Director of Hockey Operations (Rhett Gordon)
4. Notify both coaches and the player.
5. Adrienne will update the rosters.

Rules for affiliate players

1. **Travel/RMHF-** player cannot be sent down to a Rec/CRHL team to play within the regular season/Tournaments.
2. **Rec/CRHL-**player can be sent up to a Travel/RMHF team to play within the regular season at the Hockey Director's discretion.
3. Except in the case of goaltenders, affiliates should be played if called up.

Coaches Requirements

Coaches work directly with both the Director of Hockey Operations and registrar prior to the start of the season to go over NCYH policies and procedures and submit required registrations and certificates. The manager should be aware of requirements but refer all questions and inquires to Adrienne.

1. Assistant/Parent Coaches will be selected by the Director/Head Coach
2. Coach Certification
 - a. Only USA Hockey certified coaches can be on the ice or on the bench for games
 - b. All coaches must be certified at the proper CEP level for the level of play in which he/she is coaching beginning January 1 of the current season.
 - c. At any time NCYH has the right to take coach access away. This decision will be made by the Director of Hockey Operations only.
 - d. All expenses associated with registering as a coach will be reimbursed by NCYH with receipts provided directly to NCYH. There is a form to submit along with receipts located on the NCYH website coaching pages at: <https://www.ncyh.org/coaching-resources/10u-18u-coach-registration/19883>. If you have questions after reviewing this process please contact Adrienne at scheduler@ncyh.org
3. Coaching Education Requirements
 - a. Coaches are required to complete a Coaching education program and age specific module. Any questions should be directed to the NCYH Registrar.

U8 Specific Section

1. U8 General
 - a. The NCYH 8U Program is divided into four levels. These levels are Advanced (Blue), Intermediate (Yellow), Intermediate Beginner (Red High) and Beginner (Red Low).
 - b. Each level has a forty five minute session, twice (2) a week
 - c. We encourage a team manager for this just to get to know each other.
2. U8 Travel
 - a. Kids that make U8 blue level are eligible for travel.
 - b. Three jamborees are included in the next level registration

RMHF Specifics

1. Website: <https://www.rockymountainhockeyfederation.com/>
2. Tier II 14U Bantam AA Specifics
 - a. Practices can consist of what is called a 30-30-30 practice. These are designed with 1 team on the ice for 30 minutes, 2 on the ice for 30 minutes, and the other team on the ice for the last 30 minutes. These are done with Bantam AA and Bantam A Blue. Each month these 2 teams rotate which team starts in the earlier time slot. Check with the Head Coach/Director to confirm which team starts, but usually Bantam AA starts in the earlier time slot in September, then Bantam A Blue switches to start with the earlier time slot in October.
 - b. Mandatory Credentials meeting
 - i. Should be virtual and organized by CAHA
 - ii. Likely will be in December
 - c. Roster
 - i. Birth certificate verification is required for all players on Tier II rosters. Please be sure that parents work with the NCYH Registrar to submit birth certificates to USA Hockey to be listed as verified on USA Hockey rosters. Registrar will provide information to parents of specific players that need to submit this information online.
 - ii. All roster updates which can include name corrections, jersey #'s (home and away), positions, date of birth verifications need to go to the NCYH Registrar.
 - iii. All (except girls HS) rosters LOCK to player changes as of 12/31. That means no player adds or drops after 12/31. Do NOT play anyone NOT on the roster after 12/31.
 - iv. Other roster requirements may exist.
 - v. Locker Room Monitors
 1. All teams submitting a credentials book as a potentially National Bound Team will need to have 2 locker room monitors (LRM's). It was suggested to have 4 that were separate from assistant coaches. There will be specific requirements for LRMs, including

acquiring a USA Hockey number, completing Safe Sport Training, a background check, etc. Requirements will be explained by CAHA Staff when credential books need to be compiled.

2. NCYH also has a Locker Room Monitor process outlined here:

<https://www.ncyh.org/about/locker-room-monitors/114752>

d. National Credentials Book

- i. Follow all guidance in the Nationals Tournament Guidebook provided by USA Hockey and the Credential Book Guidelines provided by CAHA.
- ii. Pay attention to game counts required, and requirements for each game (e.g. playing another AA team, not an A team in a AA division at a tournament) and request these from the NCYH registrar.
- iii. Credential Verification Sheet
 1. Request the CVS from the NCYH Registrar after all games have been played that will be included in game counts for the book.
- iv. Collect Consent to Treat forms from a guardian on behalf of all players, coaches, manager, LRM, and volunteers.
- v. Submit your credentials book before the deadline, as soon as you can get it completed, so it can be reviewed, and corrected if necessary. Due date last year was January 15, 2026 (yes, before the state tournament).

Finances

Treasurer

Treasurer Checklist

- ☐ Set up bank account at Bank of Colorado Windsor
- ☐ Fill out NCYH ACH form to be reimbursed after initial tournament balance is paid in full
- ☐ 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)
- ☐ Send bank statements monthly and at the end of the season.
- ☐ 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 who then will first write a check to NCYH if their starting balance is not paid in full.
 - a. The starting balance will be the amount a team owes to NCYH for the fees for tournaments being played during the season.
3. Will manage and track team finances associated with team assessments, donations, fundraising, paying NCYH for tournament fees and coach expenses, etc. as agreed upon by the team using a majority vote of parents. Funds collected during the season can be used for the following hockey season related expenses:
 - a. Permitted use of funds
 - i. Required
 1. Tournament Registration Fees paid to NCYH in full by December 15th
 - a. NCYH will give \$1800 to each team for a tournament registration. The rest of the tournament registration fees will be paid back from the team to NCYH before any other team expenses are paid.
 2. Head Coach's/Director's (Non-parent) travel expenses
 - ii. Optional
 1. Scorekeeper and clock

2. Coach and Trainer supplies or thank you gifts (can include gift cards for coaches)
3. Additional travel expenses (e.g. player hotel rooms)
4. Team spirit apparel (separate from player package), memorabilia, and equipment bags
5. Team meals and team building activities
6. End of year party, trophies, and awards
7. Additional expenses approved by the NCYH Board (e.g. TPE game analysis, extra ice time, training sessions, etc)
8. Tournament pins
- b. 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
4. This Finances section of the Manager's Handbook should be discussed between the team Manager and Treasurer.
5. Payments for travel expenses will be made by the Treasurer directly to the travel or accommodation provider. This will occur in advance of payment being made for travel expenses as no reimbursements after the travel expense has occurred will be made to individuals.
6. Reimbursement payments for expenses, other than travel related, will be made by the Treasurer to individuals directly for items with team approval and receipts.
7. Questions. Any questions regarding NCYH fundraising policy should be directed to the NCYH Board of directors.

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, as well as payments to NCYH for tournaments and coaches for travel expenses.
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.

- a. Example: 27 checks for butterbraids 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.

Fundraising

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. This section outlines optional fundraisers for the team to consider in gathering funds for the season. Furthermore, NCYH would like to remind everyone the main focus of fund-raising is the team, not the individual player. 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.
- Please remember that coaching costs are usually split between teams unless you are doing a tournament that no other team will be participating in.
- 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 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 that players and families 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 as noted in the managers handbook and issuing checks to team treasurers that come in from Colorado Eagles Chuck-A-Puck events. 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. Please contact Nikki Hielscher nikki@ncyh.org to arrange a time so they can note it to ensure no conflicts with other teams or events.
- All players, parents, coaches and directors are representing 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.
- Fundraising activities must be approved by a Hockey Director, prior to beginning a fundraising activity. Unapproved fundraising risks the non-profit tax-exempt status of NCYH. Funds from unapproved fundraising will be sent back to their source. Below are approved fundraisers, and any additional fundraisers should be approved by the NCYH Office.
 - Chuck-A-Puck at Colorado Eagles Games
 - Consumables/Food
 - Butterbraid pastries, popcorn, etc
 - 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.
 - Restaurants
 - Contact individual franchised restaurants about selling coupon sheets
 - Host a fundraising event night at a local restaurant
 - Cash calendars

Sponsorships

Soliciting company and individual team sponsors for your team can definitely reduce the cost to players for team hockey season expenses. This section could be handled by a Sponsorship Coordinator volunteer position on your team. Here are the steps to approach, acquire, and process sponsor donations:

STEPS:

1. 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
2. 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
3. Access the NCYH sponsorship form template
 - a. Fill your team name
 - b. Fill in the recognition type
 - c. Fill in the team contact information

4. 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 parent requesting the sponsorship, not the rink/NCYH office.
5. Checks are then given to the team Treasurer.
6. The Treasurer will follow the NCYH ACH Form process
7. Please follow the process for ordering Team Spirit Apparel
8. NCYH encourages all teams and team managers to remain in contact with all donors throughout the season. Suggestions include inviting sponsors to home games or tournaments and sending a team photo or sponsor plaque. At a minimum, the team Manager, Sponsorship Coordinator, or Treasurer send a thank you letter to the sponsor outlining how the team intends to use or has used the money.

Team Sponsor 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
- Banners should be made from 13oz vinyl
- 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

Team Spirit Apparel and Memorabilia

If your team is recognizing season sponsors with logos on the back of a hooded sweatshirt please read the following:

- Team Spirit Apparel can be ordered through The Stick Rack
 - The Stick Rack has been granted permission from the Colorado Eagles to use the logo, so if a team wants to use the NCYH logo they can go through them.
- NCYH doesn't own the Colorado Eagles logo - it is used with permission from the Colorado Eagles who have permission from the NHL/AHL since they are an affiliate of the Colorado Avalanche. This is non-negotiable due to our agreement with the Colorado Eagles and their partnership with the NHL/AHL.
- The Stick Rack WILL NOT approve any apparel purchased with the JR Eagles logo on it.
- There will be no Logo usage permitted for items purchased outside of the Stick Rack.
- All parents and players should pay for only the cost of team apparel items. No mark ups are allowed that result in a profit to the team's finances.
 - Due to legal permissions in using the logo no profiting from using the Junior Eagles logo is allowed.
- DO NOT ORDER ANY ITEMS WITH ANY RENDITION OF THE EAGLES LOGO WITHOUT CONTACTING NCYH or you may be liable for not allowing to sell to your team and recuperating your costs. DON'T RISK IT!

Assessments

1. Assessment amounts should be discussed and agreed upon as a team.

2. Assessments are given directly to the treasurer via cash, venmo, or check (written directly to the treasurer).
3. Team Assessment fees should be no more than \$300-400 per player for the entire season. Please be sensitive to financial limitations of all families and encourage the team to conduct fundraising activities to help defray costs.
4. The first (and hopefully only) assessment should be due to the Treasurer within 1 month of the team's parent meeting.
5. A second assessment can be collected mid-season if fundraising and sponsorship targeted amounts are not achieved.
6. NCYH has a No Pay, No Play Policy. If any parent of a player does not pay their team's assessment fee contact Nikki Hielscher with the NCYH Office promptly so the issue can be handled.

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 in Addendum G.
- If your team is doing a Colorado Eagles Chuck-A-Puck, please also use the Team ACH Request Form.
- The NCYH ACH Request Form should be filled out by a team's Treasurer for any sponsorship check or Colorado Eagles Chuck-A-Puck check made payable to NCYH in benefit of a team.
- Note: If any submitted checks bounce, the team is responsible to pay the check return fee as charged by our bank.
- Do NOT submit cash to NCYH. This can go directly to your team banker.

STEPS:

1. Print NCYH ACH Request Form
2. Fill out NCYH ACH Request Form
3. Place NCYH ACH Request Form and matching checks in a sealed envelope
 - a. Checks should be made payable to "NCYH" with a note of what team in the memo line. IE: Squirt A Blue
4. Submit a sealed envelope to the "GENERAL BOX" blue lock box in the lobby.
5. NCYH processes the request and payments will be made to team Treasurers and Managers via ACH

Non-Parent Coach Expenses

Most Head Coach/Director/Non-Parent Coach expenses are related to out-of-state tournaments. It is understood that in all cases a best effort must be made to minimize costs for the team and organization during a tournament. Coaches have been instructed to not wait until the end of the season. Non-Parent coaches may elect to be reimbursed for season travel expenses as well. Anything above and beyond what is covered by Non-Parent Coach Reimbursement Policy is subject to Director of Hockey Operations approval

STEPS:

1. Director's travel expenses will be incurred using a Ramp card
2. The team Treasurer will receive an invoice from NCYH shortly after travel has concluded
3. The team Treasurer will pay NCYH for these expenses
4. The team Treasurer will record the expenses in the team Financial Spreadsheet Template

Examples of expenses that may be included in Non-Parent Reimbursements include:

- League Games
 - a. IRS Standard Mileage Rate (non-profit) per mile can be used as a guideline for any mileage when a personal vehicle is used for any league games – \$0.14 cents per mile
 - i. <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- Out of State Tournaments / In State Tournaments Requiring a Hotel Stay
 - a. It is understood that expenses will be covered for travel on the day prior to tournament start as well as day after tournament ends.
 - b. All airfare and transportation expenses relating to an out of state trip or exhibition series (3 or more games over a weekend)
 - c. IRS Standard Mileage Rate (non-profit) per mile can be used as a guideline for any mileage when a personal vehicle is used for any tournaments – \$0.14 cents per mile
 - i. <https://www.irs.gov/tax-professionals/standard-mileage-rates>
 - d. Full cost of hotel stay excluding phone, room service, and movie charges
 - e. \$40 Meals & Incidental Expenses (M&IE) per day for food
 - f. Hotels, transportation, coaching resources, and meals should be the lowest cost options within reason (i.e., a \$150-250 per night hotel rate is reasonable depending on the city, and remember additional taxes).
 - g. Unless the coach is staying with family/friends, the coach must stay at the team hotel that has secured discounted rates. It is suggested that Tournament Coordinators look for options where teams get a complimentary room if they have a certain number of hotel rooms booked with a tournament (usually amount 15 rooms) as the coach can then stay for free, thus reducing cost to the teams. This may need to be coordinated amongst the Team Managers if the Head Coach/Director is traveling to coach more than 1 team.
 - h. If possible transportation may be shared with another family or head coach.
- Exhibition Games
 - a. Full cost of hotel stay with minimum distance from NoCo at 40 miles excluding phone, room service, and movie charges

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 20, 2026.

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 20, 2026.

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.

1. NoCo Ice Center (NOCO)

- a. Locker Room Assignment
 - i. All teams must dress and undress in their assigned locker room for practices and games. No dressing in the lobby.
 - ii. Please see the TV screen to the right of the ice rink doors for assigned locker room number
- b. Cleanliness
 - i. It is the responsibility of the entire team to ensure the locker room is clean before exiting from each game and practice.
 - ii. If the locker room is dirty when your team arrives, please notify the NoCo Front Desk immediately.
- c. Per SafeSport rules at least two approved coaches or locker room monitors must be present in the locker room at all times.
- d. Per Safe Sport rules cell phones with recording capabilities are prohibited in locker rooms.

2. Edora Pool & Ice Center (EPIC)

- a. Locker Room Assignment
 - i. All teams must dress and undress in their assigned locker rooms for practices and games. No dressing in the lobby.
 - ii. 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.
- b. Cleanliness
 - i. It is the responsibility of the entire team to ensure the locker room is clean before exiting from each game and practice.
 - ii. If the locker room is dirty when your team arrives, please notify an EPIC staff member.
- c. Per SafeSport at least two approved coaches must be present in the locker room at all times.
- d. Per Safe Sport rules cell phones with recording capabilities are prohibited in locker rooms.

3. Blue Arena

- a. Locker Room Assignment
 - i. All teams must dress and undress in their designated areas as locker rooms for practices are not available.
 - ii. 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.
- b. Cleanliness
 - i. It is the responsibility of the entire team to ensure the designated area is clean before exiting from each practice.
 - ii. If the designated area is dirty when your team arrives, please notify a Blue Arena staff member.
- c. Per SafeSport at least two approved coaches must be present in the locker room at all times.
- d. 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

- 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 Game Sheet.
 - 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.
- The Team Manager will be contacted by the NCYH Scheduler, Adrienne, if you have a game or practice change the week of the game.
- 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.
- 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.
 - Wednesday is a good day to check schedules.
 - 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.
- 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

- Full equipment for any skater in the youth hockey program is required when on the ice
- Mouthguards are enforced by on ice officials so ensure your players have them.
- 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

- All practices are scheduled through the NCYH Office and Scheduler Adrienne
- Your practice schedule can be verified anytime on the NCYH website under Schedule
- 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

- 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.
- They will be posted to the GameSheet website once scheduled by the organization with the home team.
- 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
 - i. PLEASE NOTE: Rescheduling games only occurs due to weather cancellation or tournament attendance change
 - 1. If a league cancels a game due to weather this is communicated to the Team Manager by the Scheduler and Director.
 - ii. Contact Adrienne first with the affected game
 - iii. NCYH Office will contact the opposing team to notify and determine another date
 - iv. NCYH Office will then contact you with new date to ensure it works with your team's schedule
 - v. NCYH Office will confirm date with opposing team

- vi. 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.

Game Day Attire

Game day attire has been chosen by Directors to promote team and NCYH organization community pride. Please encourage and remind your team of what attire is expected at the following activities. Contact The Stick Rack to purchase additional warm up gear.

Team Level	Pre-Game Warmup	Home Games	Away Games	Tournament Games
14U Bantam	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Players wear collared shirts, dress slacks, dress socks, and dress shoes. No hats.	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers
12U Pee wee	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers
10U Squirt	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers	Wear NCYH warm up suits – sweatshirt and pants – with t-shirt and sneakers

Scoring, Statistics and codes needed

- 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.
- Any changes to the CAHA Scoring Game Schedule will be made through the NCYH Office who will in turn contact CAHA
- 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
- 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
- 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
- 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.
- 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.
- 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.

GameSheet

GameSheet is where scores and statistics from games are officially recorded. Click on these links for instructions on how to login to iPads score a game using GameSheet

1. RMHF -
 - a. <https://www.ncyh.org/team-manager-resources/rmhf-travel-managers-corner/50641>
 - i. Please note that 14U Bantama AA has a different login for iPads as compared to the other RMHF teams
2. Here are some resources that can be used to learn how to score games
 - a. GameSheet Website help page
 - i. <https://help.gamesheet.app/category/65-scoring-a-game>
 - b. CAHA GameSheet General Information Page
 - i. <https://caha.sportngin.com/gamesheetscoringhelp>

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

- a. 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.
- b. Resources are available in the section above to learn how to score games in GameSheet.
- c. 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

- a. 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.
- b. If you would like to see a list of individuals that other teams have used in the past please click [HERE](#).
 - i. 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.
 - ii. 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.
 - iii. Check the day before that your hired person is still able to provide these services.
 - iv. 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.
 - v. Request that your team's Treasurer pay the Scorekeeper and/or Clock person for their services via the method they prefer (many like venmo).
- c. If your team votes and decides to hire people to run the clock and scorekeeping for the season it is highly encouraged that:
 - i. 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)
 - ii. 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.
 - a. [Here is the link](#) to the list of people who provide this service.
 - b. Work with the Treasurer to pay them after each game.
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:
 - a. No coaching from the score box
 - b. No cheering or celebrating from the score box
 - c. 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:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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:
 - No coaching from the penalty box
 - No cheering or celebrating from the penalty box
 - Reporting misconduct of players, other off-ice officials, etc observed before, during and after the game

Tournaments

RMHF teams usually travel to in-state and out-of-state tournaments during the season. These are chosen by the Hockey Director for their division and presented on the division Fact Sheet at tryouts. No additional tournaments will be added during the 2026-2027 season. All tournaments must be approved by the Director of Hockey Operations. Due to the extra duties involved with coordinating tournament details for a team, NCYH suggests that each team has a Tournament Coordinator.

Tournament Coordinator

This role should be fulfilled by a parent other than the Team Manager. Please share this section with that parent once he/she has volunteered for the role. This person can help the team by:

- Securing blocks of hotel rooms, including Stay and Plays, for the team to stay at during a tournament
- Communicating with the team on how to book hotel accommodations for the tournament
- Communicating with each tournament on checking that rosters are submitted, any other information and requirements are met for participating in the tournament
- Applying for Travel Permits for out of-of-state tournaments
- Coordinating with the team Treasurer and Manager to prioritize paying NCYH for tournament registration fees first and before December 15, 2026.
- Reading and communicating tournament rules, when necessary.
- Communicating when Scorekeepers and Clock persons are needed for tournament or showcase games
- Helping to verify that rosters are complete and up to date to meet tournament and showcase requirements (eg no suspended players or redlined coaches are participating)
- Necessary waivers or Consent to Treat forms are signed by all participants this applies to
- Collecting any other necessary paperwork for participating in a tournament
- Helping with the design of any tournament pins
- Working with the Event Coordinator to have team events at tournaments
- Print any required rosters stickers for tournaments that require them
 - A template is available on the managers resource page
 - E.g. In 2024 CCM Denver required roster stickers, or the other option was to handwrite all players, positions, and jersey numbers on the score sheet

Tournament Funding

NCYH provides each team with an amount of tournament funds, which comes from a portion of each player's registration fees. The amount each team will receive is:

- Midget Club (CPHL) -- \$1800
- All RMHF Bantam teams -- \$1800
- All RMHF PeeWee teams -- \$1800
- All RMHF Squirt teams -- \$1800

All teams will receive these funds in the form of a reduction in their team's tournament fees invoice that is due to be paid to NCYH. Midget Club CPHL invoices are due September 15, 2026 while RMHF invoices are due by December 15, 2026, and all must be paid before any other expenses are incurred by the team.

Travel Permit

In Colorado, travel permits for hockey are managed by the Colorado Amateur Hockey Association (CAHA). These permits are required for teams traveling out of state for games or tournaments.

- Teams need to submit their travel permit applications at least two weeks before their planned travel date. Submitting as soon as you know you are traveling is a good idea.
- Travel permits can be requested on the CAHA website

Stay to Play Hotels

1. Many tournaments are Stay to Play, which means your team has to stay at one of the approved hotels per the tournament rules.
2. Please read the Tournament Rules before booking ANY hotels.
3. If there is the option to opt out of staying at one of these hotels and having to pay a subsequent fee, this is at the discretion of each team.
4. NCYH will not be responsible for any hotel bookings of tournaments.
5. There may be a sense of urgency to book hotels as soon as teams are formed as families/parents like to make plans for being out of town. Hotel accommodations are handled differently for each tournament, with some not informing you of where you are staying until 2 weeks in advance, while others release hotel information before rink assignments are made for age divisions. Please stay in communication with your team manager to inform parents of what to expect. Here are a few guidelines:
 - a. Check with Stay to Play hotels in advance of room block booking deadlines to know how many have booked rooms in order to be able to remind your team of how many more need to book rooms according to the tournaments requirements.
 - b. Cactus Cup in Phoenix, AZ releases their list of hotels that are booked through a 3rd party reservation company before rink assignments are given to age divisions. Do your best to select a hotel that meets your team's anticipated needs.
 - c. My Hockey Tournaments ask that ALL parents and coaches reserve rooms with their credit cards in their system. Once everyone has filled out this information you are able to request a hotel. You will probably get told about 2 weeks in advance if your team is able to stay in that hotel or must stay in another hotel selected by the tournament.
 - d. Be sure to ask if there are complimentary rooms available for coaches, per the hotels policy, for a certain amount of hotel rooms booked. Usually this is around 15 rooms booked and you get a coach's room for free.

Showcases

1. RMHF may host a Kickoff Weekend Showcase, usually in October each year. Currently one is not scheduled for 2026.
2. In the event of a RMHF Showcase, organizations from Colorado and outside of Colorado within the Federation are invited to participate at different levels depending on several factors.
 - Follow communication from NCYH and the RMHF website for more details.
3. There may be an ice fee associated with participating in RMHF Showcases.
4. Schedules and scores should be found in GameSheet and provided by RMHF.

5. Other showcases may be attended, per Hockey Director decisions.
6. Be mindful that your team may be required to provide scorekeepers and clock runners for RMHF showcases.

Playoffs

- These typically occur the last few weeks of February for all teams
- The next round of playoffs could occur at the end of February and perhaps even into the first week of March. With the change implemented by RMHF this season in the start/end of the season this should not conflict with Spring Breaks as it has the last few years.
- When we are informed of the location and times for playoffs at each league/division, we will contact the Coach and Manager with the information so you can share with your families.
- Be mindful that your team may be required to provide scorekeepers and clock runners for playoff games.
- PLEASE NOTE: We have no control over the scheduling of Playoff dates – this comes from the state and every school district may/may not be impacted by this. Please communicate this to your families at the beginning of the season as well as towards the end when playoffs are approaching.
 - Each association may host different levels. It has nothing to do with your final outcome in the standings. Host locations are determined by the league earlier in the season.

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.

Off-Ice Activities

Community Service Coordinator

Community Service is recommended for all NCYH teams. Please share this section with the parent once he/she has volunteered for this role. Community Service projects can be done at NoCo Ice Center or in our surrounding communities.

- NoCo Ice Center Community Service Projects
 - Players can learn to appreciate keeping our rink looking nice by contributing time to projects around the rink. We want to instill a level of respect for your kid's surroundings, which will hopefully carry over both to the opposing team's locker rooms and to your child's room at home. Players can do their part to:
 - Keep locker rooms clean by picking up trash and returning lost items to the NCYH office for the Lost & Found
 - Keep player benches clean by picking up trash and returning lost items to the NCYH office for the Lost & Found
 - Keep the bleachers clean by picking up trash and returning lost items to the NCYH office for the Lost & Found
 - Extra cleaning projects can be arranged for team's Monday through Thursday before/after practice from the first weeks of September through mid- March with no cleaning during the two week Winter Break. Duties may include any of the following:
 - Sweeping/mopping of locker rooms; public restrooms; player benches; bleachers; ice rink hallway; and lobby
 - Clean up of viewing area in lobby; parking lot; sidewalk areas; and exterior rink glass/boards
 - Change all trash cans in rink (lobby, locker rooms, benches, restrooms)
 - ALL players should participate in Community Service Projects, if available.

- Contact the NCYH Office to arrange a time that fits with your team's schedule for extra cleaning projects at NoCo Ice Center.
- Surrounding Community Service Projects
 - NCYH Office has been made aware of other projects that teams can participate in as community service. Teams can choose to participate in any other community service project that the parents/team manager/coach would like to see them complete. Below are some ideas to get your team started:
 - Collect food and other items for local food banks
 - Larimer County Food Bank
 - 1301 Blue Spruce Drive / Fort Collins, CO 80524
 - 970-493-4477
 - www.foodbanklarimer.org
 - Collect food and items for an animal shelter
 - Collect toys for a toy drive
 - Write letters or make cares for elderly in nursing/assisted living home
 - Make cards for children in Denver Children's Hospital
 - Timberlane Farm Museum
 - Dean Schilling / 2306 East First Street / Loveland, CO 80537
 - 970-646-2874
 - www.timberlanefarmmuseum.org
 - Beads of Courage
 - Kids will get 2 beads and carry them with intention during the season (do NOT recommended putting them on skates...we did warm ups or bags). At the end of the season, tournament, week, game, whatever, they write a message of courage and hope to a child with serious chronic illness and return the card and one bead infused with their courage and strength to be delivered to a child in treatment. They keep the matching bead as a reminder. It is sometimes possible to arrange a trip to a children's hospital where the players can hand deliver their beads.
 - More info at www.beadsofcourage.org
 - Contact Soley Belt, NCYH Coordinator at soleysny@yahoo.com
 - United Way of Larimer County
 - Make a Difference Day in October – Over 100 projects that need assistance
 - Will be available to view via their website in fall
 - 970-407-7066
 - www.uwaylc.org

Event Coordinator

To build team spirit and opportunities to bond off the ice a team can choose to have an Event Coordinator. This optional role can focus on the following optional events to bring the players of the team together for fun times. Please share this section with the parent once he/she has volunteered for this role.

Team Building Events

- Season kickoff party
- Tournament events
 - a. Coordinate with tournament coordinator to create events at tournaments for team building
- Team meals
- End of Year Party

Dry Land Training

- Dry land training can be coordinated with Joe McKay at Pursuit for an extra charge.
- Team funds can be used to pay for part or all of training fees.

Concussion Testing

- All Bantam and Midget players must complete concussion testing once every two years, as outlined in the online contract at registration.
 - Since it is good for TWO years players only need to complete it every other season.
- These are scheduled at the Orthopedic Center of the Rockies.
- Players must take a “Baseline Test” to measure a healthy brain before suffering from a concussion.
- If a player has a concussion during the season, their family doctors can request this test as a comparison for pre/post injury.

League or Tournament Championship Banner Guidance

- To be consistent with all banners please do not sign or write on any banners -- league championships or tournaments.

Addendum A - Pre-Season Checklist

- ☐ Attend Team Manager's Meeting
- ☐ Possibly meet with coach to go over season expectations
- ☐ Host Team Parent Meeting within one (1) week of first practice
- ☐ Solicit parents to sign up for Non-Manager Volunteer Roles
 - ☐ Need a Treasurer 1st thing
- ☐ Email Nikki at Nikki@ncyh.org with manager and treasurer emails and phone numbers
- ☐ Ensure all parents and coaches are in Crossbar team for communication
- ☒ Receive link to USA Hockey Official Stamped Roster from NCYH Office (before playing any games, scrimmages or tournaments) This will come from Adrienne but may take a couple weeks.
 - ☐ Double check names are spelled correctly and numbers are right

Addendum B - Parent Meeting Prep Checklist

- ☐ Set a time and date that works for coaches and parents
 - ☐ Popular time is 30 minutes after practice
- ☐ Request to use the room next to The Stick Rack if you would like a place with seating and fewer distractions than The Eagles Nest, if you choose to meet at NoCo Ice Center
- ☐ Finalize agenda, sample below, and print out to hand out to parents
- ☐ Coordinate with the coach to bring copies of the team's Fact Sheet
- ☐ Bring printed copy of Manager's Book to be able to answer questions easier
- ☐ Bring QR code sheet for other volunteers
- ☐ Bring a snack to share if you want

Addendum C - Sample Parent Meeting Agenda

In coordination with the coach, schedule the first team parent meeting within one week of the first practice to discuss the following points:

Manager Info

- Rules for parents' conduct and cooperation
 - Treatment of all players, team officials, referees, and respect for other players and fans
- Tournaments
 - Refer to Team Fact Sheet
- Communication
 - Crossbar, Weekly Newsletter, text
 - Who to contact for what based on this manager handbook
- Sponsorships and Fundraising
 - Vote on activities related to generating revenue to help with expenses and refunding assessment fees
- Pursuit
 - Vote on if the team wants to workout once per week at Pursuit (additional charge)
- Season kick-off party
 - Decide if the team wants to have a season kick-off party and who will host.
- Solicit parents to volunteer for the following positions:
 - Essential Roles
 - First Aid Kit
 - Treasurer
 - Tournament Coordinator
 - Fundraising Coordinator
 - Sponsorship Coordinator
 - Scorekeeper & Clock - vote on how this will be handled
 - Penalty Box Assistant - vote on how this will be handled
 - Locker Room Monitors
 - Optional Roles
 - Event Coordinator
 - Community Service Coordinator
 - Scorekeeper & Clock Coordinator
 - DJ/Music
 - Videographer
 - Schedule Checker

Coach Info

- Coaching philosophy

- Individual and team skills coach will try to teach the players and where coach might be changing the emphasis during the season
- Zero tolerance: drugs, alcohol, hazing, theft, vandalism, or any other inappropriate behavior
- Locker room procedures
 - Arrival time before practices
 - Arrival time before games
 - Locker room cleanliness
 - Only coaches and Locker Room Monitors in locker room at any times due to SafeSport
- Conduct around rinks/arena
- Disciplinary action for lateness to games and practices, missing games and/or practices
 - Provide a copy of team rules and consequences (with copy to Director of Hockey Operations)
- Pre-Game Dress code for coaches and players
- Pre-game stretching and warm-up exercises.
- Number of games and practices
- Playing time
 - Each player is aware how the coach will handle playing time during regular season, playoff games, and tournaments, etc.
 - Earned ice time does not mean equal ice time
- Equipment requirements
- Proper rest, curfews, and nutrition

Addendum D - Weekly Newsletter Checklist

- ☐ Important items that parents need to take action on. It is a good idea to put this information in the Crossbar chat as well.
- ☐ Important information parents need to know about tournaments, booking hotels, fundraising events, team events/parties/dinners, etc.
- ☐ Practice times and locations for the week
- ☐ Upcoming game times, locations, and who is assigned penalty box
- ☐ Link to budget

Addendum E - Post-Season Checklist

- ☐ End-of-year team party
- ☐ Balance the final budget
- ☐ Refund assessment to families divided equally
- ☐ Give additional surplus of funds to NCYH
- ☐ Close bank account
- ☐ Manager sends out final email of thanks

Addendum F - 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.

Addendum G - 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 # _____