



**SUN PRAIRIE YOUTH HOCKEY (SPYHA)  
2019 – 2020 TRAVEL PROGRAMS**

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***Sun Prairie Youth Hockey Programs:***

Welcome to the 2019-2020 travel hockey season information packet! Please review all information in this packet. You will be required to acknowledge you have read, understand and will comply with all information included here. The following programs are offered by SPYHA:

***TRAVEL TEAMS – SQUIRT 10U through MIDGET 18U:***

The table below outlines the number of games and tournaments approved for each travel team:

The table below outlines the number of games and tournaments approved for each travel team:

Activity	Squirt	PeeWee	Bantam	Midget <sup>c</sup>
Home games	10	12	12	12
Scrimmage (during evaluations)	-	potential of 1	1	-
Reciprocal games <sup>a</sup>	10	12	12	12
# of tournaments <sup>b</sup>	3	4	5	5

a Up to five away, no-cost games in addition to the game limits are allowed.

b A team may give up one allotted tournament to add three games.

c At Board directive, the number of allowable games, including home games, may be adjusted based on team size.

- Travel teams have at least one out-of-town tournament (typically within Wisconsin, but Iowa, Illinois and Minnesota trips are allowed).
- Each team except Midget will also host a Cardinal Cup home tournament. Cost of the Cardinal Cup tournament is included in dues.
- Teams will participate in the Wisconsin Amateur Hockey Association (WAHA) Region 4 play downs to potentially qualify for the WAHA state tournament. One play down game per

team (for PeeWee 1B this game is the first game of the PeeWee 1B state tournament being hosted at Sun Prairie) is also included in dues.

- Outside Tournament fees, as well as any remaining play down and state tournament fees are in addition to the dues listed below, except for Midgets, who have two tournaments included in their dues. The SPYHA Board will select and register each team for a minimum of one tournament for the 2019-2020 season, based on our home ice availability. Teams will decide upon remaining tournaments and be responsible for all tournament fees for chosen tournaments. The amount of travel involved, and tournament participation, is determined by team consensus at the beginning of the season, within guidelines established by the Board of Directors.
- Team selection is determined by a SPYHA tryout process with each player being placed on an age appropriate team with players of comparable skills. These teams are often denoted as the A, B, and C teams at a level. For example, a ‘Squirt A’ player is a skater within the Squirt age bracket (9 to 10 years old) and has made the ‘A’ team. The A, B and C teams at any age level, while differing in skill level, operate the same way in terms of practices, games, tournaments, fees and commitments.

**Travel Team Fees (table reflects costs when registering before September 1st):**

Level (projected team count)	Registration Fee	Capital Fund	Scholarship Fund	Skating/Ice Fee	Total Dues
Squirt (5 Teams)	\$100	\$50	\$5	\$595	\$750
PeeWee (4 Teams)	\$100	\$50	\$5	\$745	\$900
Bantam (2 Teams)	\$100	\$50	\$5	\$770	\$925
Midget (1 Team)	\$100	\$50	\$5	\$545	\$700

**NOTE: Travel players who register by September 1st will be offered a \$200 discount off the registration fee. Any travel player who registers after the registration deadline is not guaranteed a roster spot.**

The totals listed above do not include mandatory fundraising and volunteer requirements. Failure to meet these additional requirements will increase the required out-of-pocket expenses. [Details on volunteer credits and fundraising are included in this packet.](#)

The registration fee is not refundable. Capital fund and scholarship fund payments are not refundable after the start of the evaluations. Players choosing to leave SPYHA after evaluations are responsible for fees related to ice time used. Refer to the [SPYHA Policy Manual](#) for SPYHA’s refund policy, including the policy for players selected to JV/Varsity teams.

Families will be invoiced at the beginning of the season based on the number of teams and estimated roster sizes determined in advance by the SPYHA board. SPYHA reserves the right to adjust dues to

reflect actual roster size. For example, if registration at the PeeWee age level are finalized at 12 players per team instead of the estimated 14, the invoice for second half dues for each family will be adjusted to reflect the increase in skating dues.

### ***Goalie and Sibling Incentives***

Goalie dues for ice fees will be 50% of player's ice fees. Goalies must be registered and rostered as a goalie to receive this discount.

Parents with multiple players will receive the following discounts: first player will pay full dues. Second player or player with lesser dues of the two will receive one-third off dues for ice fees reduction. Three or more players each will receive half dues for ice fees reduction. All players receiving discounts must be registered as skater, registered at the same time, reside in the same household and remain current on payments due. Goalie and Sibling incentives cannot be combined.

### ***Executive Committee Incentives***

Player ice fees will be waived for members of the Executive Committee for the highest dues paid in their household during the season(s) they hold office. Failure to successfully fulfill the position according to the bylaws will negate this incentive. This incentive cannot be combined with any other incentive.

### ***TRAVEL TEAM EQUIPMENT***

SPYHA recommends black helmets, black gloves and black breezers (pants). This is a recommendation and not a requirement, and it is **not** necessary to purchase new helmets, gloves and/or breezers if players already have equipment.

Dues for travel players include use of a home and away jersey and a pair of game socks. The socks may be kept by the player at the end of the season. Each travel team player will be assigned home and away hockey jerseys which remain the property of SPYHA. Failure to return jerseys in good condition at the end of the season will result in a \$100 fee being charged to the skater's account. Please take good care of the jerseys as they are required to last at least three seasons to keep our dues down. **DO NOT SEW, GLUE** or otherwise adhere captain's 'C' or assistant captain's 'A' patches to any SPYHA jersey. Failure to follow this guideline will result in the \$100 surcharge per jersey being applied to the skater's account. Jerseys are to be brought to the rink on a hanger or in a hanging bag and are to be treated with respect at all times.

### ***ANNUAL FUNDRAISING REQUIREMENTS***

Annual Fundraising activities are an important component in the SPHYA budget. The benefits of these activities are real - our annual fundraising activities are used to directly reduce our member fees. Your participation matters! Money raised by these activities are applied directly to help reduce the dues owed by our members. Given the level of importance in the budget setting process, the following commitments are required by each family having at least one skater in a program.

For the 2019-2020 season, each travel hockey family is responsible for selling a minimum of twelve (12) \$20 calendar raffle cards to fulfill the mandatory fundraising commitment. Families must sign out the cards during evaluation check-in and turn in both raffle ticket stubs and fundraiser card payments by the due date. Additional cards can be purchased and sold by SPHYA families.

Important notes:

- Fundraising calendar raffle cards are a family commitment – the maximum number a family with travel players and mite or mini-mite players is responsible for is twelve cards, based on travel hockey requirements.
- If the mandatory fundraising requirements are not met by the due date, players will not be allowed to participate in SPYHA sanctioned practices or games until the family commitment is met. Legal action may also be initiated by SPYHA for failure to meet the mandatory fundraising requirements.

## ***VOLUNTEERING***

As a community-based nonprofit organization, SPYHA thrives when members become involved and share their time and talents. A broad array of volunteer opportunities exists that are necessary to make SPYHA a success. Each family is expected to fulfill volunteer requirements over the course of a year or pay an amount to cover an average ‘value’ that these hours represent. The continued success of the beautiful facility we now call home, the Sun Prairie Ice Arena, also depends on the support of member volunteers.

The concession stand is critical to the financial success of SPYHA - it is the most effective way to control expenses which otherwise would need to be passed on to families in the form of dues increases. All travel families will be required to fulfill at least 10 hours of their 30 total volunteer hours in the concessions stands. Mite families will be required to fulfill at least 5 hours of their full season total volunteer hours in the concessions stands.

Volunteer hours are per family. For families with multiple players in SPYHA, the necessary credits are determined by the highest number of volunteer credits required. For example, if you have two players participating and one is in Mites and the other is on a travel team, the family requirement is 30 total hours (the amount corresponding to the travel team player).

Volunteer credit hours are generally earned hour for hour with one hour of volunteer time equaling one credit hour. Volunteer credit hours for trade or professional skills (plumbing, electrician, engineering etc.) will be credited on a case by case basis as approved by the Board.

Please remember that these are the minimum hours required for each family. Our association thrives on the hard work of our members. Please volunteer your time and efforts whenever and wherever possible above and beyond these minimums and help keep the costs to play hockey down for all families and help improve the hockey experience for our young players.

### **Volunteer opportunities that exist within SPYHA:**

1. Serve as a representative for the SPYHA Board of Directors (election based)
2. Serve as a committee chair, committee co-chair or committee member
3. Work in the concession stand or at special events (see below)
4. Attend a board meeting and stay informed (1 credit per meeting).
5. Other opportunities
  - Clean, paint, general maintenance
  - Board approved skilled trades (i.e. plumber, electrician, carpenter, HVAC)

*Committee work:* (not all committees have openings each year due to size needs, previous commitments from members, etc.)

- Webmaster
- Communications committee
- Volunteer committee
- Concessions committee
- Tournament committee
- Annual Fundraising committee\*
- Equipment Managers
- Registrar
- Public Relations\*
- School skates

\* denotes Current Need

*Coaches (one head and up to three assistant coaches) and Team Representative*

- Coaches & assistant coaches
- Team reps

Note: SPYHA coaches must undergo background checks, USA Hockey training, be recommended by the ACE Director(s) and approved by the Board of Directors. Interested potential coaches should contact the ACE Director(s) ([acedirector@spyha.com](mailto:acedirector@spyha.com)) for consideration and additional information. Note that only approved coaches or student coaches are allowed on the ice for SPYHA practices/games for liability reasons.

**Monetary consideration for volunteerism (buy-out):**

The volunteer calendar runs from April 1<sup>st</sup> through March 31<sup>st</sup> corresponding with each hockey season. A buyout of volunteering will be allowed. The buyout value is determined by the highest player level for a family (e.g. a family with a Squirt player and an ADM player would buyout at the travel rate). Families may choose to buyout for their concession stand hours only, their regular volunteer hours, or both. Buyout payments must be received by the indicated payment due date.

**Volunteer Hours Buy-out**

Payment due date	Concession hours buyout*	Regular volunteer hours buyout
December 31, 2019	\$150	\$230

\*Concession stand hours buyout rate is \$15/credit. Once the buyout decision and payment have been made, it will not be refunded, and no money will be refunded for subsequent volunteer time.

A statement will be sent to families on or around April 1, 2020, outlining remaining volunteer time each family is responsible for with payment due by April 30, 2020. Regular volunteer hours that are not fulfilled are invoiced at a rate of \$15/credit, while concession stand credits that are not fulfilled are invoiced at a rate of \$20/hour.

Most volunteer hours can be claimed on the SPYHA website via the DIBS system. After you register and login to the DIBS section of the site, you can claim volunteer jobs that fit your time, talents and schedule. These opportunities are available on a first come, first served basis. After someone claims a job, no one else can. In order to maintain a commitment for jobs claimed, the following policy has been implemented.

Failure to show up for a task that you signed up for will result in a monetary penalty of \$30 per credit (payable within 7 days or all children from that family will be held out of SPYHA functions), and the credits will not be counted. If you cannot fulfill your claimed task, you are responsible for finding a qualified substitute. In case of emergency, contact the volunteer committee at [vcomm@spyha.com](mailto:vcomm@spyha.com). For further information, refer to the [SPYHA Policy Manual](#).

### ***CAPITAL AND SCHOLARSHIP FUNDS***

Included as a part of each player's dues each year is a \$50 contribution to the SPYHA Capital Fund. This program began during the 2009-2010 hockey season and helped contribute to our new rink. To the best of our knowledge (you are advised to check with your tax preparer), this portion of your dues is tax deductible, as is the portion allocated for scholarship funding. This money is not used for daily operating expenses of our youth programs; rather, these funds are designated to Sun Prairie Ice Arena. Given SPYHA's ongoing financial obligation to the new building, this contribution approach will continue each year. This capital fund may also be used to pay for future ice arena projects and may even be used someday to fund another new ice arena for our grandchildren.

The scholarship contributions are intended to replenish scholarship funding and help ensure all children who wish to play and are in need are able to enjoy hockey.

Please contact a board member for questions regarding the Capital or Scholarship funds.

### ***REGISTRATION***

#### **USA Hockey Registration**

The first step in the SPYHA registration process is registration with USA Hockey (our governing body), which must be completed online by a parent/guardian for each player at [www.usahockey.com](http://www.usahockey.com). All SPYHA skaters must register – you will not be able to complete the registration process without first registering with USA Hockey. There is a fee for this registration for skaters over six years old (as of December 31, 2019). This includes a monthly hockey magazine and a national discount program (e.g., car rentals, hotels, air fares). Registration is required for players under six; however, there is no charge for the registration.

USA Hockey online registration is currently open. To register, go to [www.usahockey.com](http://www.usahockey.com), click on the Membership tab at the top of the website and select Register Online. Complete the necessary information for each skater. Please make certain you select NEXT season (2019-2020) when you are registering and not the past season. After registration is complete, you will need to copy the registration number given to you by USA Hockey and paste this number into the SPYHA registration website when prompted. It is not necessary to print off and turn in the registration information, but you may wish to keep it for your own records.

#### **SPYHA Registration**

After completing the USA Hockey registration, go to [www.SPYHA.com](http://www.SPYHA.com). You will need to log in to begin the registration process. If you do not have a login, click on the "Create an Account" button at the top of the home page and follow the prompts.

To complete the registration process, a non-refundable registration fee of \$300 is required for travel players. Travel players who register by September 1st will be offered a \$200 discount off the registration fee. This payment must be made through the registration process.

### **Late Registration**

Any travel player who registers after the registration deadline is not guaranteed a roster spot. Refer to the [SPYHA Policy Manual](#) for additional information and special situations, including 18U players who have already graduated from high school.

## ***SPECIAL CIRCUMSTANCES***

### **Financial Assistance**

SPYHA strives to make hockey an affordable activity for all players. In cases of financial hardship, scholarships may be available. Travel families in these situations must contact a member of the Executive Committee (President, Past-President, President-Elect, Secretary or Treasurer) directly by September 1st to explain your circumstances and apply for this limited program. Be prepared to submit additional supporting documentation and other pertinent information. All information will be kept strictly confidential and will not be shared beyond the Executive Committee level, but any scholarship requests must be approved by the SPYHA Board of Directors. Anyone who has failed to satisfy previous alternative payment agreements or has not been a member in good standing in the past may be refused scholarship opportunities this season and into the future.

All families requesting scholarship assistance must provide confidential income information including, but not limited to, recent income tax returns and payroll check stubs to the Executive Committee for consideration.

### **Non-Payment Procedures**

Failure to pay your invoice on time as required may result in your player not being allowed to participate in SPYHA-sanctioned events (games, practices, tournaments, etc.). SPYHA will check-in all skaters at tryouts and practices as necessary. Those players found to have an unpaid invoice may not be allowed to skate.

With a possible exception of injury or medical illness, you will be responsible to pay your dues and fulfill your mandatory fundraising and volunteer requirements, even if your player quits during the season. The Executive Committee will address situations on a case-by-case basis, applying guidelines approved by the SPYHA Board of Directors

### **Injury/Partial Season Participation**

Please consult the [SPYHA Policy Manual](#) for details.

## ***SPYHA INVOICING AND PAYMENTS***

After your online registration has been completed, and before the first tryout or skating session, SPYHA will send an invoice to the parents of the player(s) for the on-ice dues, the mandatory capital fund donation, the scholarship fund donation and the mandatory annual fundraising items.



There are several payment options. Payment may be made in full upon receipt of the invoice, split between two payments or you may request to be approved for a monthly installment plan. This plan requires board review and an approved Payment Agreement. Families not in good financial standing with SPYHA may not be approved for a payment plan. If you would like to be considered for a payment plan, please select the check box during registration and you will be contacted by a board member for further information. Terms are as follows:

1. All members approved for payment terms must sign a payment agreement which binds them to the terms of the agreement. Under no circumstances will the payment terms extend beyond March 1, 2020.
2. Payments must be made on time per the Agreement. If the terms of the Payment Agreement are not met, late fees will be assessed, or the player may not be allowed to practice or participate in SPYHA-sanctioned events until payment is made. SPYHA reserves the right to initiate legal proceeding against members that fail to meet their financial obligations in a timely manner. Additional information is available in the [SPYHA Policy Manual](#).

Regardless of the plan selected, the first payment must be made before your player can take the ice (along with any remaining dues or unfulfilled volunteer payments from the previous season) at the first session. There will be no exceptions to this policy without prior Board approval.

Checks are the most appreciated form of payment. Please send checks to the following address:

SPYHA Treasurer  
PO Box 301  
Sun Prairie, WI 53590

There is a SPYHA drop box on the Tubbs Rink side of the SPYHA Office, or payments can be made in person at any SPYHA Board meeting or during posted office hours. Please include the invoice or invoice number with your payment for accurate recording.

Returned (NSF) checks will be assessed a \$35 fee, plus loss of personal check-writing privileges for one year. Subsequent payments after an NSF check must be made by cashier's or bank-certified check, money order or credit card (PayPal).

While check payment is preferred to save on fees incurred by SPYHA, payment by credit card, debit card or direct withdrawal from a checking account can be done using PayPal. Use the "Dues Payment" link on the SPYHA website to access the appropriate PayPal payee. Instructions will be included with the invoice and are also provided on the SPYHA website. Please include the invoice number or player name when submitting payment.

SPYHA will also issue invoices for shortfalls to the mandatory fundraising requirements and/or volunteer requirements. As travel team sizes are based on preseason estimates and must be approved well in advance of registration dates, SPYHA reserves the right to increase dues to accommodate a smaller roster size. This adjustment will be reflected in the December invoice. If a credit is due or an overpayment situation occurs, SPYHA will issue a check at the end of the season to the parent of the



player, unless other information is noted. Any questions about invoices can be directed to the SPYHA Treasurer using the contact information on the website.

Monetary credits for participation in the voluntary dues reduction program will also be reflected in the player’s account balance. These credits can be used to reduce the invoiced amount for second half payment. Credits earned during the second half of the season may be held by SPYHA for credit against next year’s dues.

***Dues Reduction***

Members are encouraged to sell holiday wreaths and/or cookie dough and similar items sponsored by SPYHA as a means to reduce the cost of playing hockey. In addition, members may choose to participate in a SPYHA-sponsored SCRIP program which uses pre-paid company gift cards that can be purchased and used at area businesses. A percentage from the sale of each purchased gift card is then credited to the members account. Information on these voluntary programs will be made available early in the season such that members have a significant amount of time to reduce their out-of-pocket expenditures. Credit for these voluntary programs will either be applied to the December invoice or credited against next year’s dues.

***QUESTIONS AND CONTACT INFO***

Many times, the answers to your questions can be found on our website at [www.spyha.com](http://www.spyha.com), including contact information for the SPYHA Board of Directors and our coaches. E-mail tends to work well as we’re all volunteers and have regular jobs in addition to our SPYHA activities. Contact information for the Board of Directors is provided below:

President	Chris LaRowe	president@spyha.com	608-772-0840
Past President	Brian Sullivan	pastpresident@spyha.com	608-209-7656
President Elect	Suzanne Doody	presidentelect@spyha.com	608-370-3320
Treasurer	Anne-Marie Malkovich	treasurer@spyha.com	920-905-1221
Secretary	Laura Smith	secretary@spyha.com	608-215-7682
Mini-Mite U6 Rep	Scott VandeBerg	minimiterep@spyha.com	608-843-4465
Mite U8 Rep	Brandon Schmidt	mites@spyha.com	630-373-2164
Squirt Rep	Erika Kott	squirtrep@spyha.com	608-658-0346
PeeWee Rep	Julie Wetmore	peeweerep@spyha.com	608-347-5857
Bantam Rep	Eric Seidl	bantamrep@spyha.com	608-206-7178
Midget Rep	OPEN	midgetrep@spyha.com	
Coaches Rep	Steve Tubbs	coachesrep@spyha.com	608-220-5965
ACE Directors	Beau Bingham (Travel)	acedirector@spyha.com	608-513-5313
	Jerry O’Gara (ADM & Non-travel)	acedirector@spyha.com	608-235-7727

Please use the Executive Committee e-mail address for private matters: [ecomm@spyha.com](mailto:ecomm@spyha.com).