



**2019-2020**

# **TCYH Manager's Guide**

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## **Thank you for volunteering to be a Tri-County Youth Hockey Coach or Team Manager!**



As you know the hockey season can be a very busy time for all of us. There are several things that you need to know to assist you in your role as a team manager. This guide will serve as a quick reference for you.

If you have any questions at any point during the season please feel free to reach out to:

**Stacey Esposito**

**Pee Wee Travel Manager**

**[staceyespoTCYH@hotmail.com](mailto:staceyespoTCYH@hotmail.com)**

**cell (585) 880-8569**

**Lisa Ryan**

**Previous Bantam/Pee Wee Manager-Empire**

**[Lryan1975@gmail.com](mailto:Lryan1975@gmail.com)**

**(585) 259-5591**

**I have managed hockey teams for the last 7 years and I would be more than happy to assist  
you!**

**You will learn a lot this season and have a ton of fun too!**



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## **Sponsorships for your Team**

### **Owner Sponsorship:**

The minimum amount is \$500 which goes directly to the league (any amount above that will go to your team), this is required sponsorship for all teams.

***Please make checks payable to Tri-County Youth Hockey***

All completed Sponsorship forms must be returned with payment to the Sponsorship Coordinator-Michelle Duset. Please make sure the sponsor includes a business card with their completed sponsorship form and payment. The address is at the bottom of the form. Please be sure the Team section on the form is completed. This will ensure that the funds will be allocated to the appropriate team. All checks should be made out to Tri-County Youth Hockey.

Please see sponsorship form on next page



# Tri-County Youth Hockey

Of Orleans, Monroe & Genesee counties  
P.O. Box 156, Brockport, New York 14420

## SPONSORSHIP FORM

### Team Information

TCYH Team:  
Head Coach:  
Manager:  
Managers Telephone:  
Manager's Email:

### Sponsor Information

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Amount of Sponsorship: \_\_\_\_\_  
Website URL: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Please select your level of sponsorship below:**

\_\_\_\_\_ **The "Corporate" Sponsorship – Minimum is \$1000.** Full amount goes to the team.  
For your generosity, the sponsor receives:

- A business card size ad & link on the TCYH website to your business website.
- A recognition plaque with a team photo-team is responsible for ordering and expense
- The opportunity to set up a booth at the TCYH picture night

\_\_\_\_\_ **The "Owner" Sponsorship – Minimum is \$500.** \$500 to the league (towards jersey costs/league fees), anything above that goes to the team. Each team may have up to 2 "Owner" Sponsorships, only 1 is required by the league. Funds from a second "Owner" sponsor will go directly to the team.

For your generosity, the sponsor receives:

- A business card size ad & link on the TCYH website to your business website.
- A recognition plaque with a team photo-ordered and paid for by the league
- The opportunity to set up a booth at the TCYH picture night

\_\_\_\_\_ **The "Top Shelf" Sponsorship – Agreed Upon w/ Team, minimum of \$250.** Full amount goes to the team.

For your generosity, the sponsor receives:

- A business card size ad & link on the TCYH website to your business website.
- The opportunity to set up a booth at the TCYH picture night

\_\_\_\_\_ **The "Playmaker" Sponsorship – Agreed Upon w/ Team, minimum of \$50.** Full amount goes to the team.

For your generosity, the sponsor receives:

- A business card size ad & link on the TCYH website to your business website.

\_\_\_\_\_ **The "Fan" Sponsorship – No Minimum amount.** Full amount goes to the team.

- This sponsorship offers the flexibility to support your team in any denomination that you choose, without receiving any of the advertising benefits listed above.

**Please attach payment & business card to this form and mail to:**

Michelle Duset  
TCYH Sponsorship Coordinator  
3848 Sweden Walker Rd.  
Brockport, NY 14420

**PLEASE MAKE CHECKS PAYABLE TO: Tri-County Youth Hockey**

## OUR MISSION

Tri-County Youth Hockey is a 501c3 organization that looks to provide a positive experience for our youth athletes. We strive to create opportunities for players to achieve their full potential both on the ice and as an individual.

Tri-County Youth Hockey believes in developing strong individuals and strong athletes. We pride ourselves on providing programs that develop the physical and psychological aspects of our youth. Our club offers competitive hockey at both the house and travel level. Members will share that we offer a family atmosphere where players can develop their hockey skills, but more importantly, establish close friendships, strengthen individual spirits and grow a passion for hockey. We believe our successful team records and the growth of our programs speak to this club's commitment to these core values.

**THANK YOU  
FOR YOUR  
SUPPORT**

### Fundraising for your Team

Your team will use funds for the following things throughout the season:

#### Tournaments-

Many teams will participate in 1-4 tournaments during the season, depending on team/coach/parent preferences and available team funds.

The cost of tournaments will depend on the player age group and location of the tournament. Please see below for an approximate cost per tournament at the different age levels.

**\*If your TCYH team will be participating in the David Bigelow Memorial Tournament (DBMT) your team is responsible for paying the registration fee. The DBMT is a fundraiser for the league, ALL TCYH teams who wish to participate must fill out the registration form found on the TCYH website and pay the appropriate registration deposits and fees.**

#### Approximate Tournament Registration Fees:

Mite Level :	\$150-\$600
Squirt Level:	\$675-\$900
Pee Wee Level:	\$750-\$1250
Bantam Level:	\$775-\$1300
Midget:	\$950-1350

#### Christmas gifts/Christmas party:

Some teams like to have a Christmas party for the team. Team funds may be used for snacks or gifts for the team if you wish.

#### End of Season Hockey Party:

You can also use team funds to pay for your party.

#### Important things about Fundraising:

**-All fundraisers must be approved by the TCYH Secretary.**

Please, email with specifics about the fundraiser (type of fundraiser, location and dates of fundraiser).

-If you need start-up funds for your fundraiser the league can front you money to get started (to purchase supplies for your fundraiser-like candy bars for a candy bar sale).

## Required Forms/Documentation

### 1. USA Hockey Registration-

All players, coaches and managers must have a current USA Hockey Registration.

Please visit: [https://www.usahockeyregistration.com/login\\_input.action](https://www.usahockeyregistration.com/login_input.action) to complete the registration.

**ALL Players and Coaches should register prior to taking the ice for the first practice.** The league will be stringent with enforcing this as the USA Hockey Registration provides insurance for any injury sustained while on the ice. **Players and Coaches should NOT be allowed on the ice until they complete their USA Hockey Registration.** The fee for both players and coaches is \$48.

**Managers must register with USA Hockey as well. There is no fee for Manager Registration as the manager is not permitted to participate in on ice activities.**

### 2. Birth Certificates:

Players' birth certificates will be verified by the New York State Registrar. Once this is done you should not have to do it again. The Official USA Hockey Stamped Roster will show if a birth certificate has been verified.

### 3. Official USA Hockey Stamped Roster:

You will obtain an Official USA Hockey Stamped Roster from the TCYH Registrar. Each player must have a current USA Hockey Registration and a copy of their birth certificate on file. You will need a stamped roster to play in league games, enter tournaments and to participate in playoffs.

The image below shows an Official USA Hockey Stamped Roster. Please note each player's birth certificate has been verified (in column DOB verified).



### 2017-2018 Official Team Roster



Original Approval: Fri Aug 18 2017 10:34:37 Eastern Daylight Time  
Last Updated: Fri Aug 18 2017 10:34:37 Eastern Daylight Time  
Approved by: JANICE CAVARETTA

Program: NYH3187  
Association: TRI-COUNTY YOUTH HOCKEY

Team: Tri-County 14U TB Esposito  
Team ID: NYH3187-001

Classification: 14 & Under (Bantam)  
Category: Tier III Division: A NTB: Yes

#### Players (15)

Last Name	First Name	Jersey #	Position	DOB	DOB Verification	Transfer	City	State	Zip
AUGELLO	CARTER	H 13 A 13	Defense	06/2003	V	N/A	ELBA	NY	14058
BADER	CARSON	H 10 A 10	Forward	01/2004	V	N/A	ALBION	NY	14411
BOLAM	AIDEN	H 64 A 64	Forward	06/2003	V	N/A	ROCHESTER	NY	14624
BUNK	JONATHAN	H 93 A 93	Forward	09/2003	V	N/A	NORTH CHILI	NY	14514
CLARE	JONAH	H 19 A 19	Defense	05/2003	V	N/A	BERGEN	NY	14416
ESPOSITO	JACOB	H 7 A 7	Center	02/2003	V	N/A	KENT	NY	14477
KENNARD	WILLIAM	H 71 A 71	Defense	03/2004	V	N/A	HAMLIN	NY	14464
KRENZER	MATTHEW	H 30 A 30	Goalie	06/2003	V	N/A	SCOTTSVILLE	NY	14546
POLITO	ADAM	H 86 A 86	Forward	08/2003	V	N/A	NORTH CHILI	NY	14514
RAUSCH	JEREMIAH	H 9 A 9	Center	04/2003	V	N/A	BROCKPORT	NY	14420
SCHULTZ	HENRY	H 77 A 77	Forward	12/2004	V	N/A	CHURCHVILLE	NY	14428
SCHWAB	LANDEN	H 76 A 76	Defense	11/2004	V	N/A	BROCKPORT	NY	14420
VIOLA	DOMINIC	H 12 A 12	Forward	07/2003	V	N/A	BROCKPORT	NY	14420
WATT	HAYDEN	H 1 A 1	Goalie	06/2004	V	N/A	BROCKPORT	NY	14420
WOOD	JOSHUA	H 59 A 59	Defense	01/2003	V	N/A	BROCKPORT	NY	14420

#### Staff (4)

Last Name	First Name	Position	Card Number	Level Certified	Certifications Expires	Module	SafeSport	Screening
ESPOSITO	RICHARD	Head Coach	0000111290	4	12/31/20**	BA14	Verified	Completed
Email: RESPO11@ROCHESTER.RR.COM Phone: (585) 770-3595 Address: 1751 PETER SMITH RD KENT, NY 14477								
BADER	DYLAN	Assistant Coach	0000454012	2	12/31/2018	BA14	Verified	Completed
Email: DUBADER26@GMAIL.COM Phone: (585) 283-8630 Address: 14288 ALLEN RD ALBION, NY 14411								
RAUSCH	JESSE	Assistant Coach	0000291635	4	12/31/20**	BA14	Verified	Completed
Email: ST4RAUSCH@GMAIL.COM Phone: (585) 760-3343 Address: 11 BONESET TRL APT H NORTH CHILI, NY 14514								
ESPOSITO	STACEY	Team Rep/Manager				None	Verified	Completed
Email: STACEYESPOTCYH@HOTMAIL.COM Phone: (585) 680-8569 Address: 1751 PETER SMITH RD KENT, NY 14477								

\* Indicates player's age is below the team's classification range. \*\* Indicates player's age is above the team's classification range.

## Mandatory for Coaches:

### Current USA Hockey Registration

Current CEP level certification-must submit proof of class registration to be put on roster.

### Safesport Course

Background check/screening-every 2 seasons

### Age Specific Coaching Modules

Coaches who have not completed the above are not able to be added to the USA Hockey roster. This means they can't be on the bench for games! Get it done, ASAP!

Please see the Coach and Manager Section on the TCYH Website-Coach and Team Manager Certifications.

# Empire Amateur Hockey Conference

## Empire Amateur Hockey Conference

**Tri-County House teams participate in the Empire Amateur Hockey Conference (EAHC).** The website for the EAHC is [www.empirehockey.org](http://www.empirehockey.org). The website has a lot of information that will be helpful to you. Please check it out, it will provide you will a lot of useful information. Your team's standings will be displayed on this website as well.

## **Empire Amateur Hockey Conference (EAHC)** **2019-2020 Conference Timeline**

<u>Month</u>	<u>Date</u>	<u>Agenda</u>		
May	13	Monthly Meeting	7:00	BG Iceplex
June	10	Monthly Meeting	7:00	BG Iceplex
July	8	Monthly Meeting	7:00	BG Iceplex
August	12	Monthly Meeting	7:00	BG Iceplex
September	9	Monthly Meeting	7:00	BG Iceplex
		<b>Preliminary Team Counts Due 8U to 18U</b>		
September	23	<b>Petitions for 10U &amp; 12U Blue Teams Due to EAHC President</b>		
September	20-29	Scheduling of All Thruway Series Games		
September	28-29	RWB/Mite (8U) Pre-Season Jamboree		Lakeshore Ice Arena
September	30	Pre-scheduling Meeting	7:00	BG Iceplex
		<b>Final Team Counts Due 8U to 18U, Petitions Reviewed, Commissioner Training</b>		
October	8	Squirt-Midget Scheduling Meeting	<b>6:00</b>	<b>East High School</b>
		East High School, 1801 E Main Street, Rochester, NY 14609		
October	10	RWB (8U) Scheduling Meeting	6:30	East High School
October	19	EAHC Squirt thru Midget Season Starts Conference Fee Statements Mailed		
October	26	EAHC RWB/Mite (8U) Season Starts (Cross Ice Games Start)		
November	11	Monthly Meeting	7:00	BG Iceplex
December	9	Monthly Meeting	7:00	BG Iceplex
December	31	USA Hockey Team Rosters Frozen All Coaches must be certified at the Proper CEP level he/she is coaching		

January	1	Conference Fees Due		
January	13	Monthly Meeting	7:00	BG IcePlex
February	10	Monthly Meeting	7:00	BG IcePlex
February	16	TBD All Snowbelt Games Completed		
February	23	EAHC Season ends for Squirt thru Midget teams		
February	23	TBD Thruway Series Playoffs for 10U/12U RED Teams		
February	27-29	EAHC Playoffs for Squirt thru Midgets		
February	29	EAHC Season ends for RWB/Mite (8U) Teams		
February 29-March 1		EAHC Championship Games		<b>Webster Ice Arena</b>
March	11	Monthly Meeting	7:00	BG IcePlex
April	13	Monthly Meeting - Officer Transition	7:00	BG Iceplex

All meetings are held at the (TBD-may change for 2019-20) Bill Grey's Iceplex which is located at 2700 Brighton-Henrietta Rd. on the MCC Campus in Henrietta, NY. All Monthly Meetings are "Open" to all interested parties. Contact the Empire President or Secretary to add any items to the meeting agenda.

The EAHC Directory has a list of the EAHC Board of Directors.

Web-Site: [www.empirehockey.org](http://www.empirehockey.org) Click on the "Contacts" link on the left hand side of the main webpage.



### Western New York Amateur Hockey League (WNYAHL)

Tri-County travel teams participate in the Western New York Amateur Hockey League (WNYAHL). The web address for the WNYAHL is [www.wnyahl.net](http://www.wnyahl.net). The website has a lot of information that will be helpful to you. Please check it out, it will provide you will a lot of useful information. Please refer to the WNYAHL Annual Guide 2017-2018 for additional information and resources. There is a manager's section within the WNYAHL Annual Guide. The WNYAHL will also post the slides from the Annual/Scheduling Meeting on September 8<sup>th</sup>, 2018. Check the website a few days after the meeting for the slides. Please keep a copy for your reference. The slides will provide very detailed information regarding the score sheets. The league can be very particular about how the score sheets are completed. Please make sure you are very familiar with the slides regarding score sheets. Your team may be fined if the score sheets are not uploaded and/or submitted to the league correctly and in a timely manner as outlined by the instructions in the meeting slides.

You will also find information regarding credentials for Tournament Bound Travel teams in the Annual Guide and the Scheduling meeting slides. Please be sure to understand all requirements for tournament bound teams. Failure to do so may affect your team's eligibility to participate in the state tournament.

Your team's standings will be displayed on this website as well.

**The manager will need to request permissions to the WNYAHL website.** You will need to login to the site to upload your score sheets and update the standings by providing the scores to your games.

For the complete WNYAHL 2019-2020 Calendar please see the WNYAHL 2019-2020 Annual Guide posted on WNYAHL website (usually posts after scheduling meeting).

### Scheduling Meetings:

The manager and the coach will attend the league game scheduling meeting. The TCYH Ice Scheduler will provide you with your home ice game times prior to the scheduling meeting.

### WNYAHL (travel teams):

Squirt through Bantam levels in early September each year: September 7, 2019.

Location: Millennium Hotel Galleria Drive.

**The travel teams pre-schedule their games prior to the scheduling meeting. At the meeting you will finalize your schedule and submit it to the WNYAHL.**

### EAHC (house teams):

October 8 Squirt-Midget Scheduling Meeting 6:00 East High School  
East High School, 1801 E Main Street, Rochester, NY 14609

October 10 RWB (8U) Scheduling Meeting 6:30 East High School

### EAHC Required Paperwork:

- 1.) EAHC Team Coaching Staff Form in Excel
- 2.) EAHC Guidebook Form
- 3.) EAHC Team Roster Form in Excel

All can be found on the EAHC website Documents page. The Guidebook Form must be signed by the Head Coach. The Team Roster Form must be signed by all players in the Bantam and Midget divisions (note: Pee wee signatures not required).

### **RWB Mite Jamboree-September 28-29 at Lakeshore Ice Arena**

**All U8 mite teams participate to determine placement in division for the regular season.**

## Games/Score Sheets (Squirt through Midget)

### Home Games:

The managers will need to coordinate volunteers for each home game for the following:

**-Running the clock** (Instructions for Clock on TCYH website in Manager's Resources Tab)

**-Scorekeeper**

**-Penalty Box attendant for home team** (ensure opponent has a volunteer from their team for penalty box, they should provide their own penalty box attendant-if they do not, the home team should provide one)

**\*Mite teams will need a volunteer for the clock (home games only) and volunteers to set up and take down the mite cross-ice boards**

### Away Games:

Penalty Box attendant

### Score sheets:

It is imperative your score sheets are filled out properly and are legible. For each game you will need 3 labels for your score sheet. The score sheets have 3 pages.

White copy-must be mailed to the league

Yellow copy-the home team keeps for their records

Pink Copy-must be given to the visiting team

Your labels should list your players in alphabetical order and each player's jersey number should be on the label. Please indicate your goaltender on labels with a G.

You can also make labels for your coaching staff. **Each member of the coaching staff should sign the score sheet and their CEP level and number, expiration date should appear next to their signature.** Please see example on next page.

**WNYAHL Travel Teams- Please become very familiar with the process of uploading the score sheets, completing the score sheets, updating your standings and submitting the score**

**Tournament Bound Travel Teams-All state qualifying games or “Q” games must be played to completion and do not have a curfew.** Please let the ice scheduler know which home games are “Q” games. Please let the rink manager know when your team is playing a “Q” game, so they know NOT to set curfew clock.

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



**TRAVEL TEAM-WNYAHL INSTRUCTIONS FOR SCORESHEETS:**

## SCORESHEETS

- HOME TEAM SUPPLIES THE SCORE SHEET
- ALL AREAS MUST BE COMPLETED TO AVOID FINES
- MUST BE EMAILED WITHIN 24 HOURS TO:  
[SCORESHEETS@NYREGISTRAR.COM](mailto:SCORESHEETS@NYREGISTRAR.COM)
- Original white copy mailed in
- In games involving a match penalty, game misconduct, 5 or 15 penalties for a player or team the scoresheet is scanned and emailed. The original must also be sent to

WNYAHL

PO Box 280

Dewittville, NY 14728

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**

# SCORESHEET

[illegible]

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



# SCORESHEET EXPLANATION

- |   |   |  |
|---|---|--|
| <ol style="list-style-type: none"> <li>1. <b>Print the DATE and the LOCATION</b> of the scheduled game in the first 2 lines. The <b>GAME TYPE</b> is either: League, "Q", scrimmage</li> <li>2. <b>TIMES:</b> game started and ended and what the curfew time is. Curfew is completed prior to the game the start time is written in when the teams take the ice and end time is completed when the final horn sounds for the end of the game.</li> <li>3. <b>HOME TEAM NAME:</b> print the name of the home team in this area.</li> <li>4. <b>HOME ROSTER:</b> only players eligible to participate should be listed on the scoresheet. Players not eligible or not in attendance must be crossed out on all copies of the scoresheet.</li> <li>5. <b>HOME TEAM OFFICIALS:</b> the head coach and all assistants on the bench must sign the scoresheet and list their CEP Level, CEP # and expiration date. Only 4 coaches are allowed on the bench.</li> <li>6. <b>VISITOR TEAM NAME:</b> print the name of the visiting team in this area.</li> <li>7. <b>VISITOR ROSTER:</b> only players eligible to participate should be listed on the scoresheet. Players not eligible or not in attendance must be crossed out on all copies of the scoresheet.</li> </ol> | <ol style="list-style-type: none"> <li>8. <b>VISITOR TEAM OFFICIALS:</b> the head coach and all assistants on the bench must sign the scoresheet and list their CEP Level, CEP # and expiration date. Only 4 coaches are allowed on the bench.</li> <li>9. <b>SUSPENDED PLAYER/STAFF:</b> players and/or team officials that are on suspension should be listed here. Players and coaches on suspension cannot be on the bench or in close proximity of the bench area. They also cannot act as off-ice officials or penalty box supervisors.</li> <li>10. <b>AGE LEVEL:</b> write in the age group: Squirt, PeeWee, Bantam, Midget 16, Midget 18</li> <li>11. <b>DIVISION:</b> this is the division in WNYAHL league play: Red, Green Blue, Orange etc.</li> <li>12. <b>TEAMS:</b> list the home and visitor team name in each box respectfully. During the game, but after each period is complete, place the number of goals scored per team for each period.</li> <li>13. <b>GAME NUMBER:</b> reference the master schedule for game #'s</li> <li>14. <b>a&amp;b PENALTIES:</b> home penalties are listed on the left side of the scoresheet</li> </ol> | <p>and the visiting team penalties are listed on the right side of the sheet.</p> <p><b>PER:</b> Period the penalty took place</p> <p><b>NO:</b> this is the player's jersey number: make sure it matches a player listed on the scoresheet</p> <p><b>MIN:</b> duration of the penalty in minutes: minor penalties are 2:00 (1:30 for squirt), Major penalties are 5:00, misconducts 10:00 and all game misconducts are listed as 10:00</p> <p><b>INFRACTION:</b> the penalty called i.e. roughing, CFB (checking from behind), X-Check, body contact etc.</p> <p><b>OFF:</b> the time on the clock when the penalty was called. <b>DO NOT USE ELAPSED TIME</b></p> <p><b>START:</b> when the penalty started on the game clock</p> <p><b>ON:</b> when the player returned to the ice</p><br><p>15. a&amp;b scoring for home and visiting teams: period, time on the clock, # of the player who scored, # of the player who assisted (up to two)</p> <p>16. <b>OFFICIAL SCOREKEEPER:</b> the person writing the information on the scoresheet must print their name and list a cell phone #.</p> |
|---|---|--|

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



## HOME TEAM RESPONSIBILITIES

- PROVIDE A SUITABLE ICE SURFACE
- SCHEDULE REFEREES
- SUPPLIES OFFICIAL WNYAHL SCORE SHEET
- COMPETENT MINOR OFFICIAL (AWAY TEAM HAS THE OPTION TO PUT SOMEONE IN THE BOX)
- PROVIDE PROPER ICE TIME
- ENSURE CURFEW IS LISTED ON THE SCORE SHEET PRIOR TO THE GAME AND THE AWAY KNOWS WHAT THAT CURFEW IS AND HOW IT WILL BE DETERMINED WHEN CURFEW IS REACHED
- SENDS IN THE SCORE SHEET WITHIN 24 HOURS
- REPORTS THE SCORE

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



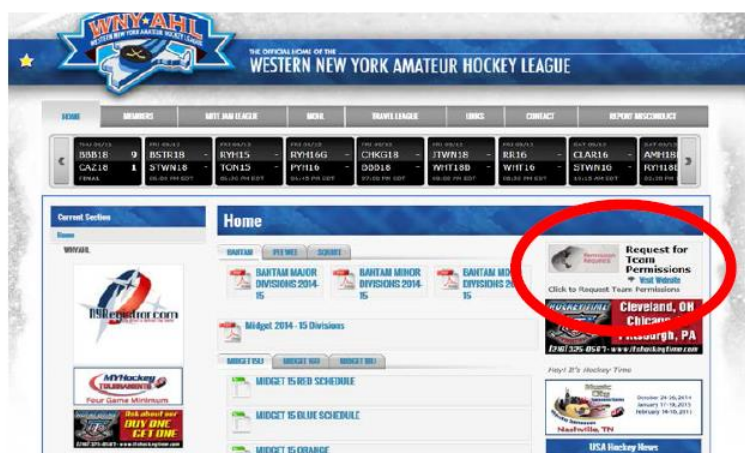
## TEAM PAGE & REPORTING GAME SCORES

- Create a user account on the WNYAHL.NET website

### Complete the

**"Request for Permissions" form**

Located on the Travel League page



- Do not email Janice – complete the form **CORRECTLY**

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



Western New York Amateur... x

SPORT:NGIN

SPORT:NGIN

WNY-AHL THE OFFICIAL HOME OF THE WESTERN NEW YORK AMATEUR HOCKEY LEAGUE

## Account Login

EMAIL ADDRESS OR USERNAME

PASSWORD

[Forgot your password?](#)  
[Need additional help?](#)

☐ REMEMBER ME


**SIGN IN**


**What is Sport Ngin?**

Sport Ngin (pronounced "Engine") is a powerful, easy-to-use website platform featuring a complete suite of timesaving tools that empower organizations and their members to connect online like never before.  
[Learn more.](#)

**Don't have a Sport Ngin account?**

Your FREE account gives you access to exclusive content and features across all websites on the Sport Ngin network.

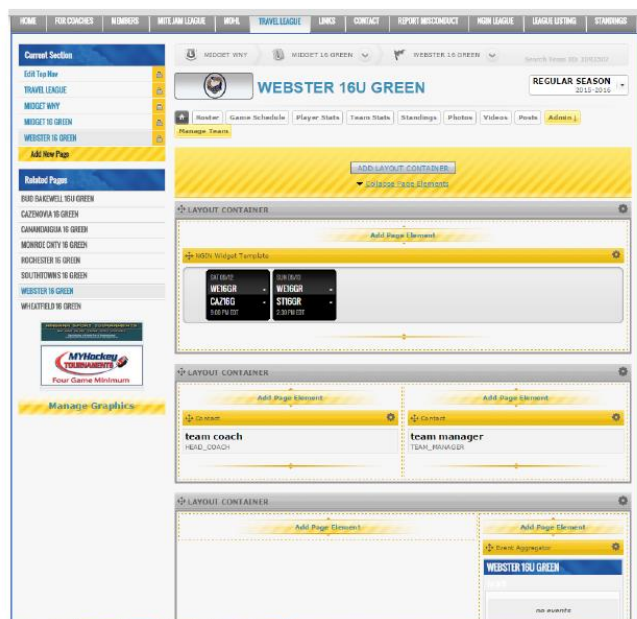
 **Create an Account**

 **Login with Facebook**

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**

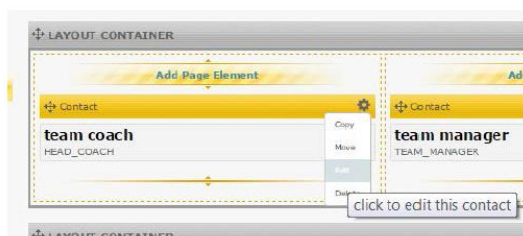


# TEAM PAGE



COMPLETE THE COACH AND  
MANAGER'S DATA

Click the gear to edit the  
info



**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



# Complete info and save. Do the same for the manager

EDIT CONTACT

CANCEL

## Contact

Enter the individual's contact information. Photo upload is optional. To attach a photo, find the image you would like to upload on your computer. Photo file types that are accepted include: **JPG**, **GIF** and **PNG**. To overwrite the current photo with a newer version or different file select a new photo to upload.

\* First Name:

\* Last Name:

Title:

Phone:

E-mail Address:

Twitter Handle:

Facebook URL:

Photo to Upload:

Choose File

No file chosen

Sport Ngin Mirroring:

Disabled

▼

Mirrors of this Page Element that are placed on other pages will reflect all updates that are made to this element. If this content is ever disabled or deleted, all mirrors reflecting this content will also be disabled or deleted.

Lock in Place:

☐ Prevent this element from being repositioned.

Disable Editing:

☐ Prevent non-webmasters from editing this element.

SAVE CHANGES

Cancel

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



## How do I enter a score for a Game?

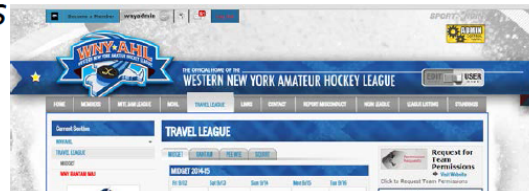
### STEP 1:

- Make sure you are logged in to the site and go to the Team Page you have permissions for.

### STEP 2:

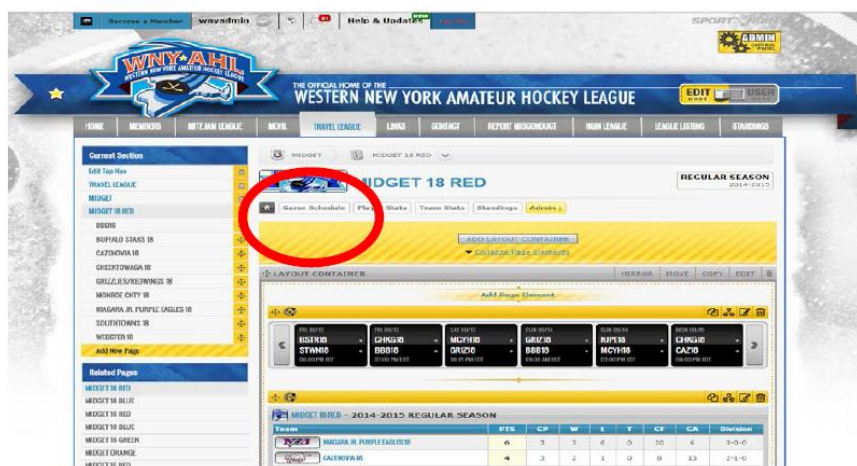
- You will now see an Edit/User Mode switch in the upper right, click into Edit Mode – *click the switch*

*if you do not see the Edit/User mode switch on your Team page, and have completed the permissions form contact Janice directly to trouble shoot*



### STEP 3

- Click on the Travel League and find your team
- **Click Game Schedule** button





## STEP 4

Find the game you would like to add a score to, click on the Game List tab. Click the “QS” button in the status field.

[QUICK SCORE](#)
[CREATE WIDGET](#)

SEP 7  
SAT

MON 9

FRI 27

SUN 29

MON 30

OCT 3  
THU

SAT 5

SUN 6

THU 10

THU 17

SAT 19

MON 21

SUN 27

THU 31

NOV 3  
SUN

Game List

Box Scores

Date	Result	Opponent	Location	Status	QS
Sat Sep 7	-	NJPE SANTAROSA	Holiday Twin Rinks	8:30 AM	QS
Mon Sep 9	-	@ WHEATFIELD MCCUNE	Hockey Outlet	5:30 PM	QS
Fri Sep 27	-	@ ROCHESTER STRATTON	Bill Gray's Iceplex/ESL	7:45 PM	QS
Sun Sep 29	-	ROCHESTER STRATTON	Holiday Twin Rinks	8:00 PM	QS
Mon Sep 30	-	@ NJPE SANTAROSA	Niagara University	9:05 PM	QS
Thu Oct 3	-	@ SAINTS RUSZALA	Depew Town Ice Pavilion	7:30 PM	QS
Sat Oct 5	-	@ MONROE CNTY MAIO	Brockport	1:15 PM	QS
Sun Oct 6	-	MONROE CNTY MAIO	Holiday Twin Rinks	12:45 PM	QS
Thu Oct 10	-	@ SOUTHTOWNS ZUROWSKI	Leisure Rinks	8:45 PM	QS
Thu Oct 17	-	@ AMHERST DINATALE	Northtowns	7:10 PM	QS
Sat Oct 19	-	CHEEKTOWAGA JACOBS	Holiday Twin Rinks	4:00 PM	QS
Mon Oct 21	-	WHEATFIELD MCCUNE	Hockey Outlet	8:25 PM	QS
Sun Oct 27	-	SAINTS RUSZALA	Holiday Twin Rinks	6:30 PM	QS
Thu Oct 31	-	AMHERST DINATALE	Holiday Twin Rinks	6:15 PM	QS
Sun Nov 3	-	SOUTHTOWNS ZUROWSKI	Holiday Twin Rinks	6:30 PM	QS

[Printable Version](#)

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**





**EDIT GAME QUICK SCORE** CANCEL

---

**Quick Score Game**  
 Enter the game status and scores for each team. Quick Scoring functionality is for game result reporting purposes only. Games entered in this way do not affect team and player season totals until team and player stats are entered.

---

Game Status:

Scores:   at    
 CHEEKTOWAGA WILLHAUCK TONAWANDA DIEHL

Comment:

- **ENTER GAME SCORE** – Home team enters all game scores
  - **GAME STATUS**: Select final from the pull down menu
  - ENTER **SCORES** for each team
  - **COMMENTS**: If the game was CURFEWED type the time in the comments box, if anyone sat a suspension or if there were any referee comments they should be placed in this box.
  - DO NOT ADD PERSONAL COMMENTARY IN THE BOX save that discussion for another forum...
  - Click “**Save**” to save the game stats



- Game is now complete and final score is displayed.
- Web listing will now display “Final” instead of “Scheduled”

SEPTEMBER

TUE

SUN

FRI

SUN

MON

TUE

SUN

THU

SAT

OCTOBER

WED

THU

THU

SUN

WED

SUN

3

MINI

Game List

Box Scores

Date	Result	Opponent	Location	Status	QS
Tue Sep 3	W 3-2	WHEATFIELD MCCUNE	Leisure Rinks	FINAL	QS
Sun Sep 8	-	ROCHESTER STRATTON	Leisure Rinks	4:15 PM	QS
Fri Sep 13	-	@ SAINTS RUSZALA	Dann Memorial Nichols Rink	8:30 PM	QS
Sun Sep 15	-	@ MONROE CNTY MAIO	Lakeshore West	2:45 PM	QS
Mon Sep 16	-	@ WHEATFIELD MCCUNE	Hockey Outlet	5:30 PM	QS
Tue Sep 17	-	SAINTS RUSZALA	Leisure Rinks	7:30 PM	QS
Sun Sep 22	-	@ AMHERST DINATALE	Northtowns	8:00 PM	QS
Thu Sep 26	-	@ NJPE SANTAROSA	Niagara University	7:55 PM	QS
Sat Sep 28	-	MONROE CNTY MAIO	Leisure Rinks	5:45 PM	QS
Wed Oct 2	-	AMHERST DINATALE	Leisure Rinks	7:15 PM	QS
Thu Oct 3	-	@ CHEEKTOWAGA JACOBS	Cheektowaga	9:00 PM	QS
Thu Oct 10	-	REGALS GRUPP	Leisure Rinks	8:45 PM	QS
Sun Oct 13	-	@ ROCHESTER STRATTON	Bill Gray's Iceplex/ESL	11:45 AM	QS
Wed Oct 16	-	NJPE SANTAROSA	Leisure Rinks	7:15 PM	QS
Sun Nov 3	-	@ REGALS GRUPP	Holiday Twin Rinks	6:30 PM	QS

Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!



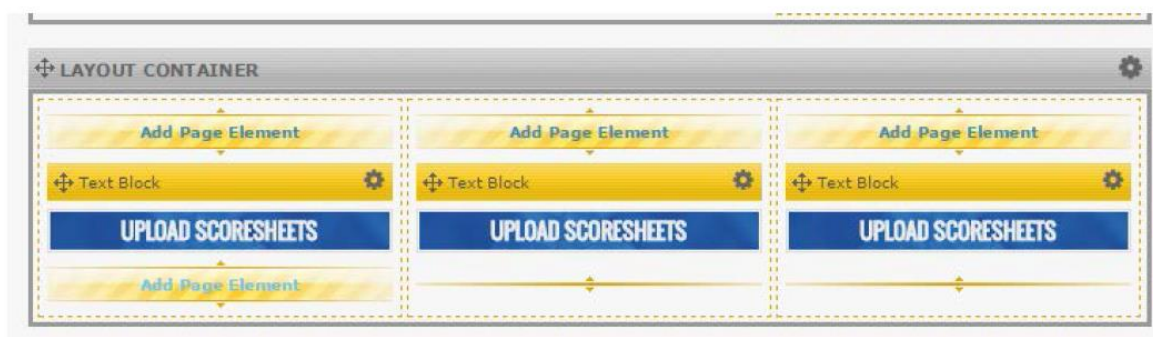
## GAME CHANGES

### **Note**

All game changes are to go through the league. Teams are not to change or modify the schedule before approval from the league.



## Uploading Scoresheets: Both home and away teams upload sheets to their team page from all league games



Hover under the upload scoresheet title, add page element, select “document” from the pop up window and complete the form. NOTE: only upload PDF versions of the scoresheet. Jpeg and Bmp are difficult to read when enlarged.

**ALL Scoresheets must be uploaded in PDF!!! No photos (jpeg)**

**There is a handy smartphone app called Tiny Scanner, it works great!**



**Tiny Scanner - PDF scanner to scan document, receipt & fax**  
 App by  
 #53 in Business  
 4.7, 14.5K Ratings  
 Free - Offers In-App Purchases

**You can easily scan your scoresheets with this app. Then email it to yourself, upload the scoresheet to the WNYAHL website and email the pdf to the NYS registrar.**

**[scoresheets@nyregistrar.com](mailto:scoresheets@nyregistrar.com)**

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**



## TEAM PAGE

- YOURS TO USE THIS SEASON
- CAN ADD GRAPHICS, CONTACT INFORMATION
- **DO NOT PLACE VIDEO ON THE WEBSITE or NAMES OF MINORS unless cleared with the league first. VIOLATORS WILL LOSE PERMISSIONS**

## REMINDERS

- CAN ONLY PLAY TEAMS THAT ARE **PROPERLY REGISTERED** WITH USAH OR ANOTHER IIHF  
**NO EXCEPTIONS**
- OUT OF TOWN TOURNAMENTS **MUST BE USAH SANCTIONED** – DO NOT ATTEND THOSE NOT PROPERLY SANCTIONED
- TOURNAMENTS WITHIN NY - CHECK FOR SANCTIONING ON **NYREGISTRAR.COM**
  - THIS IS THE ONLY OFFICIAL LIST OF TOURNAMENTS IN NY

**Please NOTE: Pages 16-30 Apply to WNYAHL TRAVEL TEAMS ONLY!!**

### Injury Reporting:

If a player on your team sustains an on ice injury, please contact Stacey Esposito or John Pilon to report the injury and to obtain the necessary injury report form to submit to the league. The injury report form is posted on the TCYH website in the Coach and Manager tab.

### SafeSport/Background Checks and Manager Requirements:

**All managers must register with USA Hockey** (there is no fee for this)-please provide your USA Hockey confirmation number to the registrar with all coaches and player USA Hockey Registrations.

**All coaches and managers must complete the online USA Hockey Safesport training. This should be done before practices start.**

Please visit the following website to complete the training:

<http://www.usahockey.com/safesporttraining>

All coaches and managers must also have a background check/screening completed. Please visit the website below to complete:

[https://ciware.commercialinvestigationllc.com/cgi-bin/pub/unsolicited\\_portal?guid=GcLqDWyJeIYsj0sL5RuDMAjAejhLc3Op#select\\_products](https://ciware.commercialinvestigationllc.com/cgi-bin/pub/unsolicited_portal?guid=GcLqDWyJeIYsj0sL5RuDMAjAejhLc3Op#select_products)

**Coaches and Managers who have not completed the Safesport training and background check will not be able to be added to the USA Hockey Roster. That means Coaches who are not on the roster are not allowed on the bench for games! Please get this taken care of ASAP.**

**All managers must take the SafeSport Online Training**



1775 Bob Johnson Drive | Colorado Springs, CO 80906-4090  
 phone 719.576.8724 | fax 719.538.1160 | email usah@usahockey.org

To: USA Hockey Board of Directors and Annual Congress Attendees

Fr: Casey Jorgensen, General Counsel

Date: June 4, 2019

Re: Status Update on Changes to USA Hockey SafeSport Program

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As many of you know, the United States government enacted the Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017 (the "SafeSport Authorization Act") on February 14, 2018. Pursuant to the SafeSport Authorization Act, the U.S. Center for SafeSport ("USCSS") adopted Minor Athlete Abuse Prevention Policies, dated January 23, 2019 (the "MAAPP"), which include policies that the SafeSport Authorization Act requires be adopted by all national governing bodies ("NGBs") recognized by the United States Olympic Committee (the "USOC"). The USSCS has also adopted the SafeSport Code for the U.S. Olympic and Paralympic Movement (the "USCSS Code"), which includes information and policies and procedures to which the USOC, all NGBs recognized by the USOC, and all programs recognized by an NGB must comply.

Since the 2019 Winter Meeting, a group of SafeSport Coordinators, Legal Council members and staff have been working on addressing the changes necessary for USA Hockey's SafeSport Program, as a result of the adoption of the SafeSport Authorization Act, MAAPP, USSCS Code and USOC requirements. This memorandum summarizes those changes, which are outlined in the revised SafeSport Handbook.

### **SafeSport Policies**

1. The USOC requires that all NGBs adopt the definitions used by the USSCS for all types of misconduct. Accordingly, the USA Hockey SafeSport Handbook has undergone extensive changes to adopt policy definitions for behaviors such as emotional misconduct, physical misconduct, bullying, etc.
2. USA Hockey is required to adopt the MAAPP policies. USA Hockey has had many of these policies in place (locker room policies, electronic communications, travel), but made some changes to those existing policies and added policies addressing One-on-One Interactions and Athletic Training Modalities.
3. The One-On-One Interactions Policy specifically prohibits one-on-one interactions between

adult members of USA Hockey or those authorized by a USA Hockey program to have regular contact with or authority over minors, unless they occur at an observable and interruptible distance by another adult. There are exceptions for emergency circumstances.

4. The SafeSport Policies had applied to persons within the definition of “Covered Individuals.” The USCSS changed this term to “Participants” in order to avoid confusion with references to Covered Individuals in the SafeSport Authorization Act. The persons within the definition of Participants has had only minor changes.

5. The USCSS also requires that NGBs adopt policies regarding violations of the USCSS policies for reporting, abuse of process and aiding and abetting the violation of suspensions.

### **Jurisdiction**

6. The USCSS continues to have exclusive jurisdiction over all allegations of Sexual Misconduct.

7. The USCSS has discretionary jurisdiction to investigate and resolve allegations of other violations of the USA Hockey SafeSport Handbook or the USCSS Code. This means the USCSS can take jurisdiction over a case if they elect to do so.

8. USA Hockey retains the authority and jurisdiction to investigate and address any allegations of violations of the USA Hockey SafeSport Handbook and/or USCSS Code that are not within the USCSS’s exclusive jurisdiction. However, in the event that the USCSS exercises jurisdiction of a matter within its discretionary jurisdiction, then USA Hockey, USA Hockey Affiliates and/or Member Programs shall no longer exercise jurisdiction over the matter.

9. Prior to the USCSS expressly exercising jurisdiction, USA Hockey, USA Hockey Affiliates and/or Member Programs may implement necessary and/or appropriate measures, up to and including a suspension, to address any allegations of misconduct. If, and when, the USCSS expressly exercises jurisdiction over particular allegations USA Hockey, USA Hockey Affiliates and Member Programs cannot issue—in response to those allegations—a suspension or other restriction that may deny or threaten to deny a Respondent’s opportunity to participate in sport. USA Hockey, or an Affiliate or Member Program in consultation with USA Hockey, may implement any necessary safety plan(s) or interim measure(s) to address safety of other Participants.

### **Mandatory Reporting**

10. Any adult authorized by USA Hockey, a member of USA Hockey, or any Member

Program, to interact with a Minor or amateur athlete is considered a mandatory reporter and if any such person learns of facts that give reason to suspect that a child has suffered an incident of Child Abuse, including sexual abuse, he/she shall as soon as possible make a report of the suspected abuse to both the USCSS and to applicable law enforcement authorities.

### **SafeSport Training**

11. SafeSport Training is required for all adults that have regular contact with minors which, as explained more fully below, includes adult-aged players on the same team with minor athletes.

12. Beginning this season, SafeSport is required every year rather than every other year.

13. Anyone who completed training in the most recent season (2018-19) will retain valid training status for 2019-20, and will complete training annually beginning in 2020-21.

14. A person must first take the course known as "Core Center for SafeSport Training," which is taken online and generally takes approximately 90 – 120 minutes to complete. After that a "Refresher Course" is available each subsequent year for a person that has completed the Core Center for SafeSport Training. The Refresher Course generally takes 30 minutes or less to complete. There is no cost to members of USA Hockey to complete either training course.

15. Training must be completed before a person begins having regular contact with minor athletes, but no more than 45 days after beginning the role that requires them to complete training.

16. Because we do not want players or officials turning 18 to become ineligible in the middle of a season, USA Hockey is requiring that all players 17 years of age or older on or before December 31 of that playing season and who play on a team in a classification that allows minor age players complete SafeSport Training before being added to such team and prior to participation (on-ice or off-ice). This requirement shall apply to all teams in the age classifications Youth, Girls, High School, Junior Hockey, Flex Hockey and Disabled Hockey programs that allow both Minor age and adult age players, and to officials who are turning 17 before December 31.

17. Players and officials that will be 17 when they complete training must obtain parental permission. We have incorporated a parental consent into the player registration, and will communicate with those that registered with USA Hockey prior to the consent being included.

18. There is one training issue remaining open with the Center for SafeSport. USA Hockey's membership season is April 1 through August 31 of the following year. If a person completed training after April 1<sup>st</sup>, then the training has been valid throughout that season. The Center for

SafeSport believes that training should be valid for no more than 13 months. We will not change our membership season, but we may need to communicate with persons whose training expired midseason to inform them that it is no longer valid. We will let you know the results of discussions with the USCSS.

19. Subject to parental consent, USA Hockey is required to “offer and give” training to minor athletes. The USCSS has created age-specific training and we understand it will be available in June 2019 on the Center’s website. The requirement to “offer and give” training to minors is satisfied by notifying parents of the availability of the training for Minor participants, and how the parents can consent to and access the training for their child. USA Hockey will send out a variety of communications to parents to advise of the training availability.

### **Background Screening**

20. The USOC is in the process of finalizing a policy that will include additional requirements for NGB background check programs. The new policy’s applicability to NGBs is expected to be adopted in September 2019. USA Hockey will be required to come under the policy for the 2020-21 season.

21. USA Hockey will be required to use a single screening program through a single screening vendor managed by USA Hockey.

22. Additional changes include requirements on checking additional types of databases and enhancing the screening criteria that result in “hits.”

23. The fee structure will be “blended” throughout USA Hockey. It is anticipated the fee will be between \$30-\$35. This will include a check of up to three counties where the person has lived in the past seven years (in the existing system this typically costs \$5-\$15 per county).

24. The USOC has negotiated a price point with NCSI and has confirmed they will meet the USOC requirements. USA Hockey may use a different vendor if the vendor meets all of the USOC requirements and has been vetted by the USOC.

25. At this time, screening is not required for adult athletes on a team with minors, except for national team athletes. This could change based on congressional input.

26. Screens will be valid for other NGB organizations.

27. Review of screening “hits” will be done at a national level through a structure that is to be determined.

28. A committee will be appointed in the near future to review, plan and structure the national screening program.

### **Unclaimed/Non-Rostered Coaches**

29. Some programs currently do not create rosters for their in-house programs, and thus there is no mechanism to verify whether all coaches have completed SafeSport Training and Background Screening. Even if a coach has not been put on a roster, coaches that are claimed by a program may be reviewed for SafeSport compliance. This issue is currently being reviewed to provide solutions for programs to track their coaches that might not be on a roster. We will then need programs to proactively prohibit un-rostered coaches from being involved.

### **Sanctions**

30. USA Hockey Bylaws provide for suspensions to be effective only within the jurisdiction of the body issuing the suspension. The proposal to address Bylaw 10 changes regarding SafeSport will make all suspensions (i) for violation of the sexual misconduct policies of the USSS or USA Hockey, or (ii) that is in excess of one year in length, to automatically be considered a national suspension and in effect across all USA Hockey sanctioned programs.

### **Notifying USA Hockey of All Cases and Resolution**

31. USA Hockey is required to report to the Center for SafeSport on all SafeSport reports made to and/or handled by the NGB. Accordingly, all Affiliates must make *timely and complete* monthly reports to USA Hockey on all cases they are addressing and the status and/or resolution of the complaint. USA Hockey provides a form to Affiliates to complete the necessary information.

### **Monitoring and Supervision of the SafeSport Program**

32. All Member Programs must fully implement the SafeSport Program policies, procedures and requirements. This includes that all Affiliates and Member Programs require and enforce the requirement that all coaches, administrators and other adult Participants (program board members, team managers, and others working in the program but not on a roster) who will have regular access to *or* supervision over minor Participants have completed SafeSport Training and background checks as a condition of their participation

33. Affiliates shall conduct regular reviews/audits of (a) all Affiliate officers, board members, staff and volunteers, and (b) all officers, board members, staff and volunteers of each Member Program within the Affiliate, to confirm that all persons who are required to complete SafeSport

Training or a background screen have done so prior to such persons having authority over or regular contact with Minor athletes.

34. Affiliates shall require that all Member Programs, as a condition of being a member of the Affiliate and a sanctioned USA Hockey program, must execute and deliver an agreement (which may be included within the Affiliate's other agreements with such Member Programs), under which the Member Program agrees to comply with all SafeSport Policies of the USOC, the USSS and USA Hockey.

35. The Affiliate shall be responsible for issuing appropriate sanctions against noncompliant Member Programs of the SafeSport Program policies or requirements. It is expected that initially a written warning would be given to the Member Program, administrator or coach, and subsequent incidents would result in more significant sanctions, including fines to a program, and/or temporary or permanent suspension of a Member Program, team, administrator or coach from USA Hockey activities. Such sanctions shall be in the Affiliate's discretion, but shall be subject to the applicable rights under USA Hockey Bylaw 10.

### **Communication**

36. USA Hockey is developing a communication plan to notify programs and the hockey players that will be required to complete training of these new requirements. Some notice has already been included in member registration materials, and additional emails will go out over the next few weeks.

*Thank you to the following group of people that have been involved in reviewing the various requirements and working together to provide solutions to problems and revisions to our SafeSport materials:*

Scott Gray, Minnesota, Legal Council and SafeSport  
 Steve Stapleton, Michigan, Legal Council  
 Mark Chinitz, New York, Legal Council  
 Chris Mayer, Massachusetts, SafeSport  
 Keith Williams, Potomac, SafeSport  
 Jaime Campbell, California, SafeSport  
 Pete Rothman, Atlantic, SafeSport  
 Donna Kaufman, Executive Committee  
 Kim Folsom, Director Member Services  
 Kristen Wright, ADM Manager Female Hockey  
 Joyce Kulpinski, SafeSport and Legal Administrator

## Ice Scheduling

**Lisa Camilleri will continue to be our ice scheduler this season.** Lisa has several years' experience as an ice scheduler at many other Rochester area organizations. If you need to reach her, her email address is: [tcyhscheduler@aol.com](mailto:tcyhscheduler@aol.com).

As soon as you are aware your team will be participating in an away tournament please let the ice scheduler know. It is important that she knows when your team will not require ice time for practices on the weekends of your tournaments.

Lisa will provide you with game slots for your teams prior to the scheduling meetings. She will also be present at the EAHC house team scheduling meeting for squirts-midgets to assist with scheduling needs.

**All teams MUST return any unused ice slots to Lisa the day after the scheduling meeting!!**

Lisa will also be uploading all practices to the TCYH website which will automatically sync the practices to your sports engine app.

**MANAGERS MUST enter all games into the TCYH Website on your team page.** Lisa is not responsible for doing this!!

## NEW TCYH Sports Engine Website and App

# **SPORTS ENGINE ACCOUNT CREATION**

## **TRI-COUNTY YOUTH HOCKEY**

TCYH Teams will use our Sports Engine website and mobile app for team communication, scheduling, news, chat, and more. User accounts must be set up to send or receive messages from your team. Accounts may be created through your Google account, or your email address.

### **TO CREATE A SPORTS ENGINE ACCOUNT THROUGH GOOGLE:**

**NOTE:** You will need to log in with your Google Account going forward.

1. Go to [www.tricountyyouthhockey.com](http://www.tricountyyouthhockey.com)
2. In the upper left-hand corner of the screen, click **Create an Account**.
3. Click **Sign up with Google**.
4. You will be prompted to approve the use of Google to create your Sports Engine account.
5. Click **Approve**. You will then be given access to your Sports Engine Account.

### **TO CREATE YOUR ACCOUNT USING YOUR EMAIL ADDRESS:**

1. Go to [www.tricountyyouthhockey.com](http://www.tricountyyouthhockey.com)
2. In the upper left hand corner of your screen, click either **Create an Account** or **Login**.
3. Fill out the form as required.
4. When finished, click **Create Account**.

### **TO COMPLETE THE ACCOUNT CREATION PROCESS, YOU MUST VERIFY YOUR EMAIL ADDRESS. TO DO THIS:**

1. Log in to your email address' mailbox.
2. Locate the activation email. If you do not receive it within 5 minutes, be sure to check your junk/spam folder.
3. Click on the activation link.

### Further Instructions:

Please note these are sample instructions from another youth hockey organization. You will notice a different website and organization name.

## Adding an email address to your SportsEngine account

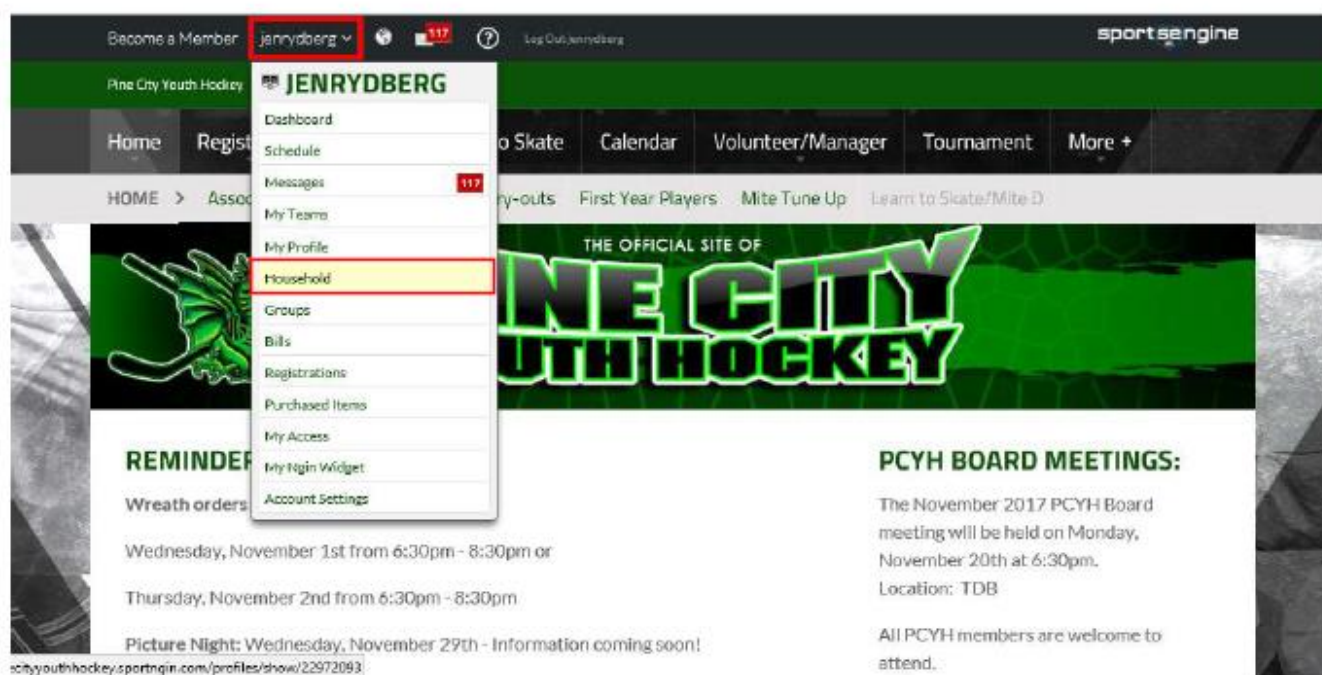
Do you have a spouse, significant other, or ex-spouse that is not receiving email correspondences from PCYH? You can add an email to your household profile or link two SportsEngine(Ngin) account so that all parties receive message from PCYH.

Effective communication is important for a successful year for your player(s) and family.

Below are instructions on how to add an email to your Ngin profile or how to link two separate Ngin Accounts so both accounts receive correspondences from PCYH.

### To add an email

The parent that registered your player(s) this season should log into their Ngin account, go to drop-down menu and select 'Household'



On the 'Household' screen, scroll down to 'Contact Information' section and click 'Add Email Address' – enter the email address and click 'Add'.

Multiple email addresses can be added. This will ensure that all of the email addressed added under the household should receive email correspondence sent from Pine City Youth Hockey.

You will see on the left column each player is listed – if you have different email addresses you would like to add for each separate player – click on the specific player and add email(s) for that player.

**Household**

- Addison Rydberg
- Arissa Rydberg
- Daniel Rydberg
- Jennifer Rydberg
- Lexie Rydberg
- Test Rydberg

**Groups**

- Bills
- Registrations
- Purchased Items
- My Access
- My Ngin Widget
- Account Settings

**Profile Information**

Click on the information below to edit your profile.

Profile Information		LINKED SITES
First Name	Arissa	All Sites
Middle Name		All Sites
Last Name	Rydberg	All Sites
Date of Birth		All Sites
Gender		All Sites
Address		All Sites

**Contact Information**

TYPE	VALUE	
Email	jennyschultze@hotmail.com	REMOVE
Email	<input type="text"/>	ADD CANCEL

**Site Memberships**

- Cambridge-Isanti Hockey Association X
- Pine City Youth Hockey X

**Groups**

- 2017-2018 12U Roster > 12U X

**Linked Accounts**

This SportsEngine Account receives a copy of all messages sent to Arissa.

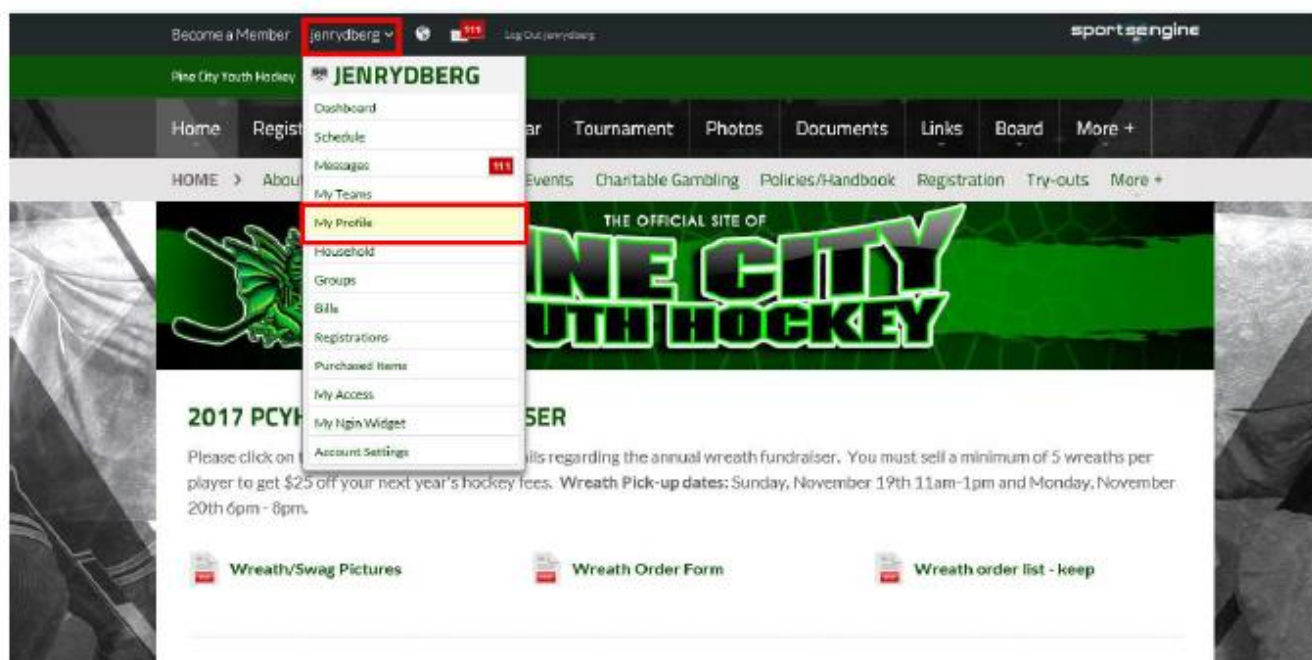
Jennifer Rydberg  
Profile Owner

**ADD EMAIL ADDRESS** **ADD PHONE NUMBER**

## LINKING SEPARATE NGIN ACCOUNTS:

If each parent has a separate Ngin accounts, you can also link the two Ngin accounts.

The parent that registered your player(s) this season needs to log into their Ngin account, go to the drop-down menu and select 'My Profile'



Scroll down to the Linked Accounts section on the left column and click 'Add'

My Access  
My Ngin Widget  
Account Settings

### Site Memberships

- Cambridge-Isanti Hockey Association X
- Pine City Youth Hockey X
- Minnesota Hockey X
- Minnesota Hockey Background Screening X
- State of Hockey X

### Groups

No Group Memberships

### Linked Accounts

This SportsEngine Account receives a copy of all messages sent to you.

- dan rydberg X

You also receive a copy of all messages sent to this person.

- Jenny Rydber X

Middle Name	All Sites	
Last Name	Rydberg	All Sites
Date of Birth	04/02/1981	All Sites
Gender	Female	All Sites
Address	All Sites	

### Contact Information

TYPE	VALUE
Email	jennyschultzee@hotmail.com

ADD EMAIL ADDRESS

### Team Memberships

No current season team rosters for this profile

You'll receive a pop-up to enter the email address. Enter email and click 'Send Invitation'



The screenshot shows a web-based pop-up window titled "Link another SportsEngine account to Jennifer's messages". At the top, it says "CC: SOMEONE" and has a "CLOSE" button. Below the title, there is a small icon of a person and a text box that says "Enter the email address for the person you would like to receive copies of Jennifer Rydberg's messages. If they do not have a SportsEngine account, they will be invited to create one." Below this, a "NOTE" states "A SportsEngine account is required." and a line of text says "To Cc: an email address without a SportsEngine account, [add a secondary email address](#) to your account." There is a horizontal line, followed by the label "Email Address:" and a text input field. At the bottom right, there is a button labeled "Send Invitation".

That person invited will receive an email and need to log into their SportsEngine account and accept the invitation. Upon completion of these steps all PCYH messages will go to both SportsEngine accounts/emails. Be sure to check your junk/spam folder for messages.

**If you have any questions please contact:**

**Jared Gillis-TCYH Webmaster: [jared.gillis.eng@gmail.com](mailto:jared.gillis.eng@gmail.com)**

**or**

**Craig Coon-TCYH House Commissioner: [craigcoon26@gmail.com](mailto:craigcoon26@gmail.com)**

## Annual David Bigelow Memorial Tournament

(DBMT)

### TCYH Annual David Bigelow Memorial Tournament:

David Bigelow was a Tri-County Youth Hockey player who was tragically killed in a car accident in 2002, he was a member of Tri County's Squirt house team at the time of his death.

All of the TCYH FAMILIES, including travel families, are asked to volunteer their time and donate \$10 for this very special event. You can use team funds or you can ask each family on your team to donate \$10 towards the raffle items at the tournament. **The manager for the team should collect the money from their team's families and submit it to Lisa Ryan, Colleen Moy or Anna LaForce. DBMT money is due by November 15, 2019.**

Travel teams are not allowed to participate in the tournament because it is a house tournament, but they are still asked to help-out. The funds raised from this tournament help provide financial assistance to families who are not able to afford the registration fees.

The funds are also used to keep the registration fees and other costs lower for all of our organization's hockey players.

**Our organization asks all TCYH families to volunteer to help out with the tournament. Volunteers are necessary to make this TCYH fundraiser a great success! Time keepers, score keepers, snack bar attendants and several others are needed.**

Other helpful information found on TCYH Website in the Coaches and Managers Section:

Coaching application  
TCYH Deposit form  
TCYH Injury Reporting Form  
TCYH Payment Request Form  
TCYH Reimbursement Request Form  
WNYAHL Updating Website Guide  
Brockport College Scoreboard Guide  
Head Up Concussion Information

**Helpful Websites:**

**[tricityyouthhockey.com](http://tricityyouthhockey.com)**  
new team manager section on the site with helpful  
documents and other resources

**[WNYAHL.net](http://WNYAHL.net)**  
Travel Hockey League

**[empirehockey.org](http://empirehockey.org)**  
House Hockey League

**[www.usahockey.com](http://www.usahockey.com)**

**[nyregistrar.com](http://nyregistrar.com)**

**Please become very familiar with your league Guidebook:**

The guidebooks have specific information regarding the rules and operations of each league. When you receive it at your scheduling meeting, please READ it. It contains very important information!

House Teams-EACH Guidebook  
Travel Teams-WNYAHL Annual Guide



**Good luck to you and your hockey teams!**

**Please don't hesitate to contact me with any questions or concerns.**

**Thank you!**

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