

CHEYENNE CAPITALS YOUTH HOCKEY ASSOCIATION

Manager's Guide

Version 10.2019



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Player Documents

1. Create a Team Notebook. The notebook will need to be ready for home and away games.
2. The notebook should contain the following information:
 - a. Team Roster
 - i. The Capitals Registrar will create and provide you with a USA Hockey Roster
 1. Rosters may change or need updated for tournaments
 - ii. The Roster will need Jersey numbers.
 1. During jersey checkout or assignment, create a player list and corresponding jersey number
 - b. Parent contact information
 - c. Cheyenne Capitals Code of Conduct signed by Player and Parent
 - d. USA Hockey Consent to Treat Form

Jerseys

- 8U Mites, 10U Squirts, 12U PeeWees, and Girls Jerseys
 - The Capitals provide these jerseys
 - Coordinate a jersey check out day with the Capitals Manager Liaison or Registrar
 - Document the total number of jerseys checked out, player and player number
 - Name plates or name bars can be purchased for an additional cost - - coordinate with the Capitals Manager Liaison to order
 - Players are responsible to return a clean, stain free, matching set (home and away) of jerseys at the end of the season.
 - The Capitals Manager Liaison will need to know if any players lost, or didn't return their jersey(s). These players will forfeit their jersey deposit.
- 14U Bantam and High School Jerseys
 - Players purchase these jerseys during registration
 - Name plates or name bars can be purchased for an additional cost - - coordinate with the Capitals Manager Liaison to order
 - The Capitals Manager Liaison will work with the Team Managers to determine jersey sizes and jersey needs for the upcoming season

Home Games

1. The following activities will need to be coordinated for home games:
 - a. Create an assigned list of activities for each player's parent(s)
 - i. Scoreboard
 - ii. Online Scorekeeping
 1. Pointstreak (WAHL games)
 2. Sports Engine (CRHL games)

3. Scoreboard and Online Scorekeeping training will be provided at the beginning of the season by the Capitals Manager Liaison.

- iii. Penalty Box
- iv. Music (optional)
- v. Postgame Snacks/Drinks (optional)

Parents are responsible for their assigned day of activity. A parent can switch, swap, exchange with another parent with Team Manager notification. Parents are expected to complete their assigned home game day activity. Coaches, Team managers and their families are exempt from participating in assigned activities (they may do so at their discretion). Direct all questions/concerns/issues to Club President.

- b. Have team notebook available and current USA Hockey team roster
- c. Check on locker rooms and monitor if needed
- d. Assist in keeping unauthorized people out of the locker room area and glass/boards

Away Games

1. Accommodations – schedule and coordinate team room hotel accommodations several weeks in advance of game
2. Communicate with team on travel directions, hotel information, game day arrival time, postgame snacks (optional)
3. Bring team notebook with current USA Hockey team roster
4. Check on locker rooms, locate girls' locker room for co-ed teams, and monitor if needed.
5. Create an assigned list of activities for each player's parent(s) for the
 - a. Penalty Box

CRHL Game Time Lengths

1. Midget - 15 min run clock first two periods & 12 min stop clock 3rd period
2. Bantam - 15 min run clock first two periods & 12 min stop clock 3rd period
3. Pee Wee - 15 min run clock first two periods & 12 min stop clock 3rd period
4. Squirt - 15 min run clock first two periods & 12 min stop clock 3rd period

WAHL Game Time Lengths

1. Midget - 18 min stop clock all periods, game length 1 hr. 45 min, final period may be adjusted to fit ice time.
2. Girls - 16 min stop clock all periods, game length 1 hr. 30 min, final period may be adjusted to fit ice time.
3. Bantam - 16 min stop clock all periods, game length 1 hr. 30 min, final period may be adjusted to fit ice time.

4. Pee Wee - 14 min stop clock all periods, game length 1 hr. 15 min, final period may be adjusted to fit ice time.
5. Squirt - 12 min stop clock all periods, game length 1 hr., final period may be adjusted to fit ice time.

Scoring Games on the Score Board

Setting the time

Press SET MAIN CLOCK, input the number of minutes, then press ENTER. (Note that the number of minutes will include seconds and maybe tenths of seconds: 12 minutes will be “1200” or “12000” and should be obvious on display and scoreboard. If you get it wrong on the first try, just repeat.)

- Set clock to 5 minutes for warm up prior to start of game.
- Set clock to XX minutes (see game time lengths above)
- Set clock to 1 minute in between periods.
- The buzzer will sound automatically after time runs out.

Running the time

Press the START button to run the time; press STOP to stop the time.

- Start warm up time as soon as all of the skaters are on the ice and run until buzzer.
- For games with a stop clock, press START as soon as the puck touches the ice after the ref drops it and press STOP every time the ref blows the whistle. The ref will look for your “OK” at the start of each period.
- For games with a running clock, press START at the beginning of the period as the puck touches the ice.

Penalties

For a 2-minute penalty, press the PLAYER PENALTY key for the appropriate team (HOME or GUEST), press ENTER, then input the player’s number on the keypad, press ENTER and then press ENTER again. The ref will come and report the number of the player and the penalty so you should wait to hear from the ref before entering penalty.

- Once the ref gives you a number and a team for a 2-minute penalty press: PLAYER PENALTY, ENTER, number (i.e., “24”), ENTER, ENTER.

For penalty times other than 2 minutes, press PLAYER PENALTY, ENTER, then input player’s number and press ENTER again, input the number of penalty minutes on the keypad and then press ENTER.

- E.g., If the ref gives you a number and a team for a 5-minute penalty press: PLAYER PENALTY, ENTER, number (i.e., “24”), ENTER, “500” or “5000”, ENTER.

To clear a penalty (i.e., when the other team scores on a power play), press PLAYER PENALTY for the appropriate team then use the UP ARROW (or DOWN ARROW) and look at the score clock display reading to find the penalty you need to delete. (If there is just one penalty on the board, pressing the UP ARROW once will show you that penalty. If there’s more than one penalty running for one team, pressing the UP ARROW twice will bring up the "oldest" penalty.) Make sure you delete the penalty with the least amount of time remaining.

After you've found the penalty you'd like to delete, press CLEAR and then ENTER.

Posting the Score

To add a goal, press the SCORE +1 key for the appropriate team. The ref will report to the clock/book each score and how it was scored.

To change the score, press SCORE -1 or +1 for the appropriate team

Changing Periods

The PERIOD keys work the same way as the SCORE keys.

Scoring Games in Sports Engine or Ngin - - CRHL

- CRHL games are scored in Sports Engine
 - Obtain laptop computer from Rink front desk, or ICER room
 - Username: wycapitals@gmail.com
 - Password: Wyoming1
 - Find your team's homepage on the CAHA website or linked page
 - Log into your team's homepage
 - Username: wycapitals@gmail.com
 - Password: Wyoming1
 - Follow instructions in attachment

Scoring Games in Pointstreak - - WAHL

- WAHL games are scored in Pointstreak
 - Obtain laptop computer from Rink front desk or ICER room
 - Username: wycapitals@gmail.com
 - Password: Wyoming1

POINTSTREAK

Terminal Log-In Information for CCYHA:

- User name: amy45
- Password: 12345

This is just a brief synopsis of basic Pointstreak terminal information. Please refer to the Point Streak manual for further information.

1. Login to Pointstreak

Press the On/Off button on the terminal or touch/click the screen to begin. Login with your username and password. Click the Pointstreak logo to login. Click Username and Password fields and enter characters using the onscreen keyboard. Click Login.

2. Set-up Game Information

Click each field to highlight and select item from drop down menu. Required: League, Division, Home Team, Away Team and Referee (Note: This screen can be accessed during the game via the Game Details option in the Game Menu). Click OK to save and continue with Home and Away.

3. Select Home / Away team players

Select a Goalie (one only) and select each Player by touching player's name. Touch again to deselect. Add a New player or Edit a highlighted player's details. Click Confirm after selecting and editing Home Team players. Repeat process with Away Team Roster (Note: Rosters can be accessed during the game by using the Home / Away Roster buttons on the terminal). Click field to edit. Enter data using the keyboard or keypad. Click OK.

4. Recording game events

- RECORD A GOAL: Press the Home or Away Goal button => Select Scorer, Assists, Period, Type of Goal and Score Clock Time => Click Save (Note: To edit a Goal or Penalty later in the game, double-click the entry in the Gamesheet view).
- RECORD A PENALTY: Press the Home or Away Penalty button => Select Player, Infraction, Severity, Period and Score Clock Time field => Click Save.
- RECORD A SHOT: Press the Home or Away Shot button. The number of shots for the team is incremented by one (Note: To edit team shots, click the number for the team, enter the number).
- CHANGE A GOALIE: Press Home or Away Roster => Select Goalie Roster => Select new goalie under "Available Goalies on the Team" and click on Add To Game => Select Period On and Time On => Save.

5. Finalize and post the game to website

- Review the game information for accuracy (to edit a game event, double-click the entry).
- Press the End Game button on the terminal => Select Game Complete => Enter in Username and Password => Select Send.
- A message saying "Sending data to server, please wait" will appear. When the Pointstreak logo is displayed, press the On/Off button to turn off the terminal.

Locker Rooms

The locker rooms need to have a locker room monitor at all times. Co-ed teams will need to ensure male and female locker rooms are monitored. Coaches and managers can be locker room monitors. Parents can be a locker monitor if they complete a background check and complete USA Hockey Safe Sport training. Safe Sport Training is free, and the background check is reimbursable.

Gear

- Rental gear can be checked out through the Club for a \$50 deposit
- Capitals Gear

Hockey Socks can be purchased through the Club for \$10

Name Bar, cost is \$5-10 and purchases can be coordinated through the Capitals Manager Liaison

Capitals may have additional gear for sale on a periodic/first come/first serve basis

The Capitals Website has link to Capitals gear

Questions/Chain of Command

- Parents should bring questions/concerns to the Team Manager to present to the coach(s).
 - Unresolved issues should be brought to the Discipline Chair, Safe Sport Liaison, President, Coach-in-Chief, or Coaching Committee Chair.
- Rostering and Registration questions go to the Registrar
- Ice Scheduling questions need to go to the Scheduler.
 - Additional practice/game ice can be reserved at an additional expense to the parents/team.
- Team meetings - - the team should host a pre-season meeting for a meet and greet, obtain documents, outline the season, exchange contact information, etc.
- Fundraising - - the forms of fundraising include selling Wreaths, selling Qdoba coupon sheets, using Safeway or King Sooper gift cards, CFD money running, and other opportunities that arise
- On Ice Help - - coaches must pass a background check, complete SafeSport, complete the USA Hockey age appropriate module, attend a USA Hockey coaching clinic, and be current with their USA Hockey coaching credentials.
- Volunteers – everyone in the organization is a volunteer. No one is paid
- Expenses – USA Hockey Coaching certification expenses are reimbursable. The Club may purchase training aids and equipment upon request.

CRHL Ice Rinks

APEX/North Jeffco Recreation Center	Arvada Youth Hockey (AHA)	13500 W. 72nd Ave Arvada, CO 80004
Aspen Ice Garden	Aspen Leafs Junior Hockey	233 W. Hyman Ave. Aspen, CO 81611
Big Bear Ice Arena	Evolution (Evo)	8580 Lowry Blvd Denver, CO 80220
Carlston Ice Arena	YMCA Boulder	2800 Dagny Way Lafayette, CO 80026
Chapman Hill Ice Rink	Durango Area Youth Hockey Association	500 Florida Rd Durango, CO 81301
Colorado Sports Center	Colorado Rampage	16240 Old Denver Hwy Monument, CO 80132
The Edge Ice Arena	Foothills Hockey Association (FHA)	6623 S. Ward St. Littleton, CO 80127
Family Sports Center Ice Arena	Arapahoe Youth Hockey League (AYHL)	6901 S. Peoria St. Centennial, CO 80112

Fraser Valley Sports Complex (Ice Box)	Fraser Valley Hockey	220 County Rd 522 Fraser, CO 80442
Greeley Ice Haus	Greeley Youth Hockey Association (GYHA)	900 8th Avenue Greeley, CO 80631
Honnen Ice Rink	Tournaments, CPHL, & CHSAA	Colorado College 44 W. Cache La Poudre Colorado Springs, CO 80903
Howelsen Ice Complex	Steamboat Springs Youth Hockey Association	285 Howelsen Pkwy, Steamboat Springs, CO 80487
Ice Centre at The Promenade (ICAP)	Hyland Hills Hockey Association (HHHA)	10710 Westminster Blvd. Westminster, CO 80020
Ice Ranch	Littleton Hockey Association (LHA)	841 Southpark Drive Littleton, CO 80120
John A. Dobson Ice Arena	Vail Mountaineer Hockey Club	321 E Lionshead Circle Vail, CO 81657
Joy Burns Arena	University of Denver (DU)	2250 E. Jewell Ave. Denver, CO 80208
Magness Arena	University of Denver (DU)	2199 S. University Blvd. Denver, CO 80208
Moffat County Ice Arena	Craig Youth Hockey Association	1009 S Ranney St Craig, CO 81625
Pueblo Plaza Ice Arena	Pueblo Tigers Hockey	100 N Grand Ave Pueblo, CO 81003
Sertich Ice Center	Colorado Springs Youth Hockey Association (CSHA)	1705 Pikes Peak Ave. Colorado Springs, CO 80909
South Suburban Ice Arena	Littleton Hockey Association (LHA)	6580 S. Vine St. Centennial, CO 80121

SportStable (formerly Boulder Valley Ice)	Boulder Hockey Club (BHC)	1 Superior Dr. Superior, CO 80027
Stephen C. West Ice Arena	Summit Youth Hockey	189 Boreas Pass Road Breckenridge, CO 80424
World Arena Ice Hall	Colorado Springs Youth Hockey Association (CSHA)	3185 Venetucci Blvd. Colorado Springs, CO 80906

WAHL Ice Rinks

Cheyenne Ice and Event Center	Cheyenne Capitals	1530 West Lincolnway Cheyenne, WY 82001
Laramie Ice and Event Center	Laramie Outlaws	3510 E. Garfield St Laramie, WY 82070
Douglas Ice Arena	Douglas Ice Cats	400 West Center Douglas, WY
Casper Ice Arena	Casper Oilers	1801 E. 4 th Street Casper, WY 82601
Cam-Plex Spirit Hall Ice Arena	Gillette Wild	4101 Maverick Road Gillette, WY 82718
Sheridan Ice- M&M Center	Sheridan Hawks	475 East Brundage St. Sheridan, WY 82801
Riley Arena and Community Event Center	Cody Ice Cats	1400 Heart Mtn St Cody, WY 82414
Riverton Ice Arena	Riverton River Rats	542 N. Smith Rd. Riverton, WY 82501
Snow King Sports and Event Center	Jackson Youth Hockey	100 E. Snow King Ave. Jackson, WY 83001
Sublette County Ice Arena	Pinedale Glaciers	1219 Washington St. Pinedale, WY 82941
Rock Springs Family Recreation	Rock Springs Miners	3900 Sweetwater Dr. Rock Springs, WY 82901

WY Hotels

Casper

C'mon Inn
301 E Lathrop Rd
(307) 472-6300

Best Western Plus
651 Granite Peak Drive
(307) 472-1120

Cody

AmericInn
508 Yellowstone Ave
(307) 587-7716

Douglas

Hampton Inn
1730 Muirfield Ct
(307) 358-0707

Holiday Inn Express
900 W Yellowstone Hwy
(307)-358-4500

Gillette

Arbuckle Lodge
1400 South Garner Lake Rd
(307) 685-6363
Hotel is across from Cam-Plex

Hampton Inn
211 Decker Court
(307) 686-2000

Country Inn & Suites¹
2597 South Douglas Highway
(307) 682-0505

Gillette (cont'd)

Fairfield Inn & Suites¹
2577 South Douglas Highways
(307) 682-1717

Laramie

AmericInn
4712 E. Grand Ave
(307) 745-0777

Hampton Inn
3715 E. Grand Ave
(307) 742-0125

Pinedale

Hampton Inn
55 Bloomfield Ave
(307) 367-6700
Awesome service and has worked with
the Capitals for years

Riverton

Hampton Inn
2500 North Federal Blvd
(307) 856-3500
Great hotel with great service

Sheridan

Hampton Inn
980 Sibley Circle
(307) 673-2734

Best Western
612 N. Main
(307) 674-7421
This hotel has great service but make sure
you request to be in the same building.
The pool building is the biggest.

¹ The Country Inn and Fairfield Inn have a water
park that connects the two hotels.