

**CLARKSTOWN CAPITALS  
HOCKEY CLUB, INC.**



**ORGANIZATION GUIDEBOOK**

**2010/2011 SEASON**



## Table of Contents

- I. About the Capitals
- II. Letter from the President
- III. Club Contacts
- IV. Coaches/Team Managers
- V. Parent Introduction To Travel Hockey
- VI. Code of Conduct/Policy Statement
- VII. Team Rules
- VIII. Frequently asked questions
- IX. Appendix:
  - ☞ Position Descriptions
  - ☞ Sponsorship Opportunities
  - ☞ Yearbook Advertisements
  - ☞ 2010/2011 Season Projected Budget

## **I. About the Capitals**

### **Our Vision**

To create an environment where all children have the opportunity to experience the enjoyment and life's lessons associated with travel hockey.

### **Our Mission**

To foster and promote the sport of ice hockey by providing our children the opportunity to develop team play, self-discipline and good team fellowship, which are the essentials of good sportsmanship. Emphasis is to be placed on teaching teamwork, improving player skills, providing players a competitive environment tailored to their individual abilities and the constant molding of character and good sportsmanship.

### **Who are the Capitals...**

The Capitals were founded in July 1998 as a non-profit youth hockey organization that plays out of the Palisades Mall Ice Rink as the exclusive home team. CCHC teams are typically members of the Hudson Valley Hockey League (HVHL), USA Hockey and New York State Amateur Hockey Association (NYSAHA). We are a "Tier III, Tournament Bound" organization. We are a local community based organization that depends on volunteers to keep cost down, to contribute to team and organizational jobs, and to provide a family atmosphere.

### **Benefits of Membership**

- ☞ Registered membership with USA Hockey, NYSAHA and HVHL
- ☞ Consistent practice times throughout the season
- ☞ Home games at the easily accessible Palisades Mall Ice Rink.
- ☞ ALL Coaches are certified by USA Hockey
- ☞ Certified Referees for all games
- ☞ Team Power Skate and Skills Sessions
- ☞ Sibling discounts
- ☞ Team and individual photos
- ☞ Team Home, Away and practice jerseys
- ☞ Family atmosphere
- ☞ Individual awards

### **CCHC Communications**

- ☞ Website: [www.clarkstowncapitals.com](http://www.clarkstowncapitals.com) (No other web-based representation of CCHC will be permitted).
- ☞ CCHC Bulletin Board (on right as you enter the Palisades Rink)
- ☞ P.O. Box 356, Congers, NY 10920
- ☞ Hockey Hotline – (845) 639-0855

## **II. Letter from the President**

Clarkstown Capitals Hockey Club, Inc.

PO Box 356  
Congers, New York 10920  
(845) 639-0855  
www.clarkstowncapitals.com

2010 / 2011 Season

Dear Players and Parents;

The Capitals were founded in July, 1998 with two teams as the local community based Club that would call the brand new Palisades Mall Ice Rink "home". In a short time we have had tremendous success, not only measured in wins and championships but also most importantly providing our youth the opportunity to grow as a person through the travel hockey experience. The Club has grown to see teams being offered at the Cross-Ice-Mite through Bantam levels for the 2010-2011 season. The Capitals have also been elected by the NYSAHA as a tier III Tournament Bound organization. We are also very proud of the quality of coaches and family volunteers that call the Clarkstown Capitals home. The game of hockey is growing and the opportunity for Clarkstown and area children to learn and experience the greatest game is the ultimate measure of the Capital's success.

We continue to expect all players and families to help build and contribute to the Club so that we may grow together as champions both on and off the ice. Be proud to be a Capital so that others behind you can reach their goals.

On behalf of the Clarkstown Capitals Officers and Board I would like to welcome you and your family to the Club, home of the 2003 New York State Bantam "A" champions, the 2008 New York State Pee-Wee A champions and three 2010 NYSAHA state championship contenders.

"Kids on ice stay out of hot water"

Sincerely;  


Michael J. Carroll, President  
Clarkstown Capitals Hockey Club, Inc.

### **III. Club Contacts**

#### **Board of Directors**

<b>President</b>	Michael Carroll	(845) 634-8996	<a href="mailto:carrollmnc@aol.com">carrollmnc@aol.com</a>
<b>Vice President</b>	Kevin Carroll	(845) 398-3647	<a href="mailto:thedogsrin@aol.com">thedogsrin@aol.com</a>
<b>Secretary/Treasurer</b>	Carol Felter	(845) 634-8996	<a href="mailto:carrollmnc@aol.com">carrollmnc@aol.com</a>
<b>Director</b>	Ellis Gitlin	(845) 638-0560	<a href="mailto:ellisgitlin@gmail.com">ellisgitlin@gmail.com</a>
<b>Director</b>	Stacey Zodda	(845) 494-3374	<a href="mailto:newyorkgrl21@aol.com">newyorkgrl21@aol.com</a>
<b>Director</b>	Doug Giordano	(917) 335-5637	<a href="mailto:giordd@chelseapiers.com">giordd@chelseapiers.com</a>
<b>Director</b>	Mike Hanson	(201) 684-1166	<a href="mailto:mhanson@hx4.com">mhanson@hx4.com</a>

#### **Staff/Coordinators**

<b>Legal Counsel</b>	Dennis Lynch		
<b>Director of Daily Operations</b>	Kevin Carroll	(845) 398-3647	<a href="mailto:thedogsrin@aol.com">thedogsrin@aol.com</a>
<b>Manager of Team GM's</b>	Chuck Tauken	(845) 639-1826	<a href="mailto:chuck.tauken@gmail.com">chuck.tauken@gmail.com</a>
<b>Code of Conduct Chair</b>	Doug Giordano	(917) 335-5637	<a href="mailto:giordd@chelseapiers.com">giordd@chelseapiers.com</a>
<b>Master Scheduler/Registrar</b>	Ellis Gitlin	(845) 638-0560	<a href="mailto:ellisgitlin@gmail.com">ellisgitlin@gmail.com</a>
<b>League Representative</b>	Larry May	(845) 634-5920	<a href="mailto:offsides19@aol.com">offsides19@aol.com</a>
<b>Web Site/ACE</b>	Mike Hanson	(201) 684-1166	<a href="mailto:mhanson@hx4.com">mhanson@hx4.com</a>
<b>Yearbook Coordinator</b>	Chuck Tauken	(845) 639-1826	<a href="mailto:chuck.tauken@gmail.com">chuck.tauken@gmail.com</a>
<b>Officials Coordinator</b>	Ellis Gitlin	(845) 638-0560	<a href="mailto:ellisgitlin@gmail.com">ellisgitlin@gmail.com</a>
<b>Sponsorship Chairman</b>	Kevin Carroll	(845) 398-3647	<a href="mailto:thedogsrin@aol.com">thedogsrin@aol.com</a>
<b>Merchandizing Coordinators</b>	Jim Zalduondo	(845) 735-0954	<a href="mailto:jimzl3@aol.com">jimzl3@aol.com</a>
	Stacey Zodda	(845) 494-3374	<a href="mailto:newyorkgrl21@aol.com">newyorkgrl21@aol.com</a>
<b>Awards Dinner</b>	Aileen Carroll	(845) 398-3647	<a href="mailto:thedogsrin@aol.com">thedogsrin@aol.com</a>

#### **Code of Conduct Committee**

<b>Chairman:</b>	Doug Giordano	(917) 335-5637	<a href="mailto:giordd@chelseapiers.com">giordd@chelseapiers.com</a>
<b>Members:</b>	John Inzeo	(845) 634-1189	<a href="mailto:johndana@optonline.net">johndana@optonline.net</a>
	Chuck Tauken	(845) 639-1826	<a href="mailto:chuck.tauken@gmail.com">chuck.tauken@gmail.com</a>
	Stacey Zodda	(845) 494-3374	<a href="mailto:newyorkgrl21@aol.com">newyorkgrl21@aol.com</a>
	Jim Zalduondo	(845) 735-0954	<a href="mailto:jimzl3@aol.com">jimzl3@aol.com</a>

***Board meetings are usually held on the first Sunday of every month at the Palisades Center Mall. The first ½ hr. is open to the public and anyone interested in addressing the board MUST contact a board member 24 hrs. prior to the meeting to be placed on the agenda. All requests will be accommodated on a first come, first serve basis and the board will notify every applicant on the exact meeting they are scheduled to present.***

## IV. Coaches/Team Managers

### Mighty-Mite

Head Coach:	Ed Chazan	845-267-4338	<a href="mailto:doggies.ec@verizon.net">doggies.ec@verizon.net</a>
Assistant Coach:	Marc Doherty	845-323-4328	<a href="mailto:hockeymd60@hotmail.com">hockeymd60@hotmail.com</a>
Assistant Coach:	Dave MacCartney	845-268-8303	<a href="mailto:annmacc@aol.com">annmacc@aol.com</a>
Assistant Coach:	Tom Carey	845-638-6842	<a href="mailto:tjcarey3@aol.com">tjcarey3@aol.com</a>
Assistant Coach:	Tom Hilliard	845-268-7193	<a href="mailto:tjh898@optonline.net">tjh898@optonline.net</a>
Team Manager:	Colin Kelly	845-613-7473	<a href="mailto:mokokelly@optonline.net">mokokelly@optonline.net</a>

### Mite

Head Coach:	Ricky DeMario	201-746-0169	<a href="mailto:angelademar1@aol.com">angelademar1@aol.com</a>
Assistant Coach:	Ed Chazan	845-267-4338	<a href="mailto:doggies.ec@verizon.net">doggies.ec@verizon.net</a>
Assistant Coach:	Rodney Zodda	845-942-4070	<a href="mailto:rjzodda@aol.com">rjzodda@aol.com</a>
On Ice Assistant	Jim Murray	845-623-7792	<a href="mailto:aerpatsy@aol.com">aerpatsy@aol.com</a>
Team Manager:	Peter Clement	845-353-6616	<a href="mailto:paclement@vzw.blackberry.net">paclement@vzw.blackberry.net</a>

### Squirt A

Head Coach:	Brian Gallagher	201-264-9012	<a href="mailto:mugsyone2004@yahoo.com">mugsyone2004@yahoo.com</a>
Assistant Coach:	Ricky DeMario	201-746-0169	<a href="mailto:angelademar1@aol.com">angelademar1@aol.com</a>
Assistant Coach:	Bob Posma	845-406-3767	<a href="mailto:rposma@ups.com">rposma@ups.com</a>
Team Manager:	Kyra Posma	845-406-3767	<a href="mailto:kposma@tcco.com">kposma@tcco.com</a>

### Squirt B

Head Coach:	Mike Walter	845-304-9745	<a href="mailto:mikewalter@optimum.net">mikewalter@optimum.net</a>
Assistant Coach:	Bernie Ryan	845-323-4328	<a href="mailto:sinbin94@aol.com">sinbin94@aol.com</a>
Assistant Coach:	Marc Doherty	845-323-4328	<a href="mailto:hockeymd60@hotmail.com">hockeymd60@hotmail.com</a>
Assistant Coach:	John Inzeo	845-634-1189	<a href="mailto:johndana@optonline.net">johndana@optonline.net</a>
On Ice Assistant:	Kevin Peterson	845-267-0366	<a href="mailto:petersons98@verizon.net">petersons98@verizon.net</a>
Team Manager:	John Inzeo	845-634-1189	<a href="mailto:johndana@optonline.net">johndana@optonline.net</a>

### Pee Wee A

Head Coach:	Dave Robins	914-671-2953	<a href="mailto:davidrobins@me.com">davidrobins@me.com</a>
Assistant Coach:	Frank Cavanagh	845-2688537	<a href="mailto:cavs1@optonline.net">cavs1@optonline.net</a>
Assistant Coach:	Mike Walter	845-304-9745	<a href="mailto:mikewalter@optimum.net">mikewalter@optimum.net</a>
On Ice Assistant	Jim Murray	845-623-7792	<a href="mailto:aerpatsy@aol.com">aerpatsy@aol.com</a>
Team Manager:	Chuck Tauken	845-639-1826	<a href="mailto:chuck.tauken@gmail.com">chuck.tauken@gmail.com</a>

### Bantam A

Head Coach:	Kevin Carroll	845-398-3647	<a href="mailto:thedogsrin@aol.com">thedogsrin@aol.com</a>
Assistant Coach:	Rodney Zodda	845-494-3378	<a href="mailto:rjzodda@aol.com">rjzodda@aol.com</a>
Assistant Coach:	Chris Varmon	845-709-3081	<a href="mailto:varmon5@aol.com">varmon5@aol.com</a>
Team Manager:	Jim Zalduondo	845-735-0954	<a href="mailto:jimzl3@aol.com">jimzl3@aol.com</a>

## **V. Parents Introduction to Travel Hockey: Parental Involvement**

### **Hockey Parents Make the Difference**

This page has been prepared by USA Hockey to assist parents in becoming more familiar with the sport of ice hockey and its organization and structure at the grass-roots level. In this section, you will find information designed to enrich the entire youth hockey experience for parents and players alike

Keep in mind that, above all, the motivating factor for most children who enter an organized youth sports program is their desire to have fun. This is particularly true with young children, many of whom are newcomers to the youth sports scene.

With a supportive attitude and a fundamental understanding of the "basics" of hockey, everyone will come away from their youth sports experience with a positive feeling.

### **In The Stands**

Parents can take the fun out of hockey by continually yelling or screaming from the stands. Banging on the glass is annoying to everyone. Parents should enjoy the game and applaud good plays. The stands are not a place from which parents should try to personally coach their kids. Kids often mirror the actions of their parents; if they see mom or dad losing their cool in the stands, they will probably do the same on the ice.

### **Car and Home**

Some parents not only spoil the fun for their kids at the ice rink, but also in the car, believing this is the perfect place for instruction. Parents should try to keep things in perspective. There is more to life than hockey, and the car and home are not places to coach. Parents need to remember that they are not the coaches, and the most difficult kind of parent is the one who coaches against the real coach. It is unfair to put children in a position of having to decide who to listen to - their parents or the coach.

### **At Practice**

Parents have to remember that if a child wants to improve, they have to practice - not just play. Even if a child is not the "star" player for a team, practice stresses the importance of teamwork, establishing goals, discipline, and learning to control your emotions, all of which are important lessons children can use both in and away from sports.

### **At The Rink**

Hockey parents can help create a fun environment by making certain their children are wearing properly fitted equipment. Parents also need to stress fair play and risk management to help eliminate injuries.

### **Cross Ice Program and the American Development Model**

The USA Hockey Cross Ice Program has been developed in concert with the ADM to make certain that a child's first experience with hockey is positive, safe, and fun. Parents should avoid pressuring or placing unreasonable expectations on their children, particularly at the Cross Ice Program level. No matter what happens on the ice, children need your support, so always strive to be positive.

## **V. Parents Introduction to Travel Hockey: Parental Involvement (cont.)**

### **Support Your Child**

Many benefits are derived from playing youth hockey. Boys and girls learn good sportsmanship and self-discipline. They learn to work together, how to sacrifice for the good of the team, how to enjoy winning, and how to handle defeat. In the process, they also learn important lessons about physical fitness and personal health.

The degree to which your child benefits from his or her youth hockey experience is as much your responsibility as it is theirs. In order for your child to get the most out of a youth hockey program, it is important for you to show support and offer encouragement while maintaining a genuine interest in the team.

### **Always Be Positive**

Parents serve as role models for their children, who often look to adults for advice, direction, and approval. Never lose sight of the fact that you are a role model, and strive to be a positive role model. As a parent, one of the most important things you can do is show good sportsmanship at all times to coaches, referees, opponents, and teammates.

Remember that your children are PLAYING hockey. It is important to allow them to establish their own goals and play the game for themselves. Be careful not to impose your own standards or objectives.

### **Let the Coach Coach**

Avoid placing an exaggerated emphasis on winning. A recent survey indicated 72% of children would rather play for a losing team than ride the bench for a winner. The most important aspect of your child's youth hockey experience is for them to have fun while developing physical and emotional skills that will serve them in life. A healthy, risk-free environment that emphasizes the importance of fair play, sportsmanship, disciplines and, most importantly, fun will be invaluable for your child as he or she continues to develop a positive self-image.

### **Positive Reinforcement**

The best way to help children achieve goals and reduce their natural fear of failure is through positive reinforcement. After all, no one likes to make mistakes.

If your child does make a mistake - and they will (remember, they are just kids) - keep in mind that mistakes are an important part of the overall learning process. Strive to be supportive and point out the things they do well. ***Make your child feel like a winner.***

### **Ice Time**

Sometimes in travel hockey, unlike house league hockey, the most skilled players and/or the most dedicated players may have more ice time than others, particularly, during league games. It is CCHC's policy to have the coach try their best to make up the ice time to the less skilled during non-league games. In addition, missed practices/games will make the player fall behind the team and jeopardize future ice time and the opportunity to play on any special teams. Continued absences may result in disciplinary action.



## **VI. Code of Conduct – Players, Parents, and Spectators**

### **ZERO TOLERANCE**

#### **Introduction**

The Clarkstown Capitals Hockey Club, Inc. promotes healthy competition and good sportsmanship for all children playing the wonderful game of ice hockey. One way we can ensure achievement of this goal is to have certain rules for parent, spectator, and player behavior.

***The following Code of Conduct provides guidelines and penalties for inappropriate parent/spectator and player behavior at Clarkstown Capitals Hockey games, practices, and functions.*** Compliance with the Code will protect the integrity of the game of hockey and, closer to home, the Clarkstown Capitals Hockey Club, Inc.

Each parent is required to read the following text, sign where indicated, return the form to his or her child's Team General Manager and, throughout the year, fully comply with the Code. Parents, spectators and players who do not comply with the Code will be penalized in the form of suspensions and, in the case of repeated or particular offenses, expulsion for the remainder of the year.

Keep in mind that appropriate player behavior is described in the USA Hockey rules. If you need a copy of these rules, please contact your child's coach or visit [www.usahockey.com](http://www.usahockey.com). We encourage you to discuss these rules with your child.

In summary, your child is expected to fully comply with all USA Hockey rules. In addition, parents, spectators, and players are expected to fully comply with the Clarkstown Capitals Code of Conduct and "Team Rules."

#### **Policy Statement**

All parents, spectators, and players will conduct themselves in an orderly, sportsmanlike and professional manner while attending any CCHC game, practice or function. Any report of disorderly conduct in the rink, concession area, parking lot, etc. will not be tolerated. Examples of intolerable behavior include:

- Parents going on the ice or approaching the players' bench (unless requested to do so because of a player injury).
- Parents going into the referee's locker room or opposing team's locker room.
- Physical or verbal (e.g., racial, ethnic, and sexual slurs, profane language) of referees, coaches, players, parents, spectators, rink employees or others.
- Fighting among parents and/or other spectators in the stands, rink area, or parking lot.
- Any problems that result in the summoning of police.
- Any issues that are not covered above that result in the loss of control by a parent or spectator.
- Any unauthorized letters or communications that attack, abuse, or undermine the Clarkstown Capitals Hockey Club, Inc., its coaches, players or officials.

#### **Alcohol & Illegal Drugs**

The possession and/or consumption of any form of alcoholic beverages or illegal drugs are expressly forbidden in or on Rink property or at visiting venues. Failure to comply with this rule will result in immediate expulsion from The Capitals Organization.

## **VI. Code of Conduct – Players, Parents, and Spectators (cont.)**

### **Policy Enforcement**

The Clarkstown Capitals Disciplinary Committee (consists of all Team General Managers) will review all reports given to them by referees, rink management or other hockey organizations as follows:

- 1.) Any fighting carries automatic game suspension. The coach will sit the player out, effective immediately, until further review by the CCHC Disciplinary Committee. The CCHC may impose up to a maximum 10 game suspension. During such time, all team practices are mandatory and failure to attend any or all practices while under suspension will result in further disciplinary action, up to and including possible expulsion from the CCHC. In addition, all suspended players must attend entire game(s) and sign official score sheet. Such score sheets must be submitted to HVHL. **Fighting will not be tolerated for any reason. Just skate away!**
- 2.) Upon notification (written), the Disciplinary Committee will investigate the alleged incident and determine its validity.
- 3.) Under no circumstances will any team, other group or individual minimize the gravity of the incident; they must provide the facts as requested by the Committee.
- 4.) After completing its review, the Committee will make one of the following recommendations in accordance with the Code:
  - a.) findings are not validated, no action required by Committee
  - b.) findings indicate a violation of the Code of Conduct
- 5.) In the case of 4b., the Committee will notify the individual(s) who is subject to the applicable penalty, as follows:

<b><u>Offense</u></b> (frequency)	<b><u>Penalty</u></b>
First	1 game suspension
Second	Suspension for remainder of Season and, depending on nature of incident, possible expulsion from Clarkstown Capitals Hockey Club, Inc.
<b><u>Offense</u></b> (other)	<b><u>Penalty</u></b>
Unauthorized presence at game, practice or function during suspension	Maximum Penalty: Expulsion from Clarkstown Capitals Hockey Club, Inc.
Physical or verbal abuse of referees, coaches, players, parents, spectators, rink employees or others.	Maximum Penalty: Expulsion from Clarkstown Capitals Hockey Club, Inc.
Any unauthorized letters or communications that attack, abuse, or undermine the CCHC organization, coaches, players or officials	Maximum Penalty: Expulsion from Clarkstown Capitals Hockey Club, Inc.

**VI. Code of Conduct – Players, Parents, and Spectators (cont.)**

- 7.) A suspended individual may appeal the decision of the Disciplinary Committee within seven calendar days of the date in which the decision was rendered.
- 8.) Any parent or spectator who is reinstated after appeal, and who subsequently violates the Code of Conduct, will be suspended for the balance of the hockey season.
- 9.) **Any damages to locker rooms will be a “team” responsibility. Any costs levied by a rink for damages caused by any CCHC team will be borne equally by all parents of the guilty team.**

*Locker Room Etiquette*

**Do’s**

- Clean up after each of your games*
- Check the locker room before the last player departs to ensure the room is left in the same or better condition than when you arrived*
- Act professionally*
- Treat both your teammates and coaches with the highest level of respect*
- Ask for assistance when the trash receptacles are full*
- Stack all sticks in the rack provided on the outside of the locker room*
- Hang all of your street clothes on the hooks provided*
- Treat the bathrooms with the highest level of personal hygiene*
- Be dressed and ready to play at least 15 minutes before the game*

**Don’ts**

- Throw anything at anytime while dressing or undressing*
- No horseplay at anytime*
- No profanity*
- No graffiti of any kind*
- Use the locker room as a place to verbally abuse opposing teams or referees*
- Leave unused beverage bottles or food wrappers on the floor*
- Leave used tape on benches or floor*

**Clarkstown Capitals Hockey Club, Inc.**

**Code of Conduct– Players, Parents and Spectators**

**ZERO TOLERANCE**

**Policy Agreement**

Child’s Name: \_\_\_\_\_

Team Level: \_\_\_\_\_ Cross Ice \_\_\_\_\_ Mite \_\_\_\_\_ Squirt  
\_\_\_\_\_ Pee Wee \_\_\_\_\_ Bantam

Parents’ Names: \_\_\_\_\_

We have read the Clarkstown Capitals Hockey Club Code of Conduct for parents, spectators, and players. We fully understand the Code and have discussed it as a family. We will fully comply with the Code. In the event that we violate the Code in any way, we will comply with the penalties of the Code.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Player Signature

\_\_\_\_\_  
Date Signed

## VI. Code of Conduct – Coaches

All coaches must complete the appropriate level of USA Hockey certification prior to season.

- ☞ Always act in a professional manner and remember you are a representative of the Clarkstown Capital's Hockey Club, Inc.
- ☞ Sometimes in travel hockey, unlike house league hockey, the most skilled players and/or the most dedicated players may have more ice time than others, particularly, during league games. You should try your best to make up the ice time to the less skilled during non-league games.
- ☞ Be a positive role model to your players, display emotional maturity, and be alert to the physical safety of players.
- ☞ Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be more effective communicator and coach; don't yell at players.
- ☞ Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- ☞ Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all your players to be team players. Most important is to teach good sportsmanship.
- ☞ Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- ☞ Be concerned with the overall development of your players. Stress good health habits and clean living.
- ☞ The possession and/or consumption of any form of alcoholic beverages or illegal drugs are expressly forbidden in or on Rink property or at visiting venues. Failure to comply with this rule will result in immediate expulsion from The Capitals Organization.
- ☞ Wear USAH approved protective headgear at all times while on the ice.

---

I have read the coaches' code of conduct in its entirety and I will do my best to uphold the code and promise to always act in a professional manner as a representative of the Clarkstown Capitals Hockey Club, Inc.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Clarkstown Capital's Hockey Club, Inc. Board reserves the right to suspend and/or release any coach who does not comply with the Coaches' Code of Conduct. Any CC issues will be reviewed by the CCHC Board. Any proposed player suspensions **MUST** be presented to the Code of Conduct Committee. If any subsequent action is to be taken, the CCHC will notify the player and respective coaches and GM's.

## **VII. Team Rules**

- 1) Players should be in the locker room 45 minutes prior to game/practice time.
- 2) Players should be fully dressed 15 minutes before game/practice time and ready for pre-game checks. Games/practices must start and end at scheduled times at such time, games are considered official.
- 3) Parents in the locker room at any time are strongly discouraged (except for mites). The players are responsible for packing their bags (always double check before leaving for the rink), getting themselves dressed, undressed and making sure equipment is not left behind in the locker room.
- 4) **Locker Room Supervision**  
USA Hockey is concerned with locker room activities between minor players; minor players and adult players; adults being alone with individual minor players in locker rooms; and with nonofficial or non-related adults having unsupervised access to minor participants at sanctioned team events.

It is the policy of USA Hockey and USA Hockey InLine that all Affiliates, Districts, leagues, and local hockey programs have at least one responsible adult present directly monitoring the locker room during all team events to assure that only participants, (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

- 5) After every game, a handshake will be done with sportsmanship and pride.
- 6) Missed practices/games will make the player fall behind the team and jeopardize future ice time and the opportunity to play on any special teams. Continued absences may result in disciplinary action.
- 7) All equipment must be worn during practices and games including a colored mouth guard. CCHC Practice Jerseys must be worn to every practice. Extra jersey can be purchased through the team GM.
- 8) When you enter the ice, check all doors to insure they are closed. Your safety is paramount.
- 9) We are a team! Any bad mouthing or harassing of any other member of your team will result in less ice time and possible disciplinary action. Your job is to support and help each other.
- 10) If you do not understand a drill or instruction, ask the coach to explain it again, if you do not, it will be assumed you know what to do and your capabilities will be based on what you did.
- 11) You have a right to know why the coach asks you to do things. If you want to know why, ask, and the coach will be more than happy to explain it to you.
- 12) Physical mistakes happen and are part of learning. Mental mistakes you can control.
- 13) Your parents are welcomed and encouraged to attend every game. It is your responsibility to insure they act in a manner consistent with the professional manner of the team coach. Instruct them on the proper conduct of a fan.
- 14) You are allowed to play with pain, but never when injured. Please make sure the coach knows if you are hurt, injured, or ill.
- 15) Practice is run in a game situation mode, meaning if you would not do it in a game, do not do it in practice.
- 16) The main goal of the coach is to make you a better hockey player by giving you the tools for travel hockey. We can work hard and have fun at the same time.
- 17) For all League Games, teams must only skate CCHC USA Hockey rostered players.

## **VII. Team Rules (cont)**

- 18) For non-league games and tournaments (only), the following is CCHC policy for filling any open roster spots:
- ☞ Taxi players have first right (where applicable)
  - ☞ Lower level player of same division (where applicable). E.g., Bantam "A" must pull from Bantam "B."
  - ☞ Only where above two is not applicable can the coach and GM go outside the CCHC organization to recruit a USA Hockey sanctioned player. All non-CCHC rostered players must be pre-approved by the CCHC board and all appropriate waiver forms must be filed prior to participating in any CCHC events.
- 18) All suspended players must attend the entire game(s) and sign official score sheet. Such score sheets must be submitted to HVHL.
- 19) Any player who participates in a high school hockey program is expected to adhere to all state imposed rules for high school players who also play club hockey. However, when the schedule does not interfere with those rules the player is expected to participate fully in all CCHC scheduled activities. Additionally, when it comes to high school coaches who make exclusivity demands on a players time, the player is expected to adhere to his states rules only and to manage his commitments accordingly.

## **VIII. Frequently Asked Questions**

### **1. What Level do I play?**

For the 2010/2011 season the age classifications are:

<b>Mite:</b>	2002-2005	<b>Bantam:</b>	1996-1997
<b>Squirt:</b>	2000-2001	<b>Midget:</b>	1992-1995
<b>Pee Wee:</b>	1998-1999		

### **2. What is the cost?**

<b>Cross Ice:</b>	\$900		
<b>Mite:</b>	\$1,500	<b>Bantam:</b>	\$2,300
<b>Squirt:</b>	\$2,300	<b>Midget:</b>	\$2,300
<b>Pee Wee:</b>	\$2,300	<b>Taxi:</b>	\$1,200

CCHC can not accept credit cards. Cash and checks only. A fee of \$25.00 will be assessed in the case of any returned or "stop-payment" checks.

### **3. How many games will I play?**

With the exception of the Mite level, the average schedule includes approximately 20 home games at the Palisades Mall Rink (our Home Rink) and approximately the same corresponding away games. Games are played Saturday and Sunday. In addition, teams may participate in tournaments throughout the season.

### **4. What is the practice schedule?**

Squirt - Bantam teams will receive approximately 2 hours a week practice. Mites will practice one hour per week. In the event that the CCHC fields a Cross Ice team, the Cross Ice schedule is typically less intensive and abbreviated with one practice a week and a focus on development rather than games. Most practice sessions will be held on weeknights.

### **5. Will I play in tournaments?**

For the 2010/2011 season the CCHC board has chosen the tournaments that each team will attend. Each team pays for the cost of away tournaments (team entry fee) and accommodations are the responsibility of individual families. Fund raising may be done throughout the season to keep costs down. Each team decides whether they want to raise money through fund raising. Past tournaments have included places such as Annapolis, MD, Valley Forge, PA, and Montreal Canada. Tournaments provide an opportunity for player improvement and bonding between team players and parents. While tournaments are optional, each player makes a commitment to the team and is expected to participate as fully as possible in all team activities.

### **6. Will I be asked to volunteer?**

**YES.** When selected for a team, each family will be required to sign up for a particular team or organization wide job. This is necessary to keep cost of tuition down.

## **VIII. Frequently Asked Questions (cont.)**

### **7. Why have Taxi Players as part of a Travel Hockey Program?**

Taxi Players have been chosen at some levels to enable them to participate in ALL team practices, clinics, and functions to help develop his/her skills. A Team Head Coach (ONLY) may, during the course of the season, decide the player(s) can participate in a game situation when or if the occasion arises.

### **8. Are Captains chosen for each team?**

Yes. The game of hockey requires captains (see the official USA hockey rulebook, rule # 202). We suggest the following guideline be used to choose team captains.

A Team Captain should be chosen on the following qualities:

- The player who works the hardest
- Inspires the team
- Pushes the players to do their very best
- Leads by example
- Knows the Rules
- Keeps a cool head under pressure in the game.
- Helps the young players/rookies
- Knows when it is time to be serious
- Has the ability to communicate with others
- Is teachable
- Knows there is no "I" in team

A Team Captain can have but should not be solely chosen on the following qualities:

- The player who is liked the best
- Scores the most goals
- Skates the best.
- It is up to the coach(s) whether to choose captains on his own or have a team vote.



## **IX. Appendix**

### POSITION DESCRIPTIONS:

#### **Manager of Team General Managers**

- Prior to each season - present all potential coaches and team managers to Board for approval.
- Distribute all team information to Team Managers (i.e. practice schedules, tournament opportunities, league information, and hockey club information as necessary)
- Ensure all CCHC policies are being upheld. Where necessary, bring conduct issues to the Code of Conduct Committee
- Conduct routine meetings with all Team General Manager.
- Represent all Team GM's at Board meetings.
- When necessary, bring any issues voiced by the Team GM's to the CCHC board.
- Offer insight to the CCHC board to help facilitate continued improvements to our organization.
- Work closely with the Director of Daily Operations to assure all communications are distributed in a timely manner.

#### **Team General Manager**

- Act as team liaison by immediately addressing all issues that may arise throughout the year between players, coaches, parents, officials, etc. Where necessary, escalate issues to GM of Team GM's. This would be the most critical role on each team and to be successful you must proactively seek input from all members of your team while maintaining a professional and positive attitude as a representative of the CCHC.
- Member of Code of Conduct Committee and must attend any and all necessary meetings.
- Attend HVHL scheduling meeting to finalize all league games.
- Contact other approved **USA Hockey sanctioned** travel organizations for scrimmage games throughout the regular season.
- Continue to update the Master Scheduler on any schedule changes.
- Maintain routine contact with GM of Team GM's to update on the progress of team and advise any conduct issues immediately.
- Ensure all information is distributed to all member families as warranted.
- Keep all hockey statistics for your team for each and every game. **Statistics are for internal purposes only and are not to be communicated to Parents or Players.**
- Retain all score sheets for all league and non-league games.
- Maintain a file of all Birth Certificates. Birth Certificates must be available at all tournaments.
- Report any game misconduct and match penalty assessments to Ellis Gitlin within 24 hours. A copy of the score-sheet will be required
- Report, in writing, any potential Code of Conduct Issues to the Code of Conduct Chair within 48 hours of alleged incident.

## **IX. Appendix (cont.)**

### **Team General Manager (cont.)**

- Report any issues with officials to the Officials Coordinator within 48 hours.
- Assign ALL Team responsibilities.
- Maintain all records of signed forms (i.e. "Consent to treat," "Medical history", "Waiver of Liability", "Player/Parent Code of Conduct", "Coaches Code of Conduct").
- Ensure updated information is forwarded to CCHC Webmaster.

### **Master Scheduler/Registrar**

- Attend HVHC scheduling meeting to finalize all league games.
- Maintain updated schedule for CCHC and distribute to all board members and GM of Team GM's and post on CCHC website.
- Maintain League Win/Loss/Standings record for each team in the CCHC and post on website.
- Submit all appropriate paperwork to HVHL, USA Hockey and NYSAHA.

### **Team Tournament Coordinator**

- Research potential tournaments, and discuss with team Coaches.
- Coordinate all appropriate paper work for all tournament entry and hotel where necessary.
- Collect any tournament fees from each participating player.
- Share tournament details with CCHC Tournament Coordinator for possible distribution to other levels.

### **Daily Operations**

- Maintain up-to-date rosters for all CCHC Teams.
- Work with Committee Chairs to verify meetings are held and minutes distributed to CCHC Board for review.
- Liaison between Head of GM's and Board.
- Liaison between all Committees and Board.

### **Code of Conduct Chair**

- Uphold and Enforce the CCHC Code of Conduct
- Conduct review of any and all code of conduct issues, including review of potential appeal, with the code of conduct review board. Meetings to be held as needed and immediately upon being advised of an incident.
- All incidents are to be escalated to the CCHC Board for final decision.
- Minutes for all review meetings
- Maintain records of all incidents.

## **IX. Appendix (cont.)**

### **Clinic & Coach Coordinator**

- Develop and coordinate coaching philosophy throughout all levels of CCHC.
- Develop and distribute drills book for all levels of CCHC
- Coordinate and lead all clinics for CCHC

### **League Representative**

- Represent CCHC at monthly HVHL board meetings
- Submit and present meeting minutes to Board of Directors subsequent monthly CCHC board meeting.

### **Officials Coordinator**

- Coordinate officials for all CCHC home games
- Supply list of game referees to Team GM's
- Submit copy of master officials schedule to board of directors and Division Managers
- Address any issues that may arise concerning officials.

### **Sponsorship Coordinator**

- Coordinate all Sponsorship Funding for CCHC.
- Submit update to board as warranted
- Track receipt of funding
- Ensure all sponsorship awards are fulfilled

### **Equipment Coordinator/Organization Merchandising Coordinator**

- Coordinate all Equipment Swap events for CCHC (post ads on website)
- Provide each team with a list of USA Hockey/HVHL/NYSYAHA requirements
- Oversee the sales of CCHC merchandise (all merchandise **must** be pre-approved by the CCHC board). Collect all monies and maintain records for all merchandise sold. All monies raised through the sales of merchandise will go to the CCHC General Fund to help defer costs.

### **Awards Dinner Coordinator**

- Coordinate all aspects of the Annual CCHC Awards Dinner (March)
- Coordinate pick up and delivery of all trophies for Awards Dinner

## **IX. Appendix (cont.)**

### **Team Merchandising/Fund Raising Coordinator**

- Oversee and Coordinate fundraising efforts with each Team Fundraising coordinators (e.g. 50/50 raffles, candy bars, etc.)
- Team Fund Raising Coordinators must maintain records of money raised per team and submit copies to Merchandising/Fund Raising Coordinator.
- Each team will determine how the raised funds will be utilized (e.g. tournaments, sweat suits, etc.). However, all money raised **must** be used during the current season. Any remaining funds at the end of the season will be redistributed back to participating team members equally.
- Work in cooperation with the Organization Merchandising Coordinator and General Manager with the sales of CCHC merchandise at the team level. Collect all monies and maintain records for all merchandise sold.

### **Yearbook Coordinator**

- Coordinate all aspects of the annual CCHC yearbook (i.e. player/parent communications, record keeping, design and printing).
- Coordinate all Advertisements with Team General Managers.

### **Website/Media Coordinator**

- Maintain information on the CCHC web site (i.e. practices, game schedules, sponsorship, tournament results, upcoming events, new developments, etc.)
- No personal player information beyond player's names and team/action photos will be posted on the CCHC website.

### **Team Media Coordinator**

- Submit weekly articles to Website/Media Coordinator for publication in local media. Include sponsorship mention where applicable.
- Coordinate all team information for CCHC website (schedules, team records (**no individual stats**), photos, etc.)
- Submit, on behalf of CCHC, all team media articles to local media publications.
  - Journal News
  - Rockland News
  - Any local paper relative to your team members home towns

## **IX. Appendix (cont.)**

### **CORPORATE SPONSORSHIP:**

\$500.00	Your Company's full Gold page ad in our yearbook and your Company's name mentioned on our web site (option for link to your site).
\$1,500.00	Your Company's full Gold page ad in our yearbook and your Company's name mentioned on our web site (option for link to your site) and on your Company banner (provided by company) displayed at all home games.
\$3,000.00	All above, plus your Company's patch on every <b>home</b> jersey for the team of your choice. In addition, CCHC will give honorable mention in any corresponding media articles for the same team of your choice.
\$5,000.00	All of the above and your Company's name on every jersey ( <b>home and away</b> ) of the team of your choice.
\$7,000.00	All of the above and a Team MVP award in the name of your Company for the team of your choice. Sponsor will be presented the award at the CCHC Annual Awards Dinner.

We are a non-profit organization promoting good sportsmanship through ice hockey.

Also, any amount would be greatly appreciated.

**IX. Appendix (cont.)**

**ANNUAL YEARBOOK PRICES:**

Back Cover .....	\$2,000.00
Inside Back Cover .....	\$300.00
Full Page Ad .....	\$200.00
½ Page Ad .....	\$125.00
¼ Page Ad .....	\$75.00
Business Card Ad .....	\$50.00
Booster .....	\$20.00

\*\*\*\*\*

Player's Name: \_\_\_\_\_ Team: \_\_\_\_\_

Purchaser's Name: \_\_\_\_\_ Ad Size: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Telephone #: \_\_\_\_\_

\$ Amount Enclosed: \_\_\_\_\_

Please attach the ad layout, business card, logo, or sketch of desired ad. The Clarkstown Capitals can create the artwork and layout of the ad desired. Player's pictures can also be used as part of the ads. **All pictures must be original and will be returned after printing.** Please submit all ads and checks to your team's manager or yearbook coordinator. **All ads must be received by February 1.** Thank you for your support.

**IX. Appendix (cont.)**

**2010 / 2011 SEASON PROJECTED BUDGET:**

The following budget is for the entire Capital Organization and reflects projected revenue and expenses for the 2010/2011 hockey season. The budget is comprised of actual and projected figures calculated using historical information.

<b>Clarkstown Capitals Hockey Club</b>	
<b>2010/2011 Budget</b>	
	<b>6 teams</b>
<b>Revenue:</b>	195,400
<b>Expenses:</b>	
Ice rental	136,500
Referee	8,920
Uniforms	12,500
Team Reg & Dues	2,035
Tournaments	4,800
Yearend awards	3,500
Summer clinics	1,680
Coaches bags & sweatsuits	2,300
Telephone	1,200
Coaches clinics	1,000
Sibling credits	2,500
Clinic coordinator & goalie coach	1,000
Office supplies/postage/copies	1,000
Team photographs	800
GM/coaches meetings	1,000
Team supplies	350
Hockey tape	280
PO Box	92
Coaches Stipend	9,975
<b>Total Expenses</b>	<b>191,432</b>
<b>Balance</b>	<b>3,968</b>

\*\*\*The stipend is paid only if the budget allows at the end of the season. In addition, any balance will be applied toward the year-end dinner.