

Tuxedo Community Centre  
368 Southport Blvd  
Winnipeg, Manitoba  
R3P 0S9



September, 2012

Dear Tuxedo Hockey Team Manager

The Tuxedo Community Centre is pleased to let you know that in June 2012 our Board approved the purchase of new hockey jerseys for Tuxedo Lightning hockey teams. Also, we have taken advantage of sponsorships with McDonalds by getting McAtom Jerseys for our 9 and 10 year old teams and Tim Horton's Timbits Jerseys for our 5/6 House League teams. We will also be asking our 7/8 House League teams to participate in a sponsorship program through Dodge. We decided to go with a new logo and we hope you like it! (See above)

**Please read this letter carefully as it contains important team management information.**

**IMPORTANT DATES – all meetings to be held in the skate building 368 Southport Blvd\***

Team Managers Meeting/Jersey Pick up for 8A1 and 9 year old teams	Thursday September 27 at 7:30pm
Team Managers Meeting / Jersey Pick up for 10,11,12, 13, 14, 15 years Teams including girls 9/10 and 13/14 team	Thursday October 11 <sup>th</sup> at 7:30pm
Team Apparel Ordering Day (contact Sarah Brown @ <a href="mailto:sjbrown01@mymts.net">sjbrown01@mymts.net</a> for a team time allocation)	Saturday October 13 between 11-3pm

- **Jersey Management:** You will receive the jerseys in garment bags – a home and away set. **All jerseys must now come to games and leave with one person in these garment bags – jerseys are no longer to be given to individual players to keep in their hockey bags. Our suggestion would be to have one parent handle the home set, another parent handle the away set.** We find that most CC's are now asking teams to handle jerseys this way to prolong the life of the jerseys. You should assign one parent to manage the handling of the jerseys. Please ensure that the jerseys are dried and/or laundered after each game, before placing in Garment Bags. Mould can and will grow on jerseys that aren't properly cared for! Washed jerseys should be AIR DRIED (lowest setting on your dryer) or hung up but please do not dry the jerseys on HOT as it will reduce the life of the jersey. Most teams will receive a set of 15 jerseys and 2 goalie jerseys in various sizes and numbers (from 2-17 and 1/30 for the goalies). We are not able to switch jerseys between sets so your team must assign the numbers according to the size of player. **We have no extra jerseys to substitute.**
- **Jersey Deposit - \$300/team:** In order to receive your set of jerseys you must provide Tuxedo CC with a **\$300 jersey deposit.** We would suggest you collect \$50 per player plus other ice costs and immediately start a bank account to cover these costs. **Please complete the attached deposit confirmation form and give to our hockey convenor when you come to pick up the jerseys.** This will be used to reimburse the individual who provided the deposit at the end of the season. However, a deduction of \$50 per jersey will be made for any jersey that is damaged, torn or stained. **NO VELCRO C or A or other means is to be used to adhere the 'C' and 'A' to the jerseys. For community level hockey a C or A is not necessary.** (You still will need to assign a C and A on the game sheet.). At the end of the season do not 'rip' the name bars off, use a stitch ripped or small scissors to remove stitching. Alternatively, Sharon Bonar will properly remove the name bars for \$20 per set. (Her contract information follows). Also, at the end of the season, the jerseys should be returned laundered and hanging in their respective garment bags, without the name bars.
- **Apparel ordering day for All Ages and All teams!: Saturday October 13-** In conjunction with Carberry International, we will be hosting an apparel ordering day on Saturday October 13 from 11-2pm. **Please contact Sarah Brown ([sjbrown01@mymts.net](mailto:sjbrown01@mymts.net)) to set up a time block for your team to come and look at and order Tuxedo apparel. Many samples and sizes will be available. An order form is attached for your review and can be found at [tuxedocc.ca](http://tuxedocc.ca).**

- **Socks for New Tuxedo Jerseys** – matching socks for the home and away jerseys can be ordered through Carberry International. **Attached are prices for a couple of different options.** Your team is responsible ordering and paying for their socks. **Contact Jeff Krause at Carberry International 204-632-4222 x 222 or [jeff@carberryinternational.com](mailto:jeff@carberryinternational.com).** Socks for McAtom teams will be supplied. Timbit's teams should order black socks.
- **Name Bars** – We would suggest you use **Sharon Bonar** for creating name bars and sewing them on to the jerseys. She provides a good service and currently charges \$7 per bar (creating and sewing). When you have your team list and numbers assigned and have checked the spelling of everyone's last name, simply email her your team name and last names. She will email or call you when she is ready to have you drop off the jerseys. Sharon usually only takes a few days to have them ready to go once you have dropped them off. **Sharon Bonar's email address is [majordeal@shaw.ca](mailto:majordeal@shaw.ca) and her phone number is 896-3668.** She runs her business out of her home, located at 361 Mandeville Street. **NOTE: Name bars must be removed prior to returning jerseys at the end of the season and Sharon provides this service as well. Her price is \$20/set. If you do this yourself, please DO NOT rip the name bars as it will damage the jersey, instead use a stitch 'ripper'.**
- **Sponsorships:** Tuxedo CC is looking for local businesses to sponsor each set of jerseys. Only Tuxedo CC approved sponsorships are allowed on the new Tuxedo CC jerseys. Teams are free to find local sponsors for their specific team but the jerseys cannot be used for this purpose. Some teams have put together sponsorship banners as an option. **Attached is a sponsorship letter if someone on the team is interested in this opportunity.**
- **Ice Draft (Practice Ice Times)** Each team needs to supply ONE PARENT to attend the ICE DRAFT. **Please contact Celeste Waldman for the time and place.** Celeste will be at the Ice Draft and will coordinate the payment for Tuxedo Teams. She can be reached at 999-0926 [waldman@shaw.ca](mailto:waldman@shaw.ca). There will be one Ice Draft meeting for the first half of the season and a second Ice Draft meeting after Christmas. (Ice draft is for 8A1 teams and older) At this meeting practice ice is assigned and if your team does not attend this meeting Shane, the co-ordinator, will simply assign your team a time and dates, some which may conflict with your game schedule. **YOU DO NOT WANT TO MISS THIS MEETING.** You need to come to the meeting with your game schedule **AND A CHEQUE** in order to choose the practice ice dates and times that work for your team.
- **Roster information** – Rosters will be filled out online again this year. Tamara Woodward will send out information to the team managers to let you know due dates and where to send them to.
- **Banking letter** – Please complete the attached bank letter **and bring it with you on jersey pickup night** for signature. This letter allows managers to set up a bank account. Teams in the past have used the BMO in Tuxedo as they do not charge any fees for writing cheques, etc. and they are familiar with our community centre. You may use a bank of your choice, but you need this letter with our Vice President's signature to open an account. **Lora can be reached at 888-7000 or [lenstotts@aol.com](mailto:lenstotts@aol.com)**
- **Coaching manager certification** – Certification for coaches must be **completed by December 1<sup>st</sup>** or earlier. If you do not have your certification and plan on being on the bench, you need to go to the Hockey Manitoba website and register to take the required courses. Each team must have a manager, a safety, a head coach and at least 2 assistant coaches. The safety person on the team can also be a coach or manager. Everyone must have their Respect in Sport course (managers as well). This course is done online and is available through the Hockey Manitoba website as well as the Safety certification. <http://www.hockeymanitoba.ca/>

We hope that you have a great hockey season with your team and feel good about wearing our new Tuxedo Lightning hockey jerseys. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Tamara Woodward

[tamaraw@mymts.net](mailto:tamaraw@mymts.net)

Hockey Convenor :**Attachments:** Jersey Deposit Form, Checklist for Manager review, Sponsorship letter, **Socks ordering form, Apparel information sheet, Bank account set up letter.**

**TO BE COMPLETED WHEN JERSEYS ARE PICKED UP**

**DEPOSIT FOR HOCKEY JERSEYS**

SEASON \_\_\_\_\_

TEAM NAME/AGE \_\_\_\_\_

WE RECEIVED \_\_\_\_\_ NUMBER OF JERSEYS (INVENTORY LIST)

DEPOSIT AMOUNT: \$300.00

RECEIVED BY \_\_\_\_\_

NAME ON CHEQUE:

REFUND TO:

ADDRESS/POSTAL CODE

**END OF SEASON COMMENTS** (ALL JERSEYS RETURNED, AND COMMENT ON WHETHER ANY WERE DAMAGED)

REFUND \$ \_\_\_\_\_

TUXEDO CC BOARD MEMBER \_\_\_\_\_

## **CHECKLIST – FOR TEAM MANAGER REVIEW**

- I understand that all jerseys are to be kept together and stored as a set together between games in the supplied garment bags. (Home and away sets are kept separate).
- I understand that the \$300 deposit cheque will be cashed upon receipt and refunded at the end of the season AFTER all jerseys are returned and checked – \$50 will be retained for each damaged jersey.
- No Velcro ‘C’ or ‘A’ will be placed on the new jerseys
- I will advise Tuxedo CC of any sponsorship opportunities ([info@tuxedocc.ca](mailto:info@tuxedocc.ca)). I am aware no team sponsored bum bars are allowed.
- Socks, name bars and other logo apparel is the responsibility of our team.
- We will participate in the apparel ordering day on Saturday October 13 – and will contact **Sarah Brown** [sjbrown01@mymts.net](mailto:sjbrown01@mymts.net) to set up a time for our team
- We will supply one person to the APHA Ice draft and will have a cheque ready for payment
- I will complete the Roster for our team for a date t.b.a.
- I will ensure our coaching staff, manager and safety have the appropriate certifications.
- I will complete the Bank Letter for Lora’s signature and will bring to the Team Manager’s meeting/jersey pick up night

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September 15, 2012

Dear Local Business Leader

The Tuxedo Community Centre is pleased to offer you a unique sponsorship opportunity with our club. Recently, we have purchased brand new jerseys for our hockey teams and would like to offer you the opportunity to sponsor one of these teams.

**The cost of this sponsorship for one season of hockey is \$1500.00 per team.**

The sponsorship will include:

- Your companys name on the back of each home and away jersey for a particular team (this will be in the form of a printed 'bum bar' that is stitched onto the lower back part of the jersey)
- Recognition of your organization's support on our local web site
- Recognition of your organization's support in an upcoming newsletter
- A letter of thanks from our club with a picture of the sponsored team

Tuxedo Community Centre is part of the APHA (Assiniboine Park Hockey Association). Teams in the APHA play approximately 24 games a season in various Winnipeg arenas plus playoff and tournament games. Often teams travel to Grand Forks, Fargo and Minneapolis for tournaments and they will wear their sponsored jersey at these events.

Sponsorships are available for A1, A2, A3 teams ages 11 years and older. If this sponsorship opportunity is of interest, please contact me at [info@tuxedocc.ca](mailto:info@tuxedocc.ca).

Sincerely,

Colleen Nelson  
Tuxedo Community Centre President



# Tuxedo Community Centre

October 1, 2012

TO WHOM IT MAY CONCERN:

**RE: Bank Account for Tuxedo CC Hockey Team**

Please accept this letter as our authorization for (name/position)  
\_\_\_\_\_ to open a bank account in the name of  
\_\_\_\_\_ for the 2012-2013 Tuxedo Lightning  
\_\_\_\_\_ year old hockey team. This will be a chequing account that will be closed out  
at the end of hockey season.

Signing authorities on the account will be:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Lora Stotts  
Vice President  
Tuxedo Community Centre



**\*\*AVAILABLE IN LONG SLEEVE**

**"Apparel Order Day Is Saturday October 13 @ 11am-3pm"  
" For More Information Email [Sjbrown01@mymts.net](mailto:Sjbrown01@mymts.net)"**



Name \_\_\_\_\_ Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Team \_\_\_\_\_

STYLE#	DETAILS:	SIZES	S	M	L	XL	2XL	3XL	PRICE - QTY
#1 - FULL ZIP HOODED SWEATSHIRT	EMBR LOGO LEFT FRONT	YOUTH					N/A	N/A	\$35.00X _____
		ADULT							\$40.00X _____
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____

STYLE#	DETAILS:	SIZES	S	M	L	XL	2XL	3XL	PRICE - QTY
#2 - SWEAT PANT (OPEN BOTTOM)	EMBR logo Left LEG	YOUTH					N/A	N/A	\$29.00X _____
		ADULT							\$32.00X _____
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____

STYLE#	DETAILS:	SIZES	XS	S	M	L	XL	2XL	3XL	PRICE - QTY
#3 - SOFT SHELL JACKET	EMBR LOGO LEFT FRONT	YOUTH	N/A					N/A	N/A	\$64.00X _____
		WOMEN								\$70.00X _____
		ADULT	N/A							\$70.00X _____
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____	

STYLE#	DETAILS:	SIZES	XS	S	M	L	XL	2XL	3XL	PRICE - QTY
#4 - TRACK PANT	EMBR LOGO LEFT LEG	YOUTH	N/A					N/A	N/A	\$38.00X _____
		WOMEN	N/A							\$44.00X _____
		ADULT	N/A							\$44.00X _____
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____	

STYLE#	DETAILS:	SIZES	XS	S	M	L	XL	2XL	3XL	PRICE - QTY
#5 - TRACK JACKET	EMBR LOGO LEFT FRONT	YOUTH	N/A					N/A	N/A	\$48.00X _____
		WOMEN	N/A							\$55.00X _____
		ADULT	N/A							\$55.00X _____
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____	

STYLE#	DETAILS:	SIZES	XS	S	M	L	XL	2XL	PRICE - QTY
#6 - ZUBAZ PANT		ADULT ONLY							\$39.95X _____

STYLE#	DETAILS:	SIZES	S	M	L	XL	2XL	3XL	PRICE - QTY
#7 - BEANIE TOQUE	EMBR logo CentreFront	YOUTH							\$17.00X _____
		ADULT	ONE SIZE FITS ALL						
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____

STYLE#	DETAILS:	SIZES	S	M	L	XL	2XL	3XL	PRICE - QTY
#8 - PULLOVER HOODED SWEATSHIRT	MULTI-COLOR SS PRINT FULL FRONT	YOUTH					N/A	N/A	\$38.00X _____
		ADULT							\$38.00X _____
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____

STYLE#	DETAILS:	SIZES	S	M	L	XL	2XL	3XL	PRICE - QTY
#9 - T-SHIRT	MULTI-COLOR SS PRINT FULL FRONT	YOUTH					N/A	N/A	\$17.00X _____
		ADULT							\$17.00X _____
LONGSLEEVE T-SHIRT	MULTI-COLOR SS PRINT FULL FRONT	YOUTH					N/A	N/A	\$21.00X _____
		ADULT							\$21.00X _____
ADDITIONAL EMBROIDERED NUMBER/NAME/POSITON NUMBER/NAME/POSITON									\$4.50 X _____

**“Apparel order day is Saturday October 13 @ 11am-3pm”  
 “ for more information email [sjbrown01@mymts.net](mailto:sjbrown01@mymts.net)”**

Payment Method \_\_\_\_\_  
 CHEQUE \_\_\_\_\_  
 ORDER RECEIVED BY \_\_\_\_\_

TOTALS OF ALL ITEMS \_\_\_\_\_  
 GST 5% \_\_\_\_\_  
 PST 7% (14 & under Exempt) \_\_\_\_\_  
 GRAND TOTAL \_\_\_\_\_



820 Bradford St - Winnipeg Mb, Canada - R3H 0N5 - Ph - 204-632-4222 - FAX - 204-694-8883  
 email - [jeff@carberryinternational.com](mailto:jeff@carberryinternational.com)