



Manager HANDBOOK

IYHA Indy Jr Fuel Tier II

www.iyha.com/tier2

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MANAGER OVERVIEW



Primary Roles

A great team manager can help the Head Coach create a competitive schedule, ensure the team operates within its assigned budget, and ensure that their team maintains a healthy culture on and off ice, in and out of the locker room - to include rink and hotel lobbies. It is important to note: every team manager's roles and responsibilities are slightly different for every team. This document will serve as a general guide for managerial duties and best practices.

Proficiency in the administrative duties will benefit the culture of the team: culture leads to on ice success.

Delegation and recruiting other volunteers is a must to maintain a manager's sanity during the marathon that is a hockey season. Veteran managers will tell newcomers: get as much help from the other families as possible!

Coach's Liason

Managers are to work hand-in-hand with their coaching staff to ensure that their team's schedule is beneficial for the players and families, and to ensure that any off ice issues can be resolved quickly and appropriately.

Managers are an integral part of the team and program staff. Coaches and managers must consider themselves to be a unified front. Although disagreements may happen, they must happen behind closed doors and the staff must present a common message to the players and parents.



MANAGER OVERVIEW



Must Haves

Ensure that your team is compliant with all USA Hockey rules concerning the rostering of your team. This is very critical to the Manager's role. Regulations may change from season to season, and the Group Registrar will be the best source of up to date information. You can always contact Derek Edwardson or Oliver Wenck with important questions.

Generally speaking, you will need the following:

- Background Check: go to www.midamhockey.com. Then click on "Screening". MidAm will send you a confirmation letter that you can forward to the IYHA.
- USA Hockey "Safesport" Certificates for all coaches, managers, and anyone working with children in the program. Everyone must conduct this course online and when complete, a certificate will be awarded, which must be turned in to the registrar as part of the rostering process:
<http://www.usahockey.com/page/show/909009-safesport-program-training>
 - This is especially important for younger birth years.
 - Link to USA Hockey Handbook:
<http://www.usahockey.com/page/show/908023-usa-hockey-safesport-program>
- Listing of current season USA Hockey registration number for every team member, coach, assistants and yourself. These are obtained through the registration process on the USA Hockey website. The Group Registrar will need this listing in order to officially "roster" the team: www.usahockeyregistration.com
- Depending upon the status of your team or a particular player in question, you may need a Birth Certificate from one or all of the players. The Group Registrar will know and advise accordingly.
- There are certain procedures for any non-US citizen players. Again, the group registrar will advise on the process if it becomes necessary.
- Coaching Certification number and ranking, available online. (Levels 4 or 5 do not expire)



MANAGER OVERVIEW



The “Book”

As Team Manager, you are responsible for maintaining and keeping the “Book.” The team book, to which you should always have access, can be kept on your phone (iBooks, Google Drive, or Apple Notes) and must contain **all** of the following:

- Copies of your official team roster
- Copies of USA Hockey registration forms, USA Hockey medical release and waiver forms, and USA Hockey Code of Conduct form signed by the players and coaches.
- Copies of all Coaches’ CEP cards with number printed.
- Copies of all Coaches’ and Managers’ SAFESPORT certificates.
- Copies of all of the MID AM screening confirmation letters for coaches, managers, and any parents who wish to enter the locker room or perform any volunteering functions with players.
- Copies of all scoresheets from all prior games this season, with all signatures visible.

Most managers will also use this book to keep blank scoresheets and copies of pre-printed roster labels, team season schedule and other pertinent information, although this is not a requirement.

The IYHA Jr Fuel Roster Label Template is available for editing at iyha.com/tier2; the document can be used with Avery Labels 5263 or any 2”x4” blank label.

If you have any questions regarding what your team needs prior to the season, do not hesitate to reach out to the IYHA Communications Director, Oliver Wenck at oliver@iyha.com



SCHEDULING GAMES



Best Practices

The hockey season, generally speaking, runs from Labor Day weekend through the last weekend of February. It's important to discuss with your coach how many practices they would prefer BEFORE your games start, some coaches will prefer to delay the first games until the team has practiced a few times and others will be willing to jump right in.

A great schedule is made with plenty of coach's input.

It is the job of the manager to ensure that the team does not play too many or too few games. An easy way to ensure your team is on track is to limit the number of games your team commits to per month, typically a 10 game max per month will keep a season schedule balanced.

10U: 30 - 35 Games (Including 3 Tournaments)

12U: 40 - 45 Games (Including 3 - 4 Tournaments)

14U: 45 - 50 Games (Including 4 Tournaments)

16U: 50 - 55 Games (Including 5 Tournaments)

All IYHA Indy Jr Fuel teams are committed to participating in the Governor's Cup through the Indiana State Hockey Association: all teams must play in this year's tournament from January 31st to February 2nd, 2025. It is IYHA's year to host- so no additional hotel nights for our families!

As best you can, structure your game schedule to avoid traveling back to back weekends, especially if the travel involves an overnight stay. A few items to track:

1. Be mindful of the total overnight stays that your team accrues during the season. Roughly 10 nights spent in hotels is reasonable for the whole season.
2. Limit missed school days to 3 or 4 (Players at the Tier II level should not miss school for anything other than tournament weekends).
3. Try to include one "off" weekend per month. Ideally, off weekends are best placed the weekend following a large tournament or showcase event.



A great season will have teams at or about a 60% winning percentage. With at least one game or series that your team wins handily, and one game or series that provide the players with distinct lessons learned (significant losses).

Your coach should be the primary decision maker on the final schedule.

SCHEDULING GAMES



Home Games

The rinks will assign and provide IYHA Jr Fuel teams their game times and weekends, this will be reviewed by IYHA staff and sent to managers well before league schedules are to be completed. All teams are budgeted for 12 home games- most teams will fill their home game allotment with their league schedule.

Do not schedule games at any rink that is not your assigned home rink.

Non League Games

MyHockey Rankings is a great tool to schedule non-league games or determine appropriate tournaments for your team. However, look at a team's RATING not their RANKING: teams are given a RATING score based upon their goal differential against their opponents. Depending upon your flexibility for extra games, try to schedule games with teams 1 or 2 points above or below your own team.

IYHA Jr Fuel travel teams tend to fit in the following RATING ranges:

- White:** 70 - 73
- Red:** 74 - 77
- Black:** 78 - 82
- Gold:** 83 - 86

Every effort should be made to keep travel distances reasonable. This is a recommended guide for non-league games is not a hard rule, but try to stay within the following travel radius for most games and tournaments:

Team	Rec. Travel Time	Common Locations
White	1-2 Hours	Look for in-state travel
Red	1.5-2.5 Hours	Cincinnati, Dayton, Louisville and in-state
Black	1.5-3 Hours	Anywhere between Chicago & Columbus, OH
Gold	<5 Hour	Madsion, WI / St. Louis, Nashville, Cleveland



SCHEDULING TOURNAMENTS



Selection & Timing

Start with the date.

Beginning the season with a tournament is a great way to build camaraderie among the players and parents. *If you are looking to add tournaments over Thanksgiving, ensure that ALL families are on board.* IYHA does not recommend that teams play any games over the winter break.

Some ideal tournament dates include:

- Late September/early October
- November/December for marquee tournaments like Silver Stick
- MLK Weekend in January
- January 31st - February 2nd: Governor's Cup**
(Mandatory for all IYHA Jr Fuel Teams)
- President's Day Weekend in February
(Be mindful of your league playoff dates)
- First weekend of March

Tournament Companies

Most tournament organizers have a number of discount opportunities. Many include multi-team discounts, or multiple event discounts. There are plenty of tournament options, but some reliable organizers are:

White Teams: Big Bear Tournaments

<http://www.bigbeartournaments.com/hockey/>

Red Teams: Big Bear Tournaments

<http://www.bigbeartournaments.com/hockey/> or Hockey Time Productions <https://www.itshockeytime.com/>

Black Teams: MyHockey Tournaments

<http://www.myhockeytournaments.com/> or Hockey Time Productions <https://www.itshockeytime.com/>

Gold Teams: 200x85 <https://200x85.com/> or MyHockey Tournaments <http://www.myhockeytournaments.com/> or showcase style events



SCHEDULING TOURNAMENTS



Location

Tournaments should be an opportunity to play against opponents your team doesn't normally face, a chance to explore a new city, and potentially add fun team building activities.

Look at locations that offer unique experiences...

- **Southwest Michigan** (Kalamazoo, Grand Rapids, Holland) during the warmer months to take the team to the beach!
- **Columbus, OH**, when the Columbus Blue Jackets are playing at home, this offers an affordable chance for players to see NHL teams in action.
- **South Bend, IN**, if the University of Notre Dame hockey team has a home series, be mindful of hotel costs in South Bend during football season.
- **Oxford, OH**, a gorgeous college town with a competitive NCAA D1 hockey program, Miami University, teams can take a campus tour and visit the team's facilities at Goggin Ice Arena.
- **Chicago, IL, or Detroit, MI**, are traditional hockey hubs: plenty of options with non-league teams and plenty of opportunity to see future NHL stars at the junior or college level with the Chicago Steel, US National Team Development Program or University of Michigan.
- **Milwaukee or Madison, WI**, can be great weekends away as well. Great food & drink, plenty of fun for the parent group (and some real good, physical hockey in the northland)!
- **Nashville, TN**, depending on your parent group Nashville can be a great destination with plenty of options for team building or evening outings for the adults. For younger teams, we recommend that you check with the parents to ensure everyone is OK with traveling that distance.



HELPFUL TIP:

Determine one hotel chain at the beginning of the season then look at booking hotel blocks only within that chain/brand. Families can sign up for rewards with a specific chain and know that they will see a return in a few months.

GAME DAY DUTIES



Before Game Day

The coach's job is to prepare the players. Your job, as manager, is to prepare most everything else. Luckily, everything can be scheduled ahead of time.

Officials will need to be booked as soon as you have your home games confirmed. See below for details on scheduling officials.

You will also need to coordinate with two or three parent volunteers to help run the clock, manage the USA Hockey Scoresheet or Gamesheet, and even pump up the crowd with music!

Booking Officials

In Central Indiana, all teams and managers request officials through the Indiana Hockey Officials Association, IHOA. Near the beginning of every season, their President will send us updated instructions for scheduling officials. Typically, an Excel spreadsheet (a manager's best-friend) is drafted that makes scheduling as easy as any data entry project with drop downs for ages, leagues, and levels.

Managers will need to create an account with HorizonWebRef to view their requests and ensure that officials have been assigned (typically 7 days before the game).

Scorer's Table & Clock

We recommend recruiting three parent volunteers to run the game clock and manage the USA Hockey official scoresheet. These volunteers constitute off-ice officials, per USA Hockey, absolutely no alcoholic beverages may be consumed while on duty.

Every rink in the area has printed instructions for the clock; most referees and coaches can provide some guidance as well.

There are two options for recording the events so that they may be reportable to USA Hockey: the Gamesheet app or a paper scoresheet. Gamesheet (via an iPad) has a plethora of instructional videos for your league games: <https://help.gamesheet.app/article/29-training-videos>



Instructions for paper scoresheets can be found on the following page...

BUDGET & EXPENSES



Bookkeeping

At the beginning of the season, you will receive a spreadsheet with line-items so that you can keep a balanced budget. Anything over the team's budget will be invoiced to the families.

SIT DOWN WITH THE COACH AT THE BEGINNING OF THE SEASON TO PRIORITIZE WHERE THE TEAM'S MONEY IS SPENT.

This meeting will help to determine which expenses are necessary for the coach's vision of the season, and which aspects can be re-applied to other areas.

Managers must track their team's expenses along the way.

Discretionary items that managers must log:

- Coach's expenses (see below)
- Home game ice time (must play a minimum of 12 home games)
- Referee costs for home games
- Tournament fees (Look for deals & discounts like BOGO or early-bird options)
- Team party fund (\$500)

Expenses

YOU are the approval authority for your coach's expenses. This means two things for you:

1. You must track the total for expenses that your coach is submitting, help your coach understand the what is allocated and craft a season plan that keeps costs under the allotted amount.
2. Bear in mind the expense of hotels and mileage when creating your schedule at the beginning of the season. Any overage for coach's expenses will be invoiced to the TEAM.

Additional expenses may be incurred during the season. Teams may ask to share costs instead of scheduling a home & home series. This is fine- as long as you track your expenses and ensure your team is projected to remain under budget.



SAFESPORT & DISCIPLINE



SAFESPORT

USA Hockey "Safesport" Certificates for all coaches, managers, and anyone working with children in the program. Everyone must conduct this course online and when complete, a certificate will be awarded, which must be turned in to the registrar as part of the rostering process: <http://www.usahockey.com/page/show/909009-safesport-program-training>

- o This is especially important for younger birth years.
- o Link to USA Hockey Handbook: <http://www.usahockey.com/page/show/908023-usa-hockey-safesport-program>

MidAm (our USA Hockey District) has prioritized locker-room monitors in recent years. Locker room monitors can be coaches, managers, or other parent volunteers. However, locker room monitors **MUST BE SAFESPORT CERTIFIED**.

Discipline Policy

Generally speaking, discipline for minor infractions of team rules or player conduct are the responsibility of the team's coach. We take great pride in hiring leaders of great character to coach our travel hockey teams who can ensure their team is able to uphold our behavioral standards.

However, sometimes there are incidents that require the attention of the IYHA discipline committee. We encourage all team managers and representatives to understand our discipline policy, and communicate this as an option to all families at the beginning of the year. More information on the IYHA disciplinary process can be found here: <https://www.iyha.com/info> or by contacting disciplinarychair@iyha.com.



COMMUNICATION & SOCIAL MEDIA



Communication

Between Coach & Manager: Needs to occur weekly, at minimum. Determining one night per week to discuss hot topics before or after a team practice is a great way to ensure frequent and consistent communication.

Coach & Manager to Parents: We will break this into two parts: written communication and meetings.

- *Written Communication:* Poll the parents at the beginning of the year, determine one or two methods through which the parents prefer to receive information. GroupMe and email are proven methods to relay information, booking links, and create ways to keep families engaged throughout the year.
- *Meetings:* Every season should begin with a prepared and rehearsed meeting with all the parents. Information should be presented from the coach on team goals, rules, and expectations; managers should cover topics such as the season schedule, opportunities to volunteer, fundraising opportunities, and travel accommodations.

Below is a template for a season opening meeting agenda:

- a. Team Rules: For Parents & Players (Coach led)
- b. Timelines/Arrival Times (Coach led)
- c. Uniforms & Dress Code (Coach led)
- d. Parent Volunteers/Additional Needs (Manager led)
- e. Season Schedule Overview & Expectations (Coach & Manager together: coach should talk about opponents, manager should focus on logistics.)

Manager to Players: These meetings should not happen, allow to coaches to work directly with the players.



COMMUNICATION & SOCIAL MEDIA



Social Media

For all up to date social media accounts, and priorities for communication from the IYHA, please visit our Linktree: <https://linktr.ee/indyjrfuel>

Following the IYHA Jr Fuel pages on Facebook, Instagram, and X will provide managers with the themes, messages, and styles of content we are looking to publish on our accounts.

We do not recommend that teams establish their own social media pages. Instead, the more content you send to the IYHA Communications Director, oliver@iyha.com, the more of your team's accomplishments you will see promoted.

A great way to ensure your team's achievements are highlighted by the program is to have one parent volunteer to send high quality photo and video to oliver@iyha.com within 24 hours of the event in order to ensure that teams are showcased in a timely fashion.

Examples of the kind of content that IYHA Jr Fuel social media pages are looking for include, but certainly are not limited to:

- Championships/Tournament wins (Team Photos with the banner)
- Team building events
- Community Service events or projects
- Academic or other extra-curricular achievements (more than just on-ice success....)
- Spotlights on players
- Spotlights on coaches, managers, and volunteers





CONTACT INFORMATION

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