

Phantoms Youth Team Manager Handbook

2025–2026 Season

1. Welcome & What's This Role About?

Welcome!

Thank you for volunteering to be a Team Manager this season. You're an important part of our organization, and we couldn't do it without you.

What does a Team Manager do?

You help with team communication, scheduling, paperwork, and keeping things organized. You work closely with the coaches, parents, and Phantoms Youth board members.

2. Communication

Slack:

This year, we are excited to be utilizing Slack as our primary communication platform right from the start of the season.

What is Slack?

Think of Slack as a digital workspace – a central online hub where all team-related communication, information sharing, and quick updates can happen in one organized place. It's more than just a messaging app; it's designed to streamline communication and keep everyone connected efficiently.

Getting Started with Slack:

You will receive an invitation to join the Lehigh Valley Phantoms Team Manager Slack workspace **early May**. Once you receive your invitation, please follow these simple steps:

1. **Accept the Invitation:** Click on the invitation link provided in the email.
2. **Create Your Account:** Follow the prompts to set up your Slack account. You may want to use your name or a recognizable identifier.
3. **Explore the Workspace:** Once logged in, you'll see the different channels available to you. Take some time to familiarize yourself with the layout.

4. Introduce Yourself: Say hello in the general team manager channel!
5. Download the Mobile App (Optional but Recommended): The Slack mobile app for iOS and Android will allow you to stay connected on the go.

By embracing Slack from the beginning of the season, we can foster a more connected, informed, and efficient environment for our Team Managers and the entire Lehigh Valley Phantoms Youth Hockey Organization. We will provide further guidance and support on using Slack effectively throughout the season. If you have any initial questions, please don't hesitate to reach out to Vice President of Operations Adam Schnug at vpofadmin@lvphantomseyouth.org.

Important Communication Tips:

- **✔ Confirm games with the other team's manager each week.**
It's important to double-check game details (time, location, and jersey colors) with the opposing team manager a few days before the game—ideally by Thursday. This helps avoid last-minute confusion or errors, especially if changes have been made in GameSheet or by the league. You can typically find the opposing manager's contact info in the AHF portal or request it from your coach or scheduler if needed.
- **✔ Stay in close touch with your coach.**
You and the coach are a team. Plan to check in weekly—whether it's a quick conversation at practice or a short text—to make sure you're on the same page. Let them know if anything changes with scheduling, rosters, or parent concerns. Coaches rely on team managers to help with the off-ice logistics so they can focus on coaching.

3. Who to Contact

Executive Board

- **President:** Angela Krem
[✉ lvpypresident@gmail.com](mailto:lvpypresident@gmail.com)
 - **Vice President of Administration:** Adam Schnug
[✉ vpofadmin@lvphantomseyouth.org](mailto:vpofadmin@lvphantomseyouth.org)
 - **Vice President of External Affairs:** Mark Stewert
[✉ vpexternalaffairs@lvphantomseyouth.org](mailto:vpexternalaffairs@lvphantomseyouth.org)
 - **Secretary:** Erin Grubbs
[✉ secretary@lvphantomseyouth.org](mailto:secretary@lvphantomseyouth.org)
 - **Treasurer:** Tyler Deane
[✉ treasurer@lvphantomseyouth.org](mailto:treasurer@lvphantomseyouth.org)
 - **Member at Large:** Jen Schmid
[✉ jen.schmid@yahoo.com](mailto:jen.schmid@yahoo.com)
-

Operations & Support

- **Registrar (Rosters & Forms):** Deanna Mangiaracina
[✉ registrar.phantomsoyouth@gmail.com](mailto:registrar.phantomsoyouth@gmail.com)
- **Scheduler (Games & Ice Slots):** Matt Annunziata
[✉ scheduler@lvphantomsoyouth.org](mailto:scheduler@lvphantomsoyouth.org)
- **Assistant Scheduler (Games & Ice Slots):** Nick Faircloth
[✉ j.nicholasfaircloth@gmail.com](mailto:j.nicholasfaircloth@gmail.com)
➤ *Please copy both Matt and Nick on all scheduling emails.*
- **Communications & Events Coordinator:** Michael Bess
[✉ communications@lvphantomsoyouth.org](mailto:communications@lvphantomsoyouth.org)
- **Equipment Manager:** (TBD)
[✉ equipment@lvphantomsoyouth.org](mailto:equipment@lvphantomsoyouth.org)
- **New Player Coordinator:** Karen Janis
[✉ join@lvphantomsoyouth.org](mailto:join@lvphantomsoyouth.org)
- **Special Events Coordinator:** Krista Norwood
[✉ mjismom_lvphantoms@outlook.com](mailto:mjismom_lvphantoms@outlook.com)

4. Rosters & Requirements

To be rostered:

- Managers & Coaches need a USA Hockey number (free for managers).
- SafeSport training must be completed (coaches & managers)
- Background checks are good for 2 years.
- Rosters freeze on **December 31**.
 - No roster changes allowed after this date (except in rare league-approved cases)

Changing your roster:

- Use the Roster Change Form (link on the Phantoms website).
- Submit by **Thursday at 11:59 PM** for weekend games.
- Once submitted, wait for Hockey Ops and Registrar approval.

5. Season Scheduling & Blackout Dates

Scheduling for AHF, AGHF, and AYHL non-showcase games begins in early June.

Blackout Date Submissions

- 🍰 Deadline to submit blackout dates: Saturday, May 17
- Blackout = dates your team cannot play a league game
- Submit to the scheduler before scheduling starts

Automatic League & Organization Blackouts

- 🏏 Mark Spease 4v4 Tournament: Aug 16–17 (ALL teams)
- 🍁 Thanksgiving Weekend: Nov 29–30 (unless you opt in)
- 🎄 Christmas/New Year's: Dec 27–28 (unless you opt in)
- 🌟 AHF/AGHF Showcases & All-Star Weekend

Important Notes

-  **Labor Day** (Aug 31–Sep 1), **Columbus Day** (Oct 12–13), and **MLK Weekend** (Jan 18–19)
 - These are NOT blackout dates unless you specifically request them
- 🏆 **Presidents' Day** Weekend (Feb 15–17):
 - Mandatory for AA teams (except U11AA & U12AA) and U16 Lemieux division if qualified
 - No tournaments allowed this weekend if you're playoff eligible
 - The weekend before Presidents' Day is also a blackout to allow for makeup games
- 🗑️ If you register for a tournament on a blackout weekend and need to cancel due to a league game, your team is responsible for any cancellation fees.

After You Submit:

Once blackouts are in, you'll receive a master schedule to review and approve.

6. Game Day Info

Scoring games (GameSheet App):

- Games are scored using iPads.
- Home teams are responsible for scoring.
- **Muni games:** You can borrow an iPad from Steel Ice. Must return it after the game.
- The iPad has data to connect remotely, but it's good to bring a hotspot phone as backup.
- How to sign up for a Gamesheets Account

- [Getting Started with Gamesheets Link](#)

Inclement weather:

- AHF decides if games are canceled.
- If your game is canceled, your Scheduler will be notified.
- [AHF Inclement Weather Policy](#)

Fixing scoring mistakes:

- Scoring changes may take **up to 10 days** to process.

👉 **Remember:** Contact the opposing team manager a few days before the game to confirm game details

7. Fundraising

🔧 **Overview** - Please review [information from VP of External Affairs Michael Bess' email](#) to Team Managers from 04/27/25 for detailed fundraising information for this season.

Fundraising can significantly reduce the financial burden on families. Teams are allowed **up to 3 fundraisers per season**, plus optional **bonus opportunities**.

All fundraisers must be submitted using the Google Form linked on the [Phantoms Youth website](#) → [For Managers](#) and **approved** by the Vice President of External Affairs. Do not email fundraiser ideas—submissions via the form only.

Once fundraiser submissions open May 1, approval will be on a **first come, first serve** basis. You'll receive a spreadsheet showing approved fundraisers in submission order.

General Fundraising Rules

- Must be approved by the VP of External Affairs.
- Submit through the official Google Form only.
- Up to **3 fundraisers per team**.
- Only **1 of the 3** may be a **game of chance** (raffles, etc.).
- Games of chance must follow strict record-keeping rules (provided after approval).
- No games of chance are allowed before the organization secures its license (you may still submit).
- No alcohol-based fundraisers or use of the Phantoms Youth logo.

- Fundraisers must have clear start/end dates—**no overlap** with similar fundraisers.
- Fundraisers must be completed by **December 31, 2025**.
- If fundraising at Steel Ice Center, also get approval from Angela Davis: [✉](mailto:skating@steel-ice.com)
skating@steel-ice.com

✔ **Checks must be made out to:**

Lehigh Valley Phantoms Youth

Memo: Your team name

Mail to:

Treasurer | c/o Phantoms Youth

PO Box 1174 | Bethlehem, PA 18016

OR drop at Steel Ice front desk in a labeled envelope.

🚫 Do **not** mail or leave cash.

💰 **Donations**

- Accepted until **Dec 31, 2025**
- Donors should write checks to: **Lehigh Valley Phantoms Youth**
Memo: *Your team name*
- Drop at rink or mail to the PO box above.

🏠 **Sponsorships**

Great for raising funds and building local business support.

💡 Ideas:

- Game day banner sponsors
- Helmet or jersey sponsors
- Social media post sponsors

✔ Rules:

- Cannot conflict with organization-wide sponsors (e.g., St. Luke's)
- No alcohol/dispensary sponsors
- Restaurant sponsors that serve alcohol are ok
- Sponsorships **do not require approval**, but must follow guidelines

🎁 **Raffle Baskets (for 4v4 Tournament)**

Each team must submit a themed basket (approx. \$150 value):

- Drop-off deadline: **by 4 PM on Friday, Aug 15**
- No alcohol
- Must include itemized contents list + total value
- A theme sign-up form will be sent in a separate email
- Participating teams are eligible for raffle proceeds (e.g., \$250 last year)

Teams not participating will be excluded from raffle fund distribution.

Team Accounts Deadline

- Funds must be used by **March 1, 2026**
- Extensions may be requested through the Treasurer

Non-Profit Status

- We operate under **Thunder Youth Hockey**, a 501(c)(3)
- IRS tax exemption letter is available upon request for sponsor documentation

8. Special Events

Mark Spease Memorial 4v4 Tournament (August):

- Fun kickoff to the season
- Every team needs to submit a basket for the raffle (worth \$100–\$150)
- Teams can also run fundraisers at tables (first-come, first-served)

Try Hockey for Free:

- Players (14U+) and parents can help out with this event at Steel Ice

Lehigh University Little Leaders Program:

- 12U and younger players can skate out with the Lehigh team before a game
 - Sign-up required. Players wear Phantoms jerseys, skates, helmets, and gloves
-

9. Playoffs & Travel

Silver Division (8U–12U):

- Managers must complete a playoff attendance form
 - This information gets distributed later in the season
- This confirms if your team will attend the Silver playoffs

General Playoff Info:

- Seeding is based on KRACH rankings
 - Wild Card spots are open to all eligible teams
 - Locations and hotel details are posted around January
 - Teams dropping out after **Jan 15** may face a penalty
-

10. Manager Support & Mentoring

Mentorship Program:

- Veteran managers can help new managers get started
- If you're interested in mentoring a new team manager, please contact Adam (vpofadmin@lvphantomsyouth.org)

Tips for new managers:

- Stay organized from day one
 - Use the Slack group for help
 - Keep open communication with your coach
-

11. Helpful Links

- [AHF Manager Portal](#)
Password: **ahfmanager2526**
- [GameSheet Guide](#)
- [Phantoms Website](#)