

Team Manager Handbook



Team Manager Handbook 2024-25 Season

Table of Contents

Welcome to the 2025-26 Hockey Season!	3
Purpose of this handbook.....	3
Team Manager Registration.....	3
Getting Started.....	3
Communication	4
Team Meeting	4
Team Book (Zipper Bag)	5
Roster	5
Gamesheet/Electronic Scoring/Score Sheets.....	7
Games	8
Tournaments	8
Scrimmages	10
Referees	11
Ice Schedules	11
Team Budget and Checkbook.....	12
Volunteer Game Schedules	13
Website	13
Jerseys	14
Picture Day	14
Fundraisers.....	15
Apparel Guidelines.	15
Player Achievement Awards	16
S.K.A.T.E.....	17
ACYHA LOCKER ROOM POLICY	17
Locker Room Monitoring.....	17
Parents in Locker Rooms	18
Mixed Gender Teams	18
Cell Phones and Other Mobile Recording Devices	19
Prohibited Conduct and Reporting.....	19
Non-compliance and penalties.....	19
Reporting a Concern	19
Parent/Team Behavior	19
Team Accounts.....	20
Receipts and Proof of Payment Process.....	21
Key websites:.....	23

Welcome to the 2025-26 Hockey Season!

Thank you for taking on this very important position, as team manager, of your hockey team. The team manager oversees coordination and communication of all operational aspects of your Armstrong Cooper Youth Hockey Team. You are the main liaison and support between the coaching staff, the team, and parents, to be sure that the season runs smoothly.

There are a total of 25 dibs hours per team for the Manager/Scrimmage Coordinator roles. These can be allocated to one team manager or shared, however this must be declared to The Board Secretary and the Volunteer Coordinator early in the season. If hours are shared they will count toward regular volunteer hours and not special events.

Purpose of this handbook...

This handbook will be a helpful tool for you to use, not only to familiarize yourself with your role, but as a reference to use as situations come up during the hockey season. It can also be used to prepare you for the various jobs/activities that you will have. There is a lot of information in the following pages, including: team book, locker room monitoring, out of town tournaments, D3 requirements, concussion information, website instructions, and much, much more.

Team Manager Registration

As a Team Manager you are required to:

- 1) Register as Volunteer on the ACYHA website
- 2) Register online with USA Hockey under the "Managers/Volunteers"
- 3) Complete the Minnesota Hockey Background Screening
- 4) Complete Safe Sport training program
- 5) Submit contact form for D3 as a Manager

<https://www.d3hockey.org/manager>

Links to all the above can be found on the Team Manager page on the ACYHA website.

Getting Started

Managing a hockey team is a very busy job, especially at the beginning of the season.

- o Meet with head coach and set season expectations
- o Secure date & room for Team/Parent meeting
- o Set up team page on ACYHA.com

- o Create a team budget
- o Managing the volunteer schedule for clock, scorekeeper(gamesheets), penalty boxes,and locker rooms
- o Create Emergency Contact Sheet
- o ConfirmTournaments & Hotels
- o Team Parties/gatherings and end-of-season
- o Submitting scoring to D3-this should be done automatically with electronic scoring method
- o Submitting Scores News to the team website.
- o Submit team news articles to LPH–www.letsplayhockey.com

The team manager is responsible for all functions listed herein either by delegation or by carrying out these functions personally. Head coaches always have the prerogative to handle any of these functions themselves.

Communication

Meet with the Head Coach to determine his or her vision for the way the season will play out. Through this discussion, you may determine the need to delegate certain responsibilities to certain people. Some teams work very efficiently by delegating “scrimmage scheduling” to an assistant coach or an assistant team manager. Some teams delegate “tournament agendas and social outings” to an assistant team manager. The sky's the limit on how you delegate responsibilities but ultimately you have the overall responsibility for the team. There is a great spreadsheet on the Team Manager page with a list of duties and things to delegate.

You are responsible for reminding the team of ice times for practices and games, any changes to the calendar, picture day, apparel order due dates, etc. This can be done by sending a weekly email to the parents and by updating the teams webpage.

Team Meeting

Work with the Head Coach to schedule the team meeting. During this meeting the coach will introduce themselves and their coaching staff to the parents and cover their expectations for the season regarding goals and attendance. The players will be in the room for this portion of the meeting. The team manager will then cover other items such as the budget, request for help organizing the season, apparel, and other housekeeping activities.

Schedule this meeting to happen within the first two weeks of the season, the sooner the better. Contact Matt Remore (mremore@newhopemn.gov) at New Hope Ice Arena to reserve a meeting room. Once the date is set you will want to email the parents to introduce yourself, and let them know the next few upcoming events (meeting, ice time etc.) if you haven't done so already.

It is important to cover as much information at the team meeting as possible to set the expectation for the season. You should create a handout to give to parents and have your coaches review it before the meeting. Also include a copy of the budget.

Team Book (Zipper Bag)

The team book is the team's hard copy information center. This book is created and given to you by the ACYHA Registrar and will need to be with you (or someone filling in for you) at all league games, scrimmages, and tournament games. You may not ever need to show it at a game, but in the event someone asks for it, the book must be available.

When the team is playing in tournaments, you will need to have a tournament official look at your book during the check in process for the tournament.

The team book contains the following:

- Official Certified Roster
- Student Coach form (if applicable)
- Referee receipt forms
- Emergency contact form
- In case of emergencies, it may be good to have a few copies of scoresheets in the team manager bags. D3 refs have indicated that if there is not an iPad or a Gamesheet app ready to go prior to game time, they will leave and the game will not be played. NO PAPER. However, we all know things happen and they may make an exception.

Roster

It is your responsibility to verify your team roster for USA hockey. The roster will be sent to you by the Registrar. If any players or coaches are missing please notify the registrar. Playing an athlete not listed on the current approved roster shall be cause for forfeiture of all league games played; including, the game in which the violation occurred. Also see MN Hockey Handbook. The head coach will receive a one-game suspension for any coach participating in any team event, on or off the ice, who has not fulfilled the registration and education requirements.

Gamesheets-Electronic Scoring

There is a locked box in the youth room with iPads for each team to use while they are at the rink for a game or scrimmage. It will be used for all district games and scrimmages. Tournaments in Minnesota should be using gamesheets. At the beginning of the season you will be given access codes to log into Gamesheet for your team. The home team should be responsible for scoring during the game. Both coaches will sign before the game and give an updated roster. At the end of the game the referees will sign and lock the game. **The game will need to be uploaded to D3, this will need to be done within 24 hours after the game. \$100 fine if not done!**

How to access the iPads in the Youth Room - Code is 1,2,4

Instead of each team having their own iPads, we will have 4 newer ones and 3 old ones in a charging lock box in the youth room. The 3 older ones are marked 'use in emergency only'. They have the old software and should only be used if the other 4 are either gone or they have some sort of issue.

The locked box is on a shelf against the wall. Get to the rink well before the game to give yourself time to grab an iPad and load your game. The wifi is *supposed* to be better at the rink so you should have no issues loading the game and then uploading the game after the scoresheet is locked. The padlock code to open the lower part of the box is 2526. Grab an iPad and then please put the padlock back on the box and spin the dials to lock it.

There are extra chargers in the locked top section. The key for that is hanging in the lower portion where the iPads are.

Once you are done scoring and uploading your game, please return the iPad to the box in it's correct slot and plug it back in. Make sure the top and bottom parts of the box are locked.

Please help protect our property by ensuring things are returned properly and locked up.

Gamesheet Instructions (can also be found here: [GameSheet Inc. Knowledge Base](#))

- **Set up your team account first**
 - Go to <https://teams.gamesheet.app> and click "Sign Up"
 - Paste in your team's *Invitation Code*, verify that you have the right team, and click "Continue."
 - Note that the invitation code is 10 characters long and is composed of random numbers and letters. If you did not receive an invitation code, contact your league administrator.
 - Fill in the remaining required fields and click "Create Account."
- **If you already have a Gamesheet account**, go to the webpage <https://teams.gamesheet.app> and then 'log in'. If you don't remember your password, go to 'forgot your password' and set up a new one.
 - Click on the team name at the top of the screen
 - Click on "Add New Team" from the menu.
 - Paste the invitation code into the field and click "**Continue.**"
 - Verify that the correct team is listed, and click "**Continue.**"
 - Click 'do not link teams' unless you know FOR SURE that this year's team was already set up in Gamesheet (the answer most likely is NO)
- **Add/Verify your Roster**
 - Click on the roster tab of the Team App
 - If your team's roster is already loaded, review the roster and make any necessary edits. You can edit a player / coach profile by clicking on the player / coach .
 - If your team's roster has not been loaded, you may add players several different ways using the "Actions" button. You can import your roster from a CSV/Excel file, the Hockey Canada Registry (HCR), or the USA Hockey Registry or add players / coaches one at a time. You shouldn't need to do anything other than enter your USA Hockey Registry #.

Once that is set up, you are ready to access the app on the iPad!

Please go to [Quick Start Guide - Scoring a Game on iPad - GameSheet Inc. Knowledge Base](#) to see how to score regular season games. For pre-season or scrimmages, please go to [Exhibition Games - GameSheet Inc. Knowledge Base](#) to learn how to set them up on the iPad app.

If the app is requesting a 'Scoring Access Key' that number key is: **ipad-md3dasfrb**

Score Sheets-Only needed if electronic scoring is not being used.

The visiting team is responsible for supplying the score sheet at the game. These are only used in case of an emergency and with the permission of the district(s) and referees. Best practice is to score the sheet like you would on Gamesheet and then enter everything into the Gamesheet app once you are able to access it.

Games

There are three types of games:

- o League Games—scheduled by District 3 and include referees
- o Tournament Games—scheduled by each hosting tournament and include referees
- o Scrimmages-Please See “scrimmages” for more detail

U10 and Squirts are limited to 35 games (not game days) in one season, which includes all controlled scrimmages. If you are involved in tournaments where there is a possibility of 5 games, you need to make allowances for those possible extra games. At this level you are also required to keep a game log of all 3 types of games.

Periodically, please cross-reference your team schedule on the ACYHA calendar to the calendar on D3's website. If there are any discrepancies, please notify the ice schedulers immediately.

Each player is required to bring both game jerseys and both sets of socks to every game, scrimmage, and tournaments. The manager should carry a set of backup jerseys and socks in the event someone forgets their garment bag. Remember to update the game sheet stickers/iPad GameSheet with the correct jersey number if someone is wearing the backup set.

Each player should bring their own water bottle. Help prevent sickness!

Put together a game day bag that contains the following: extra set of jerseys and socks, stick tape and clear sock tape, scissors, helmet hardware kit, screwdriver, extra laces, extra mouth guard and anything else that might be helpful on game day. These items can be paid for out of the team fees. Check with your coach - oftentimes they already have all of this.

The “hour clock” is the clock running near the Zamboni door. This clock is set by the arena staff and will count down the amount of ice time allotted for the game. When this clock reaches zero the game will end regardless of how much time is left on the game clock. Two periods of play must be completed to be considered a full game. If the hour clock is not set the ref may ask the home team manager to alert the rink staff.

Tournaments

Tournaments are pre-selected for each ACYHA travel team by the Level Coordinator. After teams have been formed and team managers have been assigned you will be contacted by the Level Coordinator with your tournament and hotel information.

Reconfirm all tournaments and pertinent information. Be sure the tournament knows that you are now the contact person and that they forward any new information about the tournament directly to you. Check the registration materials for specific tournament requirements. You will find great tournament information on the tournament host association websites, along with the proper contact information for all your questions.

It will be your responsibility to confirm the block of rooms at the hotel and communicate that information to all your parents and to ensure that everyone has made their reservation before the block expires. Ask the hotel if they will make a hospitality room available to your team at no additional cost. Understand the rules of the hotel for groups and ensure they meet your expectations. Consider that the Head Coach may have rules about when the players can use the facilities in the hotel, such as the pool, and decide if asking the parent to pay for a water park is a good idea before booking the hotel. It might be a good idea to talk to your parents about this during the parent meeting.

Complete the entry process by sending in team rosters to tournament coordinators and following any other instructions they have. Pay gate fees when applicable, out of the team checkbook. Obtain detailed directions to the Tournament Arena location and update team on schedule, arena directions, etc. Prepare your families that Friday games are often likely, and the kids may have to miss a day of school for each tournament. If this is going to be a problem, have them talk to the Head Coach right away.

Understand the requirements for teams and managers from the tournament director. Often the managers will be required to check in one hour before the first game. Make sure you have your "TEAM BOOK" with you at the tournament and anything else required.

As team manager you will also coordinate (or delegate) any social activities that may happen during the tournament, which normally would include a team dinner at a local restaurant and/or coordinating a potluck gathering at the hotel. Many hotels have open areas that can be used by the group, but it is always recommended to talk to the hotel to see what options you will have.

Ensure you have room for the S.K.A.T.E study hour and (optional) lunch. Some managers have reserved a larger hotel room to accommodate, some have found free meeting space in the community to use such as a pizza place with a party room where you can have the space if you order food. Be creative and help make S.K.A.T.E productive and fun.

The level coordinator will let you know what tournament fees have been paid and what is still outstanding. The association will pay \$3000 for Squirts, \$3250 for Peewees and \$3500 for Bantams of the team's total tournament fees and the remainder is paid using team fees. This will either be paid to the tournament director or back to the association if it has already been paid.

If your team has decided to pick up an additional tournament you will pay for the entire tournament out of your team fees. This includes the cost of paid coaches' rooms, per diem and transportation. Please contact the ice schedulers as soon as you book a 4th tournament (if you do). They are in the process of scheduling your district games and it inevitably happens that they

will schedule a game when you already have a tournament booked. Make sure they confirm back to you and then add it to your team calendar.

If your team earns a trophy, please bring the trophy to the ACYHA youth room so it can be added to the trophy case, and notify your level coordinator.

Scrimmages

There are two types of scrimmages:

- o Exhibition Games (refereed scrimmages)-where teams schedule their own ice and pay the referees. All applicable rules of USAH and MH, including the use of certified officials, game clocks and scorekeepers must be followed. A score sheet will be kept and signed by the officials and coaches; however, it is only submitted to D3 if there is an incident to report such as match penalties and major injuries.

- o Controlled scrimmages—are allowed as a coach referees can be used. At least one coach from each team must be on the ice for instruction. Controlled scrimmages are best described as “joint practices” (not contests) between two teams from different associations. You may use the clock, but you are not allowed to score these games. You also will not use Gamesheet.

Work with the head coach to understand who will be responsible for finding teams to scrimmage. Coaches may schedule, or they delegate to either an experienced parent or a coach on their staff. You can also use this site: <http://www.scrimmagehub.com/> to find opponents. Instructions can be found on the team manager page at the document “Quickstart Guide for Scrimmage Hub”.

****Goalies do have goalie training Sundays from 4:45pm-7pm. Try not scheduling scrimmages during this time*****

After the scrimmage has been secured by the Head Coach (or delegate) the Manager will own the organization of the scrimmage:

- o **Secure Ice Time**—the hosting association will supply the ice time. Start by using hour blocks of solo ice on your schedule. If you have no options that work for the team you are hosting then try to create solo ice by identifying shared ice times that do work, then negotiate a swap with the head coach of the team you are sharing ice with. Be understanding if coaches say no. The ice scheduler will also release last minute ice times each month, you could grab a few of those to use for scrimmages.

- o **Notify Ice Scheduler AND Assistant Ice Scheduler that you have booked a scrimmage**—both home and away. When at home the ice scheduler will update your schedule and request two locker rooms. If you forget to do this you will not have two locker rooms and you might have a second team show up for a last minute shared practice! For away games this is important, so they do not schedule you in a practice at the same time or on the same day.

o **Schedule Referees**—The hosting association will request the referees and they will come from the host's district. Referees do not travel to other districts. Refs will follow the customs of their district so keep that in mind while working with them.

o **Payment**—the host team should pay for icetime and the visiting team should pay for refs. Confirm this arrangement and cost of their refs with the team you are playing so there is no confusion at game time. If you are hosting and you agree to pay for all or part of the ref fee then keep in mind that you have just paid for the ice and the refs where they only paid for part of a ref!

o **D3 Refs**—They are required to be paid by the home team. If Visiting is paying for them, have them pay your team (ie – Bantam A) and you pay refs. The refs will want payment prior to puck drop. You will need to have a check for each ref made out to them personally. The refs are always happy to remind you of this process. Some refs will accept Venmo, so always ask.

Referees

All District 3 games have referees scheduled. Team Managers should check to see that referees have shown up for home games 15-30 minutes prior to the start of the game. Be prepared to contact the D3 ref scheduler in the event no one shows. **The number is 612-618-4001.**

Team managers are responsible for obtaining referees for scrimmages we host. Go to www.bhrofficials.com and click on the managers tab. Fill out the scrimmage request form and submit. Be sure to include in the comment area the game length and the opponent. Additional information on scheduling referees will be provided to team managers at the D3 meeting. The cost for referees for scrimmages comes out of the team fees. Budget \$120 to \$233 per scrimmage for refs. Be sure to use the receipt template and have them sign it so you have a physical receipt for these transactions.

[2025-2027 Referee Rates](#)

Ice Schedules

Ice schedules are on the website, including practices, clinics, games, and tournaments for all teams. Great care and consideration is taken to give each team an equal allocation of “primetime” and “non-prime time” hours. Once these hours have been posted, they belong to your team. You may swap ice with other teams, but always let the ACYHA Ice Scheduler know so they can make the change on the website. Make sure you coordinate with your head coach prior to agreeing to any changes. Do NOT make any changes to the calendar. Confirm with the ice schedulers that they will update the calendar. They will let you know if it’s something you can update.

Throughout the season, there will be changes to ice schedules and often additional ice time will become available. Again, visit the website often, and encourage your parents to do so as well! If for some reason you cannot use a scheduled ice time and are unable to exchange the ice time with another team, please notify the Ice Scheduler that you will not be using the ice.

Team Budget and Checkbook

Team fees will cover the following items:

- o Team apparel
- o Referees For Scrimmages
- o Tournament costs
- o Balance Of Tournament Registration Fees
- o S.K.A.T.E.meal(optional)
- o Hospitality room if needed
- o In Season Event/Team Building
- o Coach Gift
- o Team scrapbook or another fun item
- o End of Season Party
- o Admin overhead
- o Costs from Game Day Bag Contents—stick tape, scissors, helmet hardware kit, screwdriver, extra laces, mouth guard, anything else that might be helpful on game day

Build a budget to cover these costs, review that budget with your parents at the preseason parent meeting. Expected cost for team fees - \$300 to \$450+ per family.

Parents should pay their team fees at the parent meeting. It's okay to allow payment plans but you will need to manage that relationship.

Each team will be issued a bank account and checkbook from TruStone Bank. The ACYHA Treasurer will provide details on how to obtain this checkbook and a debit card. The account will be preloaded with \$100 and must be returned at the end of the season with \$100.

Every purchase must be recorded with a receipt. All receipts and accounting documentation will be uploaded and stored in an online team Google folder. The Assistant Treasurer will give you access to that folder and it will be accessible from any device that can access the internet (such as your team iPad). Please ensure that all receipts and documentation is clear and can be read easily. Save documentation with the team level, date, and purpose and check number (if applicable).

There will also be a balance sheet in the Google Team Folder. This is a tool used to track payment details such as date, vendor, payment/refund amount, purpose, payment type, team balance, notes, and comments. The Team manager is responsible for filling out each of these items every time they upload a receipt or documentation to the folder.

Never reimburse yourself from the checking account. Have a second signer reimburse you (don't forget to create a receipt!). You can also issue a check to your spouse/partner and have them deposit or cash it for you. The best option is to submit the request to the Treasurer.

Volunteer Game Schedules

Create a master schedule of all district games that assigns families to managing the Penalty Box, Score Book(gamesheets), and Clock. Provide training materials for electronic scoring and clock on the team page so families can familiarize themselves with responsibility before the game. You will need:

2025-2026 Season

Penalty Box – each team will provide a volunteer

Score Book – 1 person

Clock – 1 person

If you assign locker room duties, assign dates and post on the team page. It will be the parent's responsibility to find a replacement or swap with other families due to conflicts.

Website

The website is for the use of parents, players, coaches, teams, and visitors. The site is updated and revised by ACYHA Webmaster, Lance McKinnon. Please promote the website and provide information for its viability.

Each team has their own page. Utilize your team's page for schedules, rosters, tournament details and other information. You are responsible for keeping your team's page up to date as it should be the place your parents go to answer most of their questions.

The webmaster will grant access to the team manager. If you have trouble accessing the page, contact Lance McKinnon (lmckinnon88@gmail.com).

Set up the team page to include the following information: roster, jersey numbers with names or abbreviated names (pictures are optional), coaches' information (phone and email), your information (phone and email).

The ice scheduler will keep your calendar updated with practices and league games. They will add scrimmages when you notify them to do so. You will need to add in tournament place holders and additional events. **Never change an event that was entered by the Ice Scheduler. When they run their process to load ice times, your changes will be overwritten. It's a best practice to notify the ice scheduler for any changes.**

All tournament dates, locations, and hotel information, including reservation deadlines, should be clearly detailed on the website in addition to what will be listed on the calendar.

Jerseys

Each player will receive 2 game jerseys (home and away) and 2 pairs of game socks (home and away). Players should bring these items to every game and/or scrimmage to ensure that they always have the appropriate game attire. Because this attire reflects the team and the Association, and because it constitutes a significant investment for the Association, it should be treated with respect and should always be stored safely when not in use. Please also remind your players to wash their jerseys and socks a few times throughout the season. Each team will also receive at least one set of backup jerseys and extra socks to have on hand for emergencies. Players should not use their game jerseys or game socks for practices. If you need practice socks or jerseys, please let the coach or equipment managers know.

Jersey numbers will be assigned following registration of a new player. Jersey numbers are assigned based on a number of factors, including, among other things, when the registration was received, the numbers available, the player's year (e.g. first year, second year) within their level of play, and the player's preferred numbers (as indicated at registration). The player's year will generally determine whether he or she is assigned an odd or even number. Although every effort is made to assign each player with one of their preferred numbers, we cannot guarantee that will happen.

It is the Association's intent that players use their game jerseys for a minimum of two seasons. Thus, when ordering jerseys, players should size up where appropriate. If a player needs to purchase a replacement jersey for any reason (size, damage, lost), our vendor's storefront will be open 24/7 for the entire season. The cost of any such replacements are the family's responsibility.

Game socks can be kept at the end of each season. Each player will be provided new socks at the beginning of each season.

Picture Day-Travel Team pictures will be November 22nd

Each team will be assigned a time slot for pictures which are taken at the arena on the North rink. Add the time slot to your team calendar and be sure everyone knows when to arrive. Inform your team of which color jersey to wear. Locker Rooms are not provided so have the players plan accordingly. Please have players arrive fully dressed-SKATES will be worn for pictures!

Sibling and buddy pictures can be taken during any session if the families would like, they just need to let the Photographer know at the time of the picture.

We do a good job keeping picture day on track. Please encourage your families to be dressed and ready to go on time or they might be left out of the group shot!

If there are any issues, please contact the Secretary, Kim Nau.

Fundraisers

ACYHA offers a variety of fundraisers each season. Some are association-wide, others are tailored for specific age groups based on the type of activity involved. Each fundraiser is set up differently. For some, the funds raised go into our general fund to help with ice fees, equipment and jersey purchases, etc. For others, funds are split between the participating kids and the association. Please tell families to periodically check the fundraising page on the association's website for details about each available fundraiser this season and new fundraisers can be listed at any time.

Main Fundraising Page on ACYHA Website: www.armstrongcooperhockey.org/fundraising

Every year, a variety of fundraisers are offered. These can be for specific age groups based on the actual event involved and what's required by the partnering company. Or they can be for anyone who's involved with our association. Here is a sampling of some of the possible fundraisers that might be scheduled during the season:

1. Cub Food grocery bagging events
2. MN Wild program sales at games at the Xcel Energy Center
3. Buffalo Wild Wings – Home Team Advantage dining program during our hockey season
4. LifeTime Turkey Day run – water station and finish line
5. Heggie's Pizza Fundraising

Please contact the Sales and Fundraising Co-Directors with any questions: Julie Wahl email: ACYHA.sales@gmail.com

Apparel Guidelines

ACYHA has partnered with All Star Sports as our approved apparel vendor for our Association for the 2025-26 hockey season. A large selection of apparel items has been researched and selected and will be available in our online store. Ordering windows will be provided after the season starts. Teams may use additional vendors as well, but we ask that you please follow logo and color guidelines as It is important to have a consistent look that will identify Armstrong Cooper Youth Hockey.

For the 2025-26 season, here are the apparel guidelines:

1. ACYHA strongly suggests that ALL Boys and Girls Travel Level teams purchase a navy hockey warm up jacket as part of their team uniform. A CCM and a Bauer version have been approved and are available through All Star Sports. Mites may also purchase one of the two jackets if they desire. The Bauer jacket is offered in lightweight with an optional fleece liner (at an additional cost). The CCM jacket is mid-weight. There is a Sport-Tec fitted women's navy jacket available that girls may choose as an alternative, however it is

not offered in youth sizing. If your player already has an AC Wings hockey warm up jacket (Bauer, Easton or another brand navy jacket) like those that are being suggested, they may use that jacket and do not need to purchase another one.

2. Players can have their name embroidered on the jacket, but there should not be any year or team designation. This will allow players to use the same jacket for multiple seasons.
3. All Star Sports has fitting stock at its New Hope location. Please stop in to try them on to select the proper size before ordering.
4. **Teams may select whatever additional gear they would like for their players and fans from the All Star Sports store or from other sources as desired as long as color and logo guidelines are followed.**
5. ACYHA asks that teams:
 - Use the standardized ACYHA logo on your official team gear. Contact an ACYHA board member or see the Wings Logo page on the ACYHA website. i. Link: <https://www.armstrongcooperhockey.org/logo>
 - ii. The words “Hockey” or “Girls Hockey” are appropriate under the logo.
 - Use the standard ACYHA colors (red or navy blue) or a complimentary color (grey, black, white). See the ACYHA Wings Logo page for approved Pantone colors.

If there are questions, please contact:

- Drew Herron Marketing Director, andrew.john.herron@gmail.com
- Julie Wahl, Sales & Fundraising Director, ACYHA.sales@gmail.com

Player Achievement Awards

ACYHA has decided (along with most of D3) to not hand out USA Hockey Player Patch Awards. As many know, there have been too many issues in the past in getting those awards. Player Achievement Awards should be determined at the team level and given out when appropriate.

Player Achievement Awards

- **Zero Award** - For a goalkeeper playing a complete game without allowing a goal
- **Hat Trick Award** - For a player scoring three goals in a game
- **Playmaker Award** - For a player registering three assists in a game

The awards are distributed under the following conditions:

- 1. The recipient is a registered and rostered player.
- 2. The game was in league competition (not scrimmage or exhibition), a sanctioned tournament or a MN Hockey playoff involving only USA Hockey registered teams.
- 3. The game was officiated by registered USA Hockey referees and they have signed the score sheet.
- 4. Eligible player categories: All players 10U Youth/10U Girls and above.
- 5. Limit of ONE of each award per player per season - i.e. one Hat Trick, one Playmaker and one Zero

S.K.A.T.E

Skaters Keep Achieving Through Education was established to encourage, support and reward youth hockey players who commit themselves to their schoolwork while enjoying the sport of hockey.

The expectation is that every team will dedicate an hour of time to studies during away tournaments (or when part/all of the school day will be missed due to hockey). It is the team manager's responsibility to find a location at the hotel (or nearby area) to accommodate the team for quiet study time. Each team will coordinate a volunteer parent to oversee the hour and assist the players with any homework questions. Students and parents plan for this time by ensuring the student has work or reading to do during the designated SKATE hour.

Near the end of the season, The SKATE coordinator will send out an email to families with a Google form to complete to determine if the player has qualified for the celebration.

It is not mandatory for players and they can opt out of it. Also flexibility is given to students and can be reviewed with SKATE Coordinator. It is an inclusive event and meant to encourage education and not exclude players.

ACYHA LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to ACYHA's goals. ACYHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, ACYHA has adopted the following locker room policy. This policy applies to all camps, practices, and games sponsored by ACHYA. This policy is designed to maintain personal privacy as well as to protect our players and coaches.

Locker Room Monitoring

ACYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. Locker rooms must be monitored by a locker room monitor at all times players are present. The monitor can either be a coach or adult volunteer. At a minimum one locker room monitor and his/her child must be present when a non-relative player is present in the locker room. It is highly suggested that two monitors be in the locker room any time players are present. Locker room monitors must be assertive in enforcing prohibited conduct. Locker room

monitors must be the same gender as the players being supervised. In a co-ed locker room only the same gender may monitor players as they dress in their hockey base layer. Either gender may be in the locker room as a monitor once all players are dressed in their base layer. Locker room monitors must arrive a minimum of 30 min before practices or games. This time may be increased at the coach's discretion. Monitors must stay after practice or games until all players are out of the locker room.

Locker room monitors must:

- 1) Register online with USA Hockey under the "Managers/Volunteers" section:https://www.usahockeyregistration.com/login_input.action.
- 2) Complete the Minnesota Hockey Background Screening at <http://www.minnesotahockey.org/page/show/96281-screening>.
- 3) Complete the SafeSport training program <http://www.minnesotahockey.org/safesport-training>

Parents in Locker Rooms

Except for players at the Mite or U8 level we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. ACYHA has elected to use a minimum dress policy in our locker rooms. All players need to be dressed in a base layer of hockey apparel consisting of a shirt and shorts or pants prior to male and females sharing a locker room. This will mean that players either need to be dressed in their base layer prior to going into the locker room or players taking turns in the locker room to dress in their base layer. Once the base layer is on all players it is then acceptable to share a locker room while dressing in other hockey gear. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Prohibited Conduct and Reporting

ACYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in ACYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Non-compliance and penalties

This policy will be randomly monitored with locker room checks. If a violation of this policy is found, MN Hockey District 3 has the following penalties. The first offense will result in a one game suspension for the head coach. A second offense will result in a three game suspension for the head coach. A third offense will disqualify the team from postseason play.

REPORTING A CONCERN

Any concerns can be reported to the SafeSport representative, the level coordinator, or any ACYHA board member. Concerns of abuse can also be reported directly to USA Hockey by one of the following methods:

1. Call 800-888-4656
2. Email: USAHockeySafeSport@usahockey.com

ACYHA Contact:

1. Ryan Hegarty - SafeSport Director
2. Phone: 612-578-2386
3. Email: ACYHASafeSport@gmail.com

Parent/Team Behavior

It is important that the ACYHA community not only display good sportsmanship on the ice but in the arena too. As team manager, the responsibility lies on you to remind parents and players of this behavior. If a parent is not displaying good sportsmanship in the stands, please do your best to address the behavior. If you're not comfortable with the position, find a volunteer parent to become your "chill" manager for the team. If it is an issue, let the board know and they will address it.

Please address parent/team behavior during the parent meeting. MN Hockey and D3 will not tolerate any disrespect toward any official. If a parent is showing any disrespect towards the refs, they will be removed from the arena and the Head Coach will receive a one game suspension.

Live Streaming at New Hope Rink:

All home games at New Hope arena can be lived streamed. To purchase or for more information, go to the website at:

<https://www.armstrongcooperhockey.org/livestreaming>

Team Accounts

Trustone Credit Union (605 Boone Ave N Golden Valley 55427)

Treasurer – Scott Allen ACYHA.Treasurer@gmail.com 763-242-3015

Assistant Treasurer – Liz Tratnik ACYHA.Teams@gmail.com

- **EVERY EVERY EVERY expense must have a receipt.**
- For referee payments... hand write a receipt using the receipt template. Have the Recipient (referee) sign the receipt under their printed name. See receipt template
- An original receipt is REQUIRED when reimbursing someone on the team. An electronic image of that receipt should be sent to the Assistant Treasurer immediately to support that reimbursement.
- ALL original copies of receipts need to be turned in at the end of season.
- Email sent to the Assistant Treasurer of a clear image/picture of each receipt. Try to send image within a day or two of making purchase. Do not need images of bank deposit receipts.
 - **NEVER reimburse yourself.** Request from treasurer reimbursement out of your team account.
 - **NEVER reimburse yourself!!**
- Use memo space on checks. Keep it simple; **referee, ice rental, food, hats, pins, gate fee, hotel room, refund** (no receipt needed for refund)
- Save team money - use MN tax exempt status on purchases (*exclusions include lodging & dining out*). A copy of this document can always be found on the “Board” page of the ACYHA website.
- Requests for a list of bank transactions or bank balance should be sent to the Treasurer.

- All team accounts begin with a \$100 balance and must end the season with the same. Excess at the end of season can be a donation or refund to families. Use these manual receipts when traditional “store” receipts are not available
 - Paying ref for scrimmage (team mgr fills out detail and have ref sign)
 - These are not to be used to replace receipts given by a retailer

Once your team account is established at Trustone, you can also set up a Venmo account linked to that bank account to pay expenses. You will still need receipts for every transaction.



Armstrong Cooper Youth Hockey Association (ACYHA)

2025–2026 Team Manager Receipt Submission Guide

The Travel Team Manager job description highlights that building and maintaining the team’s budget is a primary responsibility. Working with the Treasurer/Assistant Treasurer to ensure accounting is always in order is extremely important for a transparent and efficient hockey season. Therefore, the following upgrades have been made to improve this process and to make it easier for the Team Manager and ACYHA.

■ Submitting Receipts and Documentation via the Google Form

- Ensure all receipts/documentation are clear and easily readable
- Upload receipts directly to the Google Form (they must total the exact expense submitted)
- Ensure amounts on receipts match the expense entered
- Add detailed notes in the 'Notes' field for clarity (over-explain rather than under-explain)
- Your receipts and notes should tell the full story

- **Scan this QR Code to access the Receipt Submission Form:**



Team Information

- Select the correct team (Bantam, PeeWee, 12U, Squirt, etc.)
- Enter Team Manager full name
- Enter total expense amount (e.g., \$450)
- Enter receipt date (MM/DD/YYYY)

Expense Category

- Choose ONE expense type (Referee, Ice Fee, Tournament Registration, Apparel, Lodging, Transportation, etc)
- If 'Other', type in description

Vendor & Description

- Enter vendor/business name (e.g., All Star Sports, Pub 42)
- Enter item/service purchased or purpose (e.g., Tournament registration fee, Team pizza party)

Reimbursement?

- Select YES if reimbursement is required → complete reimbursement section
- Select NO if paid directly from team account → complete payment type section

Payment Type (Non-Reimbursement)

- Select payment type: Debit/Credit, Venmo, Cash, or Check (Team Account)
- Upload receipts (must total exact expense submitted)

- Add notes if receipts include multiple payees, personal items, or special circumstances

Reimbursement Section (If Applicable)

- Select payment method used (Debit/Credit, Venmo, Cash, Check)
- Enter the individual's name being reimbursed
- Upload receipts (must total exact expense submitted)
- Add notes for clarification if needed

Final Review

- Verify all required fields are complete
- Confirm receipts match total expense
- Double-check notes explain any unusual items

Need Help?

- For questions, contact: Scott Allen – ACYHA Treasurer
- Phone: 763.242.3015 | Email: ACYHA.Treasurer@gmail.com

Questions? Contact Scott Allen, ACYHA Treasurer – 763.242.3015 | ACYHA.Treasurer@gmail.com

Go Wings!

Key websites:

www.minnesotahockey.com - Minnesota Hockey, Governing Body of Minnesota Hockey
www.d3hockey.org - District 3 Website
www.d3hockey.org/page/show/25465-referee-scrimmage-request - Referee Scrimmage Request
www.armstrongcooperhockey.org/page/show/42696-board - ACYHA Board of Directors
www.mnhockeyhub.com – team ranks by levels
www.letsplayhockey.com – report tournament wins and other exciting news

Contact Information

Secretary

Kim Nau- acyhasecretary1@gmail.com
612-802-3443

Registrar

Kari Karsnick - registrar@armstrongcooperhockey.org

Ice Scheduler

Derrick Raymond draymond21@gmail.com

Assistant Ice Scheduler

Michael Kautzman mkautzman7@gmail.com and acyaice@gmail.com

Safe Sport Director-

Ryan Hegarty - ACYHASafeSport@gmail.com
Phone: 612-578-2386

Website Administrator

Lance McKinnon - lmckinnon88@gmail.com

Treasurer

Scott Allen ACYHA.Treasurer@gmail.com
763-242-3015

Assistant Treasurer

Liz Tratnik-ACYHA.Teams@gmail.com

New Hope Ice Arena Rink Manager

Matt Remore
City of New Hope | Recreation Facilities Supervisor
4949 Louisiana Ave N | New Hope, MN 55428
Office: 763.531.5184 | Cell: 763-233-2445
mremore@ci.new-hope.mn.us

Referees

Mike Anderson
Scheduler/Treasurer - Beltline Hockey Referee Association
Phone: (612) 618-4001
[Click To Email Mike Anderson](#)