



Team Manager Meeting

2025-2026

Introductions

Kim Nau

Secretary

Brian Thul

President

Kari Karsnick

Registrar

Scott Allen

Treasurer

Liz Tratnick

Assistant Treasurer

**Derrick
Raymond**

Ice Scheduler



Welcome to the 2025-26 Hockey Season!

*thank
you*



DIB Hours

There are a total of **25 dibs hours** per team for the Manager role.

These can be allocated to one team manager or scrimmage coordinator or shared, however this must be declared to the Volunteer Coordinator early in the season.



Team Manager Registration

As a Team Manager you are required to:

1

Register as Volunteer 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

Complete D3 contact information for team manager



Getting Started

- Meet with the head coach and set season expectations
- Check with coach regarding scrimmages, 4th tournament and **locker room policy**
- Secure date and room for team/parent meeting
- Set-up a team page on ACYHA.com
- Create a team budget
- Manage the 'volunteer' schedule for clock, scorekeeper(gamesheets), penalty boxes, and locker rooms
- Create emergency contact sheet
- Confirm tournaments and hotels, team parties/gatherings and end-of-season
- Getting gamesheet set up for scoring.



Setting up your team iPad



[Quick Start Guide for Teams - GameSheet Inc. Knowledge Base](#) - Your reference for the iPad and the app

- Unlock the iPad by entering 202526 (on the front of the iPad)
- Open up the GameSheet app and enter in ipad-md3dasfrb (this will unlock the app)
- Open Safari and go to teams.gamesheet.app and click on register
- In the invitation code box, please enter the code for your team that is in your team book (bag) and click continue
- Verify it's the correct team and click continue
- Enter in your first name, last name, an email address and a password and then 'create account'
- Any changes you need to make should be done via the web browser site, the iPad app is for scoring games.
- The above knowledge base link has great videos and instructions on almost anything else you might need

Gamesheet



<https://help.gamesheet.app/article/72-quick-start-guide-for-team-managers>

<https://help.gamesheet.app>

Communication

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.

Methods of communication that may be used:

- ✓ Sports Engine
- ✓ Groupme
- ✓ Website
- ✓ Email



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@ci.new-hope.mn.us) 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.



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.

Remind those on duty that they should be at the rink 15 minutes before game time.



For the **2025-2026 Season**, you will need:

- ✓ **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 replacement or swap with other families due to conflicts.



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.



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)
- Extra scoresheets
- Referee receipt forms
- Emergency contact form



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.



Games

League Games

Scheduled by District 3 and include referees

Tournament Games

Scheduled by each hosting tournament and include referees

Exhibition Games

Refer to “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 also required to keep a game log of all 3 types of games.



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 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.
- A block of rooms has been arranged at one away out of town tournament. Call the hotel to give your information and confirm room block. 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.
- Complete the entry process by sending in team rosters to tournament coordinators and following any other instructions they have.
- Understand the requirements for teams and managers from the tournament director. Often the managers will be required to check in hour before the first game. Make sure you have your "TEAM BOOK" with you at the tournament and anything else required.



Tournaments (continued)

- As team manager you will also coordinate (or delegate) any social activities that may happen during the tournament. These normally include a team dinner at a local restaurant and/or coordinating a potluck gathering at the hotel. Ensure you have room for the S.K.A.T.E study hour and 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 for \$3000 for Squirts, \$3250 for Peewees, \$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 cost of paid coaches rooms 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.



Scrimmages

1 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.

2 Controlled Scrimmages

Allowed as a coaching official 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.



Scrimmages (continued)

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.

****Goalies do have goalie trainings 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:

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 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.

Notify 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.



Scrimmages (continued)

Schedule Referees

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

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!

D3 Refs

They 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.



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.bhraofficials.com and click on the managers tab and then click on Exhibition Request.
 - Fill out the scrimmage request form and submit.
 - Be sure to include 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.

<https://www.bhraofficials.com/Public/Docs/23-25%20Exhibition%20fees.pdf>



2025-2027 Rates						
2025/2027 League Game Rates						
Game Level	Ref 1	Ref 2	Line	Line	Sch fee	Game Length
Squirt/10U's	\$47.00	\$47.00	\$0.00	\$0.00	\$10.00	1.0 Hour
PB1,PB2,PC,12UB1,12UB2	\$53.00	\$53.00	\$0.00	\$0.00	\$10.00	1.0 Hour
PAA,PA,12UA	\$68.00	\$68.00	\$0.00	\$0.00	\$10.00	1.25 Hour
Game Level	Ref 1	Ref 2	Line	Line	Sch fee	Game Length
Bantam B2,BC,15UB	\$72.00	\$72.00	\$0.00	\$0.00	\$10.00	1.25 Hour
Bantam B1	\$76.00	\$76.00	\$0.00	\$0.00	\$10.00	1.25 Hour
19UB	\$74.00	\$74.00	\$0.00	\$0.00	\$10.00	1.50 Hour
Game Level	Ref 1	Ref/Line	Line	Line	Sch fee	
Bantam A,15UA	\$81.00	\$70.00	\$70.00	\$0.00	\$10.00	1.50 Hour
Bantam AA	\$75.00	\$75.00	\$70.00	\$70.00	\$10.00	1.50 Hour
Jr.Gold A & B, 16U	\$75.00	\$75.00	\$70.00	\$70.00	\$10.00	1.50 Hour
Single 60 & 75 Minute League games pay double Friday-Sunday						
Single 60 & 75 Minute League games \$30.00 per official Monday-Thursday						
Single 90 Minute League games add \$15.00 per official						
Games at UVM and Ridder add Parking Fees. ALL single league games pay double.						
No games will be scheduled after 3:00PM on new years eve.						
or Super Bowl Sunday						
Games on New Years day will pay Double						
2025/2027 Exhibition Game Rates						
Game Level	Ref 1	Ref 2	Line	Line	Sch fee	Game Length
Squirt/10U's	\$58.00	\$58.00	\$0.00	\$0.00	\$10.00	1.0 Hour
Squirt/10U's	\$63.00	\$63.00	\$0.00	\$0.00	\$10.00	1.25 Hour
PB1,PB2,PC,12UB1,12UB2	\$63.00	\$63.00	\$0.00	\$0.00	\$10.00	1.0 Hour
PB1,PB2,PC,12UB1,12UB2	\$76.00	\$76.00	\$0.00	\$0.00	\$10.00	1.25 Hour
PB1,PB2,PC,12UB1,12UB2	\$89.00	\$89.00	\$0.00	\$0.00	\$10.00	1.50 Hour
PAA,PA,12UA	\$63.00	\$63.00	\$0.00	\$0.00	\$10.00	1.0 Hour
PAA,PA,12UA	\$76.00	\$76.00	\$0.00	\$0.00	\$10.00	1.25 Hour
PAA,PA,12UA	\$89.00	\$89.00	\$0.00	\$0.00	\$10.00	1.50 Hour
Game Level	Ref 1	Ref/Line	Line	Line	Sch fee	Game Length
Bantam B2,BC,15UB	\$68.00	\$68.00	\$0.00	\$0.00	\$10.00	1.0 Hour
Bantam B2,BC,15UB	\$83.00	\$83.00	\$0.00	\$0.00	\$10.00	1.25 Hour
Bantam B2,BC,15UB	\$98.00	\$98.00	\$0.00	\$0.00	\$10.00	1.50 Hour
Bantam B1	\$71.00	\$71.00	\$0.00	\$0.00	\$10.00	1.0 Hour
Bantam B1	\$86.00	\$86.00	\$0.00	\$0.00	\$10.00	1.25 Hour
Bantam B1	\$101.00	\$101.00	\$0.00	\$0.00	\$10.00	1.50 Hour
Bantam A, 15UA	\$63.00	\$58.00	\$58.00	\$0.00	\$10.00	1.0 Hour
Bantam A, 15UA	\$78.00	\$67.00	\$67.00	\$0.00	\$10.00	1.25 Hour
Bantam A, 15UA	\$84.00	\$75.00	\$75.00	\$0.00	\$10.00	1.50 Hour
BAA	\$80.00	\$80.00	\$75.00	\$75.00	\$10.00	1.50 Hour
Game Level	Ref 1	Ref/Line	Line	Line	Sch fee	
Jr.Gold A & B,16U	\$80.00	\$80.00	\$75.00	\$75.00	\$10.00	1.50 Hour
19UB	\$80.00	\$80.00	\$0.00	\$0.00	\$10.00	1.50 Hour

Requesting team's association will be invoiced scheduling fee.

All single 60 and 75 minute Exhibitions at UVM or Ridder pay 1.50 Hour rate. 90 Minute Exhibitions pay \$15.00 per official pre



Team Budget and Checkbook

Team fees will cover the following items:

- Team apparel
- Referees for scrimmages
- Tournament costs
- Balance of tournament registration fees on
- S.K.A.T.E.meal(optional)
- Hospitality room if needed
- In-season event/team building
- Coach Gift
- Team scrapbook or another fun item
- End of season party
- Admin overhead
- 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



Website

- 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).
- 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.

Picture Day-Travel Team Pictures

Picture Day
Saturday, November 22nd

Retake Picture Day
Will be on Mite Picture Day
December 6th

- 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- sticks will be used and SKATES will be worn for pictures! However, no helmets.



ACYHA Fundraising

ACYHA Gertens Holiday Greens Fundraiser

- Monday September 22nd - Monday, October 27th, 2025
- All orders & payment must be submitted online by 10pm on Monday, Oct 27.
- Delivery of greenery will be on Wednesday, November 19 at New Hope Ice Arena, north rink outdoor garage door. Parents are encouraged to sign up for volunteer DIBS to assist with sorting and distribution to families.
- Your participation is vitally important to the success of our fundraiser for the organization. First skater is required to have \$250 in sales or there is a \$75 buy-out option. For families with 2 skaters or more, a total of \$300 in sales between the skaters or \$100 buy-out option for multiple skaters.

Heggies Pizza Fundraiser - More details to come in Dec

- Optional fundraiser intended to offset team fees for skaters
- All details will be shared in December for January orders
- Delivery in February

For complete details, visit: <https://www.armstrongcooperhockey.org/fundraising>

Questions?

Email
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 handled at the team level.

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 (S.K.A.T.E.)** was established to encourage, support and reward youth hockey players who commit themselves to their schoolwork while enjoying the sport of hockey.
- S.K.A.T.E. is a program that many associations throughout the state are using. It was created by our very own association moms over 30 years ago!
- What is it? Each year, after the season, we have the teams collect information about players that have achieved a GPA of 3.0 or higher. We then recognize them, traditionally with a party. Over the years, the parties have been at New Hope Ice Arena, Whirly Ball, Pump It Up, and other locations. The kids have a great time, and can also earn prizes at the event. It's a great motivator and payoff for good grades.



S.K.A.T.E. (continued)

- SKATE parent: each team should have a parent that will conduct an hour long of quiet/study time while at tournaments (or when school is being missed.) After 2nd quarter grades come out, the SKATE coordinator will send a Google form out to all families to determine qualification. The 2026 SKATE party is still to be determined, but you can expect it around March or April (depending on when spring breaks & holidays are.)
- Questions? Contact Miranda Hortenbach S.K.A.T.E. Coordinator



Ice Scheduling

Ice Scheduler

Derrick Raymond

draymond21@gmail.com

Assistant Ice Scheduler

Michael Kautzman

mkautzman7@gmail.com

acyaice@gmail.com



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 time an equal allocation of “primetime” and “non-primetime” 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.
- 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 exchange the ice time with another team, please notify the Ice Scheduler that you will not be using the ice.



Ice

Targets

- Bantams/U15*
5-6 touches a week
100 touches
- Peewees/U12 4-5 touches a week
90 touches
- Squirts/U10 3-4 touches a week
80 touches

*might be tough with shorten season

Scrimmage info needed

- Time - 7:45 pm 75 min
- Date - 11-4-23
- Location - Super Rink
- Team - Bantam B1
- Team Playing - Rogers Black

Always Email Both!

Derrick Raymond draymond21@gmail.com

Michael Kautzman acyaice@gmail.com

Do not!

- Schedule scrimmages on Sunday evenings
- Try and give back ice within 7-10 days of event
- Do not give back 7am ice because you need a rest, then schedule a team event

Ice Scheduling

How do we get to those numbers?

- Tournaments – Booked in June
- Hosted Tournaments – June/July
- High School Games – June/July
- D3 games – October
- Mites Preliminary – October
- Skills – After D3 games are finalized
- First 1/3rd of season October
- Second 1/3rd of season November
- Final up to Playoffs December

Days Events to schedule around



- Monday - Skills No Ice
- Tuesday - HS 1 sheet
- Wednesday
- Thursday - HS 1 sheet
- Friday - Open Skate 1 sheet
- Saturday
- Sunday

Safesport Overview

Committed to building a sport community where participants can work and learn together free of emotional, physical and sexual abuse and misconduct.



NEW Locker Room Policy

- ✕ 100% supervision is REQUIRED if 2 or more players are in locker room
- ✕ Coaches will determine whether parent involvement will be needed
- ✕ Parents who supervise must complete the SafeSport online module, pass a background check and be registered to volunteer through USA Hockey



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



Team Accounts

- **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)



Team Accounts (continued)

- 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

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





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!

Try it out!

Scan ME!!



Balance sheet template

1	Team Name	Bantam							Team Account
2	Team Manager	Scott							Starting Balance
3									
4	Receipt # (include in file name)	Receipt Date	Vendor/Store	Amount	Purpose (Chart of Account)	Payment Type (Venmo/Debit/Cash/Check)	Team Account Balance	Notes (Multiple payees, receipts, personal items on receipts, items you want ACYHA/Finance team to know, etc.)	
5					▼				
6	1	5/23/2025	All Stars	\$ 100.00	Team apparel/mis... ▼	check	\$ 500.00	Team apparel	
7					▼				
8					▼				
9					▼				
10					▼				
11					▼				
12					▼				



Questions?