

# Mahtomedi Youth Hockey Association



Team Manager Manual  
2024 - 2025

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## MISSION STATEMENT

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The mission of the Mahtomedi Youth Hockey Association is to design programs aimed at creating a fun, fair, and safe hockey environment that increases participation and improves skills while developing respect for others, self-confidence, and teamwork in our student-athletes.

## MYHA ORGANIZATION AND HISTORY

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The Mahtomedi Youth Hockey Association (MYHA) was organized in 1969 as a non-profit corporation by a group of caring and dedicated volunteers who wanted to provide for every child in District #832 with the opportunity to play organized hockey. The Association is governed by an elected Board of Directors composed of interested parents and community residents. MYHA is a Minnesota Amateur Hockey Association (MAHA) and USA Hockey (USAH) member. MYHA traveling teams play in Minnesota's District 2. MYHA determines the number of teams and the level of play based on the anticipated number of players registering for hockey. The Board of Directors uses USAH guidelines to help determine the number of players per Team. In general, younger players will have fewer players per Team to increase the number of touches per ice session, and older players will have more players per Team to compensate for the rigor of play.

## TRAVELING MANAGER RESPONSIBILITIES

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1. Provide friendly and timely communication to players and families.
2. Create and promote a welcoming, fun, and approachable environment for players and families.
3. Collaborate with coaching staff to ensure cohesion and consistency.
4. Schedule team level scrimmages with possible assistance from Head Coach.
5. Manage team webpage.
6. Manage team SportsEngine.
7. Plan and execute team events and meetings.
8. Maintain scorebook and team book.
9. Monitor team schedule and calendar.
  - a. MYHA Ice Scheduler manages all indoor/outdoor ice scheduling for all games/practices.
  - b. Request solo from the ice scheduler if coach wants a scrimmage.
  - c. Work with other managers for trading ice hours if conflicts arise.
10. Manage team volunteer schedule for game duties (time clock, scorecard, penalty box).
11. Distribute jerseys, socks, and apparel orders to families.

# GETTING STARTED

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1. USA Hockey Manager Registration <https://membership.usahockey.com/>
  - a. Register with USA hockey as a manager/volunteer.
  - b. Once completed you will receive an email confirmation that contains your USA Hockey number that you will use in "MYHA Manager Registration".
  
2. MYHA Manager Registration <https://mahtomedihockey.pucksystems.com>
  - a. Register with MYHA via MYHA webpage.
  - b. Resolve any team registration issues/discrepancies "redlined" by the D2 or the MYHA Registrar.
  
3. Background Screening <https://www.usahockey.com/backgroundscreen>
  - a. Complete your MN Hockey background screening prior to volunteering.
  - b. There is a fee for a volunteer background check which is paid by the volunteer.
  - c. Clear result is valid for 2 years.
  
4. SafeSport <https://www.usahockey.com/safesportprogram>
  - a. Complete the SafeSport online training and test BEFORE you enter the locker room.
  - b. USA Hockey and Minnesota Hockey require every locker room attendant to complete the SafeSport training. The first-year course is 90 minutes, and the 2<sup>nd</sup> – 4<sup>th</sup> year courses are refresher courses that last about 20 minutes.
  
5. DIBS (Volunteer Hours) [https://mahtomedihockey.pucksystems.com/dib\\_sessions](https://mahtomedihockey.pucksystems.com/dib_sessions)
  - a. If you will need DIBS hours for the season, sign up via the MYHA webpage.
  - b. (10) DIBS hours are required for each player at the traveling level. DIBS hours must be completed by the end of the season. There is a DIBS buyout option for \$800 per player.
  
6. Mandatory Meetings
  - a. MYHA Manager Meeting (October 2024)
  - b. District 2 Manager Meeting (TBD Not always scheduled)
  
7. Coach & Coordinator Meeting
  - a. Understand coach expectations and vision for season.
    - i. IE: team goals, scrimmages, practices, player conduct, communication
  - b. Collect CEP numbers from coaching staff.
  
8. Parent & Player Meeting (Head Coach & Manager Lead)
  - a. Coach vision and goals, outline player and family expectations.
  - b. Review schedule, tournaments, uniforms, volunteer duties, information, etc.
    - i. Volunteer Duties: clock, penalty box, scorebook, any special events/extras
  - c. Review MYHA Code of Conduct.
  - d. Delegate any volunteer duties to families interested in helping.

# COMMUNICATION

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1. Email
  - a. Create an email distribution list for your level families from the “Player Registration List” provided by the MYHA Registrar.
  - b. Send communication to families as needed.
  
2. SportsEngine (SE)
  - a. Manager access to SportsEngine will be given by the MYHA Registrar.
  - b. SE Schedule
    - i. Encourage families to subscribe to their player’s SE calendar so the schedule auto populates on their mobile devices.
    - ii. Ice time is automatically populated from MYHA Ice Scheduler.
    - iii. Add tournaments as TBD, special events, etc. to the calendar.
  - c. SE RSVP Function
    - i. Direct families and coaches to utilize the RSVP function to plan for practices and games to plan accordingly.
    - ii. Monitor RSVPs for games/scrimmages to ensure numbers.
  - d. SE Roster
    - i. Quick access to roster and guardian information.
  - e. SE Message & SE Chat
    - i. Convenient functions to push out information to the entire group quickly.
  
3. MYHA Website
  - a. Link: <https://mahtomedi hockey.pucksystems.com/page/show/44039-teams>
  - b. Reach out to the webmaster to gain manager (editing) access to your team webpage.
  - c. Keep your level webpage up to date with the most current information.
    - i. Coach & Coordinator Contact Information (include email and phone)
    - ii. Current News, Schedule, Notes
  
4. GroupMe
  - a. GroupMe is a mobile application that is great option to share information quickly to the entire team with instant messaging, reminders, polling options, and notifications.
  - b. Recommended: create GroupMe group for team.
    - i. Use GroupMe team chat for locker room assignments, live game update, and stats.
  - c. Recommended: join the MYHA Manager GroupMe for information, ice swaps, etc.

# LOCKER ROOM

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1. No players are allowed to be in the locker room without a coach or locker room attendant for all games and practices (USA Hockey Rules).
2. Please inform your parents and players that if there is no coach or locker attendant in the locker room, the players MUST wait in the lobby area and/or get ready there.
  - a. Boys Teams: Male coaches are locker room attendants. If the coaches prefer not to be the locker room attendant, or if you only have one or two coaches, you can assign a locker room male attendant. Determine course of action with coaching staff.
  - b. Girls Teams: If you are a manager for a girls' team, you must assign a female locker room attendant for U10 and above.
  - c. Mixed Gender Teams: The players must come with a minimum dress policy in our locker rooms. Prior to entering the shared locker room, all players are required to be dressed in a minimum base layer of hockey apparel consisting of a pair of shorts for boys and shorts and appropriate t-shirt for girls.
    - i This layer is defined as gym shorts and t-shirt that would remain on the entire time in the shared locker room. We will have a coach and/or locker room attendant present to monitor all activity in the locker rooms.
3. Locker Room Assigned Attendants
  - a. Must arrive 30-45 minute before a practice or a game.
  - b. The attendant/coach must stay in the locker room until ALL the players leave.
  - c. MYHA rules state you must never be alone in the locker room with another child. Please keep another skater back or ask another parent of the same gender of the player to come in the locker room with you.
  - d. Encourage good behavior – no “smack talk” or unwanted teasing/bullying and do not allow players to go through other team’s locker rooms.
  - e. No cell phones or any electronic devices out in the locker rooms.
  - f. No pictures and/or videos.
4. Locker Room Attendant Requirements
  - a. Register with USA Hockey: <https://membership.usahockey.com/>
  - b. Background Screening: <https://www.usahockey.com/backgroundscreen>
  - c. USA Hockey SafeSport Certified: <https://www.usahockey.com/safesportprogram>
5. Water Bottles
  - a. Please remind parents that each child must bring their own water bottle to every practice and every game. No sharing water bottles.

# TEAM EQUIPMENT, JERSEYS, & SOCKS

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## **Player / Family Responsibility**

- Purchases team game jerseys and practices jerseys at registration.
- Recommended: purchase garment bag for game jersey (respect for the MYHA logo and team).
- Ensure proper hockey equipment, mouthguard, and valid helmet (HECC stickers).
- Ensure uniform and equipment is ready every practice, game, and scrimmage.

## **MYHA Responsibility**

- THE MYHA Equipment Coordinator will give an assigned check in day and time for coaches to pick up their coaching puck bags, first aid kits, and white boards at the DEC.
- The MYHA Jersey Coordinator will work with managers to distribute jerseys and socks.
- MYHA allow jersey number requests; however, there is no guarantee on numbers.

# TEAM PICTURES

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The MYHA Team Picture Coordinator will provide the assigned date, time, location, and uniform to each Team Manager.

1. Add picture time as an event in calendar and share online ordering link.
2. Ensure the players and coaches are ready for pictures at the assigned time, date, and wearing the appropriate uniform provided by the MYHA Picture Coordinator.
3. Arrive 10 minutes before the appointed time to get team checked-in and to gather picture cards to distribute to coaches and players.

# TEAM APPAREL ORDERS

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MYHA offers 3-4 ordering windows throughout the season for families to order MYHA apparel or accessories through an exclusive contract with Lettermen Sports.

1. Apparel Coordinators will contact Team Managers for incoming orders.
2. Managers are responsible to discreetly message families to plan for distribution and final delivery of ordered apparel.

# TEAM FUNDS

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MYHA will provide funds for each team. The Head Coach and Manager will decide how to best use the funds. Please stay within your team budget. However, if you do need additional funds, please send your request to the MYHA Treasurer. Team funds should NOT be used for team extras.

## Team Money Usage Guideline

1. Referee Fees for Scrimmages
2. Rental Conference Rooms (Away Tournament)
3. Leftover: Year End Celebration

## Team Money Financial Tracking

- Managers will be responsible for the tracking of team funds. Please keep a spreadsheet or list of all expenses to email at the end of the season. Receipts will not be mandatory.

# TEAM EXTRAS

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Extras are completely optional throughout the season. Managers have the option to offer extras for their team. Make sure to clear “extras” with the Head Coach first. Do not use team funds for extras.

Please be conscientious if you seek optional donations from families. All extra team events or activities are optional for families. Please read the room when planning for extras.

## Extra Ideas

- Traveling Game MVP Trophy / Zephyr Helmet / Hard Hat
- Dryland Practices, Scrimmage and Game Warmups
- Arena Music (warmups, In-between periods)
- Team & Player Posters, Bag Tags, Personalized Water Bottles, Hockey Mom Pins
- Team Photo Sharing Album (i.e.: Google Photos) ○ Allow access for families to upload and share pictures.
- Matching Team Apparel ○ NO Team can purchase Mahtomedi apparel outside of MYHA’s Apparel Contract ○ MYHA Apparel Contract: Letterman’s.
- Team Bonding Event Ideas ○ Potluck Dinner, Bowling, Movie, Mahtomedi Varsity Game, Pond Hockey Night
- Volunteer Event Ideas ○ Feed My Starving Children, Holiday Drive, Thanksgiving Meal Delivery, Arena Cleanup, Food Drive, Mite Hockey Volunteer, etc.
- Share Game Live Updates (GroupMe / SportsEngine) & Track Player Statistics

# TEAM BOOK

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Create a team book, binder, or folder for yourself to include the following:

1. Official USA Approved Roster (Registrar Provides)
2. Manual Scorebook / Extra Scoresheets
3. Label Stickers
4. Complete Roster (Player Names, Jersey Numbers, Parents Names/Email/Mobile Phone)
5. District 2 Hockey Governing Rules
6. Team Game Schedule & Tournament Schedule
7. Fair Play Points Rules
8. Player Waiver Release Forms (if you have an open enrolled player)
9. Extra CEP Coach Labels, Extra Player Labels
10. Extra Copies of Completed Game Score Sheets
11. Optional: MYHA Handbook, MYHA Bylaws, Manager Manual

# TEAM IPAD

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Every Team will receive a Team iPad to use for GameSheet, the electronic scorebook.

- GameSheet is the electronic scoring app for all games.
- Managers will be responsible for the Team iPad: possession, charge, & condition.
- Prior to each game the manager will ensure the Team iPad is ready for use at the game with the iPad charged, the GameSheet loaded, and the coach/official signatures obtained.

# DIGITAL SCOREBOOK

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District 2 and most tournaments are utilizing GameSheet Inc., a digital score sheet completed via an iPad and app. Helpful Links:

- [GameSheet Inc](#) | Digital Scorekeeping & League Operations for Modern Sports Leagues
- [Quick Start Guide - Scoring a Game - GameSheet Inc. Knowledge Base](#)
- [Training Videos - GameSheet Inc. Knowledge Base](#)

District 2 or tournaments will set all games to be available within the GameSheet application. Managers are responsible to:

- Log into GameSheet
- Use GameSheet Code to Locate Team in District Play or Tournament Play
- Upload/Input Team Roster
- Prior to each game managers will need to have the game loaded with coach signatures obtained and ready to score for game duty volunteer.
- At the end of each game, official signatures will be recorded and GameSheet game will be submitted. An email confirmation will be delivered upon completion.

# MANUAL SCOREBOOK (BACKUP PROCEDURE)

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## Manual Scorebook

Examples of score sheets are available (MYHA Manager's Corner, D2 Forms & Documents).

1. Scorebook Setup
  - a. Create team roster labels and coach labels for the scorebook.
  - b. Attach a sample of a scoresheet on your scorebook as a cheat sheet for helping volunteers.
  - c. Attach the volunteer assignments (clock, scorebook, penalty box).
  - d. Attach D2 information.
2. Score Sheet
  - a. The official score sheet (book) must be filled out properly 30 minutes prior to game.
  - b. Home & Visiting Team Names, Date, Hockey Rink Location
  - c. Name & Jersey Number for Every Player (Team Roster Labels)
  - d. Coach Name & CEP Card Number (Coach Labels - Coach Pre-Sign Stickers)
  - e. Manager Name & Contact Information
3. Label Sticker Notes
  - a. You will use 4 stickers for each game.
  - b. If you have player that is not present at the game, cross off name.
  - c. If you have a coach that is not present at the game, cross off name.
  - d. If a player is not present or not playing due to a penalty, make note.
  - e. Templates available on MYHA Website - Manager's Corner
4. Record
  - a. Keep a record of the players that score goals and assists.
  - b. Keep a record of penalties that are assessed before, during, and after the game. Include penalty "in" and "out" times.
  - c. The referees will sign the Score Sheet after the game, using their assigned referee number.
5. End of Game Score Sheet Process
  - a. Winning team will take a clear picture of the ORIGINAL white copy and email or text it to their age level coordinator. Keep original.
    - i. Subject: "RE: Section Mahtomedi vs. (Opponent), Date"
  - b. Copies: White copy goes to the age coordinator (email or text depending on what they prefer). Yellow copy goes to the ref. Pink copy goes to the home team. Goldenrod copy goes to the visiting team.
  - c. If there is a tie the home team will handle turning in the game sheet.
  - d. If the ref takes the white sheet due to penalties, then email or text in the yellow copy to D2.

## DISTRICT 2

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MYHA is part of Minnesota Hockey District 2 and D2 acts as our governing body, and our district for standings and playoffs.

- [D2 HOCKEY: http://www.d2hockey.org/](http://www.d2hockey.org/) ○ D2 Rules / Bylaws ○ Team / Standings ○ Game / Referees ○ Playoffs
  - Forms: Sample Score Sheet, Player Award Form, Injury & Liability Report, Waiver Forms, Minnesota Hockey Concussion Clearance Form, Student Coaching Form
- D2 Contacts: <https://www.d2hockey.org/page/show/101013-district-2-board-of-directors>

## DISTRICT 2 AWARDS

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### USA Hockey Player Award Submissions

- Zero Club: goalie completing game without allowing a goal in.
- Hat Trick Award: player scoring three goals in one game.
- Playmaker Award: player registering three assists in one game.
- Submit to Rich Rakness, D2 USA Hockey Registrar, at ([rrakness@comcast.net](mailto:rrakness@comcast.net)) or by mail.
- Please only submit this form to the D2 Coordinator (2) times a season.
  - 1) End of January and 2) End of Season

## CATASTROPHIC INJURY & CONCONCUSSION REPORTING

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In the event of a potentially catastrophic injury, please follow the protocol as outlined in the form:

- [District 2 Hockey Form: Catastrophic Injury & Liability Report](#)

In the event of a concussion or a suspected concussion, players shall not return to physical activity until he or she no longer exhibits the signs, symptoms, or behaviors consistent with a concussion AND has been evaluated by a medical provider trained and experienced in managing concussion and has provided written clearance to participate in the athletic activity.

- [District 2 Hockey Form: MN Hockey Concussion Reporting & Medical Clearance to Return to Play](#)

All injury and concussion forms shall be submitted to manager and coaches for review. Managers shall submit forms to MYHA Registrar.

# SCRIMMAGES

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1. Scrimmage Scheduling
  - a. Prior to scrimmage scheduling, please speak with your coaches about their expectations and direction for scrimmages. Immediately begin scrimmage scheduling.
  - b. Utilize association webpages for contact information to begin scheduling.
  - c. When setting up scrimmages please know that all districts do things differently so confirm with the scrimmage coordinator from the team you are scrimmaging on their rules, regulations, and best practices.
  - d. Consider creating an account and utilizing the website <https://www.scrimagehub.com>
2. Coach Controlled Scrimmage
  - a. At least one coach from EACH team must be on the ice.
  - b. Scoreboard CANNOT be used! If you do your team will be fined, your coach could be fined and suspended games. Managers may use the clock as a countdown for the time.
3. Scrimmage with Referees
  - a. If your opponent supplies the ice, we pay for the refs.
    - i. Reimbursement: managers may write a check directly to the district, manager, directly to the referee, or giving the referee cash only.
  - b. Receive reimbursement from the visiting team before or day of the scrimmage. This reimbursement will be made back to the team manager as he/she was the person or "prepaid" for the refs already.
  - c. Squirts & U10 teams if you have a ref for a scrimmage it will count towards your maximum number of games that you are allowed for the season (35 games max).
  - d. Pee wee/Bantams should have referees on the ice for scrimmages. However, ref or no ref will be decided by the head coach and his/her coaching staff.
  - e. Scheduling Scrimmage Referees
    - i. Visit [www.D2hockey.org](http://www.D2hockey.org) to request a referee.
    - ii. Requests must be a minimum of 4 days prior to scrimmage. iii. You will receive an email confirmation. No cancellations less than 24 hours.
    - iv. Scrimmages with refs require you to provide volunteers to work the box and book/clock and allow for game scoring.
    - v. Managers do not need to submit game sheet; refs can take copy.
4. Jerseys
  - a. Home: White / Light Jerseys - Away: Navy / Dark Jerseys
5. Equipment
  - a. All players are required to wear the necessary equipment and mouthguard.
  - b. All players will need to have valid helmet (HECC stickers)
6. Scrimmage Format
  - a. Period 1 & 2: stop time periods for appropriate age level.
  - b. Period 3: running time for the time remaining in the ice hour minus 2 minutes.
7. Additional Notes
  - a. The penalty box attendants, score keeper, clock, and 2 coaches are the only adults allowed on the player's side of the rink.
  - b. Injured players are no longer allowed on the bench.
  - c. Managers should have an extra set of jerseys just in case a player forgets.

# GAMES

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1. USA Hockey Roster Required
  - a. Registrar will provide official USA Hockey Roster.
2. Game Schedule
  - a. Game schedule will be released by D2.
  - b. Check your assigned game schedule against your tournament schedule for conflicts. If there is a conflict, then you need to reschedule your game.
3. Team Books
  - a. Team Books must be at all games and tournaments.
4. Scorebook (Digital)
  - a. Ensure you have the iPad charged and ready to go so the game can start on time.
5. Game Volunteers
  - a. Create volunteer schedule for the season and assign families duties.
  - b. 1-3 volunteers are needed for each game.
  - c. Each volunteer must be 18 years or older to be in the box or the clock area (no children allowed on player's side).
  - d. Remind volunteers that they are "officials" and need to stay partial while handling their volunteer duties.
  - e. Home Game Duties: runs clock, score sheet, and penalty box
  - f. Away Game Duties: one person for their penalty box
6. Jerseys
  - a. Home: White / Light Jerseys
  - b. Away: Navy / Dark Jerseys
7. Equipment
  - a. All players are required to wear the necessary equipment, mouthguard.
  - b. All players will need to have valid helmet (HECC stickers).
8. Game Format
  - a. Regulated by referees as outlined by MN / USA Hockey.
9. Player Substitution
  - a. Teams are NOT allowed to borrow skaters from other teams.
  - b. Goalie Exception: the only exception is a goalie sub in the case of illness, injury, or bereavement. In those cases a team may request permission from D2 to use an emergency backup goalie from another team. The goalie must be from the same or lower division and level.
  - c. Goalie Substitution Request Form:  
<https://www.d2hockey.org/page/show/101023miscellaneous-registrations>
10. Notes
  - a. The penalty box attendants, score keeper, clock, and 2 coaches are the only adults allowed on the player's side of the rink.
  - b. Injured players are no longer allowed on the bench.
  - c. Managers should have an extra set of jerseys in case of a lost or forgotten jersey.

# RESCHEDULING GAMES

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1. Teams must both agree on date, time, and arena before reschedule request goes to D2.
2. The team that wants the reschedule must go to <http://www.d2hockey.org/> and fill out the form and pay the rescheduling fee.
  - a. You will receive two emails:
    - i. (1) confirms that your request has gone through to D2, summary of request. Forward this email to the opposing team for their records.
    - ii. (2) confirms that your request has been accepted and referees are assigned.
  - b. Reschedules are not complete until you receive the second email with the confirmation/approval from D2. Managers must keep this email because it will contain a link that you will need to complete the reschedule once the reschedule information is given.
3. D2 would like a two week notice for game reschedules. If you must reschedule and it is less than 4 days' notice you MUST contact the D2 Supervisor of Officials immediately!
4. You must notify MYHA ice scheduler – of this change, no matter what team's ice it is.

# PLAYOFFS

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Every team at every level will be ranked “seeded” and depending on what “seed” you are will determine when you will play. Wisconsin teams are NOT a part of our D2 playoffs.

District 2 Playoff Information: <https://www.d2hockey.org/page/show/5490054-playoffs>

The following levels will ONLY have D2 playoffs.

- Bantam B2 & C
- Pee wee B2 & C
- Squirts

The following levels will have district 2 playoffs AND an opportunity to compete at Regions & State.

- Bantam AA, A, B1
- Pee wee AA, A, B1
- U12 A & B
- U15 A & B

Region Tournament Information: [www.minnesotahockey.org/regiontournaments](http://www.minnesotahockey.org/regiontournaments)

State Tournament Information: [www.minnesotahockey.org/statetournaments](http://www.minnesotahockey.org/statetournaments)

# TOURNAMENTS

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All tournaments have been set up for your team by MYHA's Tournament Scheduler. MYHA's policy is that all teams will receive 4 tournaments total. One of the tournaments will be at a location requiring a hotel stay ("out-of-town tournament").

1. Connect with MYHA Tournament Coordinator.
2. Communicate tournament schedule with families (dates, locations).
3. Add place holder in team schedule to block off dates.
  - a. Tournament schedules are typically released 1-2 weeks prior to tournament.

## TOURNAMENT POLICIES

1. Send the USA Hockey team roster to Tournament Director.
2. Arrive early, one hour before the tournament's first game to complete tourney registration and review. Almost all tournaments will utilize GameSheet for scoring and labels are not needed; however, please create labels to have for backup.
3. The Tournament Director will give you information regarding the timeline for check-in.
  - a. Check-In: Roster Sheet, Consent to Treat Forms, Backup Roster & Coach Labels
  - b. If GameSheet is not utilized collect a copy of all scorebook game sheets.
4. If you have an "out of state" tournament, managers must secure forms and signatures.

## OUT OF TOWN TOURNAMENT

The Tournament Scheduler will be sending you all your hotel information for the out-of-town tournament. The MYHA Tournament Scheduler has made all arrangements for the tournaments and hotel locations with pricing contracts. do not switch hotel accommodations.

1. Communicate all logistics and hotel information for families in a timely manner. Encourage families to book out-of-town tourney hotel rooms as soon as possible!
  - a. Date, Rink Locations, Hotel, Maps of Area, Gate Fee
2. Plan weekend itinerary with a mix of scheduled activities and free time.
3. Coach Expectation Check In
  - a. Prior to planning understand coaching expectation for players on hotel rules, curfew, activities, events, tournament game dryland & warmups, game arrival time, etc.
4. Hotel Conference Room
  - a. If your hotel has a conference room, try to reserve it as it is a great way to everyone socialize in a casual location for a meal.
5. Meals
  - a. Make reservations a local restaurant so the team and families can gather.
  - b. Organize a pizza, sub, and/or salad station at the hotel conference room.
  - c. It is not required to eat together as a team; however, it is a nice option to offer.
6. Swag Bags & Door Signs
  - a. Elicit help from families for donations for door signs and swag bags.
  - b. Ideas: snacks, pucks, helmet stickers, water bottles, apparel, playing cards, etc.
7. Off Ice Activity
  - a. Ideas: bowling, arcade, sledding/hike, movie theatre, etc.

## MYHA AWARDS

<p>Academic Achievement</p>	<p>The Academic Achievement program encourages and rewards student athletes who commit themselves to their schoolwork and maintain good grades while participating in travel hockey.</p> <p>Qualifications:            Grades 6-9: GPA of 3.0 &amp; Above            Grades 4-5: student's report card shows that homework is consistently complete, on time, and that the student is academically secure.</p> <p>Submit team's eligible student athlete list to Academic Excellence Coordinator.  <a href="https://mahtomedi hockey.pucksystems.com/page/show/137218-academic-excellence">https://mahtomedi hockey.pucksystems.com/page/show/137218-academic-excellence</a></p>
<p>Rink Rat</p>	<p>The Rink Rat program is a supplemental program to reward players who want the challenge of skating an additional 25 hours+ more than they are scheduled with their team/level. Example: Open Skate, Open Hockey, 3v3 Leagues, Backyard Rink</p> <p>Timeframe: November – February (Submissions Due: February)  <a href="https://mahtomedi hockey.pucksystems.com/page/show/44217-rink-rat">https://mahtomedi hockey.pucksystems.com/page/show/44217-rink-rat</a></p>

## SEASON END

A team's official season end will depend on playoffs (district, region, and state). However, planning typically starts before playoffs even begin so keep the following items on your radar.

### COACH GIFT

- Managers may seek optional donations from families to fund gift(s). Venmo works great to collect donations.

### SEASON END CELEBRATION

- Organize a team party or delegate volunteers to plan and execute.
- Budget: if you have budget left over, you may use towards your season end celebration. Managers may seek optional donations from families to fund or charge a fee per player/family.
- Create presentation and player awards/highlights with coaching staff.
- Create photo slideshow for players.
- Ideas: potluck @ family home, restaurant, hockey rink, hotel conference center

### SEASON CLEANUP

- Return Team iPad and extra game jerseys and socks to MYHA Manager Lead.
- Email Team Fund Reconciliation Form to MYHA Manager Lead.

# TRAVELING MANAGER TIMELINE

July / August	<ul style="list-style-type: none"> <li>- MYHA Registration Opens</li> <li>- Fall Warm Up Camp Registration Opens</li> </ul>
September	<ul style="list-style-type: none"> <li>- Evaluation Schedule Posted</li> <li>- MYHA Town Hall Meeting</li> </ul>
October	<ul style="list-style-type: none"> <li>- Player Evaluations, Team Formations</li> <li>- Managers Appointed by Head Coach</li> <li>- Registration Lists / USA Hockey Approved Rosters</li> <li>- Send Team Welcome Email</li> <li>- Distribute Player Jerseys and Socks</li> <li>- Distribute Apparel Window 1</li> <li>- Plan &amp; Execute Coach/Manager Family Meeting</li> <li>- Start Scrimmage Scheduling</li> <li>- D2 Manager Meeting (If scheduled)</li> <li>- Mandatory MYHA Manager Meeting</li> <li>- Create Team Book</li> </ul>
November	<ul style="list-style-type: none"> <li>- Plan Team Bonding Activity</li> <li>- Distribute Apparel Window 2</li> <li>- Game Schedule Released</li> <li>- Create Game Volunteer Schedule</li> </ul>
December	<ul style="list-style-type: none"> <li>- MYHA Pictures</li> <li>- Distribute Apparel Window 3</li> <li>- Order Coach Gifts</li> <li>- Optional Team Holiday Event</li> </ul>
January	<ul style="list-style-type: none"> <li>- Start Planning Season End Celebration</li> <li>- Gather &amp; Submit Academic Excellence</li> </ul>
February / March	<ul style="list-style-type: none"> <li>- Playoffs</li> <li>- Collect Rink Rat Submissions and T-Shirt Sizes</li> <li>- Season End Party / Celebration</li> <li>- Distribute Rink Rat Shirts</li> <li>- Return Team iPad, Team Fund Reconciliation Form</li> </ul>

## APPENDIX A: MYHA BOARD OF DIRECTORS 2024-2025

<b>Board Position</b>	<b>Name</b>	<b>Contact Information</b>
President	Luke Juhl	651-403-3189 <a href="mailto:lejuhl@live@msn.com">lejuhl@live@msn.com</a>
Vice President	Abe Appert	612-272-6511 <a href="mailto:abe.appert@cbre.com">abe.appert@cbre.com</a>
Secretary	Jody Briske	651-295-0275 <a href="mailto:millerjodyj@yahoo.com">millerjodyj@yahoo.com</a>
Treasurer	Krissy Wright	651-329-5413 <a href="mailto:krissywright50@gmail.com">krissywright50@gmail.com</a>
Mite Level Director	Luke Spannbauer	612-670-0326 <a href="mailto:lspannbauer@gmail.com">lspannbauer@gmail.com</a>
Squirt Level Director	Brent Sorenson	651-983-4743 <a href="mailto:soren054@gmail.com">soren054@gmail.com</a>
PeeWee Level Director	Nate McClanahan	651-343-0512 <a href="mailto:nathmc829@hotmail.com">nathmc829@hotmail.com</a>
Bantam Level Director	Adam Buckley	651-269-9783 <a href="mailto:abuckley6@gmail.com">abuckley6@gmail.com</a>
Girls Level Director U10/U12/U15	Garth Pawluk	651-470-5704 <a href="mailto:garth.myha@gmail.com">garth.myha@gmail.com</a>
6U/8U & Recruitment Director	Ali Peterson	651-329-7384 <a href="mailto:ali@redpathonline.com">ali@redpathonline.com</a>
D2 Representative	Aaron Freer	651-343-3974 <a href="mailto:freedom@gmail.com">freedom@gmail.com</a>
Director of Coaching and Fundraising	Tim Boberg	651-336-1797 <a href="mailto:taboberg@gmail.com">taboberg@gmail.com</a>
Director of Player Development	Angela Coffey	612-581-9096 <a href="mailto:acoffey014@gmail.com">acoffey014@gmail.com</a>
Junior Gold Director	Ryan Zahler	763-744-6200 <a href="mailto:ryanzahler@yahoo.com">ryanzahler@yahoo.com</a>

## APPENDIX B: MYHA COMMITTEE CHAIRS 2024-2025

Committee Chair Position	Name	Contact Information
Academic Excellence Coordinator	Kelly Lehmicke	651-491-9061 <a href="mailto:kalehmicke@gmail.com">kalehmicke@gmail.com</a>
Apparel Coordinator Lead	Holly Kutzer	651-329-4733 <a href="mailto:stev1919@msn.com">stev1919@msn.com</a>
Charitable Gambling Manager	Jim Kirkwood	651-707-3377 <a href="mailto:jekirkwood@hotmail.com">jekirkwood@hotmail.com</a>
Volunteer Coordinator (DIBS)	Diane Zenk  Caitlin Powell	651-470-5305 <a href="mailto:diane.nguyen84@gmail.com">diane.nguyen84@gmail.com</a> 651-295-4569 caitlinjopowell@gmail.com <a href="mailto:myhavolunteers@gmail.com">myhavolunteers@gmail.com</a>
Ice Scheduler	Krissy Wright  Kelly Taff	651-329-5413 <a href="mailto:krissywright50@gmail.com">krissywright50@gmail.com</a> 612-867-1540 <a href="mailto:kelly.taff@gmail.com">kelly.taff@gmail.com</a>
Jersey Coordinator Lead -Boys & Girls Traveling Jersey Coordinator	Stephanie Ziefle	651-442-3070 <a href="mailto:smziefle@gmail.com">smziefle@gmail.com</a>
- 6U/8U & Mite Jersey Coordinator	Stephanie Hellquist	651-283-6774 <a href="mailto:slessard28@gmail.com">slessard28@gmail.com</a>
Junior Gold Coordinator	Nate McClanahan	651-343-0512 <a href="mailto:nathmc829@hotmail.com">nathmc829@hotmail.com</a>
Mite Event Coordinator Lead	Kelly Taff	612-867-1540 <a href="mailto:kelly.taff@optum.com">kelly.taff@optum.com</a>
Redpath Legacy Gear Coordinator(s)	Garth & Susan Pawluk	651-470-5704 (Garth) 651-303-6400 (Susan) <a href="mailto:mahtredpathlegacygear@gmail.com">mahtredpathlegacygear@gmail.com</a>
Registrar	Alethia Schwagel Gamez	651-428-8410 <a href="mailto:alethiagamez@gmail.com">alethiagamez@gmail.com</a>
Rink Rat Coordinator	Katie Juhl	651-403-3188 <a href="mailto:katie.juhl@live.com">katie.juhl@live.com</a>
Sponsorship Coordinator(s) - Boys & Girls Traveling Teams	Jamie Egan  Tara Redpath	612-308-0001 <a href="mailto:redpatj@yahoo.com">redpatj@yahoo.com</a> 651-470-5819 <a href="mailto:fitz0199@hotmail.com">fitz0199@hotmail.com</a>
MYHA Facebook & Instagram Coordinator	Bradie Leopold	612-709-0599 <a href="mailto:bradiecloud9@gmail.com">bradiecloud9@gmail.com</a>
Team Manager Lead & Coordinator Lead	Amanda Mahmood	651-398-7754 <a href="mailto:amanda.mahmood@gmail.com">amanda.mahmood@gmail.com</a>
Team Picture Coordinator	Kelly Taff	612-867-1540 <a href="mailto:kelly.taff@optum.com">kelly.taff@optum.com</a>
Tournament Scheduler – Boys Traveling Teams	Julie (Schwind) Chinn	847-708-7157 <a href="mailto:julie_schwind@yahoo.com">julie_schwind@yahoo.com</a>
Tournament Scheduler – Girls Traveling Teams	Tiffany Peck	651-253-4974 <a href="mailto:tmpeck32@hotmail.com">tmpeck32@hotmail.com</a>
Webmaster	Matt Lindstrom	952-237-5991 <a href="mailto:mattlindstrom17@gamil.com">mattlindstrom17@gamil.com</a>