

Team Manager Guide



Hastings Hockey
2024-2025 Season

Introduction

If you are reading this manual, *Congratulations!* You've decided to take an active role and support your child's love of hockey. Managing a youth sports team is incredibly rewarding, educational and requires some dedication and work on your part.

What is required prior to becoming an active Rostered Team Manager?

1. All Managers must register with USA Hockey to receive a volunteer number
 - a. USA Hockey number can be obtained at:
 - i. [USA Hockey Registration](#)
2. All managers must complete a Background check through Minnesota Hockey.
 - a. Background checks can be completed on-line at:
 - i. [Background Screen](#)
3. All Managers must complete their SafeSport Training and notify the Volunteer coordinator that they have completed. If you are a returning manager you will need to ensure the refresher module has been completed to maintain your safesport training from years past.
 - a. SafeSport training can be completed on-line at:
 - i. [SafeSport Program Training](#)
4. Attend the **mandatory** Managers Meeting at the beginning of the year.

So, what exactly does a team manager do?

Communication is the team manager's principle responsibility. They need to ensure that the coaches, players and parents know the team schedule well in advance. The manager will support the coaching philosophy of the team in order to foster good communications among all participants. The manager will generally manage the business of the team along with other responsibilities the coach may assign. No individual is allowed to serve as team manager of multiple travel teams. These responsibilities include but are not limited to:

- Distributes team jerseys at the start of the season and collects them at the end. This does not include levels who have purchased travel jerseys.
- Compile the team roster. Include the players and parent's names, addresses and phone numbers. Distribute only to coaches

- Assist the Level Director to ensure all registration forms are completed and signed in the time frame required by District 8.
- Working with the coach, arrange for scrimmages and rescheduling of practices. Arrange for referees for all home scrimmages through the HHB Director of Referees.
- Schedule: timekeepers, scorekeepers, penalty box attendant, and locker room monitors for all home games and scrimmages.
- Make arrangements for all away tournaments. Send in registration forms and entry fees. Ensure that information regarding tournament dates, location, playing times, and lodging (if required) is communicated to parents in advance.
- Publish a monthly calendar of the team activities on SportsEngine.
- Collect team fees prior to the game/event in order to pay for additional referee's or tournament fees. It is the responsibility of the manager to pay these fee's outside of the allotted amount determined for the team at the beginning of the season.

The team manager's job is to serve as a liaison between players, parents, coaches, tournament officials and others. This guide helps you understand what needs to be done and provides guidance for specific tasks, so you can feel good about your contribution and your team will be happy with the job you do. Keep in mind that all activities do not have to be handled by the team manager – some can be delegated and some are “nice to have” items but are not mandatory. The more you can do to keep your team organized and running smoothly, the better season everyone will have! Applaud players on and off the ice when our Core Values are displayed!!

Core Values

GratITUDE

- Being thankful with the readiness to return kindness and appreciation both on and off the ice.

Respect

- Having/Showing high regard for the people, facilities, and other teams in which you encounter and interact with, including yourself.

Integrity

- Doing the right thing in all circumstances, even if no one is watching you, while being true to yourself.

Teamwork

- Togetherness in working towards a common goal with your peers, your team and your association

GETTING STARTED

Meet with Coach

Schedule a meeting or phone call with the coach before the season to discuss the expectations of your role and make sure that you both understand what duties you will and will not be responsible for; this is determined by the Head Coach. Many of the coaches will want you to take care of everything off of the ice, but not always. Please contact your level director regarding any conflicts or concerns.

Managers Meeting

All team managers are required to attend the team managers meeting which is typically held late October to Early November, right after tryouts are over. At this meeting this manual as well as other important information for the season will be reviewed.

Team Meeting

Your coach will likely set up a meeting with the parents and players early in the season. It's a nice opportunity for both kids and parents to get to know one another, ask questions about the upcoming season and for the coach(es) and manager to set expectations for the year. The team meeting can be as simple as a quick 20 minute gathering before or after a regular practice, or it can be an extra event that takes place at a restaurant or someone's home.

Your responsibility as the team manager is to coordinate the event and communicate the date and time to the parents and players. Be sure to relay the importance of attendance (mandatory) at this meeting. It is helpful to send an email to the parents with the date, time, place and what will be discussed at the meeting as soon as possible. A reminder is to be given if they are looking for the forms signed at registration they can be located at the HHB website:

<https://www.hastingshockey.com/page/show/102327-handbook-bylaws-and-rules>

If a parent/guardian requests any of our documents in paper form you will be able to find each form on the managers page :

<https://www.hastingshockey.com/page/show/102338-managers>

Jerseys

Team jerseys and socks will be handed out at the first practice or determined by the Operations Director and Level Director for levels who do not purchase Jerseys. These teams will receive both a home and an away jersey (which are returned at the end of the season) and team socks (not returned). Team jerseys and socks are to be worn for games and scrimmages only. Jerseys should be kept in a garment bag and not in player's equipment bags. You will need to keep a record of jersey numbers assigned. It is helpful to make laminated wallet cards for parents with this information (template on Manager webpage). DO NOT heat press (iron) "C" or "A" on jerseys. They must be stitched so that they can be removed without damage at the end of the season.

Team apparel

Team orders can be ordered through Letterman Sportswear. Orders are placed online at various times throughout the year. Ensure this is communicated to your team and family members timely. CA Gear Team Gear is another option for U12/PeeWee - U15/Bantams team gear will be an option Fall of 2024.

You may receive information from alternate teams/tournaments for special orders prior to the event. This information should be passed along to ensure **ALL** participants have an opportunity to order.

You may also set up a team order for shirts or hooded sweatshirts through another vendor. Please ensure all players/families have an opportunity to order these items and the price is clearly listed.

Website/Team Page

As the team manager, you will be responsible for maintaining and updating your team web page. To create your team web page, you will need to use the same SportsEngine username and password you created to register your player for the season. After the Team Manager meeting a list of all rostered team managers will be forwarded to the Website Coordinator to grant permissions to individual team pages.

Your team web page should be your main form of communication with players and parents. The team page should include information such as your team calendar and roster (Roster will be assigned by Registrar as reported by level director), home game volunteer schedules, practice/game changes, tournament info, reminders to turn in paperwork or money, team party info, etc. All communications are to remain within the HHB domain team page or SportsEngine. Please do **NOT** use any other app for communication!!

DISTRICT 8 INFO

The HHB website also has links to the District 8 website ([Minnesota Hockey District 8](#)). Here you can find league information such as the rule book, current standings and contact information for other teams, etc. It is recommended that you familiarize yourself with this website so you know where to find information you may need.

Once the District 8 Game Scheduling Meeting has taken place (your coach may ask you to attend with them), make sure to check the schedule on the website against your own. Click on League Information, then on League Schedules, and type in the appropriate information there. If there are any discrepancies, it should be taken care of right away.

GameSheet

Please access: <https://gamesheetinc.com/> with your teams invitation code provided on the HHB managers page. Here you can update player positions or jersey numbers if there is a change in the season. By creating an account you will receive emails with the completed GameSheet once it has been approved and reported. These gamesheets are needed for Player Patch Requests.

The GameSheet Scoring app replaces the traditional paper scoresheet, but follows a very similar workflow. Just like the paper scoresheet, the iPad will move from dressing room to dressing room as each team's coach reviews their lineup and signs, then it will be taken into the scorekeepers booth where it will be used to score the game. At the end of the game the iPad will be given to the referees for their post game report and sign off. Finally the game will be uploaded to the league.

- [GameSheet Inc | How it Works](#)
- [Hastings Hockey – GameSheet Start-Up Instructions/Guidelines](#)
- https://cdn1.sportngin.com/attachments/document/8408-2568723/GameSheet_Quick_Guide_11-28-2021.pdf#_ga=2.224654943.491511031.1660508978-741180361.1659406980

There may be circumstances when books/labels are still used for Games and tournaments!

Player Patch Requests

To request these awards for your team, please submit the appropriate request form listed below to your District's Associate Registrar. Please submit in batch requests and not single requests after each game. See the managers page for additional information.

REPORTING SCORES

The District 8 website is also the place to report game scores if your coach asks you to do that. Right on the front page is a link to the Game Results Form. Again, it is very easy to do, just follow the directions. The score needs to be reported by the winning team, or, in the case of a tie, the home team. You also need to report if each team gets their HEP point (fair play point), so make sure you understand how this works. There is a link on the main page right underneath the Game Results Form, or the coach or another manager can explain it to you. Be sure to note the penalty minutes change with the level of play.

GAME BOOK LABELS

The manager needs to have labels printed and ready before the first district game (and available for every game and scrimmage) if the location does not utilize GameSheet. These list the team name, roster and coaches name/number and (4) copies are needed for each game. When you have a home game, you need to request a scorebook at the arena office. Apply 1 label to each of the 4 copies in the book. You will also need to get the opposing teams labels from their manager and put those in there as well. For away games, you will need to provide the labels to the opposing teams manager for them to put in their scorebook. There is a template for printing these labels on the Team Manager webpage.

SCORE SHEETS

Before each game, the parent who is doing the score book will need to get each team's coach to sign the sheet, and get the referees signature after the game. One copy goes to the referee for District 8, one copy goes to the opposing team, one copy goes to you to keep, and the remaining copy stays in the book. Check with your coach if they want you to hang on to the score sheets, or if they will.

RESCHEDULING A GAME

If a conflict arises and a home game needs to be rescheduled, you may need to use one of your practice times or contact the Ice Scheduler for additional ice time. Contact the coach and/or manager from the other team and agree on the new date and time once availability is found. Go to the District 8 website, click on the District Forms & Rates link on the left column of the main page for the form needed. Please note that there is a fee involved, so you will need to let the Treasurer know that a check needs to be sent. You will also need to make sure to contact the Referee Coordinator to inform them of the change in date and time. Please note that if there is not at least a 2 week notice of this change, the district may not approve it and it could result in a forfeit!

SCHEDULING SCRIMMAGES

Some coaches prefer to do their own scheduling of scrimmages, but, if they ask you to do it, here's how. **First**, find out if the coach wants to use a practice hour or if you need to get additional ice time from the Ice Scheduler. **Second**, contact the coach and/or manager from the team they want to scrimmage and see if they are available for the date and time you have. **Third**, you will need to contact the Referee Coordinator so they can arrange for a referee to be there. Please note: you need to give the Referee Coordinator a 10-day notice for scrimmages, so they have enough time to get a referee! You will also need parent volunteers for the penalty boxes, time clock and scorebook/gamesheet. **As a reminder if this results in an additional scrimmage not paid for by HHB it will be your responsibility to collect funds from the team and pay each referee directly after the game. See additional information below and on the Managers page - Check request Process.**

CHECK REQUEST PROCESS

Please send all check requests to hhbtreasurer@gmail.com for scrimmages.

Please copy and paste this into the email for your request. All parts that are highlighted will need to be adjusted based on your team/needs. This is only for **home** scrimmages. Away scrimmages are paid out of your team's **slush fund**. Please attempt to submit at least a week before your scrimmage. Your checks will be dropped off at the arena when complete.

Email Subject: Referee Check Request for Scrimmage

Date of Scrimmage: XX/XX/XXX

Team: Bantam B1

Opponent: Rosemount

Number of blank checks request: 2 or 3

Amount of each check: \$73 -

****NOTE please confirm the correct amount for YOUR Teams Level and allotted time = TOURNAMENT AND SCRIMMAGE RATES ****

<https://www.minnesotahockeydistrict8.com/officials-resources/referee-rates-2023-2024/15517>

SCHEDULING TOURNAMENTS

HHB registers teams at the traveling level in a minimum of 2 two tournaments. If additional tournaments are wanted by the Coach, communicate with your team prior to registering as this will require funds to be collected and paid by the manager. Here again, this may already be done by your coach. Keep in mind each level is only allowed a certain number of ice hours for refereed game times. Please check with your level director to verify how many hours your team is allowed. Keep in mind if your team ends up in a district playoff and they are over the hours allowed they will be removed from district play. You may need to do some legwork for them to find out if the tournament is full or if you can still apply. Usually there is a registration page that needs to be filled out and e-mailed or sent in. Many times, there will be other forms you need to submit such as team roster, shoot-out list, or t-shirt orders.

Travel Accommodations

Once you know for sure that you are in a tournament, you should research hotel fees in the area and reserve a block of rooms if necessary (ask for a hockey tournament discount). Be sure to let parents know the info up front, so they can call in and make their own reservations. Once you receive the tournament brackets (schedule of games), be sure to post it on your team page and/or distribute a copy to parents.

Travel Responsibilities

As the team manager, you will be expected to arrive early for the first game so you can check-in your team. Be sure to bring along your team roster as they will need to check the approved USA Hockey Roster. You should also be prepared to take a team picture after the tournament if they do well, and submit it to the local newspaper or HHB Webmaster to share on social media. Newspaper contacts can be found on your Manager HHB Site <https://www.hastingshockey.com/page/show/102338-managers>

SCHEDULING DRYLAND

Each team has the opportunity to use our dryland facility for additional training. Please check with your coach to see if they want to do this. There may be a limit to how many times per week or month any given team will be allowed to use the dryland facility. Dryland schedules should be posted on the coaching page of the website.

SCHEDULING OUTDOOR ICE

Again, weather permitting, outdoor ice time may be available for teams to use for additional practice time. This MUST be scheduled through the Operations Director since we have to cooperate with the City of Hastings on this. More information will be available on the website.

<https://www.hastingshockey.com/page/show/1078806-outdoor-ice-schedule>

PLAYER ABSENCES

Ask the coach if they would prefer players to contact them or you if they are unable to make it to a practice or game due to illness, vacation or other obligations. If they want them to contact you, be sure you communicate it to the coach in a timely manner, so they can plan accordingly. It is best to utilize the SportsEngine RSVP function the morning of the game/practice.

Player Substitution

If a player who is not rostered on your traveling team is brought with for (1) an absent player or (2) additional player for games or tournaments this must be communicated to the registrar prior the event. The Registrar must receive the player name and USA Hockey number to have the player registered with your team with District 8 for any single game or tournament.

VOLUNTEER REQUIREMENTS/DIBS/VOLUNTEER AGREEMENT

The Hastings Hockey Boosters rely on dedicated parents volunteering to help make our program a success and to offset registration fees for players. Volunteering for HHB is not meant to be a fundraiser, rather an opportunity to continue to make our program a success and to get more people involved. The philosophy is that the more you and your child get involved and have fun, the more likely you will be encouraged and continue through the program.

Home Games/Scrimmages

Each traveling team must provide parents to work the penalty boxes (2), time clock and the scorebook/gamesheet (4 volunteers) for each home game. The Manager is responsible for coordinating these volunteer assignments. A home game work schedule template can be found on the Manager webpage. **These do not count towards the Dibs requirement.**

Scoreboard/Timeclock

To help parents/guardians gain confidence in running the scoreboard during games please encourage your parents to use the scoreboard during practices on **BOTH** rinks. A scoreboard tutorial can be found on the HHB website:

<https://www.hastingshockey.com/page/show/7620892-how-to-operate-the-scoreboard>

Have them run a game to include adding and removing penalties for both teams, adding and removing scores, and starting a new period. The more confident they are, the better for the team and game play. You may have individuals on your team that can help train additional parents/guardians.

This would be a good time also for in-house parents to learn before moving on to a travel team.

Locker Room Monitors

Adults fulfilling this role must have their SafeSport Training, NCIS background screening and USA Hockey Volunteer number verified prior to entering the locker room. These individuals are to be reported to the HHB Registrar to verify completion of District 8 requirements and be rostered to the locker room list.

All teams must have same gender locker room attendants for each practice, scrimmage and game. It is the responsibility of the Locker Room Monitors to ensure the players are getting dressed and there are no cell phones in the locker room Managers are responsible for scheduling locker room monitors.

TEAM FEES

Hastings Hockey has moved away from year end team fees for the traveling teams. For the 2023/2024 hockey season, and moving forward, the registration cost will include allotted practice ice hours, games, scrimmages, home and away tournaments, and referee fees. In the event a team decides to implement more ice times, scrimmages, or tournaments the cost associated with those events will be the responsibility of the respective teams/players. Any additional financial responsibilities will be communicated via the Head Coach and/or Team Managers and funds collected by the manager prior to the event.

Slush Fund- Optional for travel teams

A Slush Fund is a monetary fund set up by a team manager, at the beginning of the season, to cover team expenses that are not covered by a player's registration. Some of these expenses can be, but are not limited to:

- Additional tournament entry fees
- Referee fees for practice games
- Additional ice costs
- Team parties
- Team Apparel
- Team Supplies (hockey tape, wax, helmet screws, laces, medical needs) - Manager Bag

Agree on a slush fund amount that people can live with. Historically, it's somewhere between \$100 and \$200 per player. Open a checking account or run it out of your own. Either way, make a Google doc shared with your team for financial transparency. At the end of the season equally disperse any overage to the team members who contributed.

MISCELLANEOUS

TEAM PARTIES

Start of Season – Plan a get-together at the beginning of the season so that players and parents can get to know each other. This would be a good time to hand out the laminated wallet cards with players names/numbers.

End of Season – Celebrate the end of the season to honor your coaches and players. Coordinate appreciation gifts for coaches.

You can do a potluck at someone's house, have it at a restaurant, or whatever you decide. Make sure to let people know ahead of time and what the financial contribution needs to be for each family.

YEAR-END DUTIES

- All the team jerseys need to be collected and turned in. The jerseys must be washed by the team manager prior to returning.
- Turn in the team book to the Volunteer Director if received at the beginning of the season.

Thank You and Good Luck to your team this year.

Make it memorable and have fun!



Team Work

