

Stillwater Area Hockey Association

Team Manager Handbook



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Stillwater Area Hockey Association Contacts

Here is a link to the current contact list:

- <https://www.stillwaterhockey.net/page/show/11105-board>

Introduction

A Team Manager is a volunteer who assists the parents, players and coaches. Team Managers can be responsible for absolutely anything and everything having to do with the team. The job of Team Manager is a big responsibility that allows the coaches to do their job and keeps the team (players, parents and coaches) operating efficiently. The Manager typically is the team accountant, travel agent, communications manager, and even the event coordinator. This handbook details many of the functions a Team Manager may perform.

1. Pre-Season Requirements and Events

Once teams have been formed and Team Managers have been identified, Team Managers must complete the following steps prior to taking over the team management responsibilities:

- Register with USA Hockey as a Team Manager/Volunteer. The registration fee is waived for off-ice volunteers.
(https://www.usahockeyregistration.com/login_input.action)
- Complete a Background Screening Form with Minnesota Hockey.
(<http://www.minnesotahockey.org/page/show/96281>) You will receive a confirmation that your screening form is complete.
- Forward your confirmation to Tammy Freeman – SAHA Registrar
Tammy Freeman registrar@stillwaterhockey.net
- Attend the SAHA Managers' meeting.
- Attend the mandatory District 2 Coaches' & Managers' Meeting for your level.

Mandatory District 2 Coaches' & Team Managers' Meetings

District 2 (D2) holds mandatory coach and team manager meetings to discuss the upcoming season, go over rule changes, and address anything pertinent to the upcoming season. There are 2 meetings scheduled annually. Look for this information on D2's website www.d2hockey.org.

All head coaches and managers are required to attend the appropriate pre-season meeting. Assistant coaches are strongly urged to attend as well. Official scorebooks and a hard copy of the team's regular season district schedule are handed out at this meeting. The scorebook should contain enough score sheets for the entire season.

1. SAHA Manager's Meeting

SAHA will host an association manager's meeting. The team manager coordinator will hand out the team books, the treasurer will hand out check books and current account balances, the traveling coordinators will discuss pre-registered tournaments, and the SAHA Board will cover other important topics for the year. Managers or one representative must attend a manager meeting. Date, time and location for meetings will be sent out in the month prior, so keep an eye out for the email.

Primary Manager Duties

1. Team Book (aka “The Book”) - Guard with your life!

This book includes the Team Roster and appropriate player/coach forms described below. You will need this book to check your team in at tournaments or in case of an emergency. This book should also be with you at every scrimmage or game.

The team book contains all the forms for players and coaches:

- Consent to Treat forms (must have parent signature)
- Approved and signed team roster
- Coach concussion training certificates
- Coach’s CEP information
- Residency waivers (if applicable)

You will need to have this book with you for tournaments that your team is in. Someone will take the book and verify that the documents for each player, coach, and manager are in order.

The team book will be distributed by the SAHA Registrar at the beginning of each season and MUST be returned to the SAHA Registrar at the end of the season.

2. Team Rosters

A roster will be generated by the SAHA Registrar (Tammy Freeman). The roster will include all players, coaches, and managers that are associated with each team. Each player (Squirts/Girls U10 and above), coach, and manager is required to sign the official team roster, per Minnesota Hockey and USA Hockey.

Managers are red-lined on the roster. This means they CANNOT be on the bench during games, unless they are also a rostered coach.

3. Coach Certification and Training

In compliance with USA Hockey, all District 2 coaches must have at least the following level certification:

Jr Gold:	Level 3
Bantam:	Level 3
Peewee:	Level 3
Squirt:	Level 2
U19:	Level 3
U16:	Level 3
U14:	Level 3
U12:	Level 3
U10:	Level 2
Initiation/U8:	Level 1

Expiring coach certifications must be updated by Dec 31st of the current year. Failure to do so results in that coach being removed from the roster. Level 4 certifications do not have expiration dates.

In addition to the level certification, coaches must also take online hockey level (i.e. Squirt, Bantam) training modules for each level he or she is coaching. This rule also applies to coaches who have received their Level 4 certification. If a coach is coaching at more than one level, he/she must take each level's online training course.

Current coach certification levels, expiration dates, and training modules completed can be found on the USA Hockey website.

If all the appropriate paperwork for each player or coach is not turned in, the player will be removed from the roster and will have to be put back once all forms and signatures required have been received. Supplemental paperwork will be necessary to put any player and/or coach back on the roster.

4. Team Finances

Team checking accounts will be opened at Lake Elmo Bank. You will be an authorized signer. You will use this account to pay team expenses such as additional ice time, additional tournament fees, referee fees, etc. Most monies paid are agreed upon by the head coach and team manager. The head coach will typically announce to the parents at a meeting early in the season what his/her expectations are for expenses and the potential for a "team fee". Team fees generally run around \$100 per player. This is a BALL PARK figure only to be used as illustration.

It is highly recommended to create a spreadsheet or other form to document all monies coming in (i.e. team fees) and going out (i.e. practice jerseys, team party) of the account. Should parents or the association request a complete accounting of expenses, the documentation will be readily available.

- Team Based Fundraising - Individual teams can raise money for their team. This money can be used for additional ice, tournament fees not covered by SAHA, team apparel, etc. SAHA offers a few options for fundraising.
- Money for Referee Fees - Referee fees are paid for at the beginning of the season at book signoffs. Any additional games or scrimmages your team schedules outside the regular District 2 league games will need to be paid for out of your team checkbook.

5. Jerseys and Other Team Apparel

Jerseys are distributed to the teams by the jersey coordinator typically at the managers meeting. Visit our Jersey section on our website: <https://www.stillwaterhockey.net/page/show/166123-hockey-jersey-information-page>

6. Manage Team page on SAHA's website

Each head coach and manager will be given administrative access to edit the team's page on SAHA's website. This is very important as most parents rely on this page for updates (including using the iCal and SMS feeds).

Upon selection by the head coach as to who the team manager is, the team manager must contact SAHA's Webmaster, currently [Justin Magill](#) to get administrative access to your team page.

If your team does not want to have a public team page you can grant read-only access as necessary. The email address/NGIN User ID of the individual that registered the child will already be listed, but any additional individuals (other parent/guardian, grandparents, siblings) must be manually added. (As long as the individual has created an NGIN account, the team manager can select those individuals from the Stillwater masterlist.

Each team's roster will be pre-loaded by SAHA. Once the jerseys have been handed out, the manager must update the roster with the assigned jersey numbers. All regular season D2 games will be loaded by D2 and/or SAHA. The manager will need to add any scrimmages, tournament games, or events specific to the team. SAHA's Ice Scheduler, [John Celski](#), will add all practices. The practices are typically posted 1+ weeks prior to the practice.

7. Optional Website Duties and Information

Some teams also designate a Website Manager to spread out the fun over several families. The web pages can be very robust or very simple. There are a lot of options out there. This person typically handles all online scheduling, team statistics, photo postings, team news articles, etc.

Posting team statistics is at the direction of the head coach. If the head coach chooses to post team statistics, they are compiled from the score sheets from each game. The team manager will be responsible for getting a copy of each score sheet after each game. (See scorebook section below.)

Some teams may also have a "team photographer". This person can also be granted administrative access to upload pictures to the team page.

8. Social Media

Many teams choose to participate in social media platforms such as Twitter, Instagram and Facebook. We ask that new managers contact the manager from the previous year to assume the existing accounts. This allows the SAHA social media presence to grow by retaining followers year over year. Please do not create additional accounts without first trying to obtain the current account. Having multiple accounts on a platform for the same level often causes confusion for followers and abandoned accounts to not reflect well on the association. If you have questions on acquisition of existing social media accounts, please contact the Social Media Coordinator or the Manager Coordinator.

*Please review the SAHA social media policy to ensure any online activities comply. –
COMING SOON*

Game Management Duties

Team managers are responsible for coordinating several duties and functions throughout the season. These are required in order to have an administratively smooth season.

1. Game Day Staffing

For each game on the regular D2 season schedule, each team is responsible for providing game day staffing. Home teams provide one volunteer to run the clock and one volunteer to man the penalty box. Visiting teams provide one volunteer to keep the scorebook and one volunteer to man the penalty box. These positions MUST be filled. Based on a typical schedule of games and a normal roster (15 skaters +2 goalies), each family should volunteer for 2 spots right away. Any remaining openings will be communicated by the manager. If openings do not get filled and/or families do not volunteer, the team manager should assign each family equally. It is not fair for a few families to fill all the volunteer positions.

Please also note that your team will be requested to assist in ALL game day staffing (both penalty boxes, scorebook, and clock) for in-house tournaments for your level (Stillwater Stampede, Stillwater Round Up, Roses, Mite/U8 Jamboree). Please be sure to make your parent volunteers aware of this. It is critical to have appropriate staffing for tournament games. Schedulers will ALWAYS try to avoid scheduling a parent when his/her child is playing.

Please be advised that:

- Referees will NOT start any game or scrimmage until there are (4) volunteers in the score bench area and the scorebook is filled out. Game time lost in order to fill these necessary pre-game assignments will not be made up.
- No other persons (except volunteers managing the time clock, scorebook and penalty boxes) will be allowed in the score bench area.
- No minor (under age 18) will be allowed in the score bench or penalty box area. Please arrange to have your children supervised while you volunteer.

2. Locker Room Attendants

USA Hockey and Minnesota Hockey now require same-sex locker room attendants. The locker room attendant is typically a parent volunteer as well. The coaches are usually too busy with game preparation to focus on this aspect of keeping our teams safe. The locker room attendant's responsibilities are to ensure:

- Game/practice preparation is controlled
- No Cell Phone are allowed in locker rooms.
- No illicit photos are taken via handheld devices (cell phones, ipads, itouch, etc.)
- Players act in a respectful, appropriate manner

Locker room attendants must do a background screening, be registered with USA hockey and complete safe sport.

- Register with USA Hockey as a Team Manager/Volunteer. The registration fee is waived for off-ice volunteers.
(https://www.usahockeyregistration.com/login_input.action)
- Complete a Background Screening Form with Minnesota Hockey.
(<http://www.minnesotahockey.org/page/show/96281>) You will receive a confirmation that your screening form is complete.
- Forward your confirmation to Tammy Freeman – SAHA Registrar
Tammy Freeman registrar@stillwaterhockey.net

The Minnesota Hockey District Directors have published their complete policies and rules on the Minnesota Hockey website. The link to the complete list is [Locker Room Monitoring Guidelines | Minnesota Hockey](#).

3. Scorebook

As mentioned above, parent volunteers are tasked with volunteering to keep the scorebook for away games. Prior to each game, the manager should fill in the location, time and opponent as well as complete the player and coach information on all 4 copies of the game sheet. The easiest and most efficient way to do this is to print them on 2" x 4" address labels (Avery, Staples, Office Max brands). A template is in Appendix A. One sticker must be affixed to each page. The head coach MUST sign ALL copies of the coaching stickers.

At the game, either the manager or the parent volunteer must obtain the same information from the home team and verify the head coach has also signed all 4 copies of the game sheet. After the game, the parent volunteer must also sign the game sheet and obtain the referees signatures (they do this by printing their "USA Hockey Officials" number). Once complete, the copies are to be distributed as follows:

Top copy (the original): Winning team sends to D2 level coordinator ASAP

Second (yellow): Officials (or home team if requested)

Third (pink): Home team (if don't give yellow)

Fourth (gold): Visitor

NOTE: If an official ejects a player/coach or if a player/coach will be receiving a suspension, the official WILL take the white original.

4. D2 Online Scoring

All District 2 game results for **Bantam A, Bantam B1, Bantam B2, PeeWee A, PeeWee B1, PeeWee B2, 12A, and 12B** must be recorded by the **winning** team's manager directly on the D2 website within 72 hours of the end of the game. Managers must register with D2 to be granted access to their D2 team page. The link to register is here: [District 2 Online Game Scoring Registration](#)

Once registered, you will receive confirmation from D2. To confirm your access and begin using the online scoring, navigate to your team page via the link: [District 2 Teams Page](#)

Click on your team name to navigate to your team page, where you will see the light switch in the top right of the page. Follow the steps below to update the game record:

1. Click on light switch in top right of page to enter "Edit" mode;
2. Click Game Schedule;
3. Click Scheduled Status button (lower right button "Scheduled");
4. Click "Quick Score" button;
5. Enter score + fair play points (See 2012-2013 Rule Book to determine fair play points);
6. Change the "Game Status" to "Final".

NOTE: You must still mail the white score sheet to the appropriate level coordinator as described in #3 above.

5. Tournaments

SAHA has pre-registered all SAHA traveling and C-level teams for 1-3 tournaments. This information will be communicated at the SAHA Manager's meeting by the Tournament Coordinator and/or the level coordinators. In many cases, tournament arrangements, including hotel reservations, have been made by SAHA for out-of-town tournaments. Upon receiving your tournament information, the team manager is responsible for contacting the tournament coordinator (from the host association) to have the contact information switched. The team manager is then responsible for communicating all game times and locations to the team as well as updating the team page on SAHA's website.

Any additional tournaments agreed upon by the coach and the team will need to be paid for and coordinated by the team manager. A list of potential tournaments can be found on the Let's Play Hockey website ([Tournament Listings](#)).

In the event a tournament that is out of state is selected, the manager will need to complete and submit the Interstate Tournament Request form to D2. The form can be found on D2's website ([Forms | Minnesota Hockey District 2](#)).

6. Game Rescheduling

Occasionally due to weather or scheduling conflicts, D2 games must be rescheduled by either team. Teams are allowed two (2) schedule changes per hockey season for District 2 Traveling teams. Those teams playing in the North East Suburban league will have a maximum of four (4) schedule changes allowed over two weekends. There are **NO EXCEPTIONS** to this rule. All game reschedules must be completed within 14 days of the originally scheduled game date, unless otherwise approved by D2. The following steps must be followed to reschedule a game:

- Contact opposing team and agree to reschedule date, time, and arena. (If it is a home game, try to work with other coaches/managers to trade ice, or try to use a solo practice time if your team has one scheduled.) Verify these items with the other manager/coach via email or other written confirmation.
- Submit online rescheduling form on D2 website ([Game Reschedule Form | Minnesota Hockey District 2](#)). You will receive an email summary of your submission.

- Print the email and send to D2 Vice President, Mike Mallory along with a check for \$100, made payable to “District 2 Hockey”. You will receive a confirmation from D2.
- Forward a copy of the email and confirmation from D2 to the opposing team and the SAHA Ice Scheduler to update the schedule (if a home game).

7. Scrimmages

Any Game/Scrimmage **that you setup**, you must schedule referees. (Scheduling referees is outlined below). The same process is followed for league games. Don’t forget to pay D2 before the game begins. D2 requires the payment be submitted directly to D2 and not to the officials on the day of the scrimmage.

- Requesting Referees for Scrimmage Games
- This is the only format used for scheduling referees for scrimmages in District 2. After completing the referee request form using the link below, you will receive a confirmation email with the referee fees.
- Send a check payable to District 2 within 10 days of request.
- Go to the D2 website www.d2hockey.org
- Select Scrimmage Ref’s (on the left hand side of the web page)
- Fill out the online form. All requests for referees for scrimmages will be received via email ONLY. When requesting referees for District 2 scrimmages, please follow the format listed. All A & B level scrimmage games are to be emailed using form below one week ahead of the game. Scrimmages requested with less than a 3-day notice will receive an additional charge of \$25.00.
- Cancellations of scrimmages can be made 24 hours prior to the scrimmage. No cancellations less than 24 hours prior to scrimmage are permitted.
- Controlled Scrimmages
 - No game clock, refs, or score sheets
 - A controlled scrimmage is where two teams share the same ice, with two (2) or more coaches from each team, conducting a practice session with both teams. No officials are required, no clock is used, a score sheet is not recorded and **2 coaches must be on the ice at ALL times.**

IMPORTANT: Squirts / Girls 10 & Under – Number of Games

Minnesota Hockey limits the number of events per season at the Squirt/U10 level to 35. This includes all games and scrimmages, including controlled scrimmages or cross ice games.

8. Player Award

Players can earn specific awards throughout the season. The following awards are available:

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

Awards are limited to **ONE** of **EACH** award **per player per season**. No patches will be awarded for games where the goal difference is 10 or greater. (Example: score of 10 to 0, 12 to 2, 13 to 1, etc). Complete instructions for filling out the form and required documentation are listed on the Awards form. The form can also be found on D2's website ([Forms | Minnesota Hockey District 2](#)). You must include a **copy** of the game score sheet with the award request. Patches will not be distributed unless the required paperwork is included with the request form. If everything is in order, you will receive a letter back congratulating those players along with the patches for each award. Award requests can be placed throughout the season. This will allow timely processing. The patches will be sent directly to you and will not be mailed to each individual player.

Please note: If you wait until the end of the season as many people do, you may not have the patches in time for your year-end parties, etc.

Additional Information Every Manager Should Know

The team manager should know all the general hockey rules as well as be the “go-to” for special rules related to USA Hockey, Minnesota Hockey and D2 Hockey. This will help the coaching staff concentrate on teaching the kids. The team manager can step into a situation with the referees, tournament coordinators, opposing teams to address any issues without creating any disturbances on the bench.

1. Who can be on the ice?

- Only roster players and coaches can be on the ice when a team has practice, game or scrimmage.
- Student Coaches - A Student Coach is a player age 13 through 17 who is currently properly registered with USA Hockey. A Student Coach must always be under the supervision of a carded, screened adult coach during all practices and in the locker room. A Student coach may help at practices but may not act as a head coach or an assistant coach during practices or games. He/She must wear helmet with full face shield, gloves and skates while on the ice. A student coach may only work with players at least ONE FULL PLAYING AGE LEVEL down. (ex. Pee wee age player can be a Student coach at the Squirt or Mite level). The Student Coach must be registered and have filled out the Student Coach Form that indicates what team he/she is participating as a Student coach. That form is included at the end of this packet.

2. Ice - Managers or Coaches can either:

- Trade between coaches/manager and those parties are responsible for all trades and tracking of these hours. All manager contact information can be found on the [Managers Contact List](#).
- Purchase extra ice time as available at the going hourly rates through the association and available through the ice scheduler.
- Purchase from other arenas. These purchases will not be handled by the SAHA Ice scheduler.
- All game times are handled by the SAHA Ice scheduler and D2. If a game time is changed a change request form is required via D2 and becomes the responsibility of the coaches.

IMPORTANT: Coaches and Managers are NOT allowed to contact the D2 Ice Scheduler. All D2 changes must be initiated and submitted to D2 by the SAHA Ice Scheduler.

3. Accommodations

If you are traveling out of town for a tournament not pre-scheduled by SAHA, locate a hotel/motel in the town you are traveling to and reserve a block of rooms. The block should be a minimum of 1 room per family. When making the reservation it should be setup so that all parents **must** call the hotel/motel directly to request their room on their own personal credit card. The hotel/motel will determine a cut-off date that all rooms must be reserved by. Call the hotel/motel 1-2 weeks before the tournament to verify who has or has not reserved their room.

4. Team Pictures

Team pictures will be taken by Sports Star Photography. Picture dates and details will be communicated to the managers and/or head coaches once the dates have been determined. Order forms will be delivered to the manager/head coach prior to the picture date. It is up to each team to decide what color jersey/socks to wear for the team picture. Make sure each player knows what jersey/socks to wear before the actual picture date.

5. Team Book Turn-in

You can turn in your team book at the end of the season to your level coordinator. Level coordinators are listed on the [website](#).