

# Team Manager Handbook



**2019 - 2020**

## Behind every successful team is a Great Manager!

Thank you for volunteering to take on the responsibility of managing an AVHA traveling hockey team! Without managers our coaches and teams would not be as successful. As a team manager, you will play many important roles; communication director, scheduler, event coordinator, accountant, information resource and many more. You are the glue that holds the team together!

Your role is to coordinate the communication and operational aspects of the team. You will work closely with the coaching staff to handle the off-ice administrative tasks, leaving them to concentrate on coaching. Nothing will please a coach more than knowing he/she does not have to worry about filling volunteer schedules, arranging hotels and activities for out of town tournaments, distributing tournament details, pictures, etc. You are the main liaison between the coaching staff and the team parents, ensuring the season runs smoothly.

The purpose of this manual is to help you get started and anticipate things that will or may come up during the season. This manual will not cover everything but should cover many of them. Refer to it for things like budgets, game administration or who to call if you have a question. Remember the main reason you are the team manager is to help make the team run smoothly for the coaches, players and parents. You should not do it all yourself; ask other parents to pitch in or delegate if volunteers are reluctant.

As always, should you have any questions feel free to contact us at any time!

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## Team Manager Checklist

- Update team page with coaches and manager contact information.
- Encourage parents to subscribe to team calendar.
- Collect missing paperwork identified by Registrar needed from players or coaches
- Schedule team meeting.
- Put together a contact list for the team.
- Create team book/binder.
  - Player Code of conduct (Coach will typically cover this with players. You can provide him/her with copies for players to sign.)
  - Safe sport certifications for managers and locker room monitors
  - Coach certification (nice to have, not required)
  - Team labels (for scoresheets)
  - Official team roster (you will receive from Registrar)
  - Team contact information
- Put together Team Budget including:
  - Extra ice time and scrimmages (discuss with Head Coach)
  - Practice jerseys (Provided in 2019-20)
  - Hotel Room/s for Coaches
  - Team activities, parties, meals
- Update contact information to Tournament Coordinators.
  - They currently have level coordinator contact information.
  - Gate fees were paid when possible.
- Look into team apparel if desired by the team (can be included in team budget if all players are ordering or collect from each family separately)
- Schedule volunteers to monitor the locker room in accordance w/ the USA Locker Room Policy for all practices, games and scrimmages.
- Send locker room monitors the link form website under resources/volunteers to complete background screening form.
- Make hotel arrangements for out of town tournament. Communicate reservation process to team.
- Assign game duties shifts for penalty box (2), clock, and score keeper for each home game. Add assignment schedule to your team calendar.
- Request parent to assist you with team activities or additional areas you want to delegate.
- Print score sheet labels.

# Governing Bodies

## USA Hockey

USA Hockey provides the foundation for the sport of ice hockey in America; helps young people become leaders, even Olympic heroes; and connects the game at every level while promoting a lifelong love of the sport. USA Hockey was founded on Oct. 29, 1937, in New York City. USA Hockey's primary emphasis is on the support and development of grassroots hockey programs.

## MN Hockey

Minnesota Hockey, an affiliate of USA Hockey, is the governing body of youth and amateur hockey in Minnesota and the premier developer of hockey players in the state. Minnesota Hockey (formerly known as the Minnesota Amateur Hockey Association) has provided volunteer services for the development and promotion of hockey in Minnesota since 1947.

## District 8

All AVHA and BHC Co-op traveling teams will play in District 8 of Minnesota Hockey. Other teams in District 8 include Eastview, Lakeville North & South, Eagan, Farmington, Inver Grove Heights, Sibley, Woodbury, Cottage Grove, Hastings, Johnson Como, Rosemount, South St. Paul, and Red Wing.

District 8 rules, team schedules, standings (except for Squirts/Girls 10U & below), and playoff schedules can be found on the District 8 website [www.minnestotahockeydistrict8.com](http://www.minnestotahockeydistrict8.com). Additional rules that govern youth hockey are also made by Minnesota Hockey and are available on their website [www.minnesotahockey.org](http://www.minnesotahockey.org). AVHA teams are expected to comply with Minnesota Hockey and District 8 rules.

Coaches and Managers are expected to be knowledgeable regarding the rules of the game. If you are concerned the coach may be violating a rule, please bring it to their attention or to the Player Development Coordinator for your level of play. It is better to error on the safe side than to possibly penalize the team or other teams in the association. If you need help talking to your coach, contact your Manager Liaison or Level Coordinator.

## AVHA

The mission of the Apple Valley Hockey Association is to create a fun, fair and safe hockey environment that develops respect for others, self-confidence, leadership, competitiveness and teamwork in our student athletes. We will strive to provide the best competition at all levels while maintaining the highest degree of sportsmanship.

Team Managers, Coaches, Locker room Monitors and the AVHA Board must:

- **Complete a background check bi-annually.** <http://screening.minnesotahockey.org>  
After completing the online screening, you will receive by email a screening confirmation. You must forward a copy of the screening confirmation email to Marilou Hochhalter @ [registrar@applevalleyhockey.com](mailto:registrar@applevalleyhockey.com).
- **Register with USA Hockey annually.** [www.usahockeyregistration.com](http://www.usahockeyregistration.com). Coaches can be reimbursed the \$50 USA hockey fee by emailing a copy of the receipt to [registrar@applevalleyhockey.com](mailto:registrar@applevalleyhockey.com). There is no fee for the other positions.
- **Complete SafeSport Training Certification.** Certification is good for 2 years. More information is available on our website <http://www.applevalleyhockey.com/page/show/2981371-safe-sport-policies>

## Additional Coaching Requirements

**USA Hockey Coaching Certification must be current** by completing requirements *no later than 1 week before to your team's first game or December 15, whichever is earlier*. Training is **NOT** available after mid-December.

1. CEP Certifications up-to-date.
2. Modules must coincide with level coaching.
3. Concussion training.

AVHA will reimburse for CEP class registration fees and online age-specific module registration fees provided the coach also completes the other requirements necessary to be **rostered** on an AVHA team. Mailbox is available at Hayes arena for hard copies of screening forms and receipts for reimbursement. Receipts may also be emailed to [registrar@applevalleyhockey.com](mailto:registrar@applevalleyhockey.com) Receipts are reimbursed after a coach is successfully rostered on a team.

# Communication

## Association Website

The association maintains a robust website that is a great source of information. The website contains a team specific information page and calendar. You will be granted access to your team page and calendar. You can add articles, pictures, contact information and other important communications to your team. It is helpful to list the scrimmage contact on your team page.

For the 2019-20 season, AVHA hosted team pages are mirrored from the Burnsville Hockey Club website. Please make all changes from the [www.blazehockey.com](http://www.blazehockey.com) website. The changes will then be mirrored/reflected/updated on [www.applevalleyhockey.com](http://www.applevalleyhockey.com) team pages.

Team Managers are granted additional rights to edit the team pages. Email [administrator@applevalleyhockey.com](mailto:administrator@applevalleyhockey.com) to have access granted.

Please inform your families that the website will be the main source of information and communication.

## Team Calendar

All team calendars are public. All team activities should be added to your calendar for a "one stop shop" of the team schedule. When adding events like game duties to the team calendar, please create a new event. If you modify a current event, it can be lost when the master calendar is updated. Notify ice schedule updates and changes to Ice Schedulers at [burnsvilleice@gmail.com](mailto:burnsvilleice@gmail.com) and [ice@applevalleyhockey.com](mailto:ice@applevalleyhockey.com) .

## Parent Meeting

It is very important that you schedule and conduct a parent's meeting during first few weeks of your team being formed. It is a time for parents to meet the coaches and each other, for coaches to establish expectations and answer any questions your parents may have. It can be helpful to schedule the meeting

before a practice. The meeting room at Hayes arena or the Community Center can be reserved for a nominal fee.

At the parent meeting, distribute the agenda, discuss the proposed budget, have parents sign up to volunteer for game duties, locker room monitor duties, and any additional areas you would like help. A sample agenda, budget and sign-up sheet are included in the appendix. It is highly recommended that you request volunteers for:

- Hosting and arranging beginning of the season player and parent “get to know you” gathering. These may be separate or together at a public location or someone’s home.
- Arranging away tournament hotel accommodations. It is recommended to ask the hotel for a meeting/gathering room/location.
- Planning team activity and/or meal during away tournament.
- Scheduling parent game volunteers for clock, penalty box, scorekeeping, and locker room monitors.
- Planning end of season party including player and coaches gifts.
- Keeping game stats.
- Whatever else you would like help with.

Answer any questions that may arise and above all be honest as far as costs and expectations. As a team manager, you don’t have to do it all yourself. Hockey is a team sport and each parent, as part of the team is able to contribute to a successful and fun season.

## Budgeting

One of the most important tasks you have as a manager is preparing and managing your team budget. **One hint – OVERESTIMATE!** As all traveling teams are self-supporting, it is important that you list every item on your budget that you expect to use. The parents on your team are responsible to pay these budgeted items. There is a budget form, on the website under the Manager Tools. It is recommended that you use this form to assist you with preparing and managing your budget.

There are two budgets for each team:

- 1. Association Ice Fees** include team ice, tournament entry and gate fees, District 8 fees, and district tournament fees (if applicable). **YOU DO NOT COLLECT THESE FEES.** A monthly Ice Statement will be sent to each family by their home association to collect fees starting in October.
- 2. Team Fees:** Include costs for non-parent coach stipend, parties, meals, coaches hotel rooms, scrimmage referees, additional ice, team clothing, incidentals, labels, etc. It is important to consult with your coach when assembling this part of the budget. Recommended maximum team fees are \$175 for Squirt/U10, \$225 for PeeWee/U12, and \$250 for Bantam/U14.

After you have determined team fees budget, divide the total by the number of players to determine each players contribution. You determine the due date/s for this payment.

- Payment option One: collect the entire team fee up front. This is easier for you to manage, but may be harder on the families depending on the total.
- Payment option Two: divide the team fees into 2 payments: One at the start of the season and one mid-season. Consider when you will need to be paying large expenses when determining mid-season due date.

The team fees written out to your team account, given to you and deposited into your team checking account. Remember, you need to collect what you have budgeted for. A refund can be distributed at the end of the season if your team doesn’t spend the budgeted amount. It is much easier to issue a refund or increase the end of the season party fund than to collect more money at the end of season if you spend more than collected in the budget.

## Team Checkbook

AVHA has a checking account available for each team's use. The signer for the account must be an AVHA member. The association checking account will have a starting balance of \$300. This starting balance is only a "loan" to get you started. At the end of the season your account must have a balance of \$300 when turned in.

A checkbook register template is available on the website under Manager Tools. Record all payments from parents/deposits to the team account as well as payments/disbursements from the team account. Checks should be made out to AVHA – Team name (ex. Squirt A, BB2, PWA.) Keep copies of receipts for purchases made or reimbursed out of the team funds. These are AVHA accounts and may be monitored and/or audited. The Treasurer has a form that must be completed in order for you to be an authorized signer on the team account. On-line account access is available. The team checkbook needs to be returned to the Treasurer at the end of the season, even if you plan on managing the same team next season.

## Team Contact List

Perhaps your biggest task will be communication with the parents/team. This can be done many ways but the recommended method is via the website and email. It is helpful to create a team contact list and distribute it to the parents so they can arrange carpools and reference as needed. A template contact list is available on the website under Manager Tools and also in the appendix. A team email distribution list will be helpful in communications. Many families have more than one email that they would like to receive communications.

## Roster Cards

A template for roster cards is available on the AVHA website under Manager Tools. Roster cards are helpful at the beginning of the season so parents can cheer for and get to know other players and parents on the team. The roster card front contains player jersey number and name. The back contains the player's parent names.

## Conflict Resolution

Managers often coordinate coach communication to the team, but you should avoid being directly involved in conflicts between players/parents and coaches. You may mention to a coach that a player or parent has an issue/concern, but let the coach handle the situation.

If a conflict goes beyond what the coach can handle or the parent is not comfortable approaching the coach, then the Board Level Coordinator should be contacted. Names and phone numbers are on the association websites. AVHA: About AVHA/Board & Leadership, BHC: Burnsville Hockey Club/Board. Each association also has a grievance committee. The level coordinator has the information and process for contacting them.

## Volunteer Requirements

**AVHA:** Each AVHA family will be required to volunteer for six (6) hours during the 2019-2020 season. AVHA will be hosting 3 tournaments this season; Squirt A tournament December 13-19, Mite tournament December 28, and Peewee C District playoff March 2-9, 2020. **BHC:** Each BHC family will be required to volunteer for three (3) Dibs sessions per skater.

Volunteer opportunities are posted on the website under the Dibs tab. Team volunteer requirements (game duties, party planning, etc) do not count towards the volunteer requirements. Families not completing the volunteer requirement will forfeit their share of the ice rebates, when offered.

# Game Information

## Team Book

Each team will have a binder that the manager will maintain records in. Essential items are: Official roster, signed Player Code of Conduct forms, copy of Safe Sport Certifications, etc. Other helpful items are: team contact list, scoresheet labels, completed game score sheets, tournament t-shirt order forms, etc. Please note consent to treat forms are no longer required.

## Rosters

Soon after your team is selected you will receive a team roster from the AVHA Registrar. It is an official record of the players and coaches on your team. Keep the official roster with you at all times in your Team Book. Bring it with you to all games and tournaments. The approved roster is proof of USA hockey registration (including insurance coverage) and eligibility to participate in games at the level designated on the Roster.

The Registrar may also ask for your help in getting copies of necessary documents to be submitted with the roster to District 8. These documents may include copies of player birth certificates, coach credentials, and screening forms for coaches, managers and locker room monitors.

Coaches are also required to be rostered. Anyone that is on the ice or the bench with your team needs to be on the Official Roster. It is much easier to roster qualified coaches who might be on the ice than to risk insurance coverage for coaches or players. Non-rostered players, including older or younger siblings of players, are not to be on the ice during a practice, unless they are qualified, registered, and acting as a student coaches. Also, the insurance provided by USA Hockey is not intended to be the primary insurance for players and coaches. USA Hockey insurance has a high deductible. It is meant in the event of a major incident.

Your team is unable to have any pre-season **refereed** scrimmages until you have the official roster. Doing so would be in violation of D8 rules and would subject your team and the entire association to disciplinary actions. Scrimmages controlled by coaches with no scorekeeping are acceptable during the pre-season.

## Practice Schedule

The Ice Schedulers will schedule preliminary practices for your team and add them to your calendar. Outdoor ice practices will begin in mid-December (weather permitting) and will be communicated to the managers and coaches in early December. Coaches are encouraged to make use of the outdoor ice. However, outdoor ice may be skipped on days when indoor ice is scheduled, if the team has had several days in a row of games/practices or the weather is bad.

### ***Additional Ice Time***

Your coach may ask you to find additional ice for practices or scrimmages. Here are a couple of hints - in order of recommendation:

1. Contact the ice schedulers. Sometimes, on short notice, a team will turn in ice time. They also have access to all calendars and can let you know if another team is able to share ice.
2. Use [www.rinkfinder.com](http://www.rinkfinder.com). Many rinks around the Twin Cities subscribe to this website. They will post their open hours of ice time. The City of St. Paul operates a website with the same purpose.

When buying an hour of ice directly, it will be necessary to pay for the ice out of your team checkbook. The arenas will not allow your team on the ice until your hour is paid in full. Some rinks may even require you to drop off a check as a deposit before your scheduled hour.

Tip: Given this is a team expense you should ask your coaches how many hours of additional ice they would like you to add to your team budget. If the budget is exceeded, team parent approval is necessary to increase the budgeted amount.

## Locker Room Policy

In an effort to keep our players safe and protect our coaches, AVHA has adopted USA Hockey's Locker Room Monitor Policy.

*USA Hockey is concerned with locker room activities between minor players; minor players and adult players; adults being alone with individual minor players in locker rooms; and with nonofficial or non-related adults having unsupervised access to minor participants at sanctioned team events.*

*It is the policy of USA Hockey and USA Hockey InLine that all Affiliates, Districts, leagues, and local hockey programs have at least one responsible adult present directly monitoring the locker room during all team events to assure that only participants, (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.*

*Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.*

As soon as possible, assign volunteers of same gender as players to monitor the locker room for any practice, scrimmage or game. Any time there is more than 1 player in the locker room, there should be a monitor present. An adult should not be alone with a single player either. The monitor may leave the locker room if only one player is left. Locker room monitors are required. Teams can be sanctioned or banned from post season play for violating this policy. The schedule can be added to your team calendar. Modifications or edits to the Ice Coordinator created practices, scrimmages, and games will be lost when the master schedule is updated. It is best to create a separate event. The monitors should report when the coach expects players to start arriving. This will vary depending on the coach, typically 30-45 prior to taking the ice. Locker Room Monitors are required to consent to a background check and complete SafeSport training.

## SafeSport

We are committed to creating a safe and positive environment for our player's physical, emotional and social development in an environment free from abuse and misconduct. Therefore, both AVHA and BHC have adopted the USA Hockey SafeSport Program. SafeSport policies are designed to address sexual abuse, physical abuse, emotional abuse, bullying, threats, harassment and hazing behaviors. All adults in contact with our players in a coaching, locker room monitor, or manager capacity are required to obtain SafeSport certification. The training is comprised of short video segments that take approximately 90 minutes to complete. First, you will need to register with USA Hockey as "Ice Managers/Volunteers" at [https://www.usahockeyregistration.com/login\\_input.action](https://www.usahockeyregistration.com/login_input.action). Your confirmation number will be used to register for the SafeSport training at <http://www.usahockey.com/safesporttraining>. Links for the training are available on the association website under Manager Tools.

## Scrimmages

Team Managers or Coaches (clarify with your coach who will be responsible) are responsible for scheduling their own scrimmages. You may use scheduled practice time or find your own ice for scrimmages. The Ice Schedulers will assist with "home" scrimmages if practices are not scheduled out far enough. Please notify the Ice Schedulers at [burnsvilleice@gmail.com](mailto:burnsvilleice@gmail.com) and [ray.narog@applevalleyhockey.com](mailto:ray.narog@applevalleyhockey.com) when you schedule a scrimmage so it can be added to your calendar. It is important the Ice Scheduler add the scrimmage to your calendar so it can be updated on the master calendar and not erased with updates. Please include the date, time, arena and opponent for each scheduled scrimmage in your message.

Teams at some levels of play, in particular Squirts and 10U girls, are only allowed a certain number of games in a season. A **game** is defined as having referees, and/or having the clock running. Refereed scrimmages, league and tournament games count towards this total number.

A **controlled scrimmage** is defined as not keeping the score/clock and with the coaches on the ice giving instruction. A controlled scrimmage does not count toward your number of games. Controlled scrimmage scores are NOT be entered on your team page and are NOT reported to District 8.

## Referees

If you are scheduling a refereed scrimmage at home, referees must be requested from District 8. Keep in mind that referees must be requested at least 14 days in advance. To schedule referees, contact District 8's referee scheduler Dennis Hyster at [dhyster1@lightblast.net](mailto:dhyster1@lightblast.net), 651-423-4422 or 612-685-5603. Referee rates are listed on the District 8 website and AVHA website under Manager Tools. Referees for scrimmages need to be paid from your team checkbook. The District 8 scheduler also earns a fee for each scrimmage scheduled. He sends a bill at the end of the season. It is best to keep track of the number of scrimmages scheduled and deducted the fee from the team checkbook before closing out the account for the season.

## Scrimmage costs

When scheduling a scrimmage be sure to determine with the other team how the ice and refs are being split. In most cases, your team will host and pay for ice and referees, then the opposing team will reciprocate. If a reciprocating game cannot be scheduled, it is normal practice to split the cost of ice and referees. Sometimes the home team will pay the ice and the opposing team pays the referees or total cost is calculated and the opposing team writes a check for half of the costs. Ice costs can be found on the AVHA website under Manager Tools. District 8 has an additional scrimmage scheduling fee that will be billed at the end of the season.

## League Games

Scheduling of D8 league games is done by District 8. The final schedule will be uploaded to your team calendar by the Ice Schedulers. It will also be posted on the D8 website.

Your team will play approximately 16 league games; 8 at home and 8 away. The referees for your games have been assigned by District 8 and are paid for by your District 8 fees which are included on your association ice bill. There is a \$30 fee to reschedule league games; games should only be rescheduled if absolutely necessary. Please contact the Ice Scheduler to reschedule a game.

## Scoresheet/Reporting Games

The home team records the players of each team, shots, saves, penalties, scores, and fair play points. The winning team reports the score to District 8 via [www.minnesotahockeydistrict8.com](http://www.minnesotahockeydistrict8.com) website. Keep copies of the score sheet in case the opposing team does not report the game timely or accurately. The coach may want to see the score sheet immediately after the game or prefer to have a copy emailed to him/her.

**Please note:** If you are hosting a District 8 game at a non-District 8 arena (ST Thomas, Richfield, etc), you will want to bring game sheets with you. District 8 rinks provide game sheets at the arenas. Other districts do not so you need to bring a game sheet with you.

## Labels

Each game scoresheet will require a list of players with jersey number in jersey order. A template for creating these labels is available under Manager Tools. There is also a template for coach labels. CEP# and level is no longer required on game labels. The labels are size 2" x 4". There are multiple tabs so you can select the appropriate team size label. You will use 4 labels of both player and coaches for each game. This may be something you want to add to your team book since you are bringing that to each game. When you check in for tournaments, they will want labels for all games.

## Game Duties

If your team is the home team, you must provide:

1. Volunteers for the game clock, scorekeeper and penalty boxes (2). (If you do not know how to operate the game clock or the hour clock, contact the arena attendant for help).
2. Game score sheet (there should be a scorebook at each arena).
3. Game hour clock (60 mins for 10U/Squirt/12U/PW and 75 mins for 14U/Bantams).

The game duties schedule can be added to your calendar. Do not edit a game created by the Ice Coordinator. Any edits to Ice Coordinator games will be lost when the master schedule is update. It is recommended to have game duty volunteers report at least 15 minutes prior to game time.

If you have the time, it is a nice idea to play music on the arena CD player. The arena attendant can help you with this. Music may not be played during game action but may be played during a stoppage in play.

### Important Reminder to all volunteers:

When you are working in the scoring area, you are considered to be a minor official of the game. Yelling at the referees is not allowed and you will be excused from the arena if it happens. Minors (under 18 years old) are not permitted to be score or time keepers. Their presence in the scoring area and penalty boxes is highly discouraged. Anyone under 18 on the player benches (i.e. injured players), penalty boxes or score keeping area must wear a helmet.

## Tournaments

Teams are allowed to play in 4 tournaments; one of which may be out of town requiring a hotel stay by the team. Your tournaments are already scheduled by the Level Coordinator for your level of play. The tournament blocks have been added to your team calendar.

Tournament registration fees paid at the time of registration. These costs are incorporated into the association team ice budget. Gate fees are included at registration when possible. Some tournaments have a per player gate fee. Those fees cannot be paid at time of registration because we do not know the exact number of players at the time of registration (except for Fargo Squirt International). Those gate fees should be included in team budget. Please confirm with the Level Coordinator for the scheduled tournaments or with the Administrator on the amount paid for each of your tournaments; confirm if gate

fees were paid or are required (check the association websites). Contact each Tournament Director to update the contact information for your team to you from the level coordinator and to confirm when any additional fees are due.

You will receive communication from the tournament organizers asking for roster names, numbers, coaches' and manager's names, and other team information. Please respond to them in a timely manner as this is typically for the tournament program. You will want to ensure that your team is in the program and that all of the names are spelled correctly. Nothing disappoints a player or parent more than having their name misspelled. 😊 Tip: Include a separate page with player pronunciations for the introduction of players. Tournament apparel may be offered. Forms are either emailed to you or available on the host association website. Tournament apparel is not required to be purchased by the team. Collect orders and payment. The tournament director will want just one check from the team so have parents make payment to the team and then you send one check from the team account.

**Do not forget to bring the team official team roster. The tournament officials will NOT allow your team to play without this information.**

### **Away Tournament Accommodations**

If you have an "away" tournament, lodging accommodations should be made as soon as possible. Try to find something near the rink that is reasonably priced. Most hotels will offer you a group room block of rooms for a discount rate. Hospitality room or group gathering space should be considering when choosing lodging. The hotel will block an agreed upon number of rooms under your group name. Parents will then contact the hotel directly to make the reservation and guarantee the reservation by providing contact and payment information. You will also want to schedule (and budget for) one team lunch or dinner (pizza party, pot luck, etc.) during the tournament weekend. Away tournaments are great time for building team chemistry.

### **Coaches Hotel Rooms Association Policy**

Traveling teams will pay for one standard hotel room for two (2) nights for up to three (3) coaches (parent or non-parent) for one (1) out of town tournament per season. If a team advances to Regional or State Tournament play that is out of town, please contact your level coordinator regarding expense inquiries. **Do NOT forget to add these rooms to your team budget.**

### **Trophies**

If your team earns a trophy or award at a tournament, please bring it to the office at Hayes Arena. Trophies are typically displayed for at least one year. It is nice to add a picture of the team. If you would like the trophy when it is no longer displayed, include contact information on trophy.

### **District 8 Tournament (Playoffs)**

District 8 holds an end of the season tournament for most level. The host association varies by level. Please refer to [www.minnesotahockeydistrict8.com](http://www.minnesotahockeydistrict8.com) for district playoff tournament information. AVHA prefers teams to participate in the district tournament. Teams do have the option to opt out early in the season. Permission must be obtained from the AVHA board to opt out of the tournament. Approximately a month before the season is over, you will need to research what association the payment needs to be made out to and the amount. Please request payment from the Administrator at [administrator@applevalleyhockey.com](mailto:administrator@applevalleyhockey.com).

## Concussions

**Concussion Safety:** Continuing in 2019-20 season, each coach shall complete concussion training on an annual basis and provide an acknowledgement form with proof of training to the association prior to participating in any team activities. The acknowledgement form and a list of concussion training options can be found on [www.applevalleyhockey.com](http://www.applevalleyhockey.com) under resources/concussions.

A head coach or coach in charge of any team activity who has knowledge of a player sustaining a concussion or exhibiting concussion type symptoms shall complete a Minnesota Hockey Concussion Reporting and Return to Play form relating to the injury. The form must be delivered to the team manager within 48 hours of receipt of information that a player sustained a concussion or exhibited concussion type symptoms. The team manager shall provide a copy of the report to the player's parent or legal guardian. Until the completed Return to Play portion of the form is received by the team manager or coach, the coach and team manager shall ensure that the player does not participate in any team physical activities. The Minnesota Hockey Concussion Reporting and Return to Play form can be accessed on either the District 8 website or [www.applevalleyhockey.com](http://www.applevalleyhockey.com) under resources/concussions.

## Bad Weather

District 8 does not cancel games due to bad weather. Head coaches are responsible to monitor weather conditions and contact the opposing coach if travel is not advised. Contact Paul Moen, District 8 referee in Chief, as soon as possible prior to 3:00 PM to advise the game is to be cancelled. He will contact the referees. A makeup date should be set as soon as possible and a game change form completed and submitted as per the Game Change rule. No fee is charged for a weather related game change. Game change form is located on the District 8 website [www.minnesotahockeydistrict8.com](http://www.minnesotahockeydistrict8.com).

## Final Thoughts

Remember to have fun and most of all; help ensure your players and parents to have fun! Every hockey season is one that the players will think back on and the rewards of being a team manager are that you will have an impact of everyone having a positive experience.

## Resources

**Manager Tools:** <http://www.applevalleyhockey.com/page/show/865585-manager-tools>

- Budget template
- Parent meeting agenda sample
- Parent game duties and volunteer sign-up sample
- Team Contact list template
- Roster Card Sample
- Ice rental costs

**Safe Sport Link:** <http://www.usahockey.com/safesporttraining>

**USA Hockey Registration Link:** [https://www.usahockeyregistration.com/login\\_input.action](https://www.usahockeyregistration.com/login_input.action)

**District 8 Link:** <https://www.minnesotahockeydistrict8.com>