

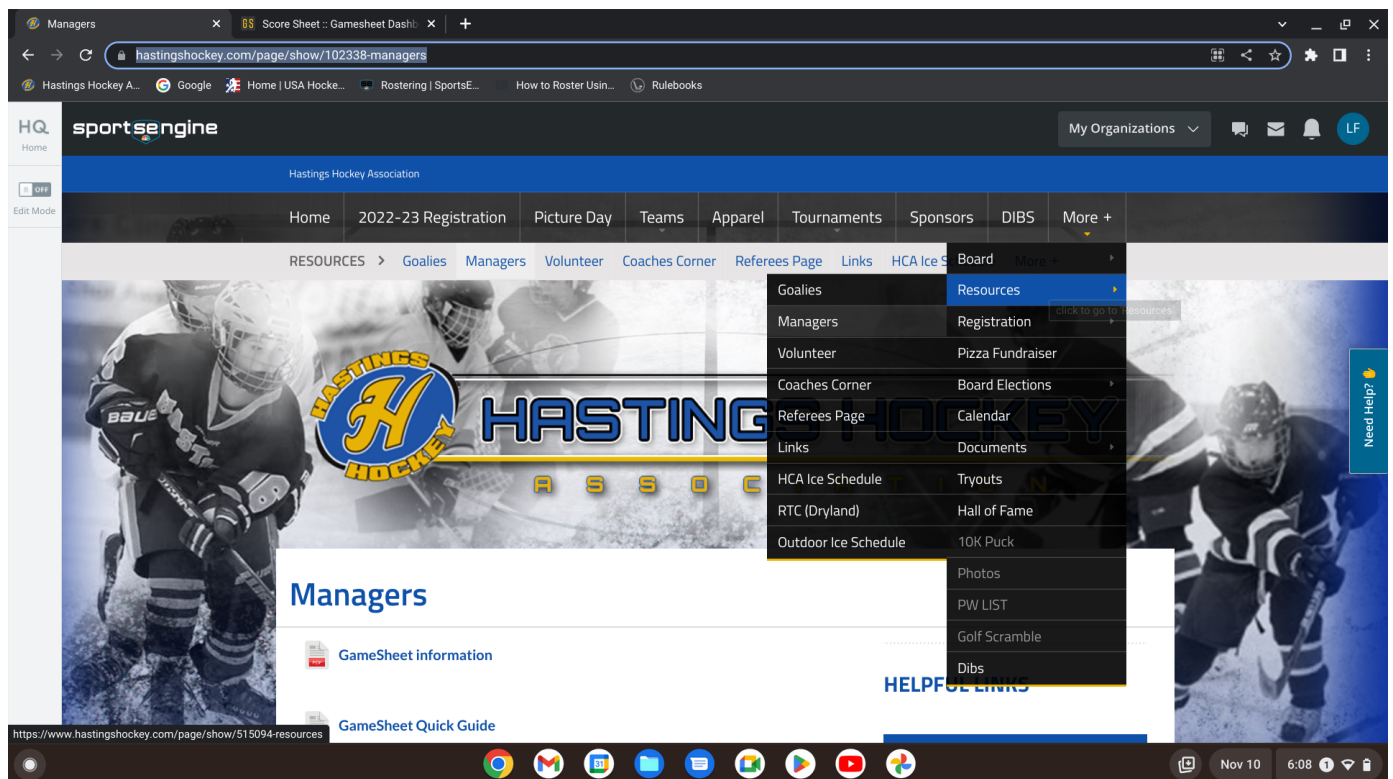
HHB Team Manager Meeting Agenda 23-24

1. Welcome

- a. Board Members and Coordinators. HHB Handbook and HHB Bylaws -
 - i. <https://www.hastingshockey.com/page/show/102308-board-of-directors>
 - ii. <https://www.hastingshockey.com/page/show/102327-hastings-hockey-handbook>
 1. Good information to ensure your team knows where this information is and to direct if you have questions for your director or board members

2. Manager Information

- a. Schedule a meeting with your coach.
 - i. Discuss with your Head coach what they will need from you this year. Remember as a manager you are there first and foremost to make the coaches life much easier so they can focus on the skaters/team development. Also to help make it a positive experience for the kids and families. Display and be accountable for our core values **GRIT**.
- b. All managers must complete their background screening and SafeSport training. If this is not completed you will not receive credit for your role as manager and can be removed from the position.
- c. The managers page can be found on the HHB Website:
<https://www.hastingshockey.com/page/show/102338-managers>



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- d. All documents have been all made available electronically and acknowledged electronically at the time of registration. If a member requests a paper copy they can be found on your manager page.
 - i. If for any reason a specific Code of Conduct needs to be pulled for a spectator or player this can be done. Please have your level director email the President, Vice President, or Registrar to receive a copy of this acknowledgement.
- e. Team Rosters (approved by D8) - these will be emailed to your level director, head coach, and yourself once approved by District 8. Keep this link throughout the 2023-2024 season.
 - i. If there are any changes or additions please email Lisa Ferdig at registrar@hastingshockey.com a list of your updates to include jersey numbers.
- f. GameSheet, Team Roster Cards, and Team Roster Stickers
 - i. Scorebooks are no longer used in most district games and exhibition tournaments. *If there is an instance while at the Hastings Arena and gamesheet is down, the scorebook will be in the office.*
 - 1. Login and create your account with GameSheet. Your team's GameSheet invitation code is on the manager page and can change yearly.
 - a. Gamesheet information and quick guide
 - i. Review these documents and are a great resource for your team.
 - ii. Print Game Score sheet to submit with Player award request with District 8
 - iii. Verify if your game was loaded to the cloud by the timekeeper
 - ii. Templates for Team Roster Cards can be found on the manager page or create your own
 - 1. These cards are very helpful for parents and families to get to know who is who on the ice.
 - iii. Team Roster Stickers - if you need these please email the registrar ASAP.
 - 1. In the event GameSheet is not working or the IPAD is not available, keep 15-20 roster stickers with you when attending games and tournaments. Some tournaments will let you know beforehand how many they require prior to the event. Make sure you have these before you leave town.
- g. Locker Room Monitors - Must be present inside the locker room including practices.
 - i. All monitors must have a USA Hockey Volunteer Confirmation number and be sent to Lisa Ferdig to confirm SafeSport and Screening is complete prior to fulfilling this role. Check with your coach to verify how this will be handled for the season. (Coaches, manager, or parents)

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- ii. No DIBS - Team Obligation to ensure compliance with USA Hockey.
 - iii. Additional information and links can be found on the HHB website:
<https://www.hastingshockey.com/page/show/102409-volunteer-information>
3. Team Web Pages:
 - a. Joe Westman can give you access to the team pages if you haven't requested access.
 - b. Team page questions can be directed at your level director or Joe at website@hastingshockey.com
 - c. Rostering teams is done through your SportsEngine HQ account.
4. Travel Lodging
 - a. For Travel tournaments it is up to YOU to call ahead and reserve a room block for your team. Talk with your team to verify if there are any additional rooms needed (split households, grandparents) or if there are special accommodations required (handicap) prior to calling hotels.
 - b. Ask if there are discounts or group rates that are available.
5. Traveling Team Fee's - Review the Team Managers guide provided on the HHB Website.
 - a. 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 Funds are encouraged.
6. Coaches may have you schedule or reschedule scrimmages or games. Ensure you will not exceed your level hours allowed. If your team exceeds the limit they can be pulled from District Playoffs and fines assessed by District 8. Verify with your coach or level director to verify where your team is at prior to scheduling additional games. **ONLY REFEREED GAMES APPLY TO YOUR HOURS. COACH CONTROLLED SCRIMMAGES DO NOT APPLY.**
 - a. Reach out to the HHB Ice Scheduler to verify if there is an open slot for your team. Ice Time is getting very slim due to the amount of teams currently rostered with Hastings. This is a good thing but can make getting "extra" ice time difficult.
7. Information on rescheduling district games can be found on the District 8 website:
<https://www.minnesotahockeydistrict8.com/team-manager-resources/game-reschedule-and-payment/14665>
8. Referee Rates can be found at:
<https://www.minnesotahockeydistrict8.com/officials-resources/referee-rates-2023-2024/15517>
9. District Teams/Schedules can be found at:
<https://www.minnesotahockeydistrict8.com/events/regular-season-schedule/16808>

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10. Home scrimmages/games that you need referees for - go to the HHB website: <https://www.hastingshockey.com/page/show/2180505-referees-page> and follow directions to request a referee for your event

Registrar Notes

- Rosters must be completed and approved before scrimmages or games with outside teams.
- SafeSport and Background Screenings are required for all volunteers (coaches, managers, locker room monitors, skill coaches, etc.)
- You must advise Lisa Ferdig at registrar@hastingshockey.com of all those required to be registered as a volunteer for tracking of requirements.
- Background checks are good for 2 years. SafeSport is now 12 rolling months.
- Birth Certificates (these can be submitted at registration. Registrar has been emailing the parent/guardian directly to request pdf/jpeg to turn into District 8) if Lisa reaches out to you, ensure to follow up with parent as redlined skaters cannot participate or be on the bench without this information. If you receive a paper copy please contact Lisa immediately for pick up.
- Any changes to the roster throughout the year must be sent to Lisa Ferdig at registrar@hastingshockey.com Rosters cannot be changed after 12/31/2023.
- Coaches cannot be added to the roster until they have completed their SafeSport, Screening, and required Coaching Module. If a coach is not on your roster, then cannot be on the ice during practice or on the bench at games.
- If you have any players with another town/state (excludes Cannon Falls, Welch, Vermillion, or those without a Hockey association in surrounding areas) they do require a waiver. Ask your level director or Lisa for clarification if you are not sure. A copy of the waiver can be obtained from your Level Director, President, or Registrar if you are questioned on the eligibility of a player.

Additional Resources

- Patch Award Request
 - <https://www.minnesotahockeydistrict8.com/coaching-resources/usa-hockey-award-patches/14670>
- Substitute Goalie Form
 - <https://www.minnesotahockeydistrict8.com/team-manager-resources/goalie-substitution/14661>
- Substitute Player Form
 - <https://www.minnesotahockeydistrict8.com/team-manager-resources/player-substitution/14662>
- Interstate Travel Form - Needs to be completed prior to your game/scrimmage and approved by District 8.
 - <https://www.minnesotahockeydistrict8.com/team-manager-resources/interstate-travel-request/14663>
- District 8 Rule Book
 - <https://www.minnesotahockeydistrict8.com/about/district-8-rulebook/16841>
- MN Hockey Rule Book
 - <https://www.minnesotahockey.org/handbook>
- USA Hockey Rule Book
 - <https://www.usahockey.com/rulesandresources>
- SafeSport Handbook
 - <https://www.usahockey.com/safesporhandbook>