

BAY COUNTY BLIZZARD HOCKEY



TEAM MANAGER HANDBOOK

2025-2026

THANK YOU for volunteering to be a team manager this season! You are an integral piece in having the season run smoothly for our players, coaches, and organization. This handbook has been developed to be a resource outlining the principal duties of the Team Manager role.

The team manager is the communication link between coaches, parents, Blizzard board members, and MAHA (Michigan Amateur Hockey Association). The main role of the team manager is to handle the administrative aspects of running the team. This allows the coaches more time to focus on coaching, mentoring, and developing hockey skills for the players on the team.

The communication objectives of this role are:

- Establish a procedure for getting information out to all coaches, parents, and/or guardians
- Provide critical information, such as practice and game schedules
- Provide clear, concise, and consistent communication to the team
- Encourage parents and/or guardians to assist throughout the season in a variety of roles (locker room monitor, time & score keeper, penalty box keeper, other DIB opportunities)

STEPS TO BECOMING A TEAM MANAGER

USA Hockey has a few requirements you must complete before you can be a rostered team manager. These requirements need to be completed **prior to** the start of the season. Any costs associated with the process are fully reimbursable by the BCHA by submitting a reimbursement form to the BCHA Board. If you have questions about this process, please contact a BCHA Board Member or another team manager that may have prior experience. The following is **required** as a Team Manager with the Bay County Blizzard Hockey Organization:

- [USA Hockey Volunteer Registration](#)
- [SafeSport Training](#)
- [USA Hockey Background Screening](#)

TEAM MANAGER RESPONSIBILITIES

Communication

Contact Information – It is helpful to gather parent and/or guardian names, phone numbers, and email addresses of each player on your team as soon as possible. The use of the [GroupMe App](#) is highly recommended to maintain communication with parents and/or guardians. Last minutes schedule changes, tournament information, and game-day information are examples of information that needs to be communicated quickly and effectively to the entire team.

Also, during the season, BCHA organization-wide information and reminders tend to be passed down through the coaches and team managers.

Player & Parent Meeting – Once your team is formed, a meeting with all players and all parents and/or guardians is crucial and should be scheduled as soon as possible. The meeting time is when contact information can be exchanged, and expectations and goals for the season can be reviewed by the coach(es) and discussed.

Requirements for U6 / U8 ONLY

U6/U8 Divider Boards – It is the responsibility of the U6/U8 team(s) to set up and take down the divider boards at HOME GAMES. Have a group of parents ready with this task as the boards are heavy. Be aware of the arena schedule to know if any U6/U8 teams play directly before or after your team (they might already be up). The set up and take down of the boards are included in the 50-minute ice time allotted to your team, so we want everyone to work expediently.

Time Clock – BCHA parents and/or guardians are responsible for running the time clock duties at all **HOME** games. The Team Manager should assign this duty to any parents and/or guardians that are willing to assist. If you are not familiar with the time clocks at the Bay County Civic Arena, please familiarize yourself with them at practices or Skills & Drills sessions. The clocks are very easy to use, and there are “cheat sheets” in the timekeeper’s box, and at the end of this document, to help guide you.

Requirements for U10 / U12 / U14 / U16&18 ONLY

Team Binders – Team Managers are the keepers of the team’s collective information. The Team Manager should create a binder to keep data easily accessible. Documents to include in a binder should include:

- Official Team Roster
 - This includes Locker Room Monitors rostered as volunteers with USA Hockey
- Parent and/or Guardian contact lists
- Player medical forms (in a confidential folder within the binder)
- Forms and score sheets (Copy of every game score sheet – or printout from gamesheet)
- [USA Hockey Concussion Management Return to Play Form](#)
- Schedules
- Volunteer list and hours completed
- Arena information (for tournaments and away games)
- BCHA Scheduler contact information
- Roster Stickers for when GameSheet is not available
- SafeSport / Background check / USA Hockey registration forms for coaches, managers and volunteers.
 - As these are verified in order to be rostered, as long as that happens, you may not need to carry these documents separately.
- [MAHA District / State Playoffs Webpage](#) has a lot of the forms and a video for the credential review

Roster Card – Index or half-sheet cards (laminated) are handy for coaches and parents. These cards may include the player’s jersey number and name.

Score Sheets – A score sheet must be completed at all **HOME** games. The Team Manager shall be responsible for this or may assign this duty to a parent and/or guardian willing to assist. The BCHA will use [GameSheet](#) – a statewide scoring platform – instituted by MAHA. GameSheet is accessed using an App on an Ipad and provides real time updates to standings and scores. The GameSheet App eliminates the need for paper score sheets and stickers and streamlines MAHA processes for team statistics and credentials. [Gamesheet Training Videos](#)

If Gamesheet is not available for any reason, scorekeepers should know how to use the paper copies. Team Managers should also consider carrying some roster stickers in the event a team or tournament is not utilizing GameSheet. [2025 Game Sheet Training Schedule](#)

Other Items You May Want to Keep In your TM Binder:

- Tournament information (registration info, hotels, parent payment info, etc.)
- Calendar for practices, games tournaments, deadlines, etc.
- Volunteer Hours Check List
- Tally Sheet for Player Assists, Goals, Shutouts and Goalie information (Shots on goal, Goals against) because you will be asked for this information at the end of the season.
- This Team Manager Handbook.
- BCHA ScoreKeepers Cheat Sheet for HOME games (also found in the score box)

Score Keeping / Time Clock / Penalty Box – BCHA parents and/or guardians are responsible for fulfilling these duties at all **HOME** games. (Penalty box duties are also required at **AWAY** games.) The Team Manager should assign these duties to any parents and/or guardians that are willing to assist. If you are not familiar with the time clocks at the Bay County Civic Arena, please familiarize yourself with them at practices or Skills & Drills sessions. The clocks are very easy to use, and there are “cheat sheets” in the time keeper’s box, and at the end of this document, to help guide you.

Statistics to Record – Goals, assists and penalties are statistics kept during the games and can be found on the scoresheets/app. It is advisable to add these to a spreadsheet for each game to tally for the end of the season awards. This information is also utilized by coaching staff at the team level to drive efforts in practice, etc. For goalie stats (not recorded on GameSheet), it is encouraged to have someone track shots on goal (for and against) for award purposes. There are several apps to aid with this task.

Additional Information for ALL TEAMS

Scheduling – Practice, Skills & Drills, and game schedules can change without advanced notice. It is imperative that the Team Manager have a reliable source of communication available to the team. Remind parents and/or guardians to check SportsEngine often, as well as the ice schedule on the Bay County Civic Arena website. Any changes / additions / cancellations regarding schedules are typically handled by the BCHA scheduler. Information should be shared with your team immediately should these changes occur.

Out of town games league games are confirmed by the BCHA scheduler. This means your game(s) should be on-time as scheduled unless you are otherwise notified. It may be helpful to send families directions or information on special circumstances regarding out-of-town travel and arenas.

[Michigan Ice Rink Directory](#)

Inclement Weather - Coaches and Team Managers do **NOT** have the discretion to cancel games. Schedulers must be contacted, and arrangements must be made with the opposing team. Parents and/or guardians ultimately make the decision about whether their player should travel to a game during inclement weather. BCHA coaches do have the authority to cancel practices at their discretion, but the Team Manager must notify the BCHA as soon as possible to make arrangements for rescheduling ice time if that is available.

Volunteer & Dib Hours – All parents and/or guardians of registered players must complete four (4) volunteer hours per player throughout the season. Parents and/or guardians may “opt out” of the volunteer hours requirement by paying a one-time \$100 fee to the BCHA. Volunteer opportunities are abundant throughout the season – including score keeping, time clock, penalty box keeper, locker room monitor, bake sale tables, penalty box keeper at Districts, and much more. (Older siblings, grandparents, etc. may claim a volunteer hour for a parent and/or guardian.)

“Dibs” is an online tool through the BCHA website that helps keep members involved by providing a platform to assign volunteer duties and claim responsibility for those duties. Parents and/or guardians can browse Dibs that are available and claim the opportunities. *(Not all volunteer opportunities will be*

posted to the Dibs platform! Only opportunities outside of the regular game requirements will be posted!)

It is the Team Manager's responsibility to document when a parent and/or guardian earns a volunteer hour. An Excel spreadsheet can be very useful when keeping track of earned hours. The Team Manager must keep in contact with the Volunteer Coordinator throughout the season and turn in a list near the end of the season that details the hours earned by each parent and/or guardian.

Locker Room Monitor – BCHA, in accordance with USA Hockey and [MAHA](#), requires voluntary adult(s) to monitor the locker room by being in the locker room or within arm's length of outside the door when players are in the locker room. The [locker room monitor](#) must be regularly checking on the activity within the locker room. The locker room monitor also ensures that keys are obtained, and the locker room is secured when players are on the ice. **All locker room monitors must have completed all USA Hockey requirements, including a background check and SafeSport as well as a USA hockey registration for volunteers.** Please refer to the [USA Hockey SafeSport Program Handbook](#), available on the USA Hockey website and the [association's locker room policy, available in the BCHA website](#). Team Managers will be responsible for designating a locker room monitor at **ALL** games, until the coaches are present in the locker room. Per MAHA rules and regulations - **CELL PHONES ARE NOT ALLOWED IN THE LOCKER ROOMS FOR ANY REASON! Cell phones MUST always remain in the player's bag or pocket!** Violations of the cell phone rule can result in the suspension of the team's head coach, as well as fines, further suspensions, and removal of an associations good standing with MAHA.

[Locker room Monitor Responsibility Information from USA Hockey](#).

A locker room monitor is essential for safety of the players. A lot of the time, the monitoring of the locker room can be done by coaching staff. In times where coaches are not available, two parents with the appropriate registration requirements will be needed to fulfill this essential role during any type of team event. Being a rostered locker room monitor doesn't grant you automatic access the locker room, but it is a needed role at times the coaches are not available, and this role is delegated. This is also not intended to assist your player in getting dressed or tying skates. Players should be able to do that unassisted by U10.

Concussion Forms

In your team binders, please carry blank USA Hockey Concussion Management [Return to Play Forms](#) found on [MAHA's Concussion Management webpage](#). If a player is removed from athletic activity due to a suspected concussion, they WILL NOT return to play without a fully completed form that includes a signature by their medical professional clearing them to participate without restrictions. This form MUST be sent to the BCHA Board for record keeping and MAHA's Player Safety Coordinator, contact information is on the form.

Equipment

Team Managers should remind their teams' parents and/or guardians that no equipment or jerseys are provided by the BCHA. (If the player is brand new to the BCHA and this is their first fall season playing, jerseys **must be purchased** prior to the start of the season. Jersey orders were included in the registration process.

Team Managers may coordinate purchasing matching "home" and "away" socks if the team would like to match in appearance – although not required. (The Blizzard sock colors are the same as the NHL Toronto Maple Leafs team colors.)

If gear, such as quick-change goalie gear for 8U players, is necessary, please have your coach reach out to the Blizzard Operations Director to coordinate.

Tournaments

Team Managers may research and book any MAHA sanctioned tournaments that the team agrees to participate in. Tournaments can be found using the MAHA website and searching under "[Find Michigan Tournaments.](#)" (For U6 and U8 teams – check out the [Jamboree Schedule](#).) Most teams choose to compete in one or two tournaments that are "close to home" and one "away" tournament that involves a weekend stay at a hotel. Dates of the prospective tournaments should be given to the game scheduler **as soon as feasible** so that game schedules can be accommodated.

The [BCCA hosts three tournaments](#) each season that most Blizzard teams choose to compete in. The January Freeze tournament takes place in mid-January, and Puck of the Irish is an end-of-season tournament that takes place in late February or early March dependent on the age group. Both tournaments bring great competition and teams from all over Michigan. For 6U and 8U teams, the Bay County Civic Arena Hosts the Gravy Cup on Thanksgiving weekend.

Remember that MAHA sanctions the number of games a team can participate in throughout the season. For U10 and above, be careful not to schedule too many tournaments, as your team may go over the limit of allowed games. More information on [MAHA rules and regulations](#) can be found on the MAHA website. The Bay County Blizzard house program is considered Tier III Youth B or House B/Rec.

Hotels

Team Managers should arrange hotel room blocks for weekend “away” tournaments that their team chooses to participate in. Team Managers routinely contact the hotel and reserve a block of rooms so that each family can call the hotel to reserve their own room. Team Managers may also need to coordinate a team dinner at a local restaurant during the tournament weekend.

Team Managers routinely organize “Get Fired Up” ideas for tournament weekends – which may include making or ordering hotel door signs, decorating the hotel hallway, making treat bags for the players, creating posters or signs for spectators to hold, or reserving a banquet room at the hotel for team bonding activities.

End of Year Party

The BCHA encourages that all teams have an end-of-year team party. The team manger should communicate with parents on the location, as well as what the meal will be. Past ideas have included a potluck or pizza party followed by a player vs. parent game. Please note that it is the responsibility of the parents to assist in paying for the end-of-year party. Team Managers should contact the BCCA ice scheduler to arrange for ice time when planning a player vs. parent game.

Coaches often choose to hand out awards for individual players on their team. This award celebration is separate from the awards banquet that the BCHA hosts at the end of the fall season. Any individual awards, trophies, or coaches' gifts given out at this ceremony must be purchased by the individual coach or team hosting the ceremony. End-of-year award ceremonies are completely optional.

Awards Banquet

There will be an end of the year awards banquet for the whole association.

Awards given out at the Banquet chosen by the team are as follows: Most Valuable Player, Most Improved Player, Coaches Choice. The awards given out by the BCHA Board association-wide are as follows: Yeti of the Year, Volunteer of the Year, Coach of the Year, Brick Wall Goalie of the Year.

The Bay County Hockey Association would like to THANK YOU for taking on such an important role! Without volunteers like you, the organization would not run smoothly and effectively.

Responsible Behavior

Hockey is an intense sport. Even so, it is crucial that our coaches, team managers, parents and players use appropriate, responsible behavior and language both at hockey related events and between each other. All BCHA members, parents and players alike, sign a code of conduct to ensure respectful behavior is ensured and acknowledge that discipline for unbecoming conduct could be assessed. The codes of conduct are at the end of the document for reference. If there is any concern on you or your teams part regarding any sort of unbecoming behavior of any part of the organization, it must be reported to the BCHA Board.

“Teamwork divides the task and doubles the success!”



BCHA Score Keepers Cheat Sheet

Warm Up, Period Lengths & Penalties are entered into the time clock.

U6 / U8 (clock will run the whole 20 minutes only stopping for injuries)

Game Length: 50 minutes

Warm Up: 3:00 minutes

Period Length: 20 minutes (2) - with the buzzer going off every 2:00 minutes for shift change

Penalty Lengths: Just penalty shots (nothing goes on the clock)

10U / 12U

Game Length: 65 minutes

Warm Up: 3:00 minutes

Period Length: 12:00 minutes (3)

Penalty Lengths: 1:00 (minor) 3:00 (major) 6:00 (misconduct)

*Stop the clock for every whistle and/or injuries.

14U /16U / 18U

Game Length: 80 minutes

Warm Up: 3:00 minutes

Period Length: 15:00 minutes (3)

Penalty Lengths: 1:30 minute (minor) 3:00 (major) 6:00 (misconduct)

*Stop the clock for every whistle and/or injuries.

SCOREKEEPERS: In the Scorebox, game neutrality is expected as you are considered an off-ice official in this role (and you can be heard on LiveBarn). As a reminder, the referees are the on-ice officials and what they say goes, even if you disagree.



GO BLIZZARD!!