



# **Elk River Youth Hockey Association**

## **Team Manager Handbook**

**2021-2022**

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# Definition

## About this Document

This Manager's Handbook is a helpful guide for managers and most of the information in this document should be considered "helpful information". An effort is made to keep this guide up-to-date with policies and procedures of the various USA Hockey affiliate levels (Minnesota Hockey & District 10), but this guide should not be referenced as policy or official code. **Please refer to other sources (ERYHA Handbook, D10 Handbook, Minnesota Hockey Handbook, USA Hockey Policies and Procedures) for official policy information.**

## Being a Team Manager

A Team Manager is a volunteer parent/guardian that assists the coach/assistant coaches of each hockey team. The Team Manager is the liaison between the parents, players, coaches and the ERYHA Board. Team Manager responsibilities can include but are not limited to the following:

- Collecting and completing paperwork
- Communicating with District 10 Level coordinator
- Communicating Information to team member families
- Maintaining the team web page
- Managing the team slush fund
- Setting up the "Team Duties" schedule
- Setting up scrimmages
- Team contacts for tournaments
- Coordinating team apparel

A Team Manager is an important role of the team as it allows the coaches to focus their time on coaching the team.

# Mandatory District 10 Requirements

## District 10 Team Manager Meeting

The four options for D10 manager meetings are listed on the MANAGERS page of the ERYHA website, as well as the D10 website and in the D10 handbook. With the change to use GameSheet in lieu of paper scoresheets this year, it is imperative for you to attend. A Team Manager **MUST** attend the meeting or your team will be fined.

## District 10 Coach Meeting

There are several new rule changes that District 10 wants coaches to hear firsthand. Remind your Head Coach that this is a mandatory meeting. This will happen yearly as rules are reviewed and updated. Times will be listed on the MANAGER page of the D10 website, as well as the D10 website and in the D10 handbook. Failure to attend will result in a team fine.

# Planning the Season

Please refer to the Manager's Resource section, "Maintaining Master Spreadsheet with all Team Information" for additional information regarding some of the tasks listed in this section of the document.

## Contact List

Utilize SportsEngine to:

- Create a team contact list if needed. Navigate to your team page. Once there, Edit->Manage Team->Roster->Print Contact List. You can also utilize the message and chat features from this ROSTER page.
- Construct an E-Mail Distribution list
- Send out a "Welcome to the Season" e-mail to the team and let them know you will be serving as the team manager. The e-mail should include
  - Manager contact information (phone & Email)
  - Head coach contact information (phone & Email)
  - Assistant coach(es) names (if known)
  - Web Page information

## Manager/ Head Coach Season Planning Discussion

Contact the Head Coach to discuss the following in preparation for the season:

- Preferred date and time for a parent meeting (usually before or after a practice)
- Topics they would like to cover at the parent meeting
- Is the coach interested in scrimmages? If so, how many? (Count towards 35 game limit U10/Squirts)
- Preferences for team apparel
- Any additional anticipated team events that may need to be planned for from a financial perspective
- Dryland Facility expectations

## Parent Meeting

After the Manager/Head Coach discussion has taken place, you should proceed with setting up a parent meeting. An e-mail should be sent out to families, indicating:

- Mandatory (at least one parent or guardian for each player)
- Date, time, and location of meeting
- Checkbooks should be brought to the meeting to cover slush fund requirements

The Coach and Team Manager should have the following ready to go in preparation for the meeting:

- Meeting Agenda which can include, but is not limited to, the following:
  - ✓ Goals for the Season
  - ✓ Expectations of Players and Parents
  - ✓ Review of the Code of Conduct (player/parent signed during registration)
  - ✓ Review of ERYHA Volunteer Requirements (15 hours in 2021-2022, 7 hours of which must be during ERYHA-hosted tournaments)
  - ✓ Review Locker Room Policy
  - ✓ Team Sponsorship Opportunities
  - ✓ Housekeeping Items, including:

- Verification of Contact Information
- Who to contact when a player will miss practice and/or games?
- Parent/Guardian “Team Duties”
  - Locker Room Parent (practice/games) – requires SafeSport
  - Scorebook/GameSheet app (home games)
  - Timekeeper (home games)
  - Penalty Box (home and away games)
- Team Fees (if applicable)
- Tournament Schedule and applicable hotel information
- Team Apparel
- Team Slush Fund
- Game Jersey Distribution & Care Guidelines, per ERYHA
- Team Pictures
- Team Calendar, ICAL, NGIN App
- Shutterfly/Facebook Team Page/Twitter – remember, you’re social meeting postings reflect upon ERYHA as entire association, so consider that before posting!

## Team Web Page

Obtain access to the ERYHA website team page by submitting the access request form found on the team page. Set up the following on the web page:

- Team Roster is already set up by ERYHA, you can edit profiles (jersey #, etc.) but please do NOT change/remove/add rosters as they are linked to our invoice system. Contact the [ERYHA Registrar](#) if you need assistance.
- Coach Contact Information
- Manager Contact Information
- Parent Duties Schedule
- E-Mail Team Distribution Link
- Helpful policy links
  - [Locker Room and Photographic Devices Policies](#)
  - [Rink Finder](#)
  - [USA Hockey background check](#)

As part of the distribution and allocation of practice and game ice time, the ERYHA Ice Scheduler will load all practice and games into NGIN’s calendar. Game and Practice events will be ‘tagged’ to specific teams. **PLEASE DO NOT TOUCH THESE PRACTICES OR GAMES ON THE CALENDAR!**

Additional team events can be added to the calendar, **but please make sure you are tagging the correct team.**

## Team Equipment

The ERYHA Equipment Manager will send out a communication when the team jerseys, manager bag, and puck bag are ready to be picked up (if not ready to be distributed during the ERYHA manager meeting).

Level directors have already distributed pucks to the head coaches. If your Head Coach needs a puck bag prior to the scheduled pick-up time, please contact the Equipment Manager.

*Notes:*

1. If the jersey(s) are not returned, the player will be invoiced by the ERYHA Registrar for \$100.00 each.
2. If the puck bag or manager bag are not returned, the team will be charged at the end of the season.
3. Managers are responsible to return ALL jerseys at the end of the season that were allocated to the team. This includes those that were not assigned to a player – keep track of any extra jerseys.

## **Distribute Jerseys and Socks**

After Jerseys and socks are picked up from the ERYHA Equipment Manager:

- Inspect Jerseys and note any damage (they're new in 2021-2022, so there shouldn't be any damages).
- Take an inventory of the Jersey sizes you have in your bin and the associated numbers,
- If socks are worn, they cannot be exchanged for a new size; you will be charged for a new pair.

Recommended approach for Jersey Distribution:

- Send out an email to the team with the jersey numbers that are available and the associated sizes.
- Have each player select their top 3 number choices.
- If two players want the same number, it is recommended that the number go to the older player (2<sup>nd</sup> year).
- Once jersey numbers are assigned, please add jersey numbers to each player on the roster on the website. We will need to provide D10 with this information when the team is officially rostered, so they can import numbers into the GameSheet app.

## **Create Team Labels/Roster Cards**

- After Team Jerseys have been distributed:
  - Create scorebook roster labels (template available on the Manager section of the ERYHA site),
  - Create scorebook coach labels,
  - Create and distribute team roster cards to parents/guardians.

## **GameSheet App**

D10 has made to decision to replace the use of paper score sheets for all D10 games and the district tournament and move to an electronic online scoring app called GameSheet. Since this is the first year, we don't have a good understanding of how this will go or what the app will look like. Additional information will be provided at the mandatory D10 managers meeting. You will need to utilized an iPad to score games; if you don't have one, try to find somebody on the team that is willing to use theirs, or maybe they'd volunteer to score all of the games. Here are some links to information pertaining to GameSheet:

- [Link to App](#)
- [Live Training Class Schedule](#)
- [OnDemand Training Videos](#)

## **Team Scorebook**

Obtain a team scorebook at the ERYHA Manager meeting, if you need a scorebook prior to the Manager meeting, contact the [ERYHA Rostering Coordinator](#). With the adoption of GameSheet, this will not be needed for D10 play, but you will be provided with one as a backup or in the event you choose to use it (in place of GameSheet) for scrimmages and possibly tournament play.



## Team Tournaments

Team tournament information will be on the team websites and/or passed out at the ERYHA manager meeting. If you need to obtain this information prior to this meeting, the ERYHA Secretary or Level Director should be contacted. Information you need includes:

- Tournaments ERYHA enrolled the team in
- Tournament contacts
- Associated Gate Fees and who it should be paid to host. ERYHA paid tournament gate fees ONLY if they were included with registration. If due at tournament check-in, the team is responsible for paying.
- ERYHA sets up and pays for 3 tournaments (4 for BAA; 2 tournaments for Jr. Gold due to league game schedule and later season start).
- All teams are permitted to play in a 4<sup>th</sup> tournament if one can be obtained. It may be challenging to find a 4<sup>th</sup> local tournament. This 4<sup>th</sup> tournament will be paid for by your team's slush fund (or by participating players if not 100%). The Bantam AA/A team(s) is (are) also expected to participate in the VFW Tournaments, which are traditionally sponsored by the local VFW (this would be a 5<sup>th</sup> tournament for this team).

## Planning for Team Tournaments

- Contact each of the hosting associations Tournament Coordinator and let them know that you will be the contact for your team. This will ensure that you'll receive additional tournament communications
- Seek out additional tournament information by going to the websites of the hosting associations. There you will find additional information that you should take note of such as:
  - ❖ Gate fee due dates
  - ❖ Roster submission due dates
  - ❖ Tournament apparel ordering information & due dates
  - ❖ Tournament sponsored hotels
- Make sure tournaments receive roster stickers if not provided by the tournament director. Always ask before the tournament to make sure you do not need to provide stickers. Be prepared to provide them at the last minute, as they can be misplaced.

## Hotel Information

If ERYHA did not reserve a block of hotel rooms for your team's away tournament you should do this ASAP.

- Locate a hotel in close proximity to the arena(s) your team will be playing at
- Consider cost when selecting a hotel
- Consider Amenities (e.g. breakfast, refrigerators, etc.)
- Reserve a minimum of one room per family in the block rooms. Don't forget about non-parent coaches.
- When making reservations, set it up so that all parents must call the hotel/motel directly, request a room on your block of rooms and reserve a room under their personal credit card.
- The hotel/motel will establish a cut-off date that all rooms must be reserved by.
- Call the hotel a few days before the cut-off date to find out who has not yet reserved a room.
- Call those families and remind them that they only have X days left to reserve their room.

## Extra Team Tournaments

Before scheduling any additional tournaments, review the District 10 policies regarding the maximum number of games your team is eligible to play. Remember to reserve about 5 games for district tournament (if applicable).

To find tournaments, pick up a copy of Let's Play Hockey newspaper at the rink or any athletic shop.

- Review the dates the team is already scheduled for (i.e. league games, scrimmages, practices, etc.)
- Determine what dates the team is available.
- Scan the tournaments listing for a date/location that works and contact the person listed for more information.
- All tournaments must be USA/MN Hockey sanctioned.
- Get approval from your parents! This no longer requires 100% majority, but the tournament will not be mandatory nor negatively impact a player who is unable to attend. The cost of the tournament shall be split among the players choosing to participate.
- Inform the ERYHA Ice Scheduler so you are not scheduled for practices and games on that weekend.
- Squirt and U10 Girls must limit their out-of-town tournaments to two. Reminder that these age groups MUST adhere to the 35-game District 10 limits for the season
- NOTE: If your team selects a tournament out-of-state, you must get prior approval from District 10 BEFORE mailing in any money. The contact person is listed on the District 10 website.

## Region & State Tournaments

- District 10 Season Ending Tournament/Playoffs – Each year, D10 assigns which association/area will host a D10 Level Tournament (i.e. B1 Peeeweess).
- ERYHA pays the entry fees for teams participating in the MN Hockey/USA Region and State Tournaments.

## Rostering & Game Information

### Rostering Pre-Requisites

Work with ERYHA Rostering Coordinator to obtain a team roster that has/will be signed off by District 10 and USA Hockey and used in all game play. This is typically available in early November.

The Rostering Coordinator will work with the Team Manager to obtain the following required documentation that may be missing or incomplete for your team:

#### ***USA Hockey Confirmation Numbers***

- Needed for ALL Coaches, Managers, and Volunteers with access to minors (i.e. locker room monitor)
- Coach CEP Expiration Dates
- SafeSport Status
- Grade-level documentation for players that moved-up

#### ***Birth Certificates***

- District 10 verification for Mite/8U and up.
- Most levels verified in previous years.
- Players that need their Date of Birth verified will need to submit a copy of the state certified birth certificate (state seal on certificate)

### ***Background Check***

- Coaches
- Team Managers
- Locker Room Monitors
- ERYHA Board Members

Background checks must be completed by October 31<sup>st</sup>, and are valid for two years from the date of the last background check. Complete at <https://www.usahockey.com/backgroundscreen> for \$30.

Every adult listed on the official USA Hockey team roster (coaches and team managers) will need to have a USA Hockey confirmation number and successfully completed SafeSport training and passed a background check.

### ***Safe Sport Training / Refresher***

- Completed annually by anyone coming into contact with players.
- Required for any ERYHA volunteer (coach, manager, board member, locker room parent) and any member intending to claim volunteer hours in the DIBS system or otherwise. ERYHA policy states that all volunteers MUST complete Safe Sport.

### ***Coaching Certification***

- All coaches will be required to complete an Online Age Specific Training Module for the specific age level or levels that they will be coaching. The online Age Specific Module must be completed by December 31<sup>st</sup>, in order to continue coaching in the current season. Failure to meet this requirement will result in the coach being removed from the official roster for the remainder of the season, being restricted from any on-ice (or on-bench) affiliation with the team, and will not be credited with their volunteer hours.
- Coaching Registration for all level programs is done online at [www.usahockey.com](http://www.usahockey.com).

## **In Season Duties**

### **Submitting Scores to District 10**

- With the adoption of the GameSheet app, scores will be electronically updated. Our assumption is that D10 will not require any additional score reporting, but ask for clarification at the D10 managers meeting. In the event additional reporting is required, your District 10 Level Director will communicate to you on how they would like scores reported:
  - Email
  - Phone

- Text
- The winning team must call the League Coordinator of their division after each game to report their scores. Your league coordinator can be found on the District 10 website under “Directors” page.
- The home team is responsible to report in case of a tie.
- Failure to report within 24 hours can result in forfeiture of the game and a loss in the standings for both teams, unless the game ended in a tie. This can also result in a fine to your team.
- In that case, only the home team will be listed with a loss and the visiting team will be granted their point.
- Fair play points will be earned by each team, except in the following situations:
  - Squirts – Penalty time exceeds 10 minutes
  - Peewee - Penalty time exceeds 12 minutes
  - Bantam – Penalty time exceeds 14 minutes
  - Junior Gold – Penalty time exceeds 16 minutes
  - Girls U10 – Penalty time exceeds 8 minutes
  - Girls U12 – Penalty time exceeds 10 minutes
  - Girls U15 – Penalty time exceeds 12 minutes
  - Girls U19 – Penalty time exceeds 14 minutes
  - All levels
    - Per District 10 Conduct Rule XIV.C.2, spectators asked to leave the arena
    - Coach assessed a Game Misconduct or Match Penalty
    - An off-ice official (timekeeper, scorekeeper, penalty box attendant) provided by one of the teams exhibits conduct that results in the person being removed from their position by the referee(s).

## Practices – Team Duties

- Locker room parent. This person must have passed a background check and completed SafeSport training.

## Games – Team Duties

- Home
  - Clock
  - Scorekeeping (GameSheet app)
  - Penalty box
  - Locker room parent
- Away
  - Penalty Box
  - Locker room parent

## Team Book

- A team book is built by the rostering coordinator which will be released to teams as soon as all team paperwork has been submitted and approved to District 10 and all Team payments have been by ERYHA.
- You or the coach should have the Team Roster Book with you at all practices, games and scrimmages (scheduled after roster sign-off).
- This book is required to check your team in at tournaments (arrive one hour early with book for check-in).
- The Team Book will contain the:
  - Official Signed roster
  - Any other pertinent documentation.

**IMPORTANT** While a Birth Certificate copy may be needed to support age verification at roster verification (done by Rostering Coordinator), you do NOT need to provide copies of birth certificates for ANY tournaments or games. This is a USA Hockey policy. The signed roster is proof of age verification.

- Return the team book to the Registration Director at the end of the season. The Registration Director will shred all forms.
- You must have the team book at EVERY game. If someone checks for the book and it is NOT present, there will be no game.
- A game misconduct penalty must be reported to D10 within 24 hours

## Setting up “off ice” practices

- Elk River Youth Hockey Dryland Facility
  - 12671 Meadowvale Rd Suite A, Elk River
  - Teams will be scheduled throughout the season at the facility.
- If weather permits, you can use Lion’s Park. The park offers lots of options for dryland conditioning. Other outdoor spaces may also be an option.
- Furniture & Things Community Event Center fieldhouse – reserve through city of Elk River
- Chalk talks and/or gym access within ISD 728
  - Reservations must be made through ISD 728
    - <http://www.isd728.org/domain/935>
    - 763.241.3400 ext. 5539
- Outdoor Ice (*Spectrum rink, Handke Pit, Central Park, etc.*)
  - Contact locations desired to check policies and availability

## Planning Scrimmages

- Check your practice ice schedule for a full ice time slot, if available. If not, contact teams you may share ice with and “trade” ice times to get full ice.
- Contact the District 10 scrimmage referee coordinator, [shraref113@gmail.com](mailto:shraref113@gmail.com), and submit form found on the District 10 website that state the following:
  - Day/Date
  - Time
  - Location
  - Level of play
  - Length of game
  - Number of officials
  - Teams
  - Requested by
  - E-Mail
  - Date requested
  - Referee’s requested
- The district 10 referee coordinator will send a confirmation of the event within 3 days of event.
- Allow up to 7 days for your request to be processed.
- [Contact the ERYHA Treasurer](#) for current referee fees.

## Rescheduling Games

- If you feel it is necessary to reschedule a league game after the final game schedule is distributed, the team will be charged a \$150 penalty fee, payable to MN Hockey District 10.

- The check must accompany the District 10 Reschedule Request Form (email can be used if both coaches agree and addresses are verified to reschedule a game). The form must be signed by the opposing Head Coach or a copy of the final e-mail.
- The requesting team must provide the amount of ice time to play the rescheduled game. Go through the D10 League Coordinator to process this request.
- If the rescheduled date is PRIOR to the original schedule date, the request must be in 7 days before the rescheduled date.
- If the rescheduled date is AFTER the original scheduled date, the request must be in 7 days before the original scheduled date.
- Games that have been postponed because of weather must have the rescheduling process completed within 7 days of the postponement to the appropriate league coordinator both teams will share the cost of the new game.
- If not completed within the time frame, the District will find a location and date for the game to be played. The team which has been refusing the reschedule will be responsible for the full cost of the new game.
- District 10 Hockey requires that all games being rescheduled follow the Game Rescheduling Procedures found on Page 12 of the District 10 Hockey Handbook. Failure to follow the Game Rescheduling Procedures will result in a \$250 penalty to your respective Association as well as the game rescheduling fees as outlined in the Game Rescheduling Procedure.

## ERYHA Ice Schedule Change Procedures

Once a team's schedule has been published to the website, the schedule is final. If you have conflicts (i.e. school events, scheduled scrimmages, etc.), be sure to let the [ERYHA ice scheduler](#) know of them ASAP. If a team needs to make a change to their schedule, they have two options:

1) Arrange a trade with another team. Facilitating a trade is the responsibility of the team manager or coach. Once a trade is arranged, please email the ice scheduler with the updated schedule. The ice scheduler will update the team calendar on our website and notify the appropriate ice arena of the change.

2) Abandon (Drop) their ice time. Please email the ice scheduler stating the team, date, and time that will be dropped. The ice scheduler will update the team calendar on our website and notify the appropriate ice arena of the change, and add the ice time to the Available Ice List on the Resources->Managers->Available Ice web page.

Any ice that is currently open and available for a team to pick up can be found on the Resources->Managers->Available Ice page. Please email the ice scheduler to request one of these ice times.

If you have any questions, please feel free to contact the ERYHA Ice Scheduler.

## Weather Related Cancellations

- In the event the weather is such that it might be hazardous to the health of the participants, the game may be officially postponed. The Head Coach wishing to postpone the game must contact the opposing Head Coach and the League Coordinator at least two and one half (2 & 1/2) hours prior to game time. In the event the League Coordinator cannot be reached in a reasonable amount of time, the Head Coach wishing to postpone the game should contact the Referee Scheduler and inform him of the postponement and then continue to try to contact the League Coordinator.

- The Referee Scheduler should be contacted by the coaches only in the case of an emergency, such as a late postponement due to bad weather. The League Coordinator must notify the Referee Scheduler of a postponement. Any disputes regarding postponement of league games must be discussed with the League Coordinator. The ice hour(s) for the new game will be shared by both teams. The home team Head Coach is responsible to reschedule the postponed game. The District 10 Rescheduling Procedure will be used, with the exception that the \$150.00 penalty is not applicable in this situation.

## Sponsorships

- Try to get a sponsor to help with team expenses
- **All sponsor checks need to be given to the ERYHA Treasurer for tax purposes.**
- Complete the sponsor form found under Fundraising on the ERYHA website.
- When you need funds, email the Treasurer to get a check cut to you or the vendor.

## Codes of Conduct

- <http://www.elkriverhockey.org/policies>
- [D10 Code of Conduct](#)
  - District 10 adheres to, and enforces a zero tolerance policy. The policy requires all players, coaches, officials, District 10 Board Members, Association Board Members, Parents and spectators, to maintain a sportsmanlike and educational atmosphere before, during and after all District 10 scrimmages, games and tournaments.
  - This includes, and is not limited to, abusive behavior, harassment, bullying, obscene language or gestures, verbal abuse, threats of physical abuse and/or actual physical abuse.
  - Penalties:
    - **1st Violation:** After confirmation of an offense, those in violation, shall be suspended for a minimum of the next two consecutive games or one week, whichever is greater.
    - **2nd Violation or Subsequent Violation(s):** After confirmation of an offense, those in violation will have to meet with members of the District 10 Hearing Committee, and will be suspended until a meeting/hearing can be convened. This offense may result in penalties up to and including termination of continuing to participate in the current hockey season. If those in violation consider the penalty unjust, a written appeal can be made to the District 10 Director. This appeal must be received within one week of notification of the ruling by the D10 Board.
  - Our focus is to provide a safe and encouraging environment for players, parents and volunteers.
  - ***USA Hockey and Minnesota Hockey have a ZERO TOLERANCE policy for abuse and misconduct. Through the USA Hockey SafeSport Program, USA Hockey and Minnesota Hockey are committed to creating the safest possible environment for participation in hockey.***
  - ***The USA Hockey SafeSport Program is intended to protect all participants, not just players, from any type of misconduct or abuse.***
- Zero Tolerance Policy
  - MN Hockey Handbook / VIII Playing Rules, Page 29, Fair Play, 2., b. and d.
  - A team will lose their Fair Play points if:
    - Per Conduct Rule XIV.C.2, spectator conduct becomes so abusive that, in referee(s)' opinion, it is distracting from the game or inciting players, requiring the referee(s) to stop play and request specified individuals leave the area.

- An off-ice official (timekeeper, scorekeeper, penalty box attendant) provided by one of the teams exhibits conduct that results in the person being removed from their position by the referee(s).

## Locker Room Policy

- We follow our affiliate's policies, at:
  - District 10
  - Minnesota Hockey
  - USA Hockey
- In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants District 10 adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, District 10 has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.
- ***Policy is subject to change mid-season, along with other ERYHA policies, as directed by our affiliates.***

## Locker Room Monitoring

- Locker Room Monitors should conduct a sweep of the locker rooms and changing areas. If the coaches are not inside the locker rooms, then a coach or a volunteer locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Only participants (coaches and players), approved team personnel and family members are permitted in the locker room (when appropriate). Team personnel will also secure the locker room appropriately during times when the team is on the ice.
- Adult supervisors for the locker room monitoring must follow the screening process in the MN Hockey Handbook, Page 54 Sexual Abuse, Physical Abuse and Criminal Background Screening Policy.
- SafeSport Locker Room Policy – USA Hockey  
All USA member programs must have at least one responsible screened adult (Locker Room Monitor) present to monitor the locker room or changing area. Individual meetings between a minor and a coach in a locker room or changing area requires the presence of a second screened adult.
  - Permission or lack of permission for parents to be in the locker rooms.
  - Prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Hockey
  - Specific policies for the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities.
- Failure by a coach or administrator to take appropriate steps to ensure adherence to the Locker Room Policy, or violation thereof by any participant or parent of a participant is subject to appropriate disciplinary action. It should also be noted that a local program may at its discretion adopt stricter policies than those defined by USA Hockey or Minnesota Hockey, but in no case may said policy be less strict.
- ***Policy is subject to change mid-season, along with other ERYHA policies, as directed by our affiliates.***

## Photographic Devices Policy

- District 10 strictly prohibits the possession and/or use of cell phones and/or any type of photographic device(s) in locker rooms.
- Effective with the start of the 2018-2019 Hockey Season, use of phones, cameras or any device that has the ability to take pictures or videos in a locker room is prohibited. Any player(s), locker room monitor(s), coach(s), parent(s), or person(s) being caught using phones or photographic devices, in any locker room:



➤ **Athletes/Players:**

- 1st Violation: After confirmation, the player shall be suspended from all team activities including “practice, games, scrimmages” for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater. Player may not be in the locker room or bench for games or practices during this time period. Player and Parents will meet with the Association President, Association Level Director to discuss future repercussions if it happens again.
- 2nd Violation: After confirmation, the player shall be suspended from all team activities including “practice, games, scrimmages” for the next four (4) consecutive games or three (3) weeks of a season, whichever is greater. Player may not be in the locker room or bench for games or practices during this time period. Player and Parents will meet with the Association President, Association Level Director, District 10 Director and District Level Coordinator to discuss future repercussions.
- 3rd Violation: After confirmation, the player shall be suspended from all team activities for a period of sixty (60) days, with the same requirements as outlined in the Number 2, 2nd Violation.
- It would be best for the players to leave such devices in the vehicle they came to the arena in, or leave such device with a responsible party before entering the locker room.

➤ **Coaches/Parents/Locker Room Monitors (“Adults”):**

- 1st Violation: After confirmation, the “Adult(s)” shall be suspended for the next two (2) consecutive games or two (2) weeks of the season, whichever is greater and assessed a \$ 500.00 fine. Will meet with the Association President and Association Level Coordinator to discuss future repercussions if it happens again.
- 2nd Violation: After confirmation, the “Adult(s)” shall be suspended for the next four (4) consecutive games or three (3) weeks of a season, whichever is greater and assessed a \$ 750.00 fine. Will meet with the Association President, Association Level Coordinator, District Director and District Level Coordinator to discuss future repercussions.
- 3rd Violation: After confirmation, the “Adult(s)” shall be suspended for a period of sixty (60) days and will be ban from attending and sanctioned games, practices, D10 Activities and assessed a \$ 1,000.00 fine. The Home Association will also be assessed a \$ 1,000.00 fine.
- After the third (3rd) occurrence by either player or adult(s), will be banned from all D10 Activities until a hearing committee shall be convened by D10 to determine any further disciplinary action is required.
- If the use of a phone is required, you MUST step outside of the locker room to use it.

➤ ***Policy is subject to change mid-season, along with other ERYHA policies, as directed by our affiliates.***

## **Mixed Gender Teams**

Some of our teams consist of both male and female players. It is important that the privacy rights of all our players are given consideration and appropriate arrangements made. Where possible, District 10 will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

## **Team Pictures**

- The ERYHA Secretary will schedule the team pictures.
- Details will be posted on the team’s website.
- The times will also be announced on the website.

- Please communicate what color jerseys/socks will be worn in advance of the picture date/time.

## Team Apparel

The ERYHA preferred Team apparel vendor is Geared Up Apparel. Geared Up Apparel donates back to ERYHA, works with the ERYHA Equipment Coordinator, and is a sponsor of our organization.

- ERYHA encourages each family to order apparel through the ERYHA website.
- Purchasing apparel should be voluntary because this is an added expense that many families may not be able to afford.
- If the team wishes to select and order matching team apparel it should be voted on by the parents/guardians.

**Important:** When working with apparel vendors, please ensure they are using ERYHA's approved team logos. Logos (vector logos used for printing) are available for download in the documents section of the ERYHA website.

## Association Owned Team Equipment & Jerseys

Jerseys are usually available at the ERYHA Manager meeting. ERYHA supplies 1 home (white) and 1 away (red) game jersey. Each player will also get home and away socks for traveling teams. Practice jerseys will also be provided. All ERYHA teams are required to wear the ERYHA jerseys at all league games, district and state tournaments (Board rules).

- Mite/U8 teams will receive 1 jersey each that the player will keep along with 1 pair of socks.
- Players are NOT allowed to wear game jerseys to practice, school or other non-hockey events. If a player is caught wearing a game jersey to practice, the team will be fined.
- Jerseys must be hung up and in a garment bag, this is mandatory. They are not to be stuffed in hockey bags. If we take care of the jerseys, we won't have to buy new ones as often.
- Let your team know they will also need to return practice jerseys at the end of the season.
- Puck bags and pucks, manager bag with team book and info will be provided to each team and are to be returned with the jerseys at the end of the season. Failure to return these items will result in an invoice from ERYHA to your team.
- First aid kits will be handed out with the team bins. If you use any of the materials in the first aid kit, please let the equipment manager know so they can replace what has been used.
- Goalie equipment is available for lower level squirt and mite teams, as supplies last. A \$350.00 postdated deposit check is required. This check will be returned upon receipt of equipment.
- The team manager is responsible for making sure all jerseys are cleaned and returned in the provided bin at the end of the season.

**GAME JERSEYS ARE TO BE PUT IN A GARMENT BAG, NOT IN A HOCKEY BAG.**

### *Instructions for Washing ERYHA Jerseys*

- Hand wash or machine wash on "gentle" setting. Wash separately, jerseys could bleed. Use cold water, mild soap and rinse thoroughly.
- Do not iron over printed garments.
- Air dry only. Do NOT put in dryer.

- Do NOT dry clean. Do not bleach.
- High heat applied to the jerseys by dryer or iron could cause shrinkage or wrinkles.
- Practice jerseys should be washed the same way.

## **Awards & Honors**

### ***S.K.A.T.E. (Skaters Keep Achieving Through Education)***

- This program is supported and endorsed by MN Hockey. It recognizes academic achievement of hockey players. Please communicate any S.K.A.T.E information you receive with every team player. The banquet is typically held in late February or early March.

### ***ERYHA Sportsmanship Awards***

- Information on the ERYHA Sponsored Awards can be found on the website.
- Jon McLaughlin Memorial Sportsmanship Award (JM7)
  - U15 Recipient
- John M. Twaddle Memorial Sportsmanship Award
  - Bantam Recipient

This program is supported and endorsed by MN Hockey. It recognizes academic achievement of hockey players

### ***Zero/Hat Trick/Playmaker Awards***

- USA Hockey/MN Hockey recognizes individual achievement with a pin or patch for the following:
- Zero Award: For a goalkeeper playing a complete game without allowing a goal
- Hat Trick Award: For a player scoring three goals in a game.
- Playmaker Award: For a player registering three assists in a game.

A form to request these awards is available on the D10 website. Please take the time to order these items for your team players. There is no charge. Only one of each award can be given to a skater/goalie. Allow enough time for the awards to arrive before your year-end party, if applicable. Please contact the D10 Registrar (Becky Ewing at [d10registrar@gmail.com](mailto:d10registrar@gmail.com)) with questions.

## **Deer Hunting Opening Weekend**

Effective with the 2019-2020 season, the weekend of the deer hunting opener (typically the first weekend in November – Nov 5-7, 2021), shall be free from scrimmages, games, and tournaments for all teams at the Squirt/Girls U10 levels and above. Practices may be scheduled, but they will not be mandatory. Additionally, no ramifications shall be directed towards players who are absent from team activities during this weekend.

## **Volunteer Information**

### ***Association Family Volunteering***

- The 2021-2022 volunteer requirement is a total of 15 hours per family.
  - Seven (7) of these allotted hours MUST be completed at ERYHA Sponsored Tournament and/or District 10 Playoff Tournament\*.
  - Eight (8) hours can be completed at tryouts, ERYHA golf tournament, fundraising, SKATE banquet, etc. (see volunteer positions for a complete list and additional guidelines)
- \* Hours allocation breakdown is subject to change based on ERYHA board approval.
- If volunteer hours are not completed within the requirements, ERYHA will submit an invoice to you at the end of the season for \$600. This is not prorated, meaning you will be fully charged if you complete fewer than the required number of hours.
- If you wish to buy-out of the volunteer hours, please select the volunteer buy-out option when registering for the hockey season.
- Volunteer hours will be posted and tracked via the ERYHA website on the volunteer page (Dibs). Our online volunteer system is called "Dibs", and you will be able to sign up for and track your volunteer hours on this tool. Please keep all your volunteer hours under one "member" account. It is the duty of each family to validate the accuracy of your family account information, hours pending, and hours performed.
- If your family signed up for hours you need to cancel, you may do so via the 'Dibs' tool based on the cancellation policy noted on each volunteer event. Without the proper advance cancellation, you will be responsible to find a replacement and notify the Volunteer Coordinator of the change. If you are a "no-show" for your shift, you will be charged a \$50 fee (per shift as a no-show).
- If you sign-up for a Dibs item that requires interaction with minors, and you have not completed SafeSport training, you will be removed from that shift. It is your responsibility to complete SafeSport and meet the requirements of the shift(s) you sign up for.

\*\* Tryout volunteer guideline: The parent/family member of a skater is NOT allowed to volunteer for any session in the arena that their skater is trying out in.

### **Team Volunteering**

- Managers are to make a volunteer schedule based on the team's game schedule, assigning the duties to team parents alphabetically by last name.
- No family (including board members) is exempt from Minor Official duties except for team coaches.
- If a parent coaches another team, please work around their schedules to assign them duties.
- The parent assigned to that duty and date will be responsible to find a replacement team parent if unable to work assigned date(s).
- Post the parent volunteer schedule on your team web page along with a paper handout.

Example schedule:

Team Game Minor Official Volunteer Schedule:

Date	Location	Scorebook	Clock	Penalty Box	Locker Room Attendant
12/15/2013	Blaine-Fogerty South	Swart		Barron	Smith
12/20/2013	ER-Barn		Carlson	Gretzky	Johnson
1/5/2014	ER-Olympic		Frank	Hanson	Carlson

# Manager Resources

## COVID-19 Information

ERYHA's COVID-19 Preparedness Plan, along with other related materials, can be found on the COVID page of our website, under the RESOURCES tabs. Read this plan and familiarize yourself with it.

At a high level, here are some keys items to be aware of:

- We need to respect the policies in place at the various arenas in which we will play. Hopefully, this will not be an issue this season.
  - Reach out to rinks to familiarize yourself with their procedures. Lastd season, many limited crowds to no more than 2 per player. Many also did not allow teams to enter until 10 minutes prior to their scheduled ice time, and require team to exit the facility no more than 10 minutes afterwards.
- Guidance subject to change as guidelines set forth by CDC, USA Hockey, Minnesota Hockey, and/or District 10 Hockey are adjusted.

Should the requirement arise for each ERYHA team to have a designated COVID-19 representative, our team managers will fill that role. You will be the point of contact between your team and ERYHA's COVID-19 Representative (John Finch, [eryhacovid19@outlook.com](mailto:eryhacovid19@outlook.com)). If you are made aware of a positive test on your team, John needs to be notified IMMEDIATELY.

COVID-19 guidelines are subject to change midseason, per our affiliates.

## Maintaining a Master spreadsheet with all team information

- ERYHA Manager Template.xls is a Microsoft Excel spreadsheet that was created to simplify some of the tasks associated with managing an ERYHA hockey team. Worksheets include:
  - Contacts
  - Sample parent meeting agenda
  - Input Team Information
  - Slush Fund
  - Coach Documentation
  - Labels – Player
  - Labels – Coach
  - Roster Card

## Setting up a Team Contact List (Contacts Tab)

**- This cannot be posted online as it contains private info**

- After you receive your team list in Microsoft Excel format, shown below, from the Registration Coordinator you are ready to populate a contact list.

Level of Play	First Name	Last Name	Tryout Fee	Usarman First	Usarman Last Name	Phone Number 1	Phone Number 2	Email	Parent/Guardian 1 Phone	Parent/Guardian 2 Email	Address 1	City	Grade	School Name	Position	n 2 First Name	Parent/Guardian 2 Last Name
Girls 100A	Emme	Jorgenson	Girls U10 A	Lucas	Jorgenson	763.322.0202	763.322.0208	ljorgens2@gmail.com	763.322.0208	Jacki humphrey@brockman.mn.us	12337 195 Th Ave NW	Elk River	4th	Meadowdale Elementary School	Skater	Amy	Jorgenson
Girls 100A	Carly	Humphrey	Girls U10 A	Yoni	Humphrey	763.322.0202	763.322.0208	cmackhumphrey@gmail.com	763.322.0208	Karen Gfroerer@me.com	10977 317 Th Ave NW	Elk River	4th	Other	Skater	Jacki	Humphrey
Girls 100A	Allison	Gfroerer	Girls U10 A	Steven	Gfroerer	763.412.0915	763.381.7936	gfroerer.steve@gmail.com	763.381.7936	Chris Jussila@fws.gov	10041 Saint Andrews Ln	Ramsey	4th	Twin Lakes Elementary School	Skater	Karen	Gfroerer
Girls 100A	Addyson	Langton	Girls U10 A	Kelly	Langton	763.609.9594	763.609.9594	teamlangton@gmail.com	763.609.9594	Chris Jussila@fws.gov	13786 9 Th Ave S	Zimmerman	4th	Westwood Elementary School	Skater	Scott	Langton
Girls 100A	Hailey	Jussila	Girls U10 A	Karen	Jussila	763.222.0999	763.274.2490	ckksu-cs@msn.com	612.201.3993	Chris Jussila@fws.gov	13142 119 Th St NW	Elk River	4th	Lincoln Elementary School	Skater	Chris	Jussila
Girls 100A	Annika	Carlson	Girls U10 A	Brock	Carlson	763.344.0441	763.474.8362	brockcarlson@gmail.com	763.344.0441	Fay Huselid@yahoo.com	23025 Nipples St NW	Elk River	5th	Lincoln Elementary School	Skater	Lisa	Carlson
Girls 100A	Andi	Huselid	Girls U10 A	Mark	Huselid	651.283.3551	763.438.7605	mhuselid@gmail.com	763.438.7605	Chris Jussila@fws.gov	14099 181st Ave NW	Elk River	5th	Lincoln Elementary School	Skater	Fay	Huselid
Girls 100A	Adria	Kotzian	Girls U10 A	Isobbi	Kotzian	612.801.8369	612.801.8369	bkotzian@me.com	612.801.8369	Chris Jussila@fws.gov	14777 County Road 30	Elk River	5th	Lincoln Elementary School	Skater	Jacob	Kotzian
Girls 100A	Karen	Balabon	Girls U10 A	Debra	Balabon	763.267.1101	763.378.7399	debalabon@yahoo.com	763.267.1101	Chris Jussila@fws.gov	10948 181st Court NW	Elk River	5th	Twin Lakes Elementary School	Skater	Deb	Balabon
Girls 100A	Kaelyn	Diehl	Girls U10 A	Matthew	Diehl	763.486.2033	763.254.8181	mwdiehl@gmail.com	763.486.2033	Chris Jussila@fws.gov	14777 County Road 30	Elk River	5th	Twin Lakes Elementary School	Skater	Debra	Diehl
Girls 100A	Sophia	Seidel	Girls U10 A	Derek	Seidel	612.810.7255	612.891.5929	derek.seidel@gmail.com	612.810.7255	Chris Jussila@fws.gov	18216 Junction St NW	Elk River	5th	Lincoln Elementary School	Skater	Becky	Seidel
Girls 100A	Jennie	Mattson	Girls U10 A	Barry	Mattson	612.202.8904	763.491.8113	mattsons@charter.net	612.202.8904	Chris Jussila@fws.gov	13248 198 Th Ave NW	Elk River	5th	Meadowdale Elementary School	Skater	Carol	Mattson
Girls 100A (Goalie)	Emma	Boser	Girls U10 A	Jim	Boser	763.344.0441	763.763.7333	eboser@gmail.com	763.344.0441	Chris Jussila@fws.gov	22581 Watson Cir NW	Elk River	5th	Meadowdale Elementary School	Goalie		

2015-2016 Elk River U10A Contact List				
Player	Parents	Home Phone	Cell Phone	Email
Addy Langton	Kelly	111.222.3333	222.333.4444	<a href="mailto:abcd@123.com">abcd@123.com</a>
	Scott		333.444.5555	<a href="mailto:def@345.com">def@345.com</a>
Adria Kotzian	Bobbi			
	Jeb			
Allison Gfroerer	Karen			
	Steve			
Andi Huselid	Fay			
	Mark			
Annika Carlson	Lisa			
	Brock			
Carly Humphrey	Jacki			
	Tom			
Emma Boser	Nicole			
	Jim			
Emme Jorgenson	Amy			
	Luke			
Hailey Jussila	Karen			
	Chris			
Jennie Mattson	Carol			
	Barry			
Kaelyn Diehl	Deb			
	Christina			
	Matthew			
Karen Balabon	Deb			
	Brian			
Sophie Seidel	Becky			
	Derek			
<b>Coaching Staff</b>				
Head Coach	D.J. Brockman		612.386.1539	<a href="mailto:djbrockman44@gmail.com">djbrockman44@gmail.com</a>
Assistant Coach	Brock Carlson		763.354.4041	<a href="mailto:brockandlisa@hotmail.com">brockandlisa@hotmail.com</a>
Assistant Coach	Derek Seidel		612.201.3993	<a href="mailto:chris_jussila@fws.gov">chris_jussila@fws.gov</a>
Assistant Coach	Chris Jussila		612.810.7255	<a href="mailto:derek.seidel@gmail.com">derek.seidel@gmail.com</a>
Student Coach	Allie Boser		763.447.8284	<a href="mailto:alison.boser@yahoo.com">alison.boser@yahoo.com</a>
Student Coach	Allie Gallus		763.370.4474	<a href="mailto:gallusa21@gmail.com">gallusa21@gmail.com</a>
Manager	Barry Mattson		612.202.8904	<a href="mailto:mattsons@charter.net">mattsons@charter.net</a>
Manager	Carol Mattson		763.222.6112	<a href="mailto:mattsons@charter.net">mattsons@charter.net</a>

These fields will be used on later worksheets

### Input Team Information (Input Tab)

- All fields in yellow are to be edited by you. Your inputs here affect several of the worksheets in this file.

Year	2015-2016
Association	Elk River
Team	
Designation	U10A

Format in level then team designation, (ie: Peewee AA, Squirt B1 Black)

Players		
Number	Player Name	Position
1	Emma Boser	G
2	Allison Gfroerer	F/D
3	Kaelyn Diehl	F/D
5	Emme Jorgenson	F/D
6	Sophie Seidel	F/D
7	Adria Kotzian	F/D
8	Carly Humphrey	F/D
9	Annika Carlson	F/D
11	Addy Langton	F/D
12	Jennie Mattson	F/D
13	Karen Balabon	F/D
15	Hailey Jussila	F/D
16	Andi Huselid	F/D

Must enter in numerical order after numbers have been determined

13	Total # of players
----	--------------------

## Estimating and Managing a Team Slush Fund (*Slush Fund Tab*)

- After talking with your Head Coach, you should be able to start putting together a slush fund estimate. All fields in yellow can be edited.
- Starting at the top of this worksheet, you can enter all estimated expenses, be sure to include a simple description and amount. These will be totaled at the end of the section. A couple items to include are as follows:
  - Scrimmage referees (fees vary by level from \$39.50 to \$90.00 per official; contact District 10 officials coordinator at [shraref113@gmail.com](mailto:shraref113@gmail.com) to obtain the officials' fee for your level)
  - Coaches and players gifts
  - End of the season party
  - Travel expenses (i.e. charter bus)
- Enter any sponsor(s) and their donation(s).
- Enter the total number of players on the team.

- A minimum slush fund is calculated. It is up to you to determine if this is adequate or if you would like to increase it for any incidental items.
- Enter the recommended slush fund per player.

### ***2015-2016 Elk River U10A Slush Fund***

<b>Estimated Expenses</b>	
<b>Description</b>	<b>Amount</b>
Tournament - AAG Superink tourney (\$35/player)	\$ 455.00
Tournament - Ice Breaker Invite gate fee (to ERYHA)	\$ 300.00
Tournament - Cupid Classic gate fee	\$ 400.00
Office Max - Labels	\$ 40.00
Coach Gifts (6 @\$50)	\$ 300.00
Scrimmage - pay ref	\$ 35.00
Team pizza party	\$ 200.00
Year end party	\$ 200.00
Work belt + shipping	\$ 32.59
Total of estimated expenses	\$ 1,962.59
<b>Sponsorship Funds</b>	
<b>Sponsor</b>	<b>Amount</b>
<i>sponsor 1</i>	\$ -
<i>sponsor 2</i>	\$ -
<i>sponsor 3</i>	\$ -
<i>sponsor 4</i>	\$ -
<i>sponsor 5</i>	\$ -
Total of sponsorship funds	\$ -
<b>Miscellaneous Information</b>	
Total team slush fund minimum funding (Estimated Expenses - Sponsor funds)	\$ 1,962.59
Total players on team	13
<b>Minimum slush fund contribution per player</b>	<b>\$ 150.97</b>
Recommended slush fund per player	\$ 160.00



- The next section serves as a record of the slush fund being paid by each player.

[illegible]

- A record of all expenses is entered in the next section. Dates, descriptions and amounts are needed. A balance will carry forward as expenses are added.

[illegible]

- Bantam AA's Only
  - It is recommended that you open a team checking account.
  - Use this account to pay team expenses, buy additional ice, reimburse ERYHA for tournament expenses, etc.
  - You should be able to obtain a non-profit account with no or minimum fees. Form 9809 must be completed (See the ERYHA Handbook).

## Coach Documentation Tab

- Work with your coaching staff to gather the information in yellow. When complete, this tab is to be shared with the ERYHA Rostering Coordinator.

*2015-2016 Elk River UTOA Coach Documentation*

Coaches	Email	Phone	USA Hockey Reg. Confirmation Code	Background Check	Safesport Complete	Consent to Treat	CEP	Year Attained	Expiration	Level	USAH Student Coach Application	
Head Coach	D.J. Brockman	djbrockman44@gmail.com	612.386.1539			x	123456	2003	none	4	n/a	
Assistant Coach	Brock Carlson	brockandlisa@hotmail.com	763.354.4041	279600817CARLS	2543148215	286501692XVCAR	188020	2013	12/31/2015	3	n/a	
Assistant Coach	Derek Seidel	chris_jussila@fws.gov	612.201.3993	218600394JUSSI	12450743	USAH-SS-2013-1-120979	x	214120	2014	12/31/2016	3	n/a
Assistant Coach	Chris Jussila	derek.seidel@gmail.com	612.810.7255	239601735SEID	X	X	x	411199	2013	12/31/2015	2	n/a
Student Coach	Allie Boser	allison.boser@yahoo.com	763.447.8284			n/a					x	
Student Coach	Allie Gallus	gallusa21@gmail.com	763.370.4474			n/a						
Manager	Barry Mattson	mattsons@charter.net	612.202.8004	278603215X/MAT	9371375	2014-2015	x					
Manager	Carol Mattson	mattsons@charter.net	763.222.8112	278503215X/MAT	9200949	2014-2015	x					

Automatically entered from contact tab

These fields required for coach labels

## Creating Player Labels (Labels – Player Tab)

- Designed to fit Avery Label 6572 – 15 labels per sheet.
- Information for this sheet is pulled from the “Input” tab. There is no data entry this tab.
- May need to adjust margins to fit correctly. While printing on a Brother DCP-7065DN, margins are as shown:
  - Top - .25
  - Bottom - .10
  - Left - .40
  - Right - .40
  - Center vertically and horizontally
  - Landscape orientation

Adria Kotzian	F/D	7	Adria Kotzian	F/D	7	Adria Kotzian	F/D	7	Adria Kotzian	F/D	7
Carly Humphrey	F/D	8	Carly Humphrey	F/D	8	Carly Humphrey	F/D	8	Carly Humphrey	F/D	8
Annika Carlson	F/D	9	Annika Carlson	F/D	9	Annika Carlson	F/D	9	Annika Carlson	F/D	9
Addy Langton	F/D	11	Addy Langton	F/D	11	Addy Langton	F/D	11	Addy Langton	F/D	11
Jennie Mattson	F/D	12	Jennie Mattson	F/D	12	Jennie Mattson	F/D	12	Jennie Mattson	F/D	12
Karen Balabon	F/D	13	Karen Balabon	F/D	13	Karen Balabon	F/D	13	Karen Balabon	F/D	13
Hailey Jussila	F/D	15	Hailey Jussila	F/D	15	Hailey Jussila	F/D	15	Hailey Jussila	F/D	15
Andi Huselid	F/D	16	Andi Huselid	F/D	16	Andi Huselid	F/D	16	Andi Huselid	F/D	16

Emma Boser	G	1	Emma Boser	G	1	Emma Boser	G	1	Emma Boser	G	1
Allison Groerer	F/D	2	Allison Groerer	F/D	2	Allison Groerer	F/D	2	Allison Groerer	F/D	2
Kaelyn Diehl	F/D	3	Kaelyn Diehl	F/D	3	Kaelyn Diehl	F/D	3	Kaelyn Diehl	F/D	3
Emme Jorgenson	F/D	5	Emme Jorgenson	F/D	5	Emme Jorgenson	F/D	5	Emme Jorgenson	F/D	5
Sophie Seidel	F/D	6	Sophie Seidel	F/D	6	Sophie Seidel	F/D	6	Sophie Seidel	F/D	6
Adria Kotzian	F/D	7	Adria Kotzian	F/D	7	Adria Kotzian	F/D	7	Adria Kotzian	F/D	7
Carly Humphrey	F/D	8	Carly Humphrey	F/D	8	Carly Humphrey	F/D	8	Carly Humphrey	F/D	8
Annika Carlson	F/D	9	Annika Carlson	F/D	9	Annika Carlson	F/D	9	Annika Carlson	F/D	9
Addy Langton	F/D	11	Addy Langton	F/D	11	Addy Langton	F/D	11	Addy Langton	F/D	11
Jennie Mattson	F/D	12	Jennie Mattson	F/D	12	Jennie Mattson	F/D	12	Jennie Mattson	F/D	12
Karen Balabon	F/D	13	Karen Balabon	F/D	13	Karen Balabon	F/D	13	Karen Balabon	F/D	13
Hailey Jussila	F/D	15	Hailey Jussila	F/D	15	Hailey Jussila	F/D	15	Hailey Jussila	F/D	15
Andi Huselid	F/D	16	Andi Huselid	F/D	16	Andi Huselid	F/D	16	Andi Huselid	F/D	16

## Creating Coach Labels (*Labels-Coach Tab*)

- Designed to fit Avery 5263 – 10 labels per sheet
- Information for this sheet is pulled from the “Contact” and “Coach Documentation” tabs. There is no data entry this tab.
- May need to adjust margins to fit correctly. While printing on a Brother DCP-7065DN, margins are as shown:
  - Top - 0
  - Bottom - 0
  - Left - 0
  - Right - 0
  - Do NOT Center vertically or horizontally
- Portrait orientation

**HEAD COACH** (print) D.J. Brockman  
(sign) \_\_\_\_\_  
CEP #123456 CEP LEVEL 4 YEAR ATTAINED 2003  
**ASS'T COACH** (print) Brock Carlson  
CEP #188020 CEP LEVEL 3 YEAR ATTAINED 2013  
**ASS'T COACH** (print) Derek Seidel  
CEP #214120 CEP LEVEL 3 YEAR ATTAINED 2014  
**MANAGER** (print) Barry Mattson  
PHONE 612.202.8904

**HEAD COACH** (print) D.J. Brockman  
(sign) \_\_\_\_\_  
CEP #123456 CEP LEVEL 4 YEAR ATTAINED 2003  
**ASS'T COACH** (print) Brock Carlson  
CEP #188020 CEP LEVEL 3 YEAR ATTAINED 2013  
**ASS'T COACH** (print) Derek Seidel  
CEP #214120 CEP LEVEL 3 YEAR ATTAINED 2014  
**MANAGER** (print) Barry Mattson  
PHONE 612.202.8904

**HEAD COACH** (print) D.J. Brockman  
(sign) \_\_\_\_\_  
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**MANAGER** (print) Barry Mattson  
PHONE 612.202.8904

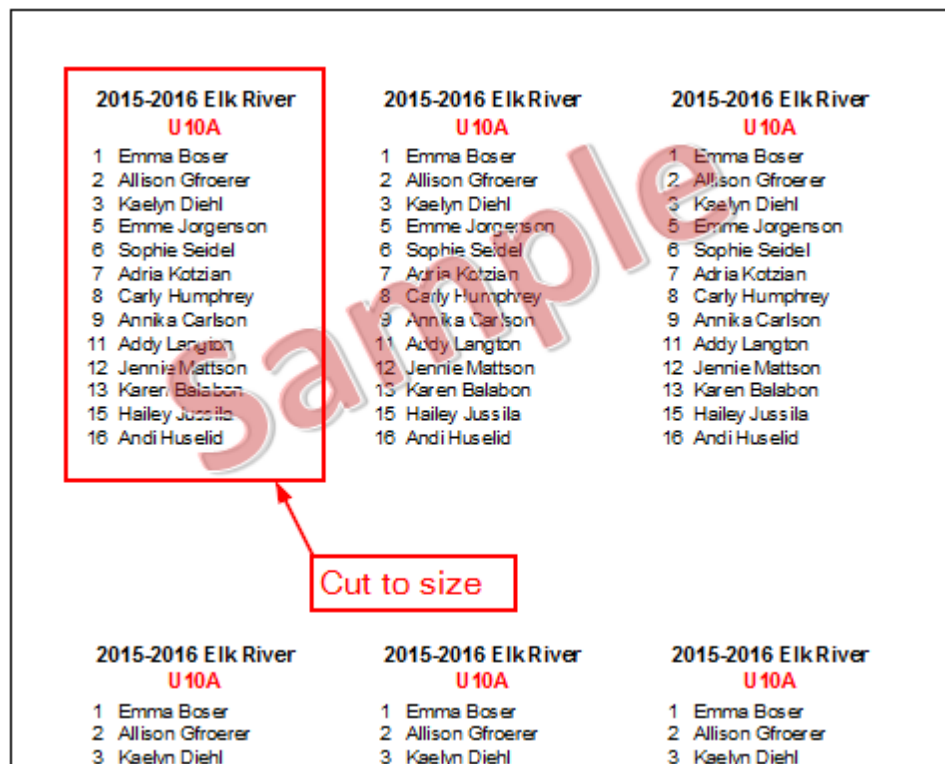
**HEAD COACH** (print) D.J. Brockman  
(sign) \_\_\_\_\_  
CEP #123456 CEP LEVEL 4 YEAR ATTAINED 2003  
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**MANAGER** (print) Barry Mattson  
PHONE 612.202.8904

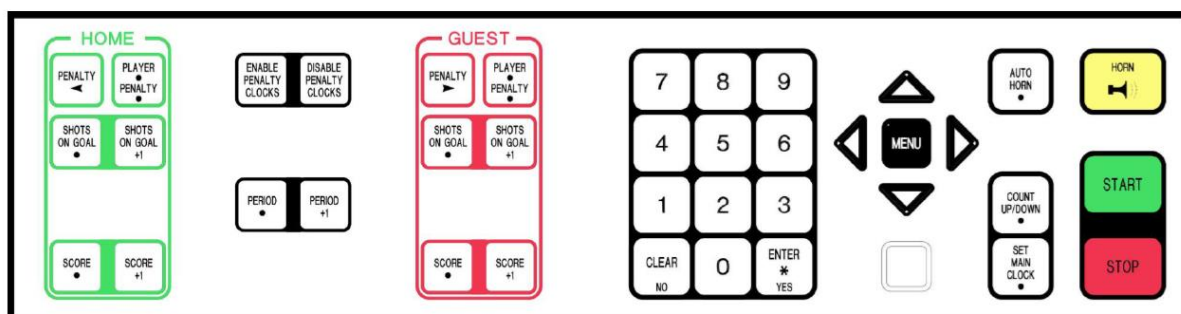
## Creating Team Roster Cards (*Roster Cards Tab*)

- All information needed to create the roster cards was previously entered on the “Input” tab.
- Simply print, cut to the size desired and laminate, if desired.



## Game Clock Instructions

- Be familiar with the clock controller and be ready to teach other parents as all will have an “opportunity” to run the clock.
- Take time during practices to understand the controls.
- Instructions, as shown below, should be available in the “Olympic” arena.



### Clock Instructions

#### **Start up:**

1. Turn power switch **ON**
2. At the **Resume Game? Y/N** prompt:
3. Press **<Enter/Yes>** to resume the game where last shut off

#### **Setting Clock for Period:**

1. **<Set Main Clock>**
  2. Put in time i.e.1500
  3. Press **<Enter/Yes>**
  4. Press **<Enter/Yes>**
- \* Make sure time is up on main clock  
\* **<Start>** to start, **<Stop>** to stop

#### **Score: Must select in Home or Guest field**

1. **<Score +1>** for Home or Guest
2. To adjust scores, press **<Score+>**, press the number of goals to display, then press **<Enter/Yes>**

#### **To Clear Scores:**

1. **<Score+>**
  2. **<Clear/No>**
  3. **<Enter/Yes>**
- \*Do this for each team

#### **Penalty: Must select in Home or Guest field**

1. **<Player Penalty>**
2. Press **<Enter/Yes>**
3. Enter Player #
4. Press **<Enter/Yes>**
5. Enter "130"-for 1:30 penalty, "500" for 5:00 penalty OR **<Enter/Yes>**-for 2:00 penalty, this is the default penalty time in controller

\*Clock automatically starts and stops penalty time

\*\* Between periods, press **<Disable Penalty CLOCKS>** to keep penalty time on the board from counting down.

\*\*\* At start of next period, be sure to press **<Enable Penalty CLOCKS>** to keep penalty time moving.

#### **Clear Penalty Clock**

1. **<Player Penalty>**
2. Go up one level, **<Menu ^>**
3. **<Clear/No>**
4. **<Enter/Yes>**

#### **Change Period:**

1. **<Period+>**
2. **<Clear/No>**
3. **<Enter/Yes>**





## Scoresheet Instructions

**Please record the start time and end time of the game according to the rink clock.**

Start time: 7:05 End time: 8:05

Team: (GOLDENROD) OFFICIALS: (DISTRICT DIRECTOR)

GAME PLAYED AT: HCC LEVEL: Squirt C DATE: \_\_\_\_\_

**Record where a player shoots on net. Circle if they scored a goal.**

**Transfer saves & goals from each period to the boxes below and total at the end of the game.**

**Labels will be provided by both teams**

Andover Squirt C Hometown Squirt

No.	TH	Pos.	No.	TH	Pos.
3	Logan		10	Andy	
4	Mason		11	Jacob	
5	Caden		12		
6	Carter		13		
7	Joseph		14		
10	Jaxon		15	Cole	
11	Luke		16	Jack	
12	Bryce		17		
13	Andrew		18		
14	Blake		19		
16	James		20		
17	Tim		21	Carter	
			22	Aaron	
			1	Calvin	

**SCORING**

Per.	Time	Team	Goal	Assist(s)	PP/SH
1	6:26	And	4	5,6	
1	4:03	And	7	13,14	
1	2:13	Homet	13	14	SH
1	1:01	And	18		

**PENALTIES**

Per.	Team	No.	Offense	Min.	Time In	Time Out	Home F. Play Min.	Away F. Play Min.
1	A	6	Slashing				2-	2-
3	A	16	Hooking					

**Acceptable Coach/Fan Behavior? (no ejections)**

Home (Yes) (No) Away (Yes) (No)

**Fair Play Point Earned?**

Home (Yes) (No) Away (Yes) (No)

**Total Fair Play Minutes** 2- 2- **Max. FP Minutes for this level** 10-

**Saves**

	1st Per.	2nd Per.	3rd Per.	O.T.	Total
Home Andover	16	3	4		13
Visitor Hometown	3	5	4		12

**Scoring**

	1st Per.	2nd Per.	3rd Per.	O.T.	Total
Home Andover	3	1	2		6
Visitor Hometown	1	2	1		4

**Scorer:** \_\_\_\_\_ **Signature of score keeper**

**Officials:** \_\_\_\_\_ **Both Officials will initial or sign**

**Remarks:** \_\_\_\_\_

**HOME TEAM**

HEAD COACH (print) \_\_\_\_\_

(sign) \_\_\_\_\_ **Coaches Signature**

CEP # \_\_\_\_\_ CEP LEVEL \_\_\_\_\_ YEAR ATTAINED \_\_\_\_\_

ASS'T CC Kevin (H) #XXXXXX Level 3-12/13 \_\_\_\_\_

CEP # \_\_\_\_\_ Mark (A) #XXXXXX Level 4-12/\*\* \_\_\_\_\_

ASS'T CC John (AC) #XXXXXX Level 1-12/13 \_\_\_\_\_

CEP # \_\_\_\_\_ Bob (AC) #XXXXXX Level 2-12/11 \_\_\_\_\_

CEP # \_\_\_\_\_ Denise (M) XXX-XXX-XXXX \_\_\_\_\_

MANAGER (print) \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

**VISITING TEAM**

HEAD COACH (print) \_\_\_\_\_

(sign) \_\_\_\_\_

CEP # \_\_\_\_\_ CEP LEVEL \_\_\_\_\_ YEAR ATTAINED \_\_\_\_\_

ASS'T COA Drew (HC) #XXXXXX Level 3-12/13 \_\_\_\_\_

CEP # \_\_\_\_\_ Alex (AC) #XXXXXX Level 4-12/\*\* \_\_\_\_\_

ASS'T COA Mike (A) #XXXXXX Level 1-12/13 \_\_\_\_\_

CEP # \_\_\_\_\_ Tim (AC) #XXXXXX Level 2-12/11 \_\_\_\_\_

CEP # \_\_\_\_\_ Diane (M) XXX-XXX-XXXX \_\_\_\_\_

MANAGER (print) \_\_\_\_\_

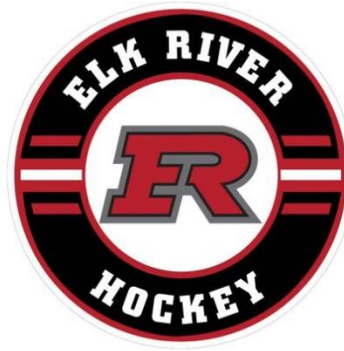
PHONE ( ) \_\_\_\_\_

## ERYHA Official Team Logos

The logos below are our official ERYHA logos used on our website and to be used on apparel and printed materials.



ER Logo – Primary Logo



Crest Logo – Secondary Logo