

Elk River Youth Hockey Association

www.elkriverhockey.org



Team Manager Handbook 2009-10

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Definition

A Team Manager is a volunteer parent/guardian that assists the coach/assistance coaches of each hockey team. The Team Manager is the liaison between the parents, players, coaches and the ERYHA Board. Team Managers do the paperwork, calendar, phone calling, team clothing, etc so that the coaches can spend their time coaching.

Manager Responsibilities

Attend Mandatory District 10 Coach and Team Manager Meeting-

Previously held in November. The meeting date/time will be posted on the D10 and ERYHA website. It is a MANDATORY meeting. A coach and team manager MUST attend. Official game schedules and scorebook will be distributed at the meeting as well as rules of the game.

Coaching/Manager Required Forms

Make sure your coach and assistant coaches have completed a background check and waiver of liability. These forms can be found in the FORMS section of the website. Also make copies of the front and back of their coaching cards. Here are the certifications required by level:

Mites/U8	Level 1
Squirts/U10	Level 1&2
Peewees/U12/U14/U16/U19	Level 1,2&3
Bantams through Jr Gold	Level 1,2&3

If a coach/assistant coach does not have the required certification or needs to renew a certification, work with that person to schedule a class through www.usahockey.com. All certification MUST be up-to-date as of December 31st.

Tournaments

Get list of scheduled tournaments from level director. (ERYHA sets up and pays for 3 tournaments-2 for Jr Gold due to league game schedule and late start).

- **Hotel Arrangements-** (*IMPORTANT TO DO RIGHT AWAY*) If your team is traveling out of town for a tournament, locate a hotel/motel in the town you are traveling to and reserve a block of rooms. The block of rooms should include a minimum of 1 room per family. 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 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. You also may want to consider reserving a party room at the hotel for a potluck (check your tournament schedule for game times).
- ERYHA pays the entry fees for teams participating in the MN Hockey/USA Region and State Tournaments.
- District 10 Season Ending Tournament/Playoffs- Each year, D10 assigns which association/area will host a D10 Level Tournament (ie B1 Peewees).
- *Teams participating in the State Tournament at their level will be granted \$500.00 by ERYHA to be used towards their year-end banquet. This money is not to be used for clothing items, trophies or gifts. The intent of this gift is to congratulate the team on an outstanding season. Gifts maybe used for facility rental, catering, decorating, etc.*

- Make sure tournaments receive roster stickers if not provided by the tournament director.
- ERYHA reserves the right to limit the number of tournaments each team may participate in.
- All tournaments must be USA/MN Hockey sanctioned.

Parent Meeting-

Schedule a parent meeting to be co-hosted by the team manager and coaches. Plan an agenda and cover topics such as:

- ❑ Goals for the season
- ❑ Expectations of Players and Parents
- ❑ Code of Conduct-each player and parent must sign (Separate code of conduct for players and parents-hold onto these forms)
- ❑ Missing practices and/or games (who to contact)
- ❑ Tournament Schedule
- ❑ Team Clothing
- ❑ Team Assessments (see Team Finances section for more info)
- ❑ Team Communication (website, email, phone calls, handouts)
- ❑ Verify data (names, addresses, phone #s and emails)
- ❑ Review Volunteer policy changes regarding team responsibilities that NO LONGER count towards volunteer hours (banner, clock, scorebook and penalty box)
- ❑ Identify parent volunteers for tasks
 - Team banner
 - Water Bottle filler (for games etc)
 - Website administrator
 - Make sure schedules are updated
 - Update game info
 - Photographer

Jerseys

Jerseys are usually available at the ERYHA Coach/Manager meeting or earlier if needed.

- ERYHA supplies 1 home (white) and 1 away (black) game jersey. Practice jerseys are also available. All ERYHA teams are required to wear the ERYHA jerseys at all league games, district and state tournaments (Board rules).
- Players are NOT allowed to wear game jerseys to practice. If a player is caught wearing a game jersey to practice, the coach will be fined.
- The ERYHA Equipment Manager will require the Team Manager to supply a post-dated \$1500.00 deposit check at jersey check-out time. In turn, each parent is required to individually submit a \$150.00 jersey deposit check, which will be held by the Team Manager. These checks will be returned at season end upon receipt of both game jerseys and any practice jerseys.
- Bags and pucks will be provided to each team and are to be returned with the jerseys at the end of the season. A \$50.00 post-dated deposit check is required. This check will be returned upon receipt of bag and pucks.
- Goalie equipment is available. A \$250.00 post-dated deposit check is required.
- The manager will also receive a manager's bag that will include the team book and other information. A \$50.00 post-dated deposit check is required.

Official Team Roster

You will receive an email with your team roster and instructions once all coach/manager paperwork is received. The roster needs to be completed IN BLUE INK and then returned to the Registration Director. You can put the completed roster in the mail slot outside the ERYHA office.

Maps

For younger teams, you can make a booklet for parents with directions/maps to rinks.

Contact Information

Make contact cards with player name, parent name and relevant contact numbers. Laminate if possible.

Make player/jersey number cards for the beginning of the season. Laminate if possible.

Additional Ice Time

Your team may want to purchase additional ice for practices or scrimmages. To do this you will need to call ice arenas and ask about available ice hours.

Sharing Ice

You may share your practice with another team. However, it must be a team of same approximate age. (ie Pee wee and Bantam teams can share ice).

Additional Ice Time

Your team may want to purchase additional ice for practices or scrimmages. To do this you will need to call ice arenas and ask about available ice hours.

Scheduling Scrimmages, Additional Games and Referees

- Before scheduling any scrimmages or additional games, review the USA Hockey and District 10 policies regarding the number of games your team is eligible to play. Remember to reserve about 5 hours for district tournament (if applicable).
- With the approval of the coaches, schedule scrimmages with other teams.
- To obtain referees, contact the ERYHA Referee Coordinator. Your team must pay the referees directly. Use your scheduled practice ice or purchase additional ice for your scrimmages. Often both teams host each other at their own arenas, gaining each team an additional hour of ice time.
- If you need your scorebook prior to receiving it after roster sign-off, please notify the Registration Director.

Extra 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 do this, pick up a Let's Play Hockey newspaper at the rink or any athletic shop.

- Review the dates the team is already scheduled for (ie 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.
- Get approval from your parents!

- Inform the ERYHA Ice Scheduler.
- NOTE: If your team selects an tournament out-of-state, you must get prior approval from District 10 BEFORE mailing in any money. The contact person is listed in the District 10 website.
- Squirt and 10U 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.

Team Pictures

The ERYHA Secretary or Fundraising Director will schedule the team pictures. Details will be either emailed to you or placed in your team mailbox. 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.

Turn in a minimum of 10 photographs from the season to the Fundraising Coordinator at the end of the year.

Team Apparel

Organize the ordering and distributing of team clothing. ERYHA website offers team apparel. Purchasing team apparel should be voluntary. Collect fees for apparel from parents/guardians. Because this is an added expense that many families may not be able to afford, team apparel needs to be voted on by the parents.

Invoices

Invoices for outstanding balances and team fees will be distributed to the Team Managers by the Registration Director. You are responsible for distributing the invoices to the parents. The payments can be placed in the mail slot outside the ERYHA office. You are NOT responsible for collecting team fees.

Team Book

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). It contains the waiver forms for each player, coach and manager, as well as medical history and emergency contact information. *Birth Certificates will no longer be included as they are reviewed against the roster at sign-offs. The D10 official signature on the roster should suffice to verify a player's birth date.* Copies of the coach's cards are also included.

Return the team book to the Registration Director at the end of the season. The Registration Director will shred all forms. The coach's cards will be kept on file for the next season.

Website Administration of Team Page

To receive access to the ERYHA website team page, contact the ERYHA Secretary to obtain a user ID and password. Try to get your parents to use it as a backup and keep it UPDATED!

Sponsors

Try to get a sponsor to help with team expenses.

Year End Party

Coordinate year-end party.

Practices and Parent/Kid Game

Only coaches and players registered and insured through ERYHA are allowed on the ice at any time. This includes practices and any end-of-season games. The coach/player may be from another team, but **HAS TO BE REGISTERED AND INSURED THROUGH ERYHA**. Having non-insured people on the ice is a HUGE liability for ERYHA.

Game Information

Important Game Information

- Registered coaches must be certified at the appropriate level. Certification cards will be included in the team book. Coaches should also carry their cards with them to every game. Referees will request to see the coaching card prior to each game.
- Only Registered/rostered Coaches are allowed on the bench during games.
- A maximum of 4 coaches are allowed on the bench during a game.
- Squirt/Girls 10U (A/B/C) can play a maximum of only 35 games per season. This total includes all league, non-league, tournaments and scrimmages. Also included are any District 10 Tournament games. Failure to comply with this rule will result in ERYHA teams being barred from post-season play.
- 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.
- Make sure you have parent/guardian volunteers for each game.
 - Home games require 2 parents to run the clock and penalty box
 - Away games require 2 parents to do the scorebook and run the penalty box.
- 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 call in case of a tie game.
 - Failure to report within 48 hours can result in forfeiture of the game and a loss in the standings for both teams, unless the game ended in a tie. In that case, only the home team will be listed with a loss and the visiting team will be granted their point.
- A game misconduct must be called in within 24 hours.

Controlled Scrimmages

MN Hockey defines this as “on ice instruction where coaches are using whistles to stop play for teaching purposes and no clock is used, no score is kept and no officials are involved. Anything else is considered a GAME.

- Pee wee/12U level and above require referees.

Scorebook/Game Scores

- At away games, you are required to keep the scorebook and give a copy to the home team.
- At home games, the visitor keeps the scorebook and gives the home team a copy.
- Make roster stickers and CEP labels for scorebooks.
- For C level games, some coaches require a scorebook, although it is not required by District 10.
- To make the score sheet official, the referee must sign it.

- The score sheet is also used to request patches from District 10 for awards (hat trick, playmaker, zero award).

Referees

District 10 schedules all referees for league games. You **MUST** schedule your own referees for non-league games. Complaints about referees can be made by filling out a game report, which is available on the D10 website. There is a time limit for complaints!

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.

Team Finances

Bantam A's ONLY

- Team Finances/VFW Sponsorship
 - 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 9808 must be completed (See the ERYHA Handbook).

ERYHA Registration Fees

These fees cover the following expenses: cost of practice and game ice, referees, ERYHA administrative expenses, MN Hockey and District 10 registration fees, jerseys/socks, etc.

Team Assessments/Slush Funds

Most teams set this up to cover the following expenses:

- Additional ice purchases for non-league games/scrimmages or practices
- Referees for those games
- Tournament fees (gate fees or addl tournament entry fees)
- Team clothing
- Team parties

The Team Manager and coaches should work together to determine what this team assessment should be. Inform parents what the assessment is for the season and offer to pay in 2 installments if needed.

Keep all team expenses in a journal/ledger.

Coach Expenses

ERYHA non-parent Head Coaches do not get reimbursed for travel expenses such as gas, meals and lodging for out of town tournaments. Please keep this in mind when a team enters extra tournaments (many teams pay for the coach's hotel rooms).

Volunteer Information

Each family is responsible for completing 15 volunteer hours. 1 hour is reserved for the end-of-season mandatory coaching evaluation (1 hour per family) and 5 hours (minimum) must be completed in an ERYHA-hosted or District 10 Playoff tournament/jamboree.

Approved volunteer opportunities toward 15 hour requirement:

- Coaching/Asst Coaching/Managing (fulfills requirement)
- Calendar (fundraiser) assistant
- Registration assistant
- Tryout volunteer
- Tournament volunteer
- Golf tournament fundraiser
- SKATE banquet volunteer
- ERYHA sponsored sales volunteer
- Sponsorship (\$500 level or above)

Team volunteer opportunities not available for 15 hour requirement:

- Photographer
- Team web administrator
- Banner
- Game Scorebook recorder
- Game Penalty Box operator
- Game Clock operator
- Team year end party planning

TEAM VOLUNTEERS FOR MINOR OFFICIAL DUTIES (Book, Penalty Box & Clock): Not counted toward volunteer hour requirement.

Each team is responsible to provide volunteers during regular league games to run one Penalty Box, Clock (home games) and Scorebook (away games). Mite level teams only need one volunteer to run the clock. These positions are a District 10 requirement; if games have to be forfeited due to lack of Team Minor Officials, our association will be fined which will be charged to the appropriate team along with any game rescheduling fees.

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
12/15/2009	Blaine-Fogerty South	Anderson		Barron
12/20/2009	ER-Barn		Carlson	Daniels
1/5/2010	ER-Olympic		Frank	Hanson

Player/Team Information

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.

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 included in your team book. 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.