



# Orono Hockey Team Manager Handbook

## Welcome to the 2011/2012 hockey season!

### TABLE OF CONTENTS

- 1** Getting Started QUICKLY
- 2** Team Book
- 2** Important Dates
- 2** Volunteers & Score sheets
- 3** Ice Schedules & Scrimmages
- 3** Scheduling Referees
- 3** Slush Funds
- 4** Roster Labels
- 4** Ask for help!
- 5** Tournaments
- 5** Pre-Season Team Meeting
- 6** Locker Room Policy
- 6** Jerseys & Socks
- 7** Manager Checklist
- 7** Appendices index / list of contacts

---

*“The head coach is the CEO of a team. The team manager is the Operations Manager.”*

---

Thank you for taking on this very important position on your hockey team. The team manager is in charge of coordination and communication of all operational aspects of your Orono Youth Hockey team. You are the main liaison and support between the coaching staff and the team and parents, to be sure the season runs smoothly!

### Getting the season started - QUICKLY

- Introduce yourself and coaches to the team parents.
- *Follow registrar (Lisa Goehring) guidelines for obtaining the following forms & preparing team books:*
  - *Code of conduct for players and parents*
  - *Consent to treat for players*
  - *Signed rosters*
  - *MN Hockey Screening Form for all parents who will be in the locker room at any time. (ONLINE PLEASE.)*
- Work with coach to set preseason team meeting with all parents & players to set season expectations. Communicate date to team.
- Obtain hotel room blocks for tournaments and communicate information to team parents.
- Complete tournament registrations.
- Coordinate with coaches to schedule scrimmages
- Produce score sheet roster labels
- Be sure all coaches have current USA Hockey Coaches Education Program and “Evidence of Level” Certification.



## IMPORTANT DATES

### **Wed. Oct 26 – Mandatory**

meeting for head coaches and managers for all A & B teams for 12U, Bantam & Pee Wee at Brooklyn Park Community Center.

### **Mon. Nov 21 - Mandatory**

meeting for head coaches and managers for all C teams at Plymouth Ice Center - Center Room.

### **Wed. Nov 30 – Mandatory**

meeting for head coaches and managers for all A & B teams for 14U, 10U and Squirts at Brooklyn Park Community Center.

*\*\* One coach AND one manager **MUST** attend your respective meeting. Please be sure you AND your coach attend the meeting, or send someone in your place. If you don't, OHA will be penalized in district playoffs.*

**Fri. Nov 4 – Fall Face Off.**

**Mon. Nov 14 – Traveling team photos – see OHA website for details.**

## TEAM BOOK

*By Lisa Goehring, Registrar*

(See Appendix A) for important and complete “TEAM BOOK MANAGER INSTRUCTIONS”. Completely familiarize yourself with the purpose and requirements for the team book, as outlined in Appendix A. The instructions for the Team Roster Book” must be followed to the letter.

### ***Important notes:***

Take the team book to every game and every tournament. (You may not ever need to show it at a game, but in the event someone asks for it, the book must be available. You will always need to show the book at tournaments.)

The team book must always contain the following:

- Official certified roster
- Player “Code of Conduct”
- Player “Consent to Treat” \*\* Please note that if any hockey player has a medical condition listed on the “consent to treat form”, all coaches and team manager should be aware of this at the start of the season
- Copy of each coach’s current USA Hockey Coaches Education Program card AND “Evidence of Level” certification

## Volunteer Recruitment & Score Sheets – Time and Score Keeping, Penalty Box, Locker Room Duties

It is the team manager’s responsibility to schedule:

- One person to run the clock and scoreboard at home games
- One person for the penalty box for both home and away games
- One person to run the score sheet for away games
- One same-sex adult to monitor the locker room for every practice/game

***I suggest making a schedule, posting it on your site, and then ask volunteers to exchange times with each other when necessary.***

Winning team sends 1st (white) copy of score sheet to D3. Get a copy for your coach after each game, and a copy for the ref. D3 will let you know at the mandatory manager’s meeting where & how to submit score sheets.

District 3 Administrator, Diane Margenau, (dnmargenau@comcast.net) will let you know when, where, how to submit score sheets. All games of inter-league play with other districts, must also be sent in by the District 3 team, win or lose. Score sheet pads will be distributed at the D3 Managers meeting.

Make sure the referees have signed the score sheet at the end of the game. At away games it is your responsibility to provide the host team’s manager your roster and to get a copy of the score sheet at the end of the game.

## Ice Schedules and Scrimmages

Ice schedules are on the website, including practices, clinics, games, and tournaments for all teams. You may swap ice with other teams, but always let Steve Krampf know so he can make the change on the website. If you have shared ice with another team more than once, you may exchange ice for another date so that you each end up with one hour of solo ice instead of two hours of shared ice time. You can then schedule a scrimmage for that solo ice with a team from the general area, usually a team outside the District. That team should be willing to reciprocate with an hour of ice time at their arena for another scrimmage sometime during the season. Make sure you coordinate with your head coach prior to agreeing to any changes.

Throughout the season there will be changes to ice schedules or additional ice time which comes available. Again, visit the website often, and encourage your parents to do so as well! If for some reason you cannot use a scheduled ice time and are unable exchange the ice time with another team please notify the Ice Coordinator, Steve Krampf, OIA Manager @ (952) 449-6090 - [stevek@oronoicearena.com](mailto:stevek@oronoicearena.com)

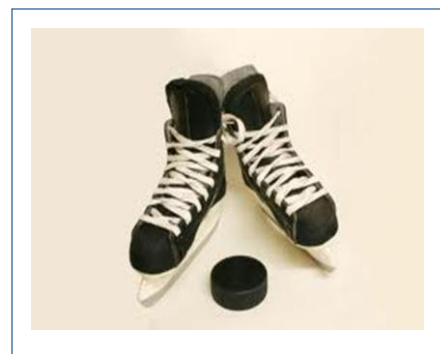
- Coordinate with coaches and schedule the scrimmages
- If you need assistance getting scrimmages scheduled for your team, feel free to ask Steve Krampf to assist
- Be sure to schedule ice time and referees, and pay referees at the scrimmage
- **No more than 3 scrimmages can occur before roster verification. Please notify Lisa Goehring before every scrimmage, before roster verification.**

## Referees

All District 3 games have referees scheduled. Team managers should check to see that referees have shown up for home games 15-30 minutes prior to the start of each home game. Be prepared to contact D3 ref. scheduler in case no one shows. *(Put his number in your speed dial - 612-618-4001!)*

Team managers are responsible for obtaining referees for scrimmages. Go to <http://www.d3hockey.org/> and click on "Officials", then follow instructions to request a referee. Fill out the form and you will receive a confirmation email. The cost of referees for scrimmages comes out of the slush fund and should be shared by both teams. Referees cost ranges from \$30 - \$45 per ref, depending on level. Pay the refs in cash or check at the game.

**Mike Anderson - District 3 Referee Scheduler 612-618-4001**




---

## Team Slush Funds

---

Collect and manage team slush fund. Each team will encounter expenses throughout the year. Expenses will include cost of score sheet labels, referees for scrimmages, gate fees for tournaments, trophies, team parties, coach's gifts, etc...\$150 to \$175 per team member should cover these costs. If your team has a non-parent coach, each team member will also pay \$100.00 toward the coaching fees. You should keep track of all expenses in case anyone wishes to audit the spend of the funds.

## Roster Labels for Score Sheets

You will need to produce Roster Labels for the score sheets, so that you may apply the coach and player rosters to the sheets before every game. Avery #5163 or #8163 labels work well - 2 x 4, usually 10-up on a sheet. You'll need to print approx. 15-20 sheets (10 labels per sheet) for the season, assuming a 32-40 game season.

You will find a formatted label in [Appendix B](#). If the template does not work for you, here are some helpful hints:

### Player Roster Label

- Times New Roman #11 font
- Type the names in Word first; then copy/paste into the labels. \*\* Before copying and pasting, format each label on the sheet separately, as follows:

In the toolbar (Windows 7) change the following:

1. "Layout" – text direction is vertical (arrows pointing toward the top)
2. "Alignment" – bottom left
3. "Paragraph" – 0.0 spacing before and after

ORONO 12U B	
#1	Alexa Heller
#2	Anna Whitworth
#3	Annalise Phelps
#3	Annika Mueller
#5	Danika Brockman
#6	Eliza O'Brien
#7	Goalie
#7	Emma Smith
#8	Emily Moffa
#9	Emma Stevenson
#10	Helen McDonnell
#11	Sarah Blackstone
#12	Riley O'Connor
#13	Sarah Blackstone
#14	Sinclair Myhre
#15	Sophia Peterson
#16	Tenley Gage

### Coach Roster Label

Same as player label, except in the toolbar (Windows 7) change the following:

1. "Layout" – text direction is horizontal
2. "Align" – top left
3. "Paragraph" – 0.0 spacing before and after

ORONO 12UB		CEP#	Level	Expires
Head Coach	Gerry Brockman	220012	L3	2012
Signature	_____			
Asst Coach	Peter Myhre	294722	L3	2013
Asst Coach	Mike O'Connor	111411	L3	2012
Asst Coach	Timothy Stevenson	313951	L3	2012
Mgr Name	Laura Heller	Phone	(612) 840-9733	

Print a test copy prior to printing all labels, as these can be challenging.

Ask your head coach to sign all at once to save you both time!

Bring labels to each tournament, even though they usually use their own score sheets.

See Appendix B for another alternative label style - the labels are larger, but hold both coach and player rosters on ONE SHEET.

Managing a hockey team is a very busy job, especially at the beginning of the season. Consider soliciting a "TEAM PARENT" or a few to help with things!

Team parties / gatherings, especially at out-of-town tournaments and end-of-season  
 Managing the volunteer schedule for clock, score sheets, penalty boxes, and locker rooms  
 Mailing or emailing score sheets  
 Slush Fund Management  
 Submitting scores and news to the team website.  
 Submit team news articles to LPH - [www.letsplayhockey.com](http://www.letsplayhockey.com)

## TOURNAMENTS

- **Obtain hotel room blocks for out of town tournaments** as early as possible and communicate information to team parents right away. Ask the hotel if they will make a hospitality room available to your team at no additional cost. Once the reservation is made it is up to the parents to call and reserve a room out of the block you have reserved. These rooms will then be confirmed to the parent's personal credit card.
- You will find great tournament information on the tournament host association websites, along with the proper contact information for all your questions.
- Complete the entry process by sending in team rosters to tournament coordinators and following any other instructions they have. Pay gate fees when applicable, out of the slush fund.
- Reconfirm all Tournaments and pertinent information. Be sure the tournament knows that you are now the contact person and that they forward any new information about the tournament directly to you. Check the registration materials for specific tournament requirements.
- Obtain detailed directions to the Tournament Arena location and any hotels where team members may be staying and update team on schedule, arena directions, etc...
- Managers are required to be at tournaments an hour before the first game to check the team in with tournament officials. Make sure you have your "TEAM BOOK" with you at the tournament. You will be required to present this book in advance of taking the ice, **NO EXCEPTIONS**.

## Pre-Season Team Player and Parent Meeting

Work with your head coach right away at the beginning of the season to conduct a meeting for the team players and parents, to set expectations and distribute important information, such as:

- Player conduct and attendance policies
- Parent conduct and grievance policies
- Scheduling information
- Important dates (tournaments, games, photos, etc.)
- Equipment / Jersey Expectations
- Volunteer recruitment
- USA and MN Hockey Concussion Information
- Equipment information and expectations
- Locker Room policy
- Coaches CEP information and deadlines

“Encourage your parents, players and coaches to check the website calendar for the most update practice and game schedules, and any current news.

The website calendar is a great communication tool, and can be a good time-saver for a busy manager. Parents should be checking the website every couple of days during the season!”

Show them how to sign up for an RSS Feed or an iCalendar, so they receive an automatic calendar feed! (See Appendix F.)

## Locker Room Policies

## Equipment Policies - Jerseys & Socks

The USA Hockey Locker Room Policy is listed below, but in a nutshell: We need to have one, same sex responsible adult monitoring the locker room. This was a new policy last year, from USA Hockey, and we will need to follow the procedure. The challenges will be more for the girls' teams, since we don't have many women coaches. When you are scheduling parents for penalty box and for the clock, you can add "locker room" to the assignments. The same sex responsible adult has to be in the locker room as soon as the first child enters the locker room, and until the last child leaves the locker room, for BOTH practices and games. (Yes, for both practices and games!!) (This will also require every person who is a locker room monitor to be screened by USA hockey.)

- No cell phones out of hockey bags in locker room.
- There should never be just one adult and one child. In other words, "no one-on-ones - need 2 adults" when only one child is present. Just make sure that 2 kids are in the locker room until they are ready to go, and you're covered.

### MN HOCKEY    New Locker Room Policy    June 23, 2010

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

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

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

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

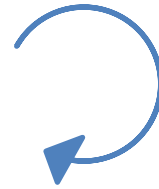
### **EQUIPMENT – Jerseys and Socks**

Each team member has been provided with the following by the association:

- Socks - Socks do not need to be returned
- Game Jerseys - Jerseys are the property of the association and must be returned in good condition at season's end. As team manager you should notify team members and parents that jerseys are to be worn at games and scrimmages only. Toward the end of the season notify parents of a time/place when you will collect the (CLEAN) jerseys and return them to the Equipment Manager. Please ask that the jerseys be washed prior to their return. Players returning damaged jerseys will be charged for replacement at \$75 /jersey.

## Manager Checklist – “Have you...?”

<input type="checkbox"/>	Introduced yourself to the team
<input type="checkbox"/>	Set up the pre-season team meeting
<input type="checkbox"/>	Obtained <u>all</u> the necessary team book documents
<input type="checkbox"/>	Set up your team website
<input type="checkbox"/>	Put the mandatory manager meeting on your calendar
<input type="checkbox"/>	Reminded head coach to attend mandatory coaches meeting
<input type="checkbox"/>	Completed appropriate team tournament registrations
<input type="checkbox"/>	Obtained hotel blocks for tournament(s) & told parents
<input type="checkbox"/>	Scheduled scrimmages with the help of your head coach
<input type="checkbox"/>	Obtained required CEP coaching documentation
<input type="checkbox"/>	Produced roster labels
<input type="checkbox"/>	Distributed jerseys and socks to the players
<input type="checkbox"/>	Communicated any player medical issues to all coaches
<input type="checkbox"/>	Set up your list of volunteers
<input type="checkbox"/>	Obtained locker room volunteer MN Screening Forms




---

*“Remind your parents to check the website often. They should really check the schedule and team website 4-5 times per week.”*

---

- Appendix A Team Manager Book Instructions
- Appendix B Score Sheet Roster Labels Template
- Appendix C Forms
- Appendix D USA and MN Hockey Concussion Guidelines
- Appendix F Sample Volunteer Form, and Instructions for RSS Feed or iCalendar set-up
- Appendix G CEP Coaching Requirements

### Important Contacts

Lisa Goehring	Registrar	<a href="mailto:lisaandlee@mchsi.com">lisaandlee@mchsi.com</a>	612-310-6992
Julia Harrison	Team Manager Rep	<a href="mailto:juliaharrison1234@gmail.com">juliaharrison1234@gmail.com</a>	612-965-5404
Steve Krampf	OIA Manager	<a href="mailto:stevek@ronoicearena.com">stevek@ronoicearena.com</a>	952-449-6090
Tony Patterson	Orono CEP Rep	<a href="mailto:troad75@aol.com">troad75@aol.com</a>	612-987-1752
District 3 Hockey	<a href="http://www.d3hockey.org">www.d3hockey.org</a>		
Mike Anderson	D3 Referee Scheduler (see D3 website for link)		612-618-4001
Diane Margenau	D3 Administrator	<a href="mailto:dnmargenau@comcast.net">dnmargenau@comcast.net</a>	612-618-6978
Lynn Brandt	D3 C League Admin	<a href="mailto:lynn_brandt@comcast.net">lynn_brandt@comcast.net</a>	763-370-7303