

IDL

Ice Dogs Hockey League



The Glacier Ice Dogs would like to welcome you as a team manager! Your role is very important not only to your team but to the entire organization. Thank you for giving your time & energy. We hope this experience proves to be extremely rewarding for you & the hockey families who will rely on your guidance.

TEAM MANAGER ROLE

Organize the team: rosters, game responsibilities, schedule changes, etc.
Provide most of the communication between the team, coaches & the rink
Understand, communicate & support the Ice Dog Philosophy

ORGANIZE TEAM INFORMATION

As soon as possible, the manager must organize the following information for the team:

A – TEAM ROSTER

Sandra Anderson initially provides the coaches & team manager with a team roster which will need to be updated & distributed to the coaches & parents. Information on the roster may include the following:

Players full name – verify spelling is correct

Parent's names – be sensitive to divorce, step-child, separation issues. KNOW the proper name & phone number of each related member of a player

Phone numbers – home or cell phone

Email addresses

Players birthdate

Players USA Hockey Registration – will be checked by the office, if anyone is not confirmed you will need to follow-up to make sure each player registers.

B – TEAM SCHEDULES

The rink provides each level with a schedule. The manager should make sure each family has the proper schedule. Below are important factors in our schedule:

Early in the season there will not be a completed schedule

Sandra Anderson will update the calendar online

All schedules will appear on the website – www.icedogs.info

If there is a change in schedule you will be notified by the hockey office

Please direct your parents to utilize the online calendar on the Ice Dogs website and to check it often for changes. You will be asked to notify your families of any changes, but it is also a good idea for them to check the calendar as well.

The online calendar will contain the following information:

- Start time
- Type of slot: Game (home/away), Practice, or HockeyZone (Off-Ice)
- Locations of away games
- Teams on the ice during the slot

As the team manager you will need to make up a team schedule using only the ice slots relevant to your own team. Each time you distribute a new schedule to your team, put the date on the schedule and clearly mark any changes. It is critical for the team manager to make the team aware of new schedules & scheduling changes.

To assist the coaches & parents during the season it is good practice to send an email Sunday evening or Monday morning with the weekly schedule. In this email there are a few key items to include:

- Let the parents know the coach expects their player to be ready and in the locker room 15-20 minutes prior to game time.
(Check with your coach to see what time they prefer their players be ready prior to the game)
- Ask the parents to let you know ASAP if their player will not be able to attend a practice/game during the week so coaches can prepare.
- Highlight any changes for the week or comments the coaches may ask you to include in your email to the parents.

Our schedules will consist of the following types of ice slots:

- Split Practices: 60 minute slots of ice which have 2 or more teams sharing the practice
- HockeyZone Skill Session Practice will be upstairs in between the 2 rinks. Notify parents to have their player be dressed in gym shoes, shorts & t-shirts. Players are asked to bring their sticks & skates with them for the drills. *It is important to add this note into your weekly email so your players are prepared.*
- Home & away games are 60 minutes in length.

C – SEASON RESPONSIBILITIES

Mandatory Parent Meeting & First Team Email

Hockey Evaluations begin the season.

Your first communication with the parents by email should include:

- The roster – ask them to review & verify the information you have for their family and notify you of any additional information or changes.
- A reminder that the Code of Conduct form must be read, signed and returned to you either at the first practice or scanned and sent to you via email.
- A reminder that each player is required to wear a neck guard and mouth guard for each game.
- First Team Meeting – let the parents know that there is a **mandatory meeting** usually early in October where they will find out important information on the upcoming season.
- Tell them it is imperative that at least one of the players parents be present at this meeting.

Jerseys

The Glacier will provide a jersey for all properly registered players on a team. Once teams are settled and the team meets for practice, the jerseys will need to be distributed by the team manager. Record each players number and update the roster. Once your Level director has determined that the level of play is even though out your level, then the jerseys will need to be collected & brought to the store to have the last name put on them. This will happen around October 25th or after. Not all levels will be given the ok at the same time.

For a small fee per jersey you can bring them to Sports 11 located at 838 S. Milwaukee Avenue in Libertyville.

D – GAME DAY RESPONSIBILITIES

Setup Scorekeeper / Time Clock Volunteer

Either the team manager can handle this for all games or you can ask the parents if they would like to volunteer for a game. The time clock instructions are next to the clock. As the manager you will need to familiarize yourself with this process so you can be a backup if necessary

One volunteer from each team playing should be in the box to split the scorekeeper & time clock responsibilities

This job includes helping players in and out of the penalty box

Prepare The Score Sheet

The score sheets are located at the rental desk. You will need the complete list of players & their numbers for this sheet. It is extremely helpful to make a few sheets of labels with this information so it does not have to be written out every time.

Once the score sheet is prepared, give it to the other team's manager to complete their team's information.

Be aware of all player, parent and coach suspensions

Collect the score sheet back at the end of the game, have the referee's sign it and turn the sheet in to the lobby front desk

Time Clock Basics

Start the clock with a 3 minute warm-up and start the clock countdown when both teams are out on the ice.

Penalties at all levels, Mite – Bantam, are 1 minute & 30 seconds.

All full ice games, Mite – Bantam, will be 12 minute stop time for period 1 and 2. To start the 3rd period the scorekeeper will match the time left in their ice slot and the game clock. The 3rd period will be running time regardless of the score, penalties or injury. The clock will run no matter what, unless a Glacier staff professional determines it to be necessary.

Example 1 – Your slot is from 10am to 11am. If the 3rd period starts at 10:40am the 3rd period will be 20 minutes running time. If the 3rd period starts at 10:50am the 3rd period will be 10 minutes running time.

Example 2 – Your ice slot is 9:50am but the zamboni doors do not close till 10am. Your slot is now 10am to 11am and the above example applies.

There will be one, 30 second, strategy session allowed to a team that is losing by 2 or less goals, in the 3rd period, with less than 3 minutes remaining in the game. This will **NOT** stop the game clock from running. That's why we call it a "strategy session" and not a time-out.

E – ADDITIONAL RESPONSIBILITIES

TEAM PICTURES

Picture day will be early in the season.

Information from the Hockey Office will let you know if pictures are on or off the ice

Players should come dressed in full equipment

You will get the forms to forward to each parent to complete. They will pay the picture company directly

Once pictures are printed the level director will notify the manager who will pass them out at the next practice or game

TEAM GATHERINGS, PARTIES & EVENTS

A fun way to get families & players to know each other is to organize a team dinner following a game or a practice. Utilize the party room during an open skate as another option for your team.

At the end of the season during the last game each player will receive a certificate and a medal. Alternative & additional trophies can be purchased for your team through collection of \$ from the parents.

Coaches' gifts – collecting \$ from the parents and giving your coaches a token of appreciation for their time and commitment is a nice way for the team to say thank you.

Thank-You For All Your Help!!

Please Note that all Information is Subject to Change.