

FOREST LAKE HOCKEY ASSOCIATION



MANAGER'S GUIDE

Introduction

If you're reading this manual, congratulations! You've decided to take an active role and support of your son or daughters love of sports. Managing a youth sports team is incredibly rewarding, educational and it requires some dedication and work on your part. So what exactly does a team manager do?

The team manager's job is to serve as a liaison between players, parents, coaches, tournament officials and others. This manual helps you understand what needs to be done and provides guidance for specific tasks, so you can feel good about your contribution and your team will be happy with the job you do. Keep in mind that all activities do not have to be handled by the team manger – some can be delegated and some are “nice to have” items but are not mandatory. The more you can do to keep your team organized and running smoothly, the better everyone will be for your efforts.

TABLE OF CONTENTS

<u>INTRODUCTION</u>	2
<u>START UP ACTIVITIES</u>	4
MANGERS MEETING:	4
FLHA WEBSITE – TEAM PAGE:	4
FINANCES:	4
TEAM ROSTER/ CONTACT INFO:	5
PARENT LETTER:	5
TEAM MEETING:	5
TEAM APPAREL:	6
EQUIPMENT:	6
BANNER:	7
TEAM FUNDRAISING:	7
SCRIMMAGES:	7
START UP ACTIVITY CHECKLIST:	7
<u>MID-SEASON/ ONGOING ACTIVITIES:</u>	9
PARENT COMMUNICATION:	9
VOLUNTEER DUTIES AND FLHA REQUIRED FUNDRAISING:	10
OUTWARD COMMUNICATIONS:	10
DISTRICT GAMES:	11
TOURNAMENTS:	12
YEAR END PARTY	13
WEBSITE ICE STORE	13
MAINTENANCE CHECKLIST:	14
<u>YEAR END ACTIVITIES:</u>	15
YEAR END PARTY	15
FINANCES	15
COACH EVALUATIONS	15
EQUIPMENT COLLECTION	15
YEAR END CHECKLIST:	16
FURTHER ASSISTANCE:	16
<u>JR. GOLD SUPPLEMENT</u>	17

START UP ACTIVITIES

In this section you'll find information on:

- Manger & Team Meetings
- Website
- Finances
- Team Roster/ Contact Info
- Parents Letter
- Apparel/ Equipment

At the conclusion of this section is a complete checklist of items that must be completed very early in the season. Use the checklist as a starting point, and add items as needed.

Mangers Meeting:

One of the first things you'll be asked to do, is to attend the Forest Lake Hockey Associations Managers meeting. At this meeting, you'll receive a team folder that contains tournament information and other miscellaneous information. It is very important that you promptly and thoroughly read the information in the team folder and complete all necessary tasks.

Attendance is monitored and mandatory at the District managers meeting. As soon as the district announces the date and time of the meeting it will be communicated to you and your coaches. It is typically held the second or third week of October. The district meeting allows you an opportunity to learn about district rules and regulations that your team must adhere to. You will receive a copy of the district rule book, as well as the district level contact information for your team's level, game score sheets and other important information.

FLHA Website – Team Page:

The FLHA has a webpage (www.flhockey.org) and as part of that website, your team has its own page. The team page is a great way to handle communication with your team. It allows you to post contact information for yourself and coaches, list the roster, team calendar, post announcements and create a mass email list. Only one ID and password are allowed per team. The team manager or coach should create an ID, and then share the logon information with each other so both can update the page as needed. Working with the website is very easy and there is on-line help available once you're logged in.

Finances:

All youth sports team have expenses. Should your team win trophies, you may want them engraved and often times you will throw a year end party, or have a group event during a tournament.

Checking Account: At first, you may think it's not necessary to open a team checking account. However, a team checking account is a must. Here are some guidelines to consider:

1. Open an account that is separate from your personal account.

2. Determine the initial contribution amount:
 - a. Consider a contribution of @ \$75.00 or more per player (depending on your teams age and level) to open the team account.
 - b. Create an Account Statement spreadsheet and provide monthly updates to parents or keep a current copy on the team website. A sample statement is found in **APPENDIX C** and is available via the “forms” section of the website.
3. Establish a manila folder to holds receipts for team expenses. Copies of receipts should be provided with the account statement, in the month the expense occurred.

Team Roster/ Contact info:

From your official team roster, you can begin to draft your teams contact roster. At a minimum, your team roster should include player’s names, parent/coach/mangers names, phone numbers, and email addresses. A sample of a team roster is provided in **Appendix A** and is available under the “forms” section of the FLHA website. A copy of your team roster should be given to all parents.

You should also create a “team member/ number” card for each parent. The card contains each players name and number, and should be laminated so parents can carry them to games all year. It helps your parents become familiar with the team, and cheer for the right person! By using the label feature in Microsoft Word, you can choose label 5163 to create the right size. A document template to create these cards is on the FLHA website under the forms section.



Team Name

- 1 Player Name
- 2 Player Name
- 3 Player Name
- 4 Player Name
- 5 Player Name
- 6 Player Name
- 7 Player Name
- 8 Player Name
- 9 Player Name
- 10 Player Name
- 11 Player Name
- 12 Player Name
- 13 Player Name
- 14 Player Name
- 15 Player Name

Parent Letter:

Work with your coach/ coaches to determine what important information must be communicated ASAP to your players parents. Your coach may draft a letter of his/her own to communicate expectations around practices, game attendance, discipline etc. Your communication should include; information about the team finances, tournament dates (if known), ice schedule, volunteer expectations (see section regarding volunteer duties on page 9) and other information you feel is important. Include a checklist of any items that the parent needs to complete and return to you, (i.e. hotel registrations, concession sign up sheet, team apparel order form) to help expedite the process.

Team Meeting:

Your coach will likely set up a meeting with the parents and teammates early in the season. It’s a nice opportunity for people that are new to the team to get to know one another, to ask questions about the upcoming season and for the coach/coaches and manager to set expectations for the year. The team meeting can be as simple as a quick 10 minute gathering before or after a regular practice, or it can be an extra event that takes place at a restaurant or someone’s home.

Your responsibility is to coordinate the event (planning food, location) and to communicate the date and time to the parents. You should also be prepared to discuss items from the parent letter, or other concerns with the parents. The team meeting is a

very important activity. Be sure to relay the importance of attendance at this meeting to your parents.

Some coaches have a team meeting to begin the season, and forget to communicate on a regular basis with parents after that. Part of your job is to help the coaches be mindful of the parents needs. It's very helpful to schedule regular monthly parent meetings throughout the season, to address questions that come up along the way, or suggest that the head coach designate one practice a month where he/she will be available for 15 minutes after practice to address any parent questions.

Team Apparel:

Typically, teams order some type of matching apparel. Items range from a full wind suit, to sweatshirt and pants to an embroidered hat.

The goal of ordering team apparel is to find an item that everyone is comfortable wearing, that's not too costly. Some teams go all out, spending a hundred dollars or more while others choose to keep it simple. When deciding what to order, keep these things in mind:

- Choose one or two items only and allow some flexibility so parents don't feel they have to purchase something they don't want or can't afford. For example, consider offering a sweatshirt and hat combo, but be open to the idea that some will want only the hat.
- Create one design and go with it. You can waste a lot of time putting together options and never achieve agreement on the design.
- Choose your vendor carefully. Some will offer cheaper prices in exchange for lesser quality. Vendors get multiple requests early in the season which can impact your teams turn around time so get your order in quickly. *Note: Forest Lake Embroidery donates 15% of total hockey team order sales to the Hockey Association.*

Equipment:

Jerseys: Each year, the Forest Lake Hockey Association supplies jersey's for each team. Traveling teams will receive both a home and away jersey, and the team is required to return both at the end of each season. Because the jersey's are returned, teams are not allowed to place player names or sponsor names on the back of the jersey unless they do so via placard that can be removed when the season is over. Each team must pay for the placards they order and placard are available from Forest Lake Embroidery or Cycle and Skate. Each player/parent is required to provide a \$50 damage deposit check to the association for their jerseys. The checks will be destroyed, provided their jersey is returned at the end of the season. Team managers should collect these deposits and turn them into the FLHA treasurer as soon as possible when the season starts.

Stop and D2 Patches: Stop patches (for all mites/ squirt and girls teams) as well as D2 patches will be distributed via team folders in the arena when they are available. Parents **MUST** sew or glue these patches to their child's jerseys. Where stop patches are required, players will not be allowed to skate in district games unless the stop patch is in place.

Borrowed Equipment: The hockey association supplies some equipment to teams – such as goalie equipment. Because the equipment is on loan, a “lease agreement” must be signed by the parent who is borrowing the items. A \$100 deposit is also required. Be sure to appropriately survey the equipment for needed repair and work with the Equipment manager for your level to resolve any issues. Make sure that the signed lease and deposit check are returned in a timely fashion.

You are responsible to ensure that all borrowed equipment and jersey’s are cleaned and returned at the end of the season. This is covered in more depth later in this guide.

Sponsorship: FLHA does not provide team sponsors. If you would like a team sponsor, your team may find one on their own, but remember you are not allowed to recognize the sponsor on the jersey unless via removable placard that the team must pay for (typically is covered by funds received by the team, from the sponsor).

Banner:

Teams will usually have some type of team banner to hang on the glass, during games and tournaments. You will either need to make one, use one from a previous year (if it wasn’t player specific), or ask someone on your team to put one together.

Team Fundraising:

Some teams choose to fundraise as a team in order to offset their ice bills. Popular fund raising ideas include bagging groceries, holding a team breakfast and bake sales. It can be difficult to secure a date for some of the activities as there are limited dates available and places fill up quickly. Be creative and make sure if your team is interested in this that you secure your dates early in the season.

Scrimmages:

Coaches may want to hold scrimmages – they could be with referees or without (see D2 rule book). Verify your role with the team coach and if necessary, handle scrimmage set ups. You can find phone numbers and e-mails for other teams on most Association web sites. Check the practice schedule as soon as it comes out to identify solo ice hours and allow plenty of time to work with other teams. Typically you arrange for the other team to reciprocate some time during the season and share costs of refs if used.

Start Up Activity Checklist:

- Attend Coach/ Manager meeting
- Attend D2 manager meeting
- Read and complete all activities in team folder received at FLHA Manager meeting: i.e. tourney contacts, roster signatures etc.
- Obtain website ID and create team page per on-line instructions.
- Create team contact roster
- Open team checking account – order checks

- Create laminated player/number card and distribute
- Write parent letter
 - Volunteer info: Collect \$50 volunteer deposit per players
 - Team Finances
 - Tourney dates
 - Parent checklist if needed
 - Other info as appropriate
- Inspect borrowed team equipment and return lease agreement/ collect \$50 jersey damage deposit per player
- Secure fundraising dates if applicable
- Set up scrimmages if required
- Team apparel order
- Team meeting
 - Work with coach to organize
 - Communicate manager news
- Create/ Delegate team banner
- Distribute D2 and Stop patches to players

Mid-Season/ Ongoing Activities:

Now that the team is up and running, things will slow down a bit. However, it's important to keep the lines of communication open, and keep your parents informed and up to date on important information.

Parent Communication:

The first thing that will help in this area is to establish a communication "plan". This includes:

- Notify your coaches and team of how you will typically communicate with them (i.e. email, phone, handouts etc.)
- Establish a timeline for announcements. For example, to avoid overwhelming your parents with information, let them know that you will make a team communication once a week on a certain day "Mondays".
- You may want to utilize the team "calendar" feature on the website and ask you parents to reference it frequently, or send a link to it in your weekly communications. Include things such as ice and dry land practice dates, ice bill due dates, FLHA board meeting dates and times etc. Doing so also helps your coach's plan and prevents last minute additions to the schedule (i.e. dry land).

Regardless of how well you plan, situations will arise that require you to send emails and make calls at the last minute. It can be frustrating, but keep in mind that your job is to serve your parents and team as best you can.

Within your weekly communications you should include:

- Information on upcoming events (i.e. .tournaments, dry land, board meetings, volunteer duties, team photos)
- Driving directions to away games
- Reminders (secure hotel reservations for out of town tourneys, review the FLHA website and/or team websites)

Team Photos: Forest Lake Hockey Association contracts a photographer to take team photos. You will receive information on your team's time slot via your team folder at Maroon and Gold and the FLHA website. Photo order forms should be handed out to each parent. Photos are taken in full uniform. Let parents know the color uniform that will be worn and to bring skates, gloves and stick to the photo shoot.

When the finished photos arrive, you must deliver them to each parent.

Volunteer Duties and FLHA required Fundraising:

Volunteers: Throughout the year, there are activities that require parent volunteers. You will need to coordinate volunteer hours for things like working in the concession stand, staffing home tournaments, working District playoffs and attending board meetings. There is a 4/shift per player requirement each season along with a \$50 volunteer deposit that is collected at the start of the year and given to the treasurer. Board members, managers, coaches satisfy the volunteer requirement so are exempt from the deposit.

It is important to try and gain volunteer involvement from ALL parents and this can be difficult. You may want to consider putting together a volunteer schedule (**Appendix D**) to track volunteer hours and inform you parents that they are expected to work a specific number of shifts throughout the season. Set the expectation that if they are not able to fulfill their volunteer obligations, it is their responsibility to find someone to work on their behalf. This can save a lot of time and frustration on the part of the team manager.

FLHA Fundraising: There are at least two required FLHA fundraising activities each year; raffle and team baskets. Money raised as part of these fundraisers goes to the FLHA general fund.

- Your role with the raffle is to coordinate the collection of tickets.
- The team basket is sold during a silent auction at the Annual Hockey Social. You can either collect money and purchase items around a particular theme, or ask for donations from parents. Some basket themes in the past have included sporting even tickets (Gophers, MN Wild), fishing/ hunting, spa, tournament theme, gift certificates etc. You or a delegate can handle the basket and decide a theme for your team. Every team in the association must contribute a basket.

Outward Communications:

Should your team win tournaments, or achieve a special accomplishment it should be communicated within your community. There are several ways to do this.

FLHA Website: You may wish to submit a story or picture to be published on the FLHA website's home page. You have control of your team page only so to so, contact the FLHA webmaster.

Local Newspaper: Contact your local newspaper sports page editor and inquire about how to post an announcement about your team. Some papers may offer this a free service, while others will charge a small fee.

Let's Play Hockey: Let's Play Hockey is a sport newspaper that is printed and distributed across the state. You can pick up a copy of this paper at several locations including Forest Lake Cycle and Skate. This paper publicizes team tournament wins on a weekly basis. Review the Let's Play Hockey website, and click on the "Get your tournament report and photo published" link in the left hand navigation bar to submit your teams victory. Be sure to inform your parents when this is completed so they can pick up a copy of the publication.

District games:

At the D2 managers meeting, you will receive the **D2 rulebook**. It contains vital information such as team responsibilities with regard to District games, how to re-schedule games if needed, appropriate communication guidelines when dealing with referees and where to mail game score sheets. Understanding all of this information is critical.

Game Score sheets: Each score sheet must contain a team roster, your coaches CEP certificate information and the head coach's signature. You can save a lot of time by creating team score sheet labels to be affixed to all four copies of the sheet. (**Appendix E**) Both types of labels (roster and CEP numbers) can easily be printed on Avery 5163 labels. At the conclusion of home games, you must mail the **white copy** to the District coordinator for your team level. You can find coordinator mailing info in your D2 book, or on the D2 website. *Tip: have your coach sign the labels in advance, rather than just before game time.*

Off Ice Officials: As specified in the D2 rulebook, each team is responsible to supply workers for each game. Depending on if the game is home or away, you will need to supply two penalty box workers, an official scorekeeper and/or someone to run the clock. For all home and away games you must ensure that they duties are covered. Use of the volunteer tracker spreadsheets helps ensure one person isn't called on repeatedly to work at games. You might consider scheduling a clock and game sheet training session during an early season practice so everyone feels comfortable with their duties.

Referee fees are paid to D2 in advance of the games and are included in registration costs. However, if your team schedules any scrimmages where refs are present, the team must pay those costs.

Information on how to **reschedule a district game, or schedule refs for a scrimmage** is available in the district rule book. Key things to note are:

- Re-schedules must be completed and submitted a minimum of 14 days in advance of the originally schedule game.
- There is a fee to reschedule of \$100

There are other rules to follow as well and there are special rules surrounding inclement weather. Review the D2 rule book for additional information.

Awards are available for players that accomplish the following during a district game only.

- Hat trick Award – For a player scoring three goals in one game.
- Playmaker Award – For a player registering three assists in one game.
- Zero Award – For a goalkeeper playing a complete game without allowing a goal.

Instructions for submitting an award request for one of your players can be found on the District website under the forms section (d2hockey.org). Talk to you coach about how they wish to present awards to players that earn them.

Tournaments:

Fist and foremost you MUST remember to bring the team book to all tournaments. It is required as part of the registration process and without it, the team will not be allowed to participate!!

You are notified of the tournaments your team will participate in at the beginning of the season. Tournament dates and contact info is part of the team folder you receive at the FLHA managers meeting.

As mentioned earlier, you need to email each tournament coordinator early in the season and provide them your contact information. Typically, the coordinator will then email you three to four weeks in advance of the tournament date to request your team roster. Most likely, you will receive a roster form that needs to be completed and returned by a specific date. You may also receive t-shirt order forms and other information that should be shared with your parents. (i.e. tournament rules).

Out of town tournaments

Out of town tournaments can require a little more planning.

- Hotels may require advance deposits from parents, or special conduct forms. When required, your hotel contact will provide them. You need to coordinate getting the information to the parents, and reminding them to send them in.
- Depending on the age of the team you manage, you may want to consider a planned team activity for out of town events. Team dinners or pot lucks, scavenger hunts, bingo and other activities are great ways to pass the time and help the team/ parents bond.
- Glass paints can be a fun way to show team spirit and support. You can purchase maroon, gold and white paints at Michaels craft store and decorate your car windows.
- Consider creating some kind of item that can be placed on the hotel room door to identify your team members. Most other teams will do this and you don't want your team to be left out.
- You may want to coordinate music for the locker room, paper banners or other decorations for the ice arena as well.
- Plan to arrive at least 1 hour prior to your first tournament game so you can register the team. Some tournaments will specify check in times. Verify the expectation with the tournament coordinator if check in isn't noted in the rules document you receive.
- Most tournaments will supply some type of player or parent gift (hat, lapel pin etc.). Hand out the items to your team or parents as needed.

If you should be lucky enough to take home a trophy, the coach should have a plan in place for how it is shared. You may simply take it to the team sponsor, the coach may hold it for placement in the FLHA trophy case, or it may go home with each player for a few days in rotation.

Year End Party

Although the year end party will be reviewed in more detail in the next section, it's mentioned here because it's never too early to begin planning! You should begin by selecting a date and what the team wants to do near the beginning of December. There will always be people that can't make the date, or want to do a specific thing. It's obviously most important that the team coaches and manager are able to make the party, and they can decide what to do for an activity. (Most team's season will end by the second or third week in March) Once you reserve your party date and location, other planning activities can wait until later.

Website Ice store

During the season, there may be times where your team is not able to practice when they are scheduled to do so. You should work with the ice scheduler (contact info on the FLHA website) to make sure that your scheduled ice time does not go to waste. Remember, your parents pay for ice time that is scheduled whether or not it is used. You may consider advertising your unusable ice in the Ice Store feature of the FLHA website. The ice store is accessible through your team's page. You may also want to email the teams who will practice before and after your scheduled time, to see if they would like the extra hour of ice. Whatever the end result, make sure it is communicated to the ice scheduler so the ice hours are billed appropriately.

Maintenance Checklist:

- Establish a communication plan
- Distribute monthly team calendars
- Create volunteer hour tracking spreadsheet and inform parents regarding expectation of hours
- Send weekly emails regarding important upcoming events and dates/ volunteer duties.
- Coordinate fund raising activities throughout the year
- Create and print score sheet labels – have coach sign coach labels.
- Organize work assignments for home and away games
- Submit District Awards forms as needed. The head coach presents the award to the player.
- Check in with upcoming tournament coordinators – send in roster and other info as needed
- Supply score sheet labels for home and away games/ tournament games
- Provide cash or check payments to each Ref at home District games, before the game begins. You do not pay refs at tournaments.
- Mail score sheets following each home game
- Reschedule games as needed
- Bring the team book to all tournaments** – it is needed at team check in.
- Coordinate hotel reservations if needed
- Provide directions to out of town rinks/ hotels
- Coordinate team events/ hotel door tags/ locker room decorations
- Check in early for tournaments
- Submit newspaper announcements

Year End Activities:

At the conclusion of the season, the following things need to be taken care of:

Year End party

The year end party is the final get together of the season. Some teams choose not to have one, while others will have a big event with awards and recognition for the coaches, manager and players. You should have already established the date and activity for the party. Your coaches may have special awards they would like to present during the party, so ensure there is ample time to accommodate recognition and your activity.

Based on the type of party you have, there may be many activities that require coordination. (Coach's gifts, food, decorations, ride sharing etc). This is a great opportunity for other parents to get involved. Determine the necessary steps and enlist the help of your parents to get the job done.

Finances

The final reconciliation ice bill will arrive in February. Your team may receive a refund, or may have a balance due based on the number of hours of ice they used during the season. Before collecting the last ice payment, be sure to check with the coaches to see if they may add more ice time to prepare for playoffs. A little preparation can save you from billing and collecting multiple payments.

Once all the expenses for the team have been paid, you must provide the final account statement, and refund (if any) to each player's family. You may be able to anticipate expenses for the final party and have checks and statements available during the party, or you may have to mail this information afterward. If mailing is needed, be sure to collect the mailing addresses of all of your parents at or prior to the final party.

Coach Evaluations

The coach selection committee asks that parents evaluate their child's coach near the end of the season. Evaluation forms will be provided to you via the folder in the arena. When received, distribute a copy to each parent and ask that they be returned to you by the due date on the form.

Equipment Collection

At seasons end, you must collect the jerseys, water bottles, first aid kit, puck bags etc. All returned equipment must be in the same condition as when borrowed and all jerseys should be clean. The date/time of the equipment drop off will be communicated near the seasons end.

Should a team member wish to keep borrowed equipment, past the regular season end date, a "spring league" lease is available. Contact your coordinator for more information.

The **team book** must be returned to the Board Secretary as well.

Year End Checklist:

- Verify ice schedules with coaches before sending parents the final ice bill
- Distribute/ collect coach evaluations forms from the board
- Determine team manger for following year if possible. This will be a huge timesaver for the person becoming manger. Helpful tools and information can be transitioned early to help them better prepare for the flurry of activity at the beginning of next year!
- Gather leased equipment and player jerseys/sponsor placards for return to equipment coordinator – return date/time will be communicated to you.
- Return player book to FLHA Secretary – return date/time will be communicated to you.
- Submit season summary to local newspaper and Let's Play Hockey
- Organize year end party
- Finalize team account and mail and refunds ASAP
- Deliver trophies to team sponsors. (If they don't want them, hold them for contribution to the FLHA trophy case).

Further Assistance:

This manual provides you with a place to start as you begin your team manager duties. Unique situations may require assistance from an experienced manager or your level's director. Should you encounter a situation that is not discussed in this manual, please contact your level coordinator via the email address on the FLHA website:

www.flhockey.org.

Jr. Gold Supplement

Managing a Jr. Gold team follows many of the same items as managing other hockey teams however a few activities are unique.

1. The Jr. Gold season does not begin until November after the high school hockey try outs are completed.
2. Jr. Gold teams are governed by both D2 rules as well as Metro League rules. Both will have mandatory managers meetings. Get to know your D2 Metro League representatives as you will go to them for guidance during the season. You will have two rule books to follow- Metro League for game rescheduling, reporting game results and game/player rules and D2 for referee fees and player rules.

Finances:

The Jr. Gold season is generally more costly – practices are usually solo ice and may be late at night (there is a discount for 10pm practice hours). Fees to referees and linesman are also higher as are tournament registrations. Ask for \$500 per player to cover initial expenses.

Tournaments:

Start ASAP.

The FLHA does not schedule tournaments in advance for Jr. Gold teams (check to be sure if this changes). Managers need to check Let's Play Hockey to identify potential tournaments and register the team. Work with the FLHA treasurer to get checks for registration in a timely manner. Tournaments fill up quickly. All out of state tournaments need to be approved in advance by D2 officials (this takes time so get the request in early and monitor status). Typically there are more tournaments (4) with at least two out of town. The manager will also need to locate hotels and make arrangements to reserve enough rooms for the team.

Make sure you inform FLHA ice scheduler of all tournaments you enter so games (see ice draw) and practices do not conflict.

Ice Draw:

The Metro League does not schedule games in advance – this is done by you and the head coach during the Ice Draw. During the ice draw you schedule both home and away games. If you come prepared it can be a relatively simple process.

Work with FLHA ice scheduler to identify 15 to 18 ninety minute blocks throughout the season. Teams travel longer distances so start times should be between 7 and 8:30 pm. You will have 12 home games. Having more slots available will make the matching process easier.

Make up a calendar for Dec, Jan and Feb with plenty of room to write. Put in your available times, any confirmed tournaments and any other schedule conflicts (i.e. coaches are out of town or if you do not want games between Christmas and New Year's).

At the meeting the Metro League will tell you what teams you must play and if you will be home or away. You can not change this – it has to do with assignment of home and away referees. All teams are represented at the ice draw. You meet with each team to agree on dates/ times – if you are to play the same team twice schedule both home and away games at the same time. Write everything on your calendar and transfer to league sheets when you are all done. You may need to change some games during the ice draw as schedules fill up. Confirm game schedule with FLHA ice scheduler (they will also get the schedule from the League.)

Reschedule games:

Once ice draw is complete the Metro League will confirm your game schedule and put it on the web site. Make sure their schedule matches yours; if not contact them immediately! The League allows a short amount of time to make changes at no cost. After that time it is very costly to reschedule games.

Equipment:

Plan in your budget that the team will go through more supplies, particularly pucks (more are lost when shot over glass during practices and games) Check with coaches about what they want in the team bag such as tape, etc.

The team will get both home and away jerseys but they do not keep them. No names are put on them. This makes a team member/ number card for parents even more important.

Fund Raising:

Fund Raising often begins while Jr. Gold Teams are still being formed. Need to contact parents directly about this as soon as possible. You may not have scheduled practices yet during which you can distribute or collect fund raising materials.

Team Photos:

Typically the Association photo night is held before the Jr. Gold teams are fully set. The Jr. Gold manager needs to schedule a separate time with the photographer. Often the photographer will come to a practice and take action shots.

League games:

HEP points are very important to keep track of and verify they are recorded correctly on League standings. Game results must be e-mailed in within 48 hours of the games as well as score sheets mailed regularly to the D2 representative. Follow instructions in the Metro League rule book. There are fines if this is not followed correctly.

Volunteers:

Parents are very important in filling off ice duties including penalty boxes, score book and time clock. These jobs can be more demanding at this level (more penalties and complex record keeping) Parents involved should be comfortable in the job and had some prior experience at lower levels. You probably will not be able to schedule all parents for these duties. For those parents who do not volunteer for off ice officials, get them involved in other ways such as organizing the potlucks during tournaments, creating the team banner, etc.

It is not unexpected to have a player removed from the game for 3 penalties. It is helpful to have a parent identified in advance to get the locker room key and make sure the player who is removed is supervised when off the ice as needed.

Communication:

Players can drive at this age. Practice times can be late. As manager you may not see parents during practices. Therefore it is important to set up a reliable form of communication with parents as well as players (for example e-mail to parents, paper hard copy to players).

Senior Night:

Some teams plan a special event for senior players during one of the season end games. Identify a home game where no team is immediately before or after (this does happen with a 90 minute game schedule) Contact opposing team, league scheduler, arena manager and refs to confirm what you are doing (either starting 15 – 20 minutes later, doing something during resurfacing or following the game) Can involve player recognition, pictures, etc.

APPENDIX C

Example includes ref fees that are no longer paid by teams individually)

Manager Name		Statement Date: 03/22/2007		
Manager Address				
Manager Address				
Manager phone number				
STATEMENT OF ACCOUNT				
Team Name				
DATE	DESCRIPTION	CHARGES	CREDITS	ACCOUNT BALANCE
<i>Balance brought forward</i>				\$0.00
11/25/06	Deposits (\$300 x 15)	\$4,500.00		\$4,500.00
11/26/06	Ice bill paid		\$3,057.45	\$1,442.55
11/28/06	WBL game Ref check		\$25.00	\$1,417.55
11/28/06	WBL game Ref check		\$25.00	\$1,392.55
11/29/06	Basket check - MGM Liquor		\$145.92	\$1,246.63
12/02/06	Tartan Ref Fee		\$25.00	\$1,221.63
12/02/06	Tartan Ref Fee		\$25.00	\$1,196.63
12/06/06	Engraving fee- Hopkins trophy		\$53.78	\$1,142.85
12/10/06	Mahtamedi ref		\$25.00	\$1,117.85
12/10/06	Mahtamedi ref		\$25.00	\$1,092.85
12/10/06	Interest credit	\$0.05		\$1,092.90
12/16/06	Mounds View Ref		\$25.00	\$1,067.90
12/16/2006	Mounds View Ref		\$25.00	\$1,042.90
12/21/06	Roseville Ref		\$25.00	\$1,017.90
12/21/06	Roseville Ref		\$25.00	\$992.90
01/03/07	Ice deposits (138.17x15)	\$2,072.55		\$3,065.45
01/03/07	Interest credit	\$0.03		\$3,065.48
01/03/07	Ice bill paid		\$2,072.55	\$992.93
01/06/07	Cragun's party room		\$69.23	\$923.70
01/06/07	flip flop craft (\$7.61/child)		\$114.15	\$809.55
01/09/07	D2 re-schedule fee (this will be reimbursed)		\$25.00	\$784.55
01/20/07	Pizza Party - Rochester		\$125.00	\$659.55
02/05/07	Ice deposits (138.17x14) Brust (\$58.50)	\$1,992.88		\$2,652.43
02/05/07	Ice bill paid		\$2,072.55	\$579.88
02/11/07	scrimmage ref		\$25.00	\$554.88
02/08/07	FL vs. Tartan red Ref		\$25.00	\$529.88
02/08/07	FL vs. Tartan red Ref		\$25.00	\$504.88
02/20/07	Stillwater Ref		\$25.00	\$479.88
02/20/07	Stillwater Ref		\$25.00	\$454.88
03/01/07	reimbursement of D2 re-schedule fee	\$25.00		\$479.88
03/01/07	Ice deposits (\$65.33 x 15)	\$979.95		\$1,459.83
03/05/07	Ice bill paid		\$980.00	\$479.83

APPENDIX E

Sample coach label for score sheet

Coach name _____
CEP # XXXXXX CEP Level X Year Attained XX/XX

Coach name _____
CEP # XXXXXX CEP Level X Year Attained XX/XX

Coach name _____
CEP # XXXXXX CEP Level X Year Attained XX/XX

Sample roster label for score sheet

FOREST LAKE Team Name	FOREST LAKE Team Name
1 Player Name	1 Player Name
2 Player Name	2 Player Name
3 Player Name	3 Player Name
4 Player Name	4 Player Name
5 Player Name	5 Player Name
6 Player Name	6 Player Name
7 Player Name	7 Player Name
8 Player Name	8 Player Name
9 Player Name	9 Player Name
10 Player Name	10 Player Name
11 Player Name	11 Player Name
12 Player Name	12 Player Name
13 Player Name	13 Player Name
14 Player Name	14 Player Name
15 Player Name	15 Player Name

FOREST LAKE Team Name	FOREST LAKE Team Name
1 Player Name	1 Player Name
2 Player Name	2 Player Name
3 Player Name	3 Player Name
4 Player Name	4 Player Name
5 Player Name	5 Player Name
6 Player Name	6 Player Name
7 Player Name	7 Player Name
8 Player Name	8 Player Name
9 Player Name	9 Player Name
10 Player Name	10 Player Name
11 Player Name	11 Player Name
12 Player Name	12 Player Name
13 Player Name	13 Player Name
14 Player Name	14 Player Name
15 Player Name	15 Player Name