

Centennial Youth Hockey Association

Team Manager Handbook

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What is a Team Manager?

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

Team Manager duties will vary by team based upon the Team Manager's abilities, interests, and availability, and/or, the coach's perspective on responsibilities. The key to a successful season is for the Head Coach and Team Manager to clearly define and agree upon responsibilities at the beginning of the season, and keep an open line of communication throughout the season.

While duties may vary by team, the following is how duties are commonly divided:

Primarily Team Manager Responsibilities

- Team finances
- Team web page
- Coaching/player paperwork
- Securing volunteers
- Picture coordination
- Team apparel
- Team communication/Logistics

Areas Team Managers assist Coaches

- Parents Meeting
- Additional Practice
- Ice Draft

Information/Rules to be aware of

- CYHA Code of Conduct
- D10, Minnesota Hockey and USA Hockey Handbooks
- Team Equipment/Jerseys
- Game responsibilities (Book, Clock, Penalty Box)
- Ice Information
- CYHA Payment Schedule
- Guidelines on Gifts

Team Finances

Team Assessments

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

Team Assessments are collected to cover the following expenses: additional ice purchased, tournament fees (traveling), team parties and coaches gifts etc. The Team Manager and Coaches should work together to determine their team assessment and review with the parents to ensure that it is appropriate for the team. Parents are usually given the option to pay in 2 installments. Please be considerate of CYHA hockey payment due dates when setting the due dates for team assessment payments. Collect the assessments and deposit in team checking account (see below).

Team Checking Accounts

It is recommended that you open a team checking account. Use this account to pay team expenses, buy additional ice, reimburse CYHA for tournament expenses, etc. You can obtain a non-profit checking account with no fees at Patriot Bank in Lino Lakes. The bank has received a list of our team names. Please see any of the New Accounts Reps to open your free checking account. All you need is your personal ID.

These accounts will have free checking and should remain open only for the season. It is suggested the accounts have 2 signors (both are team parents/coaches). Only one person needs to be present to open the account, the other signor can stop in at a separate time and sign on. Patriot Bank is located on Lake Drive and 35W, Phone: 651-785-9320, 7449 Village Drive, Lino Lakes

The accounts should reflect the team name and then Centennial Youth Hockey i.e.:

B1 Bantam Red

Centennial Youth Hockey

Team Manager Address

City St Zip

Share Account Information

Team bank statements, a current ledger and invoices are required to be available to parents and CYHA. It is also a good idea to have a 2nd person sign off and verify receipts so that there are no questions or issues regarding payments or deposits at a later date. It is recommended that you copy team bank statements & receipts or provide a spreadsheet with information as it pertains to the team checking account.

Logistics

Coaching/Player Paperwork

Official Team Roster: The CYHA Registration Director prepares the "official" team roster. You will be given this roster and will be required to have each player and coach sign the roster. Signatures should be in BLUE ink. Make NO MARKS on this roster i.e. crossing off names, address, spelling or birth date corrections! If anyone does make marks on the roster, the CYHA Registration Director will be required to print another roster for you and you will need to get signatures again. Inform the players/coaches to sign as their name appears on the roster as this matches the birth certificate. Please also ensure that the book contains copies of the front/back of the current CEP cards for all rostered coaches - work with registrar if they are not present.

This task has a very short time interval to complete. If your team does not have a practice scheduled in this short time frame, you must arrange for players to come to your home or meet at the arena to care for this. If this is not done by the requested return date, the team will not be allowed on the ice.

Background/Screening Form and Waiver of Liability: These forms are required to be completed by all coaches and managers for each team. MN Hockey Screening procedures require background checks be completed prior to any contact with players. All coaches and managers must complete a waiver of liability for themselves as they are now considered participants in the hockey program by agreeing to coach or manage. Blank forms are available at the arena and the registrar will contact you if you or your Coaches have not completed this document.

Team Book: Own the Team Roster Book given to you by the registrar. You or the coach should have with you at all practices, games, scrimmages the Team Roster Book. This book is required to check your team in at tournaments (arrive 1 hr early at tourneys with book for check-in). It contains the game sheet labels for league games and scrimmages, the emergency information form for each child, of each player, coach's cards, injury forms and award forms - to be filled out at the end of the season.

Assign Parents for team duties

Assign / Recruit parent/guardians to fulfill team responsibilities (these hours do not qualify for CYHA Volunteer Hours)

- Home team: Timekeeper for each home game and for traveling 1 penalty box.
- Visitor team: Traveling Only - Scorebook and 1 penalty box.
- Treat schedule based on team/coach preference - usually for Initiation level
- Organizing social activities throughout the year to build team camaraderie.
- Organizing the team's season-end party and coach gifts.
- Assistance with Team apparel
- Assistance with Team Banner
- Submit team stories to info@centennialhockey.org for website publication or to also to Lets play Hockey (free), quad press (small charge may apply)

Team Pictures

The CYHA Picture Coordinator schedules team pictures for all teams. Details of what time your Team Pictures are will be placed in your team mailbox and e-mailed to you if possible. Team picture schedules are also announced on the CYHA website. Please remind players/parents that they need to come fully dressed in all their equipment except helmets, and also need to bring their stick. They will put on their skates at the picture session, but should not bring their bags. Initiation level: The Jersey coordinator will be in contact with you regarding distribution of Jerseys prior to pictures.

Team Apparel

Organize the ordering and distributing of team clothing. CYHA has negotiated discounted apparel pricing so please see the CYHA Manager Page for details. Purchasing team apparel should be voluntary. Collect fees for apparel from parents/guardians. Be conscientious about obligating parents for additional expenditures. Also, offer parent the option to make the purchase a gift and help them receive the apparel without their player's knowledge.

Communication

Set up Team Web Page

Access CYHA website homepage at www.centennialhockey.org. On right side of home page is a red box that reads - Edit Your Team Page. Click on the link provided, request your ID and password and wait for a response from Mystify My Web - the CYHA website provider. You will receive an email confirming your ID and Password along with instructions on how to access your webpage.

Webpage should contain: Team Roster, calendar (schedules), announcements for the team and arena locations. Establish a list of families that do not have access to the webpage and ensure that you always contact them with information that you publish on this page. This site should eliminate the need to pass out paper announcements.

Please consider what items should be proprietary to the teams when posting announcements. Please give careful consideration to whether first and last names of players are listed, and posting out of town dates and locations. Our site is public, anyone can view it. A reminder that scores are not kept at the initiation level.

Email Broadcast

Create a list of all families email IDs. Send out a broadcast to the team every time you make significant updates to the team webpage.

Prepare team contact information

Prepare and handout a roster containing the following (with the approval of your parents): Player name, parent names, telephone number, address (for carpooling), email IDs (if desired). Wallet cards are a very handy tool as well so you may want to consider creating those for all parents.

Hotel Arrangements

If your team is traveling out of town for a jamboree/tournament, locate a hotel/motel in the town you are traveling to and reserve a block of rooms. The block of rooms should be a minimum of 1 room per family. When making the reservation, 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.

Communicate / Promote the year end coaching evaluations

You will receive a link prior to the end of the season to distribute out to your parents. You will be asked to assign a team password which in turn needs to be included in your email distribution to the parents. Please do not put this password on your team's web page. Please encourage your parents to participate so that CYHA can use these to guide them for coaching assignments in the future.

Areas to assist Coaches

Parent / Team Meeting at beginning of season:

Coaches generally lead the parents meeting, however, Team Managers can assist in the logistic and planning the agenda, as well as communicating key logistics for the season.

Sample agenda is as follows;

- Goals for the season
- Coaching Philosophy
- Expectations of Players and Parents
- Team Rules, Code of Conduct, Grievance Procedures
- Missing practice and/or games - who to contact
- Identify parent volunteers for tasks
- Tournament / Jamboree(s) Schedule
- Team Clothing
- Team Assessments (Ice, Tournaments, Dryland)
- Team Communication - website, email, phone calls, handouts
- Appropriate Locker Room Behavior and new chaperone / cell phone policy

Additional Practice:

Additional Ice Your team may want to purchase additional ice for practices. Many times the coaches will handle this, however, some prefer if their manager handles additional ice purchases. At a minimum, the Team Manager must get the payment ready for the rink.

If you are asked by the coach to secure additional indoor ice hours, your best source is <http://www.rinkfinder.com/>. If ice does not appear to be available to meet your team's needs, you may need to call ice arenas and ask about available ice hours. Use the team checkbook to pay for the ice. The CYHA tax ID will not be given to teams. Teams will be required to pay for the ice cost + tax.

Sharing Ice:

You may share your practice ice with another team, however, it must be a team of same approximate age. Keep in mind team playing level to ensure the safety of the players.

Ice to Trade or Sell

There are times when your team has ice that no longer fits into your team's schedule. You can post your ice for sale or trade on the *Ice Store Page* of our website.

Outdoor Ice:

CYHA has access to local community rinks. The CYHA Outdoor Ice Coordinator, listed on the board page of the CYHA Website, coordinates the use of these rinks. Using these facilities is a privilege and the rules of the cities must be followed. The CYHA Outdoor Ice Coordinator schedules an Outdoor Ice Draft which is announced via the CYHA website and monthly news card. Rules for ice use is communicated at this Outdoor Ice draft and can also be found on the Ice Store page of the CYHA Website. Before attending the ice draft, make a calendar of available dates for your team and the preferred outdoor park, to assist you with scheduling appropriate dates/time. Helmets ARE REQUIRED.

Dryland Practice:

Prior to outdoor ice being available, the city rinks can be used for dryland practices.

Other Information

Non-Team Players NOT allowed on Ice

Only players that are on the roster of the team assigned to the ice are allowed on the ice for all ice events. Children of coaches or siblings of the players are NOT allowed to practice with a team that they are not rostered on.

Student Coaches - Ages 13 - 17 years old

Reference District 10 Handbook: CYHA supports the use of student coaches in addition to the Head Coach and Assistant Coach of our youth teams. Students interested in working with a CYHA team, must complete the USA Hockey Student Coach Information form. More paperwork is required if student coach is a High School player. See Registration Director for details. The completed form must be returned to the CYHA Registration Director (contact info on board page). After the student coach has been registered in Cyber Sport, the student coach may begin to participate on ice with the youth team. *Only students committed to assisting with a team the entire season should consider becoming a Student Coach.*

Team Equipment/Jerseys

- CYHA supplies jerseys and socks, included in the registration fee. CYHA teams are required to wear the association jerseys at all games during the season. This includes all jamboree/ tournament games as well.
- How jersey numbers are assigned is up to each team.
- Initiation Levels C-A: Goalies that require equipment must contact the CYHA Goalie Coordinator, listed on the CYHA Website on the "goalie" page.
- Player equipment requirements are listed on the Initiation page of the CYHA Website. Mouthguards are required for all players.

Important Game Information

- You must have the team book at each game. If someone checks for the book and it is not present, there will be no game.
- Parent volunteers are in place.
- Rostered coaches must be certified at the appropriate level and must carry their certification card on them at EVERY GAME. Referees will request to see the coaching card prior to each game.

Jamboree / Tournament Information

The CYHA Tournament Director (listed on CYHA Board page of website) has entered every traveling team in 2 tournaments prior to the season - one in town and one out of town. This is done to ensure CYHA teams get into tournaments that fill fast.

Scheduling Additional Team Tournaments Coach or Manager may arrange for additional team tournaments, pick up a Lets Play Hockey newspaper at the Super Rink, Dave Sport Shop, Letterman's, etc.. Or utilize the Web. Review the dates the team is already scheduled i.e. tournaments, league games, scrimmages, practices, etc. and determine what dates the team is available. Scan the tournament listings by date/location and when you find one that works, contact the person listed for more information.

CYHA reserves the right to limit the number of tournaments each team may participate in. All tournaments must be USA/MN Hockey sanctioned. Additional out of town tournaments, over the suggested guideline above, must be communicated/discussed with the parents. Out of town tournaments are costly and there should be agreement that parents are willing to incur the cost BEFORE making a commitment for out of town tournaments. NO ADDITIONAL Tournaments allowed for the Initiation Level. Squirt and U10 Girls must limit their out of town tournaments to two. Reminder - these age groups must adhere to the 35 game/scrimmage limit for the season.

A Bantam/14A Girls:	5 tournaments (2 away/3 home)
B Bantam/14B Girls:	3 tournaments (1 away/2 home)
C Bantam:	3 tournaments (1 away/2 home)
A PeeWee/12U A Girls:	4 tournaments (2 away/2 home)
B PeeWee/12U B Girls:	3 tournaments (1 away/2 home)
C PeeWee:	3 tournaments (1 away/2 home)
A Squirt/10U A Girls:	4 tournaments (2 away/2 home)
B Squirt/10U B Girls:	3 tournaments (1 away/2 home)
C Squirt:	3 tournaments (1 away/2 home)
16U:	5 tournaments
JRG A/B:	4 tournaments

If your team selects a tournament out of state - you must get prior approval from District 10 BEFORE mailing in any money. The person to contact is the District 10 Director listed on the Directors page of the District 10 website - www.district10hockey.org.

Initiation Only:

D Level: 6 - 10 games plus 1 jamboree (SLP Jamboree paid for by CYHA)

C Level: 12 games plus 1 jamboree (SLP Jamboree paid for by CYHA)

8U Level: 15 games plus 1 jamboree (SLP Jamboree paid for by CYHA)

B/A Level: 15 games plus 2 jamborees (1 jamboree (SLP) paid for by CYHA)

CYHA pays the entry fees for teams participating in the MN Hockey/USA Hockey Region and State tournaments.

District 10 Season End Tournament/Playoffs: Each year, D10 assigns which association/arena will host which D10 level tournament (i.e. B1 PW). District 10 playoff assignments are posted on the level pages of the CYHA website.

Tournament Scheduling Guidelines: (posted on coach page of website)

Volunteer Hours

Inform your parents to check online often to register for volunteer opportunities. This is their responsibility to manage, not yours. Volunteer hours are not required for Mini-mites and Initiation D and Junior Gold.

CYHA Payment Schedule

Parents are responsible for managing their payments to CYHA. If they have any questions or concerns about the fees or schedule, have them review the fee schedule via the Registration page or contact treasurer@centennialhockey.org.

Guideline on gifts for coaches (Optional but recommended)

Many members do not realize that the parent coaches are strictly volunteers. The higher the level, the more time it takes to coach a team. To thank these volunteers for all of their time and effort, each team collects funds from the parents to give a gift to each coach at the end of the season. An average/fair amount for level is approximately - \$30-40 for Mites, \$40-50 for D, \$50-75 for C/B/8U and \$50-100 for A or Traveling. Please consult your parents and use your best judgment as to what may seem the right thing for your team.