

North St. Paul Area Hockey Association (NSPAHA)



Team Manager Handbook

What is a Team Manager? A Team Manager is a volunteer parent/guardian that assists the coach to manage all of the team's administrative things (paperwork, schedules, communication, finances, team apparel, tournaments, etc). The Team Manager is the team's central point of contact and serves as the liaison between the parents, players, coaches and NSPAHA Board.

Team Manager Responsibilities

1. Manage Team's Finances - It is recommended that you open a team checking account. Use this account to pay team expenses, referee fees, tournament fees, etc. You should be able to obtain a non-profit checking account with no or minimum fees – Premier Bank is the preferred bank for NSPAHA. It is a good idea to periodically distribute a copy the team's finances to the parents on the team so that they know where the money is being spent and how much is left in the team account. See Attachment #1 (Sample of Team Finance Sheet).

Tournament Costs

Prior to the start of the season, NSPAHA may schedule and pay for several tournaments for each team. These costs will be included in the team's traveling fee calculation. You may contact the Treasurer to get a check to cover any other tournaments you set up before the traveling fees have been finalized. To get a check, you will need to provide the Treasurer with a copy of the registration form, the entry fee amount, and who the check should be made out to. If it is after the traveling fees have been assigned, your team will need to collect and write the check from your team account.

Registration and Traveling Fees

NSPAHA Registration and traveling fees cover the following expenses: cost of practice/game ice, referee fees for league games, NSPAHA administrative expenses, MN Hockey/District 2 registration fees, socks, etc. Once you are told what your team's traveling fees are from the NSPAHA Treasurer, you will be responsible for collecting it from each family. You should deposit these checks in your team checking account and write one check to NSPAHA for the total and give it to the Treasurer.

Team Fees

Team fees are collected to cover the team expenses such as: referee fees for scrimmages, administrative costs, additional tournament fees, team clothing, team parties, coach gifts, etc. The Team Manager and Head Coach should work together to determine what the team fee should be. You should inform the parents what the fee is for and when you will collect it. Deposit the team fees in team checking account.

Team Fundraising

Teams may arrange for independent fundraising activities to secure additional team funds. Teams must present and receive approval from the NSPAHA Board PRIOR to engaging in this activity. Please contact your NSPAHA Ways and Means Director to coordinate presenting it to the NSPAHA Board.

2. Set up Team Web Page - Access NSPAHA website at www.nsphockey.org

Once you receive your ID and password, go to NSPAHA home page and click on the team website down arrow key (on left side of the page). Choose your team – when it gets to the team home page, click on the "admin" link in the top right corner of the screen (in the red bar). You will have to enter your ID and password - this will take you into the area where changes can be made to the team home page and calendar.

Email Broadcast Capability – Enter all of the family email addresses from your team at the bottom of the team home page (email notification function). Every time you update the team home page,

an email will automatically get sent out to each family. If a message is important, you should put in the email that they should reply back to you when it is received – that will allow you to call the families that do not respond to ensure everyone was informed of the important info.

The team home page should contain announcements for the team, scores, and calendar (ice schedule). It is important that you keep the information on this site updated – you should take off information that is no longer needed. This site should eliminate the need to pass out paper announcements/schedules. Please be advised that when the calendar (ice schedule) is updated, an email is not automatically sent out to parents You will need to make an announcement stating that the ice schedule has been updated on the team home page for a note to be automatically sent to them. *Please consider what information you put on the website - our site is public and anyone can view it.* See Attachment #2 (Screen print of Team Web Site).

3. Arrange for Team Tournaments - To do this, pick up a Lets Play Hockey newspaper at Strauss or a local ice arena. Turn to the tournament listing in the Lets Play Hockey and highlight all tournaments for your team's level. Create a list (by date) of all tournaments that are available for your team. Review this list with your coach to identify tournaments that fit into your team's schedule. Contact the name listed in the Lets Play Hockey via email or phone to see if there are openings in the tournament along with the cost of the tournament. Some tournaments have their tournament information and application on their association website. If there is an opening, you will need to fill out the tournament application and send it in along with a check for the entry fee. If it is before the traveling fees have been communicated, you can obtain a check from the NSPAHA Treasurer. If it is after that point, you will need to write the check from the team's checking account.

If your team selects a tournament out of state – you must get approval from District 2 BEFORE mailing in any money. The form and point of contact for approval are on the District 2 website.

As soon as you have all of your tournament dates firmed up, you should pass the dates to the Ice Director so that he/she can schedule your practice ice around these tournaments (as best as possible). If the game schedule has not been firmed up yet by District 2, the Ice Director may also be able to work with the District to make sure that there are no conflicts with the district games and your tournament dates.

Remember to submit your team roster to each of the tournaments you are in before their stated deadline. The rosters are used for the tournament programs. A week before the tournament, you may want to create a packet for the tournament which you can hand out to each family. This packet would have all of the tournament info, hotel info, and maps to the hotel & arena. See Attachment #3 (Sample of Tournament Information Sheet from Packet).

District 2 will hold a Season End Tournament/Playoffs for all teams (except "C" squirts and Mites). The brackets for this tournament will be posted on the District 2 website toward the end of the season.

4. Hotel Arrangements - 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. This needs to be done **AS SOON AS** the out of town tournament has been firmed up. The rooms reserved in the block of rooms should be non-smoking two double/queen rooms – you should reserve enough rooms in the block to cover at least 1 room per family. When making the reservation, set it up so that all parents must call the hotel/motel directly and request a room from the block of rooms. They must reserve their room from the block on their personal credit card. The hotel/motel will establish a cut off date that all rooms must be reserved by – make sure this date is communicated to the parents. Call the hotel a few days before this cut off date and find out which families have not yet reserved a room yet. Send an email or call those families to remind them that they only have a couple of days left to reserve their room.

5. Parent/Coach Meeting - Schedule a parent/coach meeting at the beginning of the season which is hosted by the team manager and head coach. Plan to cover topics such as: goals for the season, expectations of Players and Parents, coaching philosophy, who they should contact if they are going to miss a practice and/or game, identify parent volunteers for tasks, review tournament schedule/hotel info, team clothing, team fees, team communication (website, email, phone calls, handouts), and code of conduct. You may want to make it into a beginning of the year party to allow the parents and players to get to know one another. See Attachment #4 (Tournament Schedule/Hotel Info Sheet) and Attachment #5 (Sample Meeting Agenda).

6. Team Equipment/Jerseys - NSPAHA supplies home/away game jerseys and socks to each team. NSPAHA teams are required to wear these at all league games. The NSPAHA Equipment Director will issue your team game jerseys at the beginning of the season. You can coordinate picking these up from the Equipment Director – his/her phone number can be found on the NSPAHA Website by clicking on the “Board” link on the NSPAHA home page. Nameplates and captain/alternate captain’s letter are not permitted on any of the jerseys.

7. Team Pictures - The NSPAHA Publicity Director schedules team pictures for all of the teams. Details will be given to each team manager and announced on the website. Find out from your coach the color of jersey/socks that will be worn for the picture and communicate it prior to the date/time of the team pictures. The players are expected to come to pictures dressed (except for their helmet) with their order form and check – they can put on their skates when they arrive. The packets of pictures will be sent directly to the Team Manager or Coach. Once you receive the packets, you can distribute them to the parents.

8. Prepare a team roster - Prepare and handout a team roster containing the player names, parent names, telephone numbers (home and cell), and email addresses. This information can be collected at the Parent/Coaches meeting. From the information you collect, you should be able to identify the families that do not have access to email or the team’s webpage. These families will need to be given paper copies of all information that is sent (emails, notifications from the team’s home page, and ice schedules). See Attachment # 6 (Sheet to gather parent info) and Attachment #7 (Sample of Team Roster).

9. Team Roster Cards – Once the jersey numbers have been assigned to the players, you should create a small card listing the player’s name and number along with the parent’s names. These cards help the parents to know who the players are during games. To make them durable enough to last the full season, you can have the cards laminated or put them inside a plastic protectors. Once the cards are completed, hand one out to each parent. See Attachment #8 (Sample of Team Roster Cards).

10. Grey Book - You or one of the coaches should have the grey book every time you are on the ice - at **ALL** practices, games, scrimmages. The team/Association can be fined if District 2 finds that the team does not have the grey book at a game or practice. This book is also required to check your team in at tournaments – plan to arrive 1 hour early to the first game of the tournament with the grey book to check-in. It contains the official roster, copies of the coach's cards, the emergency information/medical forms for each player, the birth certificates of each player, and other forms to report injuries and request awards.

11. Official Team Roster - The NSPAHA Registration Director prepares the “official” team roster once the teams have been formed. You will be given this roster and will be required to have each player, coach, and manager sign the roster. **Signatures should be in BLUE ink. Inform the players/coaches to sign as their name appears on the roster (this name matches the birth certificate that is in the team book).** Use two Post-it Notes to cover up all of the signature blocks except for the person signing their name. This will ensure that the player signs on the correct line. **Do not make MARKS on this roster (ie crossing off names, address, spelling, or birthdate corrections).** If anyone does make marks on the roster, the NSPAHA Registration Director will be required to print another roster for you and you will need to get signatures again.

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 meet at the arena to take care for this. If this is not done by the requested return date, the roster will not be approved and your team will not be allowed on the ice.

12. Background Check – The blank forms are distributed by the NSPAHA Registration Director or can be picked up at Polar Arena (in the NSPAHA box located in the Polar Arena office). A form must be completed for each coach and manager on the roster. You must return these forms with the “official” roster to the NSPAHA Registration Director.

13. Attend Mandatory District 2 Coach/Manager Meeting. This meeting date/time will be posted on the D2 website (www.d2hockey.org). It is a MANDATORY meeting. A coach and team manager must attend – the coach will be suspended for two games if they do not attend the meeting. During the meeting, District 2 officers emphasize important rules along with reviewing the ones that have changed. You will receive a copy of the District 2 rules, official game schedule, and a scorebook at this meeting.

14. Recruit parent/guardian volunteers - Find parents/guardians from your team that can help with these tasks:

- Team/Individual statistics (if the team’s coach chooses to keep them).
- To work the penalty box and score book for each home game. Consider assigning parents vs. asking for volunteers. The person working in the box must be at least 16 years old. See Attachment #9 (Sheet to Explain Assignment Sheet), Attachment #10 (Sample of Assignment Sheet), and Attachment #11 (Sample Score Sheet).
- Arrange for season-end party and get coach gifts. You may consider bowling, tubing, swimming, or going out to a restaurant for the season-end party.

15. Ice Schedules – The NSPAHA Ice Director schedules the ice time for each team in our association. Each team is allotted a certain number of ice hours (based on NSPAHA guidelines and budget) which are to be used for practices, scrimmages, and games.

Your team may want to share your practice with another team in exchange for sharing time at one of their practices as a way to increase the amount of ice time for your team. It must be with a team of same approximate age. Peewee teams and Bantam teams can share with each other. Squirt teams can share with Peewee teams but should not share with Bantams. Keep in mind team playing level to ensure the safety of the players.

16. Game Information – Here is some important information for games:

- Rostered coaches must be certified at the appropriate level and must carry their certification card on them at EVERY GAME. Referees may request to see the coaching card prior to a game.
- A maximum of 3 rostered coaches are allowed on the bench during games.
- Must have the Grey Book at each game. If someone checks for the book and it is not present, their will be no game and you may be fined by District 2.
- Parent volunteers need to be in place – Home games must have 2 parents (score book and penalty box). Away games must have 2 parents (clock and penalty box).

Scorebook – At home games, you are required to keep the scorebook. Team roster and coach labels should be placed in the scorebook prior to the game (a sample file and the correct label stock have been included with in the Manager material). Both Head Coaches need to sign the score sheet prior to the game. To make the score sheet official, the referee must sign it after the game. The top copy of the score sheet is mailed into the District 2 Level Coordinator. The second copy is given to the referee. The third copy is given to the home team. The last copy is given to the away team. See Attachment #12 (Sample Scorebook Labels) and Attachment #13 (Sample of Coach Labels)

Referees – District 2 schedules all referees for league games. You must schedule your own referees for scrimmages through District 2. You only have to pay for the referees that are schedule to ref your scrimmages – write the checks to “Cash” and give it to them during warm-ups.

Rescheduling Games – You are allowed to make up to 2 schedule changes a year for traveling teams and 4 for “C” level teams. If you need to reschedule a game, you will need to contact the opposing team's coach/manager to mutually agree on a date the game can be rescheduled. You will then need to follow the requirements outlined in the District 2 rules (Section 5.2 on page 14) to coordinate and pay for the rescheduling with District 2. Be advised that the team rescheduling the game will need to fill out the forms and pay a fee to District 2. They will also need to pay an additional rescheduling fee to the refs and may have to purchase ice time (if none of their assigned ice time works for both teams).

17. Scheduling Non-League Games and Scrimmages - With direction from your coach, contact the other team's manager or coach to schedule a non-league game or scrimmage. Per District 2 rules, NSPAHA teams are not allowed to set up non-league games or scrimmages with AAA or Showcase Teams. Names and phone numbers for authorized teams can be obtained from Minnesota Hockey's web site (www.minnesotahockey.org) – you click on the regional map link on the right side of the home page. It will bring up a map of Minnesota showing all of the regions – when you put your cursor over the region, it will show you the associations within that region. If you click on the region, it will list the associations in that region. You can click on the association you are interested in and it will provide you with the link to their website.

When scheduling games and scrimmages, Squirt and 10U teams need to be aware of the number of games they are allowed to play in a season. Squirt/10U teams can not have more than 35 games/scrimmages per season (based on Minnesota Hockey and D2 rules). The Year End District 2 Tournament games count toward this total and should be factored in when scheduling games, tournaments, and scrimmages.

To obtain referees for a non-league game or scrimmage, submit a request to the District 2 Referee Scheduler by clicking “Scrimmage Refs” button on the left side of the District 2 home page (www.d2hockey.org). The site will allow you to click on the correct link to request refs for the appropriate level of your team. You should request the refs at least 7 days in advance – if it is less than 7 days before the event, you will have to pay an additional fee to District 2. Your team must pay the referees directly the day of the game (with checks written to CASH). You must use your scheduled practice ice (which is not shared) for your scrimmage. Often, both teams host each other at their own arenas, gaining each team an additional hour of ice.

18. Forward league game scores to District 2 - The winning team must call the District 2 coordinator for your team's level after each game to report their scores. The coordinator will explain this process and give you the contact information at the mandatory District 2 Coaches/Managers meeting which is held at the beginning of the season. The home team is required to mail the top copy of the score sheet for each District game to the District 2 Level Coordinator so they can maintain the official standings (based on the points awarded for Wins/Ties and meeting the HEP requirements). The standings can be found on the District 2 website.

19. Articles in Lets Play Hockey – If the team is successful at a tournament, please consider submitting an article and picture to Lets Play Hockey newspaper. The article should be around 180 words if you submit it with a photo – the article can be up to 500 words if you do not send a photo. If the article exceeds these guidelines, they will take the liberty to edit the article for you. The photo you send should be a JPG or TIFF file. The article can be sent to Lets Play Hockey within an email or in an attached Word document. The article/picture should be sent to editor@letsplayhockey.com – the deadline is Noon on Monday for the issue released on

Thursday. If it is submitted after the deadline, it will be in the following week's edition. See Attachment #14 (Sample Article showing format).

20. Game Scores in Lets Play Hockey – You can submit the scores of your games to Lets Play Hockey and they will be published in the next edition of Lets Play Hockey. These scores are also used by the Lets Play Hockey staff to figure out the team rankings that are published in the Lets Play Hockey newspaper. The email you send should list the level of the team, the names of the two teams and the score – it can be sent to editor@letsplayhockey.com

21. Articles in NSPAHA Newsletter and on NSPAHA Website – If the team is successful at a tournament, you may consider submitting an article and picture to NSPAHA's Publicity Director. That person will include it in the next edition of the newsletter. You can also submit it on to the NSPAHA website. From the NSPAHA home page, click on the "Submit Article" button. On the next screen, type in your article and submit it to the Webmaster - it will be added to the home page by the Webmaster.

22. Concession Stand – Each team is assigned a week to work the concession stand at Polar Arena. The number of hours assigned to the team is based on the number of hours left to work for the families on the team. The Team Manager will receive a spreadsheet from the NSPAHA Volunteer Director which shows the days and times that the team is assigned. The Manager needs to work with the families (with volunteer hours left) to fill the open spots. Persons working in the concession stand must be at least 16 years old. See Attachment # 15 (Sample of Assignment Sheet).

23. Manager Mailbox – NSPAHA has a mailbox in the Polar Arena Office specifically for Team Managers. The mailbox is fairly secure since the office is closed and locked when the Polar staff leaves the office.

24. Arrange for Team Apparel - Organize the ordering and distributing of team clothing. NSPAHA offers team apparel or you can have other items made up. NSPAHA recommends getting all team apparel from Strauss. You will need to collect money for apparel from parents/guardians and pay for it from your team checking account.

25. USA Hockey Awards – USA Hockey/MN Hockey recognizes individual achievement with a 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.

If a player on your team meets the criteria for one of the USA Hockey Awards, you should submit the paperwork for them to receive the appropriate award (at no charge). The player can only receive each award once during the season. The form needs to be completed and a copy of the score sheet must be attached. These documents are then sent to Carol Carlson. It takes 10 to 14 days to process the request and send out the patch. See Attachment # 16 (Copy of Form).

26. Taco Feed/Spaghetti Dinner and Raffle Tickets – These are major fundraisers for NSPAHA. In October and February, you will receive a packets that contains 4 tickets for each family and raffle tickets that the team is expected to sell. You need to distribute the packs of tickets to each family based on the number scheme listed on the front of the envelope. The families choosing to purchase the tickets will need to return the money to you – you should mark the tickets that are paid for on the front of the envelope. Once all of the money from the sold tickets is collected, you need to turn it in to the Ways and Means Director. Each team is also expected to have 4 families bring desserts for the dinner (the day of the event).

27. SKATE Program – SKATE stands for Skaters Keep Achieving Through Education. This program is supported and endorsed by MN Hockey. SKATE encourages and recognizes academic achievement of hockey players. Please forward any SKATE information you receive to all of the players on the team. In February, the Team Manager is responsible for verifying with the parents that the players meet the SKATE criteria. The Manager should assemble a list of the players that meet the criteria and submit it to the NSPAHA SKATE coordinator. The players meeting the criteria will receive a SKATE certificate. They will also be recognized in the NSPAHA newsletter.

28. Team Trophies – Trophies won at tournaments can be displayed in the trophy case located in the lobby of Polar Arena.

29. Team Banner – If the team has a banner or would like to make one, it can be hung on the glass at the end of the rink during their games.

30. Distribute and collect year end coaching evaluations - NSPAHA would like feedback on the coaches from the players and parents. To improve on the content and number of coaching evaluations returned, you should provide an envelope to the parents when the evaluations are handed out. When they are finished completing the evaluation, have them put it in the envelope and return it to you. Leave them sealed in the envelopes and turn them into the appropriate NSPAHA officer.

31. End of season turn in – Please have the families wash the jerseys before you collect them. Put them back into the plastic container in which you received them. On the specified date, please bring the game jerseys along with the unused score sheets, team binder, and grey book to Polar Arena and turn it in to the Equipment Director.

32. Tax Tip – You may want to keep track of the miles you drive as a Team Manager. As a volunteer for a non-profit organization, you can deduct the mileage on your itemized tax form.