



CYHA Team Manager Handbook

CENTENNIAL YOUTH HOCKEY ASSOCIATION

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CYHA 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). If the Team Manager is experiencing difficulties collecting the team assessment from parents, contact your level director or the CYHA President for assistance.

A majority vote of at least 66% of the parents (1 parent vote per player) must be achieved prior to the team purchasing items that are deemed above ordinary and normal team costs. These items include but are not limited to the following:

- Third jerseys
- Scheduling of an additional tournament above those scheduled by CYHA
- Excessive team apparel

The results of the vote will be rounded to the nearest whole number. Examples:

- 12 out of 17 vote yes, that equals 70.5%, rounding that number yields 71%.
- 8 out of 15 vote yes, that equals 53.3%, rounding that number yields 53%.

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 First Resource 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.

Team Managers are only allowed to manage finances on 1 team per season. Team Managers can manage more than one team but are not allowed to handle

finances on more than the one team.

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. First Resource 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. The register and budget forms that are on the manager tab are required to be used by all Managers. The budget must be presented to the parents on the team at the beginning of the season and monthly throughout the season, the register must be presented to the parents on the team on a monthly basis, this should take place shortly after the Manager receives the monthly bank statement. At anytime during the season, the team finances can be audited by the CYHA Board.

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 a mark 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.

Team Book Return: At the end of the season, the Registrar will request the Team Books be returned by a specific date. In order to facilitate the timely return of these books, the following rules apply.

- For Managers of Cougar Cub, Mite D, Junior Gold, and U16 teams:
 - CYHA reserves the right to fine the Manager. All fines must be paid in full prior to any player taking the ice next season.
- For all other Managers:
 - CYHA reserves the right to cash your volunteer check.

Assign Parents for team duties

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

- Traveling Teams Only:
 - Home team is responsible for furnishing a timekeeper, (person to run the clock), and scorekeeper (Game Sheet I-Pad)
 - Home team will supply 1 penalty box person.
 - Away team will supply 1 penalty box person.
- Treat schedule based on team/coach preference - usually for Mite 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 secretary@centennialhockey.org or vpadmin@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.

Mite level: The Mite Director 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. Contact the CYHA secretary for your access and instructions to your team home page.

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. Consult with the parents through initial team meeting as 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 Mite level.

Email Broadcast

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

Website Privacy Policy

No phone numbers or emails of players or parents shall be shown publicly on the team webpage attachments unless the owner of the phone number or email has given written permission to do so. Coaches usually show their phone numbers for easier coordination of scrimmages with other teams. However, they may decide not to publish. Confirm with coaches before adding their phone numbers 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 cutoff 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.

Player Injuries

A doctor's note is required for any player to return to team participation (on-ice/dryland/games) if they are removed from the ice and examined by a doctor. This note needs to be sent to the level director, VP of Hockey, and President.

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 Mite/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 Mite/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.

Code of Conduct/Safesport

It is the obligation of each parent, player, manager, and coach to review "CYHA's Code of Conduct" document. Any conduct detrimental to the team shall be dealt with and/or resolved as outlined within the "CYHA Code of Conduct" document.

If any Member of the team (player, coach, parent, manager) believes a SafeSport violation has occurred, that person shall report the incident in a timely manner as outlined in MN Hockey's SafeSport webpage <http://www.minnesotahockey.org/safesport> . The incident shall also be reported to CYHA's SafeSport Coordinator, President, and Level Director.

Any incident that includes a referee dismissing someone from the arena, or includes police activity shall be reported to CYHA's SafeSport Coordinator, President, and Level Director, immediately.

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.
- Jersey numbers are pre-determined, individual custom number requests are not accepted.
- How jersey numbers are assigned is up to each team.
- Teams are responsible for any third jersey or additional jersey at the team's expense. Additional jerseys or third jerseys need approval from the appropriate CYHA level director.
- Teams are responsible for practice jerseys at the team's expense if they are desired.
- Mite 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 in the registration packet. Full equipment is 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.

Tournament/Jamboree Information

The CYHA Tournament Director (listed on CYHA Board page of website) has entered every traveling team in 3 tournaments prior to the season - two 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 Let's 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. Any (in town/out of town) additional tournaments that were NOT registered by CYHA must receive a majority vote by the parents. NO ADDITIONAL Tournaments allowed for the Mite 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.

AA & A Bantam/ 15A Girls: 5 tournaments (2 away/3 home)
B Bantam/15B Girls: 3 tournaments (1 away/2 home)

AA & A PeeWee/12UA Girls: 4 tournaments (2 away/2 home)
B PeeWee/12UB Girls: 3 tournaments (1 away/2 home)
C PeeWee: 3 tournaments (1 away/2 home)

A Squirt/10UA Girls: 4 tournaments (2 away/2 home)
B Squirt/10UB Girls: 3 tournaments (1 away/2 home)
C Squirt: 3 tournaments (1 away/2 home)

JGA/JGB/U16 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.

Mite Only:

D Level: 1 Jamboree

C Level: 1 Jamboree

B & A Level: 2 Jamborees

8U Level: 2 Jamborees

Region and State Tournament/Playoffs:

CYHA provides the following for Traveling and Junior Gold/16U teams participating in the District 10 Region tournament and the Metro League Playdown tournament.

- Entry fee
- 2 hours of ice per each week the team is playing
- Hotel expenses (within reason) for non-parent coaches if the tournament is out of town.

CYHA provides the following for Traveling and Junior Gold/16U teams participating in Minnesota Hockey State tournaments.

- Entry fee
- 2 hours of ice per each week the team is playing
- Hotel expenses (within reason) for non-parent coaches if the tournament is out of town.

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 Mite 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.

NOTES:

Document Updates

Update 05/28/2017 - Add verbiage to Assessment Section (page 3) outlining the need for a parent vote for "extra" assessments. (Kirk Matko)

Update 06/30/2017 - Added detail to Region and State tournaments section (page 13) to detail what CYHA provides. (Kirk Matko)

Update 07/27/2018 - Add verbiage to the Other Information section (page 12) that purchasing practice jerseys is the responsibility of the team. (Kirk Matko)

Update 07/27/2018 - Add verbiage to the Logistics section (page 6) that defines the fine for not returning the Team Book. (Kirk Matko)

Update 07/28/2019 - Add verbiage to the Communication section (page 9) that explains returning to the ice after an injury. (Kirk Matko)

Update 11/06/2021 - Update Traveling Team Minor Official responsibilities (page 6). (Kirk Matko)