

# TEAM MANAGER GUIDE



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# Manager Registration Requirements

USA Hockey Registration (each year)

[https://www.usahockeyregistration.com/login\\_input.action](https://www.usahockeyregistration.com/login_input.action)

SafeSport Training (each year)

<https://www.usahockey.com/safesporttraining>

Background Screening (every two years)

<https://wahahockey.com/background-screening>

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## Team Manager Responsibilities

Each team will need a Team Manager to experience a smoothly run season and fulfill team expectations - generally a parent volunteer appointed by the Head Coach and then approved by the board. It is strongly suggested that the Team Manager not also be a Coach. One Team Manager is usually sufficient, but some teams may choose to split the job among multiple Team Managers. Team Managers earn 15 work hours per season for participating – to be split among multiple managers as agreed. Some common tasks performed by Team Managers include:

- Schedule home and away games, if requested by head coach;
- Schedule team tournaments, if requested by the coach;
- Communicate with Ice Scheduler regarding requested and unused ice time;
- Create dibs for practices and games (clock, scorekeeper, concessions, cleaning, etc);
- Communicate changes in schedule to referee scheduler;
- Updated/delete dibs as necessary for schedule changes;
- Manage team schedule and communication to families;
- Distribute forms, surveys, fundraiser packets and other information to families;
- Collect materials, payments and forms and turn in, as requested by Board or Registrar;
- Maintain possession of team records, including verified rosters, coaching certificates, scorebook stickers, etc;
- Track and communication fundraising information and deadlines.

**Every Team Manager within BHA must :**

- Communicate the purpose of all fees collected and only collect the exact amount from families for all tournament and other fees – collecting additional funds for future team expenditures is not permitted;
- Complete a WAHA-sanctioned background screening every two years; and
- Complete USA Hockey SafeSport Training every one year.

## Minnesota District 2 League

<https://www.d2hockey.org/>

### **Game Schedule**

- Game schedules are released online late October/early November
- All scoring is now done via gamesheet- codes to be released to our D2 rep and emailed out. \*Score Sheets must contain appropriate information, be signed by coaches and referees.

### **Game Reschedules**

- Must agree on reschedule date, time and arena with other team before submitting to D2
- Fee charge for each reschedule, paid by the team/parents
- Complete reschedule request form online <https://www.d2hockey.org/page/show/101023-district-2-game-information-and-payments>
- Look for a confirmation – NOT OFFICIAL UNTIL RECEIVED

## Wisconsin Amateur Hockey Association

<https://wahahockey.com/>

- WAHA games will be using electronic gamesheet.
- Volunteers are needed to fill roles for games (see below)
- WI Invitational Tournaments
  - <http://scripts.wahahockey.com/scripts/Sinvites.php>

## -Play Downs

- first weekend of February

## - State Tournament

- <https://www.wahahockey.com/page/show/7574912-2026-tournament-hosts>

## -Team Manager Handbook

- <https://www.wahahockey.com/forms>

# DIBs and Volunteers

Dibs is our online tool for scheduling volunteers. All dibs are created by managers then sent to [dibs@blackhawkhockey.net](mailto:dibs@blackhawkhockey.net) to be uploaded to each team's individual session. It is the managers responsibility to make sure these roles are filled and to communicate with your team to get them filled. [Dibs spreadsheet](#)

## Practices

- Zamboni-.75 before practice starts
- Locker room managers
- Concessions- These will now be created by the secretary and placed in the “winter hours” for anyone to claim. The secretary will reach out to managers if the slots aren’t getting filled.

## Home Games

- Concessions-These will now be created by the secretary and placed in the “winter hours” for anyone to claim. The secretary will reach out to managers if the slots aren’t getting filled.
- Penalty Box
- Time Clock
- Scorekeeper
- Music/Announcer-This doesn’t get hours but you can list it in dibs with 0 credit
- Zamboni - .75 before games start
- Locker Room Monitors

## Away Games (MN D2)

- Locker Room Monitor
- 1 Penalty Box

## Away Games (WI)

- Locker Room Monitor
- 1 Penalty Box

\*Locker room monitors dibs:

Practices

Start 30 minutes before and end 15 minutes after

Games-

Start 45 minutes before and end 15 minutes after

## Scheduling Guidelines

As a member of the Minnesota Hockey District Two, BHA must adhere to their policies and guidelines. Please see the established game and tournament limits, by level, below. Co-op teams will adhere to the higher limits of the associations involved in the co-op.

<b>LEVEL</b>	<b>Maximum Games per season</b>	<b>Maximum Tournament per season</b>
Squirts/U10	40	4
PeeWees/U12	45	4
Bantams/U14/U16	50	4

- Tournament games are included in the season's maximum game limits. Game and tournament limits do not include regional playoff, state tournament or central district games. A scrimmage is not an official game and scores are not reported. Coaches or scheduled referees on the ice may serve as officials.
- No team is allowed to go over their game and tournament limit without prior approval of the Coaches Committee and BHA Board of Directors.
- It is expected that each team participates in their home tournament.
- Ice and official availability must be confirmed and scheduled.

## Traveling/Away Tournament Payments

Team managers may be asked to coordinate the team registration in an away tournament where a fee needs to be paid. A check for the tournament fee can be requested from the BHA Treasurer to pay the initial fee.

All tournament registration fees must be split equally among the team. The team manager will be responsible for collecting those payments and returning to BHA to cover the initial check.

# Team Website

Each team has their own section on the BHA website. This is where all practices and games will be seen. Practices are scheduled for you. Schedule updates and changes can be sent to Chris Knowles.

# Team Book

- You will need a verified player roster from our registrar
- Team stickers
  - team name
  - player names and jersey numbers
  - coach names and coach CEP numbers and expiration dates

\*All rosters should be uploaded to gamesheet starting in 2025. You shouldn't need stickers anymore

# Other Responsibilities

There are a variety of other responsibilities that you will be in charge of such as:

- Team communications
- Fundraiser distribution and follow ups
- Home tournament planning

# Contacts

President

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Treasurer

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Ice Scheduler

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