

Team Manager Responsibilities

- TM must register via USA Hockey as a volunteer and complete background check & SafeSport training. Then register via CGHA Team Manager.
 - If you have safe sport training completed for other sports it may cross over to CGHA – an email may need to be sent to safe sport to transfer.
- Work with Head Coach to coordinate team communications
- Work with Head Coach to coordinate team meetings
 - Per CGHA Policy:
 - All teams shall have at least two team meetings of all parents; the first such meeting shall occur within two weeks after team selection or formation. The second shall occur near mid-season. At these meetings, the parents shall be informed of the team rules; any additional costs not covered by registration and player fees; the amount of hockey activity, invitational tournaments, and answers to any questions concerning the team or the hockey program, including acceptable conduct and discipline.
- Ensure games are covered with a person assigned to penalty boxes, game clock and bookkeeper – cover as needed for shortages.
 - All families need to contribute their time
 - Family of manager/coaches/LRM are not exempt from contributing
- Coordinate who team Locker Room Monitors (LRM) will be (select 3-4) at the start of the season and create practice/game/tournament sign up.
 - Assigned LRM must register in CGHA website and register via USA Hockey as a volunteer, and complete necessary training/screenings.
 - The LRM must read and follow the District 8 policy strictly.
 - A LRM is needed every time a locker room is used by the team.
 - They must be the first one in the locker room – so be sure to elect someone who is reliable and there early.
 - Coaches and Team Managers may monitor the locker room in lieu of a LRM – adhering to guidelines if they are the same sex as the players.
 - No player shall enter a locker room without a LRM, coach or manager. All players must wait outside the locker room until one is present. If there is no LRM a locker room cannot be used, and all players will need to come dressed.
 - Families should be made aware of LRM policy at the team meeting at the start of the season – so their players know they cannot use the locker room until a monitor is present.
 - Males and females may share a locker room at the mite/mini-mite in-house level.
 - Traveling levels (Squirt/10U and higher) are not allowed to have males and females sharing a locker room –including coaching staff. If a team has both males and females – the LRM must coordinate locker room usage time or what players must come dressed.

- Coaching staff of the opposite sex may enter a locker room with the approval of the LRM – only after all players are dressed.
 - At no time will any adult/LRM be left alone in the locker room with a player that is not their own child.
- Coordinate hotels for out-of-town tournaments
 - Plan team fundraising events and work with CGHA Budget Director to obtain approvals.
 - A team may do multiple fundraising events throughout the season
 - Maintain team budget and provide transparency to team
 - Share with team the budget, funds earned and shortages, so they know what to expect for any out-of-pocket costs.
 - Coordinate any team gatherings, apparel, meals, hotel door hangers, tournament pins/rings, gifts and events and work with fundraising manager to obtain team funds and submit receipts.
 - Assist with Sports Engine team page – ensuring roster is accurate, jersey numbers are entered, provide families with Roster Cards, ensuring post-game scores are entered if needed, adding/scheduling any needed ice time/dryland time, games or scrimmages per the coach's request.
 - Work with District 8 rep to get approval for scrimmages and tournaments, and approval for any player substitutions needed.
 - Forms must be submitted and approved before event occurs.
 - Track team game/practice/scrimmage/full ice and ensure adherence to guidelines.
 - Mites: After January 15th – 10 full ice games are allowed with district approval.
 - Squirts/10U
 - Maximum of 35 games per season (includes tournaments, scrimmages where scores are kept or refs are used)
 - 3:1 practice to game ratio
 - Ensure the team is following all district 8 guidelines.
 - Help on picture day to partner with picture coordinator to ensure all players are present and on time, lined up, have necessary paperwork, and paperwork gets to needed family members after pictures are completed.
 - Help find scrimmages per coaches' discretion.
 - Ensure players have mouth guards and neck protection before taking ice – or assigning a responsible person each day.

- Monitor team manager email and reply within sufficient time.
- Coordinate with level director for tournaments and approvals including help with payments for registering.
- Ensure roster stickers for coaches and players are available should an event not use GameSheet or need to revert to a book for tech issues.
 - If at CG Ice Rink – if Gamesheet is not available there are books in the arena office. There are 4 copies that must have a label attached (4 coach and 4 player)
- Collaborate with CGHA Fundraising Manager for collecting team calendar funds, picking up and distributing calendars when available.
- Coordinate teams' hockey fest basket creation, booze/wine/beer collection and drop off when scheduled.
- Coordinate with head coach and ice manager if a game must be rescheduled.
 - [Minnesota Hockey District 8 | Game Reschedule and Payment](#)
 - District 8 approved is needed and a fine will have to be paid.
- Request referees for a scrimmage if needed – must be a district 8 referee. You can use the following form and pay guidelines on District 8 site found here: [Minnesota Hockey District 8 | Request Refs for Your Scrimmage](#)
 - Must give more than 3 days notice if you want refs for a scrimmage.
 - You will need to bring cash or 2 checks (one per ref). Check D8s site for rates for refs for your request.
 - You must use GameSheet or a book if you have a ref. If no GameSheet or book there will be no game/scrimmage and the refs will still need to be paid for showing up. No exceptions.
- Full Ice Request Form: [Minnesota Hockey District 8 | Mite/8U Information](#)
 - Any mite games using full ice must submit this form in advance. Team manager needs to track number of full ice games and stay within District 8 guidelines.
 - After January 15th – 10 full ice games are allowed with district approval.
- Assist coaches with finding player substitutions. Must submit district 8 substitution form:
 - Goalie Substitution: [Minnesota Hockey District 8 | Goalie Substitution](#)
 - Player Substitution: [Minnesota Hockey District 8 | Player Substitution](#)
- Submit travel Request Form: [Minnesota Hockey District 8 | Interstate Travel Request](#)
 - Any team traveling out of state for any event must complete the Interstate Travel Request Form. Events include but are not limited to:
 - practice
 - scrimmage

- game
- jamboree
- tournament

Budget Guidelines

- All fundraising must adhere to CGAA and CGHA rules. You must submit for approval of your fundraising event to the Fundraising Manager.
- All funds must be accounted for and follow GCAA rules for non-profit fundraising.
- Any fundraising without approval is prohibited.
- Manager works alongside Budget Director to submit receipts for reimbursement or advance payments from the team's budget.
- Players cannot be mandated to participate in fundraising and may opt out.
- Any team funds must be used on all players. Be sure to plan accordingly to ensure all players can attend events/participate when funds are used.
- Funds may be used on players only.
- Manager will provide documentation of fundraising activities including monies received per player within 14 days of receipt of said monies.
- Team buses cannot be funded through CGHA/CGAA due to liability reasons.
- Slush funds are against CGAA as all team funds must be managed by the Budget Director.

Slush Funds

Slush funds are against CGAA policy and CGHA will not be involved in any manner. If a team elects to do a slush fund the team must follow these guidelines.

- Teams must agree to one of the following types of slush funds:
 - All players must contribute. It's all or no slush fund.
 - OR**
 - Players who are able, contribute. Any players that are unable to contribute will **not** be excluded from team slush fund usage. (ex: 2 players do not contribute towards the slush fund - slush funds are used to pay for a bus to a tournament – those 2 players cannot be excluded from riding the bus with the team)
- Team manager or head coach will be the collector and holder of funds only.

- It must be agreed upon by all – what the funds will be spent on at the start of the collection and any time additional funds are needed.
- Due to the slush fund being an unregulated cash transaction – all record keeping and fund use must be transparent to the team.
- Accounting records need to be shared regularly and include ALL transactions.
 - Examples: slush fund contributions, goals/penalty piggy banks, cash for gear, cash for hockey fest, cash for team buses (team bus may not be purchased with CGHA budget dollars)
 - Clear record keeping of money coming in and money going out must be maintained and shared with the team.
 - Teams are to agree on a schedule for sharing accounting records before cash is exchanged. (ex: weekly, biweekly, monthly, each time a transaction occurs, etc.)
- Should the slush fund become depleted or not carry enough money to pay for items that are not covered by CGHA Budget funds – the team must meet to decide if additional funds should be collected or not.
- Any unspent funds shall be divided up and refunded to the players that contributed to the fund at the end of the season along with a final accounting record.
- CGHA will not be involved or responsible for slush funds. Should money go missing or complaints/concerns occur – at no point in time should this be brought to the attention of CGHA.