

**TEAM MANAGER
HANDBOOK**



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ROLE OF THE TEAM MANAGER:

The Team Manager plays a key role in the success of the season by serving as the main point of contact for players, parents, and coaches. While responsibilities may vary slightly from team to team—and depend on the head coach's preferences—the team manager is essential in keeping the team organized and informed.

Primary Responsibilities Include (but are not limited to):

- Team Communication
- Use SportsEngine (or designated team platform) to share schedules, announcements, and updates with families.

Tournament Coordination

- Register the team for tournaments or coordinate with the head coach if they prefer to handle registration.
- Confirm tournament details and share with families (dates, format, location, etc.).

USA Hockey Rosters

- Request the official USA Hockey roster from the CDAHA Registrar for submission to tournament directors or when needed.
- If you need to add or delete players to your rosters, it needs to be communicated with the Registrar **ASAP** to make sure there are no issues with your changed roster for our upcoming game and or tournament.

Travel & Accommodations

- Reserve hotel blocks for out-of-town tournaments in coordination with the coach and CDAHA travel policies.
- Check with your coaches for scheduling team bonding dinners or activities based on your tournament schedule and communicate this families.

Team Books

For teams eligible for State or National Tournaments (Girls 12U, 14U, and 18U), maintain a team book that includes:

- USA Hockey rosters
- Player documents as required
- Score sheets and game results
- Travel permits (if needed)

Score Sheets

- Ensure score sheets are properly filled out for each game
- Make sure you track your team's stats for end of season patches. Players can receive a patch if the score in one of these three categories:
 - Hat Trick (3 goals scored in a single game)
 - Play Maker (3 assists in a single game)
 - Shutout (No goals scored on your goalie)
- Coordinate with parent volunteers to manage scoring and penalty box duties

Parent Volunteer Coordination

Recruit and assign parent volunteers to help with:

- Scorekeeping and running the clock (We will have a training for both of these areas)
- Locker room supervision (SafeSport required)
- Team events or fundraisers
- Hotel or meal coordination for travel

Team Manager Requirements:

Before taking on team duties, all team managers must complete the following USA Hockey compliance requirements. These ensure our teams operate safely and within league guidelines.

Mandatory Steps for All Managers:

- 1. Register with USA Hockey**
 - Free for team managers (select the "Manager/Volunteer" category).
 - Register here: [USA Hockey Registration](#) (Also located under "Coaches-Manager" tab on our website on the right-hand side of the page.)
- 2. Complete SafeSport Training**
 - Required annually.
 - Must be completed before any team activities.
 - Training link: [SafeSport Training](#) (Also located under "Coaches-Manager" tab on our website on the right-hand side of the page.)
- 3. Complete USA Hockey Background Screening**
 - Required every 2 years.
 - Cost: \$30 (non-refundable).
 - Screening link: [Background Check](#) (Also located under "Coaches-Manager" tab on our website on the right-hand side of the page.)

Note: These requirements must be completed before you begin team activities, including communication with families or tournament registration.

Once Completed:

- Email your USA Hockey Registration Number to the CDAHA Registrar.
cdahathunderregistrar@gmail.com
- Save copies of your confirmation emails and completion certificates.

You can find step-by-step instructions and helpful links on the CDAHA website:

👉 [Team Manager Resources](#)

 Team Communication:

Effective communication is the most important responsibility of the team manager. You serve as the primary link between the coaches and families, helping ensure everyone stays informed and organized throughout the season.

Your Communication Duties Include:

- Sharing the team schedule (practices, games, tournaments, meetings).
- Sending reminders about upcoming events, changes, and participation needs.
- Relaying coach updates or requests to parents and players.
- Answering questions from families or directing them to the appropriate person (coach, registrar, etc.).

Recommended Best Practice:

Send a weekly email (typically Sunday or Monday) summarizing the schedule and any important notes for the week.

Communication Platform:

SportsEngine is the official CDAHA app for:

- Team chat and updates
- Schedule changes and reminders
- Availability tracking for games and tournaments

 Make sure all parents have downloaded the SportsEngine app and are connected to your team.

 Official USA Hockey Rosters:

Official USA Hockey rosters must be requested through the CDAHA Registrar:

 April Hocking cdahathunderregistrar@gmail.com

- ♦ **What You'll Need to Request a Roster:**

- Full list of players and jersey numbers
- Names of all coaches (including head coach and assistants)
- Name of the team manager

 **Please allow time for processing. Rosters must be submitted to the state for approval, which may take several days or more.**

 **Important Notes:**

- Roster changes (additions/removals) must be submitted at least two weeks before you need them (e.g., before a tournament).
- Once approved, the roster link will be emailed to you.
- Review it immediately to ensure all players, coaches, and the team manager are listed correctly.

 **Team managers are not responsible for recruiting or assigning players—that is the responsibility of the coaching staff.**

 **What Does “Redlined” Mean?**

- A redlined name appears at the bottom of the roster.
- This means the individual is missing one or more USA Hockey requirements (e.g., registration, SafeSport, background check).
- Redlined individuals cannot participate with the team until their status is cleared.

If someone on your roster is redlined:

- Contact the CDAHA Registrar for clarification.
- Work with the individual to ensure the missing requirements are completed.

 **Tournament Registration:**

Team managers are often responsible for registering the team for tournaments. This process involves close coordination with the head coach, treasurer, and registrar. Each tournament may have different rules and requirements, so preparation is key.

Step-by-Step Tournament Registration Process:

1. Confirm with the Head Coach

- Ask the coach if you will be handling tournament registration or if they plan to register the team themselves.

2. Gather Tournament Information

- Visit the host team’s website to find details including:
 - Dates and location
 - Cost and division
 - Registration form and instructions

3. Request a Check from the Treasurer

- Fill out the CDAHA [check request form](#) (available online under the managers tab).

Email it to the treasurer: [✉ cdahatreasurer@gmail.com](mailto:cdahatreasurer@gmail.com)

Include:

- Tournament name and date
- Amount needed
- Indicate if it's a request for payment or reimbursement
- A copy of the invoice

4. Obtain the Official USA Hockey Roster

- Email the registrar at [✉ April Hocking cdahatreasurer@gmail.com](mailto:April Hocking cdahatreasurer@gmail.com)
- Only request a new roster if:
 - You do not have the current approved version
 - A player or coach needs to be added to the roster

5. Submit Registration to Tournament Host

- Send the registration form, payment (check), and official roster to the host association as directed.

6. After the Tournament

- Send the list of players who attended to the treasurer.
- The treasurer will invoice each player for their share of the tournament fee.

Note: Players may use raffle credits or coach credits toward their fees.

7. Print or Save Tournament Rules

- Always print or save a copy of the tournament rules and regulations before you go.
- Rules can vary greatly between tournaments (e.g., puck rules, number of games, scoring formats, currency requirements—especially in Canada).

♦ **Steps to Booking Hotel Blocks:**

1. Contact a Hotel

- Reserve a **block of rooms** with enough for:
 - **1 room per player**
 - **1 room per coach**
- Ask for a **group rate**—most hotels offer a discounted price for team blocks.

2. Check Tournament Requirements

- Review the tournament registration details carefully.
 - Some tournaments are **"Stay and Play"** and require teams to book through specific hotels or booking partners.
 - Failure to follow these guidelines may result in **additional fees** or disqualification.

3. Communicate Clearly with Parents

- In your email to families, include:
 - **Hotel name, location, group rate, and deadline to book**
 - Reminder that the block is reserved for **players and coaches**
 - If families need additional rooms (e.g., for grandparents), they should **book separately outside the block**

4. Ask About Block Expiration

- Confirm with the hotel **how long the block will remain open** (i.e., the cut-off date for booking).
- Share this date with families in your communication to avoid anyone missing the reservation window.



Sample Info to Include in Your Email to Families:

- Hotel Name & Address
- Room Rate & Room Type
- Booking Link or Phone Number
- Group Name or Code
- Deadline to Book
- Notes about extra rooms and policies

Travel to Canada:

Traveling to Canada for games or tournaments requires some important steps to ensure your team meets **USA Hockey**, **Canadian border**, and **CDAHA** requirements.

◆ 1. USA Hockey Travel Permit

- **Required for all teams traveling to Canada** for games or tournaments.
 - Fill out the **USA Hockey Travel Permit Form**:
[🔗 Travel Permit PDF](#)
 - Your **Team ID** and **Association Number** can be found in the **top left corner** of your official USA Hockey roster.
 - Once completed, **email the form to the CDAHA Registrar**:
[✉ cdaharegistrar@yahoo.com](mailto:cdaharegistrar@yahoo.com)
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◆ 2. Passport Requirements

- **All travelers, including minors, must have a valid passport.**
 - It's recommended that players also bring:
 - A copy or original **birth certificate**
 - A **school ID** or **ASB card** (if applicable)
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◆ 3. Traveling With One Parent or Another Family

- If a player is traveling with only **one parent**, the parent must carry a **notarized consent letter** signed by **both parents/guardians**.
- If a player is traveling with **another family**, both parents/guardians must sign the consent letter.

 [Official Government Consent Letter Template](#)

(A simplified version is attached to this handbook and available on the CDAHA website.)

◆ **4. Know Before You Go: What You Can Bring Into Canada**

- Familiarize yourself with Canadian customs rules regarding what items can and can't be brought across the border.

◆ **Digital Scorekeeping with GameSheet**

- **GameSheet will be used for all CDAHA home games and most league games.**
- **Rosters will be imported into the system ahead of time.**
- **You'll need to ensure:**
 - **Player jersey numbers and names are correct.**
 - **Coaches' names and USA Hockey numbers are entered.**
 - **A designated scorekeeper and timekeeper are assigned before each game.**

 **Training on how to use GameSheet will be provided before the season starts. Stay tuned for details.**

Paper Score Sheets (for Tournaments or Exceptions)


If paper score sheets are required (some tournaments still use them), follow these steps:

1. Pick Up Score Sheets

- Request blank score sheets from the **CDAHA Registrar**.
- These can be used for **away games**, **tournaments**, or in case of **technical issues**.

2. Pre-Fill the Roster

- Use **roster stickers** or write:
 - Players' names and jersey numbers
 - Coaches' names and **USA Hockey numbers**
- Have the **head coach sign** the score sheet before the game starts.

3.  Roster sticker template: [Idaho Amateur Hockey Documents](#)
Or email the CDAHA Registrar to request the template file.

4. Sticker Tip:

- Use **four stickers per game** (one for each copy of the score sheet).

5. After the Game

- Collect your team's **copy of the score sheet** and store it in a safe place.
- These may be required for:
 - **USA Hockey patch awards** (see below)
 - **State/National tournament verification** (especially for Tier-bound teams)

USA Hockey Patch Submissions (10U and Up Only)

At the **end of the regular season** (not tournaments), check for:

- **Playmaker**: 3 assists in one game

- **Hat Trick:** 3 goals in one game
- **Shutout/Zero Club:** Goalies with no goals against

Email a **legible copy** of the qualifying score sheets to the CDAHA Registrar **before the posted deadline**.

- Late submissions **will not** be accepted.

Parent Participation Needs

Throughout the season, teams rely on **parent volunteers** to help things run smoothly. Please communicate these needs clearly at your team's **kickoff meeting**, and encourage families to get involved.

Required Roles

Locker Room Monitors

- **Required:** Current **USA Hockey registration**, **SafeSport certification**, and **background check**.
- **A minimum of two adults** must be present in or just outside the locker room at all times.
- **Never leave one adult alone** with players.
- **Phones are not allowed** in the locker rooms.
- If a second adult is unavailable, one must stand **outside the door with it propped open** and actively monitor the room.
- If you have female players on your team, please use a separate locker room for dressing and undressing. Female players can be in the co-ed locker room once everyone is changed for team meetings.

Time Clock/Scoreboard Operator

- Needed for all **home games** and occasionally for **tournaments**.

- Recommended: Have **multiple parents** learn the clock during practice so they're ready on game day.
 - A quick tutorial can go a long way in reducing stress on game day.
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Scorekeeper

- May be the same person as the timekeeper, but ideally a separate volunteer.
 - Required for **home games** and sometimes **tournaments**.
 - Volunteers should be familiar with either the **GameSheet app** or the **paper score sheet process**.
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Penalty Box Attendants

- Must have **USA Hockey registration, SafeSport certification, and a background check**.
 - A parent is needed in each penalty box during every game—**home, away, and tournaments**—to open and close the door for players and monitor behavior.
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Thunder Parent Helpers (6U/8U Only)

- Parents are essential at this level to help with **getting gear on and off** players quickly.
- Volunteers are especially needed to assist with **safely getting players on and off the ice**, particularly where there is a **cement barrier** near the bench.
- Coaches deeply appreciate this support during busy practices!

Non-Parent Coaches:

Occasionally, teams will have **coaches who do not have children on the team**. In these cases, it is customary for the team to cover the cost of their accommodations during travel.

Important Notes:

- This arrangement should be **discussed and agreed upon at the beginning of the season**.
- Non-parent coaches often **share a room** to reduce costs, but this is **not guaranteed**.
- Teams typically split the cost among all participating families. For example, in the past, families paid **approximately \$80 per player**—once mid-season and once at the end.
- These fees can be invoiced to families in two separate installments to ease the burden.

Reimbursement Process:

- Coaches must complete an official **Expense Report** for reimbursement.
- The form and instructions are available on the CDAHA website:

End-of-Season Party:

Each **team or division** is responsible for organizing its end-of-season celebration. Whether you choose to host it **on-site** (like at the rink) or at an **off-site location**, it's a fun and meaningful way to wrap up the season and recognize the players' hard work.

Planning Tips:

- **Start planning in February** to allow enough time to organize food, awards, and communicate with families.
- If there are **multiple teams in a division** (e.g., 10U Blue and 10U Grey), managers and coaches should decide early if they want to hold a **combined event** or separate parties.

Budgeting & Costs:

- **CDAHA does not fund end-of-season parties**. All expenses are **parent-funded**.

- To avoid last-minute collection requests, consider **building a small cushion into your tournament fees** earlier in the season.
- You may also ask for a set amount to cover the players' and coaches' gifts. Just make sure to allow for enough time to order items and for parents to contribute.

Awards & Food Ideas:

- **6U/8U teams** often go all out—purchasing **small trophies or medals**, grabbing **pizza and water from Costco**, and celebrating in the **rink lobby**.
- Be sure to **communicate with all families** if awards will be given—there's always a risk of someone being unintentionally left out.

Association Contact Information (Board of Directors and Board Appointed Positions)

CDAHA Board of Directors:

Sara Bascetta (President): cetta09@gmail.com

Tom Spencer (Vice President)

Annie Brown (Secretary)

Jeremy Wheeler (Treasurer): cdahatreasurer@gmail.com

Matt Fisher: (Voting member)

Bill Thexton (Voting member)

Nick Balsimo: (Voting member)

Board Appointed Positions

Registrar: April Hocking: cdahathunderregistrar@gmail.com

Scheduler: Open

Mites Coordinator: Open

Equipment Manager: Amber Simmons

Team Manager Coordinators: Open

Jersey Coordinator: Jacki Geurin: jmg8046@gmail.com

Fundraising: Allison Knoll

Social Media Coordinator: Brianna Hills cdahathundermedia@gmail.com

Fundraising:

There are multiple opportunities throughout the year to participate in fundraisers that benefit both the **association** and **individual players**.

How Fundraising Works:

- **Individual fundraising earnings** can only be used toward:
 - **Player registration fees**
 - **Tournament entry fees**
- **Association fundraising** helps reduce overall operating costs, which in turn helps keep individual fees lower year to year.
- The **Fundraising Committee** tracks all individual player credits and maintains a running total throughout the season and communicates with our treasurer when monitoring and issues these funds.

Using Fundraised Credits:

- If a player would like to use their fundraising credits toward a **tournament fee**, you must email the treasurer to request your fundraising credits.
- The Treasurer will apply available credits before issuing invoices to families.




Team Books for State & National Tournaments

If your team is planning to compete in **State** or **National** tournaments, you are required to prepare a **Team Book** that meets all USA Hockey credentialing requirements.

Credentials & Requirements

Please refer to the official **IAHA Credentials Manual** for full details:
Credentials Requirements Manual (IAHA)

Your **Team Book** must include:

-  **Official USA Hockey 1-T Roster** (credentials-approved version)
-  **Official Credentials Roster**, completed by the coach and/or team manager
-  **Score sheets** from regular season games to verify eligibility for State (see game count requirements)
-  **Letter of Intent** to participate in the State Tournament submitted by **November 15** to the **IAHA President**
-  **Minimum Game Requirements:**
 - Team must play **10 games**
 - Individual players must participate in **at least 5 games**
-  Awareness and adherence to **BLACKOUT dates:**
 - No games may be scheduled on Player Development Weekends, State Tournament Weekends, or High School State Weekends.

State Tournament Deposit

- A **\$500 deposit** is required and must be submitted by **December 31** to secure your team's spot in the State Tournament.

DISCIPLINARY COMMITTEE AND HANDLING INCIDENTS

As much as we would like to think that everybody will get along, that is not always the case. If there is an incident between players and or parents and or coaches or any combination of the aforementioned that is brought to you as the team manager please discuss it with the head coach first and if there is no resolution that can be settled on between involved parties please

refer the information to the attention of the Board of Directors immediately or within 3 days. If they feel it is necessary they will then pass it on to the Disciplinary Committee. If anyone, parent or player is ever ejected from the arena let a BOD member know asap, so further actions can be remedied.

- If at any time during your games a **Match Penalty** is given to one of your players it is very important to report this immediately. A **Match Penalty** has to come before a hearing and all hockey related activity is banned, for that player, until the 30 day suspension or hearing occurs.
<https://www.usahockeyrulebook.com/page/show/1084481-rule-405-match-penalties>
These are out of our hands and dealt with on a State level.
- If a **Game Misconduct** is called they are automatically suspended from that game and the next scheduled game. You are to include these players on your scoresheet with (susp) after their name or noted to verify they have served or are serving their time. SafeSport violations are handled by the State so if anything gets turned into SafeSport it is out of the Association's hands.

Team Management :

- It's a responsibility! Team manager duties from IAHA:

- Custodian of all the team documents.
- Liaison between the coach/parents and responsible for the communications regarding the team.
- Keeper of the game schedules and team events.
- Responsible for submitting travel permits, and making travel arrangements
- Responsible for updating the team roster through your CDAHA Registrar whenever necessary
- Make sure that scoresheets accurately reflect team and coach membership.
- **** National bound teams must name a team manager. National Bound High School teams must name a team manager and, all teams are strongly encouraged to identify a manager, even if it is one of the coaches.**



Understanding the Rules & Where to Find Help

Not sure what the rules are or what to do in certain situations? Here are the key resources and contacts to guide you:

Key Resources

- **USA Hockey Annual Guide**

This guide outlines national policies, including:

- Coaching certification requirements
- National and district tournament rules
- Appeals processes
- And much more
 - 📌 Available online at: [usahockey.com](https://www.usahockey.com)

- **IAHA Policies, Procedures & Bylaws**

📌 Found on the [IAHA website](#)

- **League-Specific Policies**

Your league may have additional rules.

➤ Leagues **can be more strict** than USA Hockey or IAHA, but **not less strict** or in conflict with them.

✅ Always double-check with your league administrator.

- **Local Association Policies**

Your local association (e.g., CDAHA) may also have specific guidelines.

Check the website or contact your board for clarification.

Need Help?

- If you're unsure or can't find the answer:
 - Contact your **Association Registrar** or the **Idaho Affiliate Registrar**

Manager Registration requirements:

- Must register with USA Hockey as a volunteer –there's no cost and it provides insurance coverage under USA Hockey. (This must be done every year).
- Must register with IAHA for background screening (screening must be done bi-annually)
Must complete Safe Sport program (Annually)

- For coaches serving as managers: Must register as a coach with USA Hockey and register with IAHA as both a coach and team manager

Important rules to be aware of:

- Anyone in your association who has contact with players needs to be screened and complete Safesport PRIOR to being in contact with the players.
- Rosters must be completed and approved by the registrar before the team plays any games.
- Managers are not allowed on the ice unless they have a coaching credential/modules.
- All foreign-born players must have a player transfer form completed and approved prior to being added to the roster. There are two forms – one for Canadian-born and one for International players. These must be completed every year unless they have a multi-year approval. Once approved, it will be noted on the roster. Approval may take up to 4 weeks. The code of conduct and consent to treat are no longer required by USA Hockey, however local associations are encouraged to have their own. (NTB Tier teams/High School Teams are required to have consent to treat)

Frequently asked questions:

- Playdowns – There are no play down (including girls) unless they have a medical excuse which must be reviewed and approved by the district registrar and USA Hockey national office.
- Size is not a medical condition.
- # of coaches on bench – You can have as many coaches as you want on your rosters but you can **only have 4 coaches on the bench.**
- Financial releases – The purpose of the financial release is to verify that players coming from other associations (including out of state) do not have financial obligations remaining with those organizations. There is a form but any written statement from the organization will suffice.
- Travel permits – Are required for team travel outside of the U.S. and should be submitted 2 weeks prior to planned travel date. Permits to travel in Canada or another country have a separate form, these forms need to be completed and emailed to the affiliate registrar for approval.

- Special Event sanctions – These are used for “Grow the Game,” “Try Hockey for Free,” “alumni games,” etc. and covers on and off ice activities. For details check with the registrar
- Patches – Players are eligible for Hat trick, Playmaker and Zero Club patches every year. Only one patch per season for each of the different accomplishments. These can be requested from your registrar and require a copy of the scoresheet documenting the accomplishment.

Thank You for Volunteering!

We truly appreciate your time and effort. Being a team manager is a vital role, and we hope it's a fun, rewarding, and memorable experience for you and your family!

Important Roster & Eligibility Reminders

- **Rosters must be approved and signed:**
Idaho teams are **not permitted to play** against teams outside their own association **without an official USA Hockey-approved and signed roster** on file.
- **December 31 Roster Deadline Clarification:**
Only **Tier rosters** (for teams planning to attend **District or National tournaments**) are **frozen as of December 31**.
- **House/Rec rosters remain fluid:**
Players can still be added or changed after December 31. However, in order to be **eligible for IAHA State Championships**:
 - Each **team** must have played a **minimum of 10 games**
 - Each **player** must have played in at least **5 of those games**

