

ASPEN JUNIOR HOCKEY TEAM MANAGERS



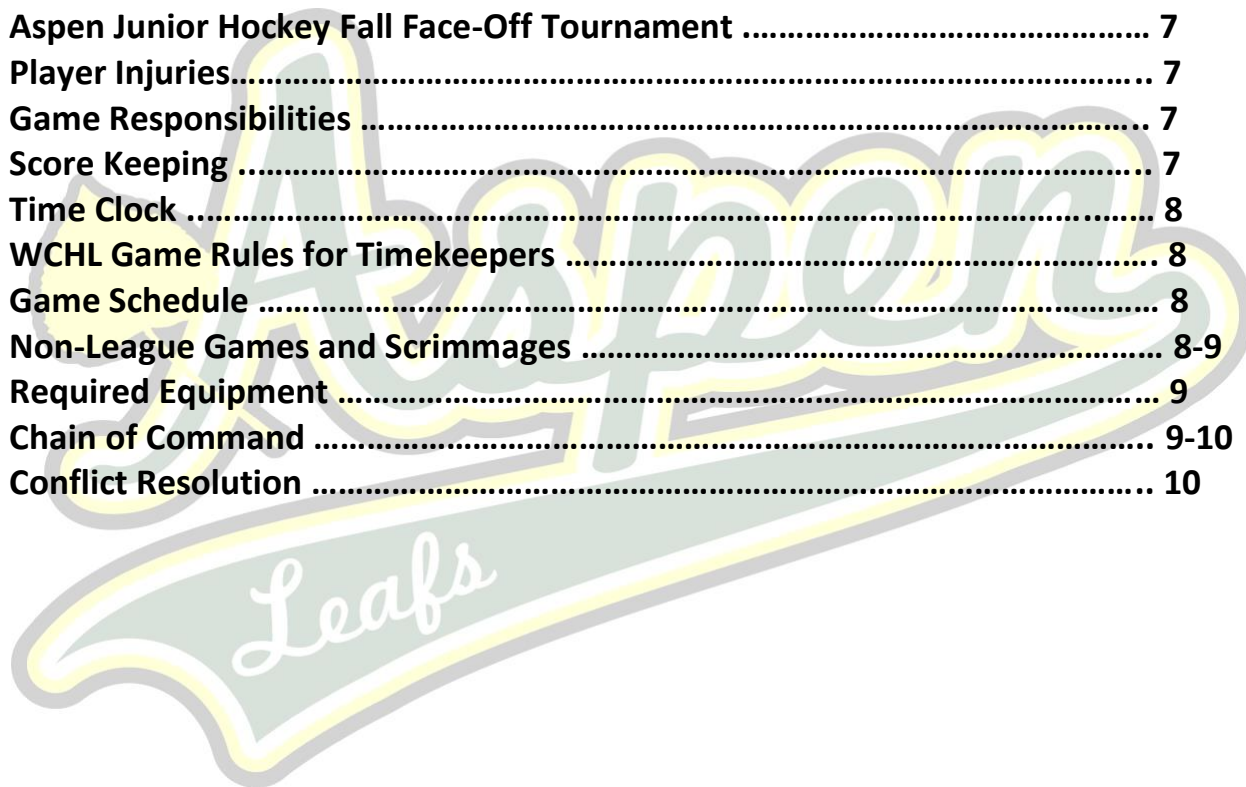
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Welcome AJH Managers

Hello, and thank you for volunteering as an Aspen Junior Hockey Team Manager. There's a lot to do and even more to organize, but this handbook will provide the necessary guidance and structure to help get you going. If you can't find what you need here, ask a fellow manager - chances are good that they have valuable insight. Then make a note here so we can add the necessary detail to this living document.

Team Managers have two functions: administration and social directors. The Team Manager works closely with the Head Coach and is the first line of contact for parents.

Team Manager Roles & Responsibilities

The primary role of the Team Manager is to assist the team coach by handling off-ice administrative and organizational activities for the team. A well-organized manager allows the coaches to devote time to their players and concentrate on coaching. Below is a brief list of the responsibilities of the Team Manager:

- Maintain a notebook of team and player documents and USA Hockey—required forms.
- Possess a USAH T-1 roster and contact list of team players that includes birth dates, parent names, phone numbers, addresses, and other pertinent information.
- Coordinate with the Association's Registrar concerning registrations, rosters, add-on players, and other registration matters.
- Act as a liaison between parents and coaches and between parents and the Directors to facilitate the exchange of information and assist with conflict resolution.
- Communicate practice/game schedules, tournaments, social events, skills clinics, and other pertinent information.
- Coordinate parents to serve as scorekeeper, timekeeper, and penalty box supervisor for all games (as needed).

Manager's Team Book

This is an optional book created by you and maintained by you for your team. The book can be present at every league and non-league game and tournament. The book should be organized into at least three categories: Coaches, Managers, and Players.

Two documents are required in your manager's book (details for how to obtain documents are provided below):

1. Your **official USA Hockey T-1 Roster** for your team
2. **Signed Code of Conduct form for all players (Optional and requested from AJH admin)**

1. **Official USA Hockey T-1 Roster** - This document is provided to you by our local Registrar affiliate. You must be in possession of this roster prior to your first game.

IMPORTANT: Only players on the USA Hockey official roster may play in games/scrimmages for the team. If another player is needed, a roster addition must be made for the situation. This is very important and must be strictly adhered to. The deadline for roster additions is Wednesday at 12:00 pm. No roster changes will be allowed after 12:00 pm. Any coach who sits on the bench must also be on your roster. Max four coaches in the players' box per game and twenty players per roster.

AJH Roster Contact: admin@aspenjuniorhockey.com

A. Required Documents for Coaches to be added to the USAH roster

- i. Proof of USA Hockey Registration for the current season
- ii. Background Screening (required every two years) conducted by USAH
- iii. Concussion Training Certificate
http://www.cdc.gov/concussion/HeadsUp/online_training.html
- iv. SafeSport Training Certificate (required annually-
<http://www.usahockey.com/safesporttraining>
- v. Completion of Coaching Education Program (CEP) with correlating Level. Coaches have until 12/31 to complete/update CEP
- vi. Online Age Modules. One-time requirement per age level.

- vii. Concussion awareness training (required annually).

B. Required Documents for Managers to be added to the USAH roster

- i. Proof of USA Hockey Registration for the current season
- ii. SafeSport Training Certificate
- iii. Background Screening conducted by USAH

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

C. Required Documents for Players to be added to the USAH Roster

- i. The Registrar will confirm that each player has a valid USAH registration number, date of birth has been verified, proof of registration with Aspen Junior Hockey for the current season, and the coach's credentials have been completed.
- ii. After this has all been verified, the Registrar will email the Team Manager a link to the copy of the approved USAH roster. This link auto-populates updated information throughout the whole season. Carry the hard copy roster with you to games and save this link to your phone or laptop in an easy-to-find place, as it reflects any changes.
- iii. The Team Manager is responsible for verifying that the roster is accurate, collecting birth certificates for any players whose date of birth has not been verified, and updating the Registrar of any changes
- iv. Once uniforms are distributed, the Team Manager needs to send a complete list of player names and jersey numbers to the Registrar (in case of changes to numbers). Please note all goalies.

Tournaments

AJH pays for a total of three entry fees for tournaments per co-ed travel team and girls' teams. Extra tournaments will continue to be optional, with registration fees covered by parents. If your team qualifies for States, AJH will cover the entry fee. Families will be responsible for the coach's expenses for all tournaments. League games are covered by AJH. Min. 2 of 3 in-state tournaments.

The teams will each play in the following:

- Aspen Fall Face-Off Tournament
- Two tournaments (Typically Vail Sportsmanship (co-ed) & Adele (Girls) & one in or out-of-state tournament (TBD))

- WCHL/WCGHL Playoffs
- CAHA States Tournament (if qualified at the end of the year)

Note: Teams may still choose to attend additional tournaments with registration and coaches' fees covered by parents.

Team Managers are responsible for notifying the AJH Executive Director and Administrative Assistant about the additional tournament(s) in which they want to participate. Managers are also responsible for the application, communication, and travel organization for tournaments.

Tournament Policy - Out of State Travel

Per the AJH Policies and Procedures, all teams traveling out of state shall have the Executive Director's approval and apply for a travel permit per CAHA's requirements. There is concern that out-of-state tournaments are a financial burden for some families, and the peer pressure surrounding the decision to attend these is unfair. The Executive Director will consider all the families' feedback.

Volunteer Credits Requirements and Tracking

Everyone wants their player(s) to have the best possible hockey experience. Parental involvement is essential to make this happen! AJH is a volunteer organization with paid consultants. AJH recognizes ice hockey is an expensive sport. Registration fees cover 35% of the actual cost to run the program. The remaining costs have to come from Fundraising. Fall Face-Off provides significant revenue for AJH to operate.

Each family will be required to post a \$250.00 Volunteer Security Deposit at the time of player registration. Families of all travel team players are required to earn a minimum of 6-8 volunteer credits per family for Aspen Fall Face-Off. An additional 10 hours during games/tournaments, etc. At the end of the season, when Families have completed their Volunteer requirement, they will have three options to get a full refund of \$250. During the season, game volunteering does not apply to your \$250 FFO. In-season games are needed so your child has the opportunity to play.

- Option 1: receive a \$250 refund
- Option 2: receive a credit for next season's dues/volunteer fee

- Option 3: donate it to AJH

The money collected can be used to pay the cost of “contract labor” if needed to support AJH

Player Injuries

All injuries that occur on the ice (practice and games) that result in a visit to the doctor require that an injury report form be completed. This is the general rule. Use your best judgment and err on the side of caution.

- If a player is injured and cannot return to the ice, the player must be seen and released by a physician before returning to the ice (practice or game).
- If a player is suspected of having a concussion from hockey or from any other activity, it is MANDATORY that they receive a physician release before returning to the ice
- USA Hockey provides insurance to all players. The general rule is that this insurance only comes into play once the player's insurance has been utilized fully. For more details and forms, visit:

<http://www.usahockey.com/page/show/837074--insurance--and--risk--management>

Game Responsibilities

The Home Team is required to provide a scorekeeper, time clock operator, and penalty box coverage. Scorekeeping or running the time clock during REGULAR SEASON games does NOT count towards your \$250 deposit; this involvement supports your athletes and the needs of active volunteers for your child to play games (We ask each family to volunteer a min of 10 shifts during season play).

ScoreKeeper

All games must be scored on an iPad through the GameSheet app. It is also recommended that statistics be tracked on a paper score sheet. iPads should be available at each rink for you to use. To get to the game to score via the

GameSheet app, first open the GameSheet app. If the app is requesting a “**League iPad Access Key**”, type in **ipad-wchl-co** or **ipad-cghl-co** for League Games. For any exhibition/non-league games, enter **ipad-exh-co**. Next, tap **+New Game** and then **Load from Schedule**. Locate your game and tap the **Load Game** button. Tap on **Active** and choose your game to begin scoring. Team Manager will be provided login credentials, which they must share with their volunteer parents. If you don’t have it, contact the Administrator. *ACCESS KEYS ARE SUBJECT TO CHANGE (we will update if so).

Time Clock

The time clocks at Lewis and Ice Garden are the same. Directions and training videos are available online on the manager's [page](#).

(<https://www.youtube.com/watch?v=hv6XYtOJd5g>)

WCHL/CGHL Game Rules for Timekeepers

Warm-up: 3 minutes

10U/Squirrels: 12 minutes stop clock

12U/PWs: 14-minute stop clock

14U/Bantam: 14-minute stop clock

Girls 10U: 12-minute stop clock

Girls 12U: 14-minute stop clock

Girls 15U: 14-minute stop clock

Girls 19U: 15-minute stop clock

Game Schedule

As the manager, you may need to make additions or changes to the game schedule for your team. If you want or need to add or change a game, here is a list of items you need to consider:

- Contact the Executive Director prior to any changes
- Work with your coach to determine what time options work best
- Verify ice availability – there is a cost to this, so try to keep home/away teams the same
- Contact the manager for the team you need to make changes to, and work directly with them
- Once the change is agreed upon, contact the Executive Director to make the change in GameSheet.

Non-League Games and Scrimmages

As the manager, you may be asked to participate in or organize a non-league game and/or scrimmages.

- All teams that scrimmage MUST be registered with USA Hockey
- Arrange scrimmages per coach request and approved by the Executive Director
- Association websites are located on the CAHA site:
<https://www.coloradohockey.org/about/governance/115058#>
- The home team is responsible for arranging referees for the scrimmage

- Communicate the schedule to the team and club administrator so it can be added to the AJH calendar.
- Provide volunteers for scorekeeping/clock and penalty box

Required Equipment

- HECC Certified Black/Green Helmet with full-face cage or shield (within 3 years)
- Black/Green Hockey Gloves
- Breezers (if you do not have Black pants)
- Shin Pads
- Elbow Pads
- Neck Protection
- Hockey Skates
- Stick
- Protective Cup
- Socks
- Mouth Guard- Must be worn in the mouth at all times during games, except 10U/Squirrels. Dangling mouth guards from the mouth or face guard can/will result in penalty minutes.
- Goalies must supply their own equipment - some is available to borrow from the club, but its provision and fit are not guaranteed

Chain of Command

Team managers are the first point of contact for parents with questions, concerns, and almost all other issues. Please become familiar with the AJH Policies and Procedures handbook. For Conflict Resolution, please see the last page of this document or page 22 of the AJH P & P.

The coaches oversee each team. The Team Manager works for and with the coaches. Although team functions are divided as listed below, most coaches and managers consult frequently with each other.

- Coaches: Responsible for coaching, competition, and player development. Per USA Hockey, Head Coaches are the ones held accountable for all actions or issues with a team.
- Team Manager: Responsible for communication, bookkeeping, and social events, travel team arrangements, and volunteer staffing.
- Should misunderstandings arise, it is suggested that the aggrieved parties deal directly with each other only after a 24-hour cooling-off period.

Below is a guideline of suggested ways to resolve internal issues.

Issue	Resolved by	If not Satisfied, then Resolved by	If not Satisfied, then Resolved by	If not Satisfied, then Resolved by	If not Satisfied, then Resolved by
Parent upset with team selection	Age Group Director	Director of Hockey	Disciplinary Chair	Board President	
Parent upset with team roster	Team Manager	Head Coach	Age Group Director	Director of Hockey	Disciplinary Chair
Parent upset with practice or game schedule	Team Manager	Age Group Director	Executive Director	Disciplinary Chair	Board President
Conflict with Player and Teammate	Head Coach	Team Manager	Executive Director	Disciplinary Chair	
Conflict Between Parents	Team Manager	Head Coach	Age Group Director	Executive Director	Disciplinary Chair
Conflict Between Parents and Team Manager	Head Coach	Age Group Director	Executive Director	Disciplinary Chair	Board President
Conflict Between Parent and Coach	Team Manager	Age Group Director	Director of Hockey	Disciplinary Chair	Board President
Conflict Between Coach and Team Manager	Age Group Director	Director of Hockey	Disciplinary Chair	Board President	
Conflict Between Coach and Coach	Age Group Director	Director of Hockey	Disciplinary Chair	Board President	
Conflict Between Team Manager and Age Group Director	Executive Director	Disciplinary Chair	Board President		
Conflict Between Coach and Director	Disciplinary Chair	Board President			
Conflict Between Board Member and Director	Disciplinary Chair	HR Consultant			
All Others	Team Manager	Head Coach	Age Group Director	Executive Director	Disciplinary Chair
If an issue involves a person in the designated role					