Team Representative Guide

Moose Youth Hockey Association

Training Meeting • Someday, October ##, 2026 • ?:30–?:30 p.m.
Moose Sherritt Warming Area

Purpose of This Guide

Use this guide as your primary season-long reference for the Team Representative role. It outlines required responsibilities, key processes, contacts, and recommended timing. Review it before the training meeting, bring any questions that remain, and return to the season checklist as responsibilities arise.

Team Representative Role: At a Glance

The Team Representative coordinates communication, volunteers, team logistics, and association responsibilities. Use this checklist as a quick reference throughout the season; detailed instructions appear in the numbered sections that follow.

- □ Maintain the team's Crossbar page and use it for team communication and RSVPs.
- □ Work with the head coach to hold a beginning-of-season team meeting.
- □ Communicate team expectations, volunteer requirements, events, deadlines, and reminders to families.
- □ Coordinate game, scrimmage, tournament, and team-event volunteers.
- □ Track and communicate team funds and expenses transparently.
- □ Help ensure SafeSport, concussion, Gamesheet, and other required processes are followed.
- □ Coordinate team participation in association fundraising and special events.
- □ Share Academic Excellence information and submission reminders with families.
- □ Support team activities, recognition, communication, and end-of-year planning.

1. Beginning-of-Season Team Meeting

- Work with the head coach to schedule a team meeting at the start of the season.

Recommended topics:

- Season expectations for players and parents.
- Volunteer-hour requirements and how team duties are assigned.
- Team communication practices and where families will find information.
- Slush-fund expectations and how team funds will be handled.
- Upcoming association events, tournaments, and other team responsibilities.

2. Team Crossbar Page

- All Team Representatives must have a Crossbar account.
- Become familiar with the Team Staff Tips and Tricks resource.

Crossbar Team Staff Tips & Tricks: help.crossbar.org/en/articles/8646172-team-staff-tips-tricks

- You will have access to team chat, email, and parent contact information.
- **Important**: players may have access to team chat if they have the Crossbar app.
- The RSVP function will be turned on for games and practices.
- Use the Help icon in the lower-right corner of the website when you need assistance.

- You may schedule team meetings in Crossbar. Do not schedule games, scrimmages, or practices; Ice Scheduling must handle those.

Key Reminder

Use Crossbar as a communication and information tool, but make sure families also receive important reminders and deadlines directly. Some teams prefer GroupMe for team chats.

3. Game/Scrimmage/Practice Volunteer Responsibilities

Regular-season game, scrimmage, and practice duties are shared team responsibilities. Every family is expected to help, and these duties do not count toward season volunteer-hour requirements.

- All families are required to help with these duties, including families of coaches, Team Representatives, and Board members.
- Assign duties to all families in a shared document and allow families to find their own replacements when they cannot cover an assigned date.
- Crossbar does have a function where team assignments can be added, if you choose. These are visible in Crossbar but not a linked calendar.

Locker Room Monitors

- Locker room monitors must complete SafeSport training, pass a background check, and be the same sex as the team they monitor.
- Locker room monitors are required anytime the team will be in the locker room. No players may be in the locker room without an adult.
- It is important to note that there should never be a single adult in a locker room with a single child (unless it is their own. There must always be a 2:1 ratio (SafeSport requirements). In an instance where a player leaves a game/practice early, a 2:1 ratio must be maintained.
- At the Bantam level, ice will be resurfaced every two periods of a game. The assigned locker room attendant must be in the locker room before the players enter.
- District fines begin at $500 for failure to follow the locker-room policy; responsibility for the fine rests with the team.

Home Games

- For District games, the home team must provide volunteers for the home penalty box, clock, scorebook/GameSheets, and locker room attendant.
    - Gamesheet and scoreboard informational documents can be found under Resources For Parents on the Association website
    - Scoreboard operators must be aware of the arena schedule and how District 5 rules dictate running time in games that are running behind schedule.
- Music/announcing is optional.

Away Games

- Provide volunteers for your team's penalty box and locker room attendant.

4. Scrimmage Responsibilities

- The Ice Coordinator, **Tom LaPlant**, coordinates scrimmages.
- Work with Tom regarding ice and referee fees.

- Ref fees can be found on the District 5 website but vary between districts and levels. Approximate scrimmage fees are $200 (Bantam), $140 (Peewee), $100 (Squirt).

- Have parents ready to cover the locker room, penalty box, clock, and GameSheets.
- Ice fees are typically covered by the home team and refs are covered by the away team.
  - If a visiting team is paying for refs on our ice, a check should be made out to MYHA and placed in the silver rink drop box with a note of the scrimmage date and level.
- The association will reimburse away ref fees for (8) Bantam, (5) Peewee, and (3) Squirt scrimmages. The team pays each cost initially and may then request reimbursement. A slush fund may be used to cover an individual scrimmage cost temporarily, but families should not be asked to prepay the full season's scrimmage costs. Reimbursements will be issued monthly, and checks will be placed in team lockers. All requests should be submitted to the Treasurer (**Ben Hoglund**) by the last day of the month.

  The keys for team lockers are stored in a lock box on the wall next to the rink office. The code for that box is 2013.

5. Family Season Volunteer Requirements

- The Volunteer Coordinator is **Brooke Vukelich**.
- Each family must complete 12 volunteer hours per skater, up to a maximum of 25 hours per family.
- Volunteer opportunities will be posted in the Volunteer section of the website throughout the season.
- Typical opportunities include concessions and tournament support, such as operating the clock, managing GameSheets, or serving as a greeter.
- Coordinate volunteers for level-sponsored events, including the Fish Fry, RiverFest, and award ceremony.

6. GameSheets & Player Awards

- Review the District 5 Gamesheet information and instructional videos.

District 5 Gamesheet information: district5.pucksystems2.com/page/show/2929823-gamesheet-information

- Your specific team code will be emailed to you.
- Track player award information throughout the season.

District 5 award request information is available in the D5 Documents.

Before the Season Gets Busy

Make sure you know where to find the Gamesheet instructions and your team code before your first game.

7. Tournaments

Away Tournaments

- The Away Tournament Coordinator is **Carrie Liddicoat**.
- Carrie will provide tournament information to Team Representatives.
- Blocked hotel rooms will be available for your team.
- Remind families to book rooms as the tournament deadline approaches.
- Check the team in according to the tournament's requirements. The tournament coordinator may contact you in advance for roster information.
- Organize team meals if desired, either as a potluck or at a restaurant.
- Teams who have a scheduled fourth tournament will be billed individually for that tournament (lowest cost of the four scheduled). This must be paid by the end of December.

Home Squirt Tournaments

- The Home Tournament Coordinator is **Sam Manning**.
- Squirt tournaments are the responsibility of the Squirt teams and families.
- Because most other teams are out of town during these weekends, volunteer availability is reduced.
- Team Representatives should plan to be at the tournament to fill in where needed and/or appoint other family members to help.
- Notify families in advance that their help will be needed.

8. SafeSport

- The SafeSport Coordinator is **Adam Lair**.
- Become familiar with the SafeSport program.
- Online SafeSport training is required for anyone who is regularly in contact with minors.
- Coaches, Team Representatives, and locker room attendants must complete SafeSport training and a background check.
- Report all SafeSport concerns to the SafeSport Coordinator.

9. Concussion Screening and Return-to-Play

- iPads with the concussion testing software will be supplied to each team. It is important to have these iPads charged and readily available, especially for games and scrimmages. Do not store the iPads in the cold and do not use them for personal use. iPads need to be turned in directly to Jeremy or Ryan at the end of the season.
- Review the Moose concussion protocol before the season and become familiar with:
  - How to conduct concussion testing
  - When testing should occur
  - How and when a player may return to play

Moose concussion protocol: mooseyouthhockey.org/team-manager-resources/concussion-protocol/39684

10. Jerseys and Equipment

- The Equipment Manager is **Eric Metso**.
- The Equipment Manager will coordinate jersey handout and will contact you when scheduling is ready.
- Discuss jersey-number assignments with the coach and coordinate requests if the team will manage assignments that way. Jersey number preference is typically given to returning players to that team second-year players on that team first-year players.
- Garment bags are optional but recommended.
- Players are responsible for their jerseys and for any replacement costs incurred during the season.

11. Team Slush Funds

- A team slush fund is voluntary and is managed by the team. The association does not require participation, collect payments, or monitor the fund.
- Work with the coach and team families to determine a reasonable amount. The slush fund should not exceed $100 per player/family.
- Appropriate uses may include awards and coach gifts.

- Team meals and team apparel should be planned separately with a clearly communicated per-person cost, on a case-by-case basis. This allows families to opt in/out as they desire.
- The team must agree on the collection and use of funds, and financial activity must remain transparent throughout the season.
- Provide the team with a record showing money collected and money spent.
- The association will reimburse ref scrimmage fees (see scrimmage section above). Please do not factor scrimmages into your slush fund. If you have more scrimmages than will be reimbursed, collect additional scrimmage money at that time.

12. Association Fundraising

- The Fundraising Coordinator is **Jessica Hessig**.

Current Fundraisers

- Wreaths, Food, Coffee, Apparel
- Pick-up date is Nov 14th

Fish Fry — Typically in February

- Help distribute tickets (players sell tickets).
- Put together a silent-auction basket valued at approximately $100.
- Peewee teams will be required to help at the event.
- Send reminders about sales, order deadlines, and pickup dates.
- Teams may not host individual fundraisers.

13. Chuck-a-Puck and Warm-Up Skater at High School Games

- Players receive free admission with tickets that will be provided; parents pay admission.
- Each team participates in at least one game.
- Pucks, forms, envelopes, and related supplies will be in a tub at the rink.
- Locker code: 2013
- Be set up and ready to sell 20 minutes before puck drop. A table will be provided at the top of the arena stairs.
- Recruit team volunteers to help sell.
- Provide a flag bearer and two additional skaters (Squirt and Peewee only), typically selected by random drawing.
- Jeremy will send the Chuck-a-Puck team schedule.
- Return Chuck-a-Puck money to the drop box in the rink (envelopes will be provided).

14. Team Communication

- Coordinate communication between coaches and the team, and between the association and the team.
- Send team reminders frequently, especially when deadlines or schedule changes are approaching.
- Ask other parents to help when you need support.
- Communicate association events and important dates to families, including picture day (Nov 14), fundraiser pickup (Nov 14), Fish Fry (Feb), and other announced events.

Best Practice

Do not assume families will remember information from an earlier email. Repeat important dates, deadlines, and volunteer needs as they approach.

15. Academic Excellence Program

- An email reminder will be sent later in the season.
- Forms will be available under Resources –> For Parents.
- Remind families to submit forms so players can be recognized.
- Collect completed forms, verify the information, and submit them to Competitive Registrar **Danielle Johanson**.

16. Other Optional Team Activities

- Send pictures and updates about successes at home and away tournaments for potential posting on Facebook and Instagram. Danielle Johanson has access to post this content.
- Decorate hotel-room doors with jersey numbers and names.
- Create game signs.
- Coordinate the end-of-year team party (teams will have access to one hour of ice time).
- Arrange an end-of-year coach gift.
- Help schedule other team-related events.

Team Representative Season Checklist

Timing	Key Actions
Before / Early Season	Set up Crossbar access; review concussion and SafeSport requirements; meet with coach; schedule team meeting; explain expectations, volunteers, and slush fund.
Before First Games	Confirm GameSheet access/team code; assign game-day volunteers; review home/away responsibilities; make sure locker-room coverage is understood.
Throughout Season	Send reminders; manage volunteer assignments; maintain transparent team-fund records; track awards; communicate association events and fundraising deadlines.
Before Tournaments	Review tournament requirements; communicate hotel deadlines; confirm team check-in needs; organize meals; arrange home-tournament coverage when applicable.
End of Season	Complete Academic Excellence submissions; coordinate end-of-year party and ice time; arrange coach gift if desired; share team accomplishments/photos.

Training Meeting Notes and Follow-Up

Use the short training meeting to address questions that remain after reviewing this guide, confirm any season-specific updates, and identify team-specific items that require follow-up.

Questions or items needing clarification:

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Team-specific follow-up:

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Important dates or reminders:

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_____

Key Contacts

Role	Contact
Ice Coordinator	Tom LaPlant
Away Tournament Coordinator	Carrie Liddicoat
Home Tournament Coordinator	Sam Manning
SafeSport Coordinator	Adam Lair
Fundraising Coordinator	Jessica Hessig
Volunteer Coordinator	Brooke Vukelich
Competitive Registrar	Danielle Johanson