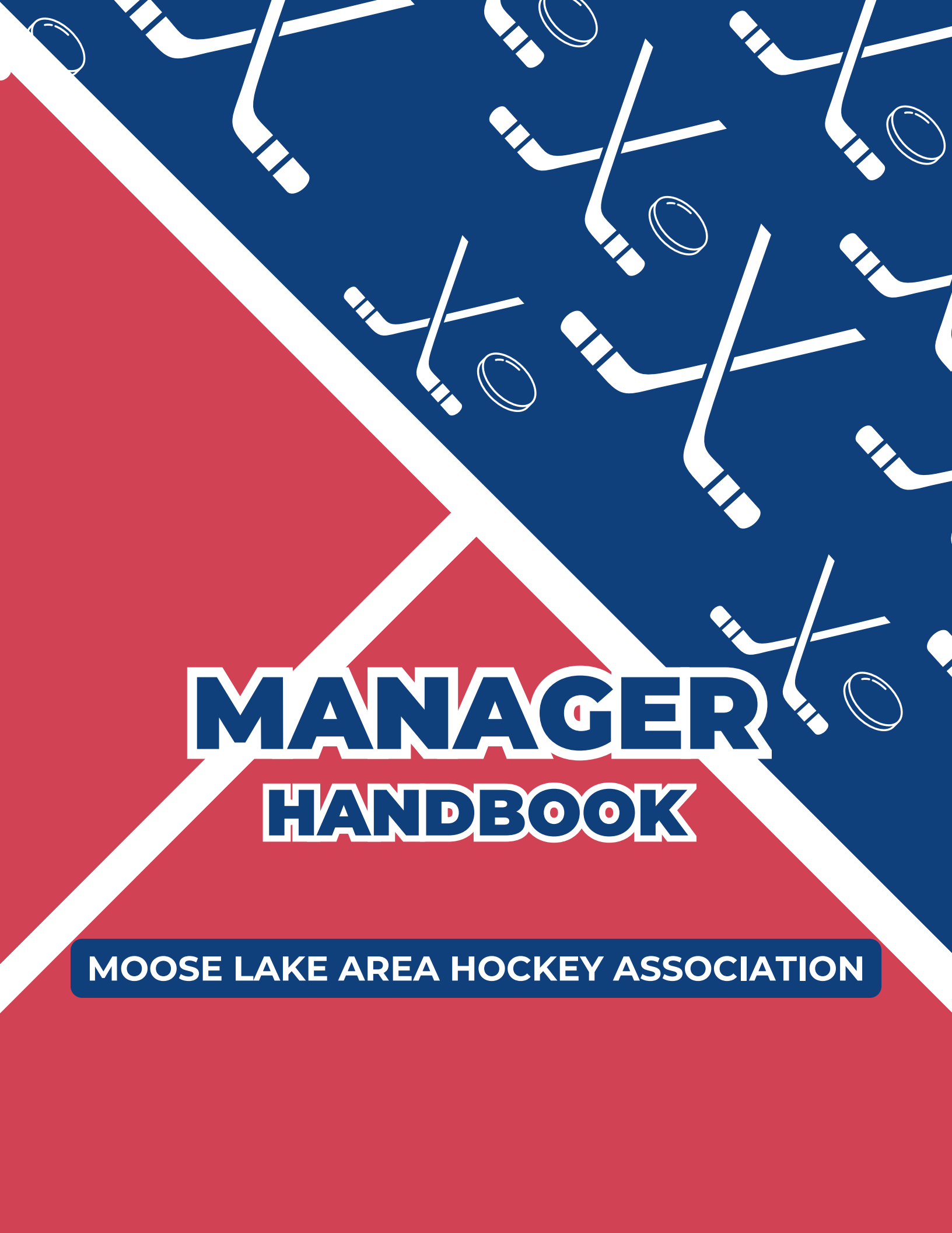




MANAGER HANDBOOK

MOOSE LAKE AREA HOCKEY ASSOCIATION

THANK YOU FOR YOUR HELP!

Dear Manager,

Welcome to the team, and thank you for stepping into this important role. Team Managers are the backbone of a successful season, helping keep communication organized, schedules running smoothly, and families connected.

While much of the work happens behind the scenes, the impact of a great manager is felt by every player, coach and parent throughout the season. Your time, dedication and willingness to help are truly appreciated.

We know being a Team Manager is a big commitment. This handbook is designed to help guide you through the season, answer common questions, and provide tools and resources to make your job easier. Remember, you are not expected to do everything alone--coaches, board members and families are all part of the team effort.

Thank You,
MLAHA

THE BASICS

WHAT'S YOUR JOB?

The specific duties of a Team Manager vary from team to team, but generally include:

- acting as the primary administrator and communication liaison and main point of contact
- managing team schedules (games, practices, tournaments)
- organizing travel and logistics
- handling team finances and fundraising
- game day management
- organizing team activities

WHEN DO YOU START?

Right away! There are Team Manager related tasks that need to happen prior to the season officially kicking off.

ARE THERE ANY REQUIREMENTS?

Yes! First, you need to register with USA Hockey as a volunteer. Then, like coaches and board members, Team Managers are required to pass background screening and be SafeSport certified.

You'll pay for your background screening up front (every other year) and MLAHA will reimburse you at the end of the season.

You can find links for USA Hockey Registration, SafeSport Training and Background Screening on the MLAHA website under Resources for Managers.

PRE-SEASON

MEET THE COACH

If you haven't already, get to know your Head Coach and understand their expectations of you for the season. Some things to determine:

- Who will be responsible for parent communication?
- Who will communicate with the Scheduler?

To keep things simple, it is recommended to have one point of contact on your team who handles communications with the Scheduler.

- Who will be responsible for scheduling exhibition games and scrimmages?

SET UP HOTEL BLOCKS

Most of our teams try to register for away tournaments over the summer. It's likely that your tournaments are already set (unless you are a Mite Team Manager; more on that in the Mite section).

Your Head Coach will be able to tell you which tournaments you will be attending so you can set up hotel blocks for your team.

Do your best on this one. As a general rule of thumb, try to find a hotel that is affordable and within a reasonable distance of the host rink.

Some tips for hotel blocks:

- The earlier, the better. Teams start registering for tournaments in May, and hotels will fill fast.
- Don't forget to account for non-parent coaches in your room count.

You should expect to attend 2-3 away tournaments (however some may be close enough to not need a hotel, like Cloquet or Duluth for example).

PRE-SEASON

SCRIMMAGES & EXHIBITION GAMES

League games will be set up by the MLAHA Scheduler.

If your coach prefers that you schedule scrimmages and exhibition games, spend some time researching other associations that have teams at your level and reaching out to them to express interest in setting up a scrimmage or exhibition game.

Make sure you're sticking to your recommended game count. League + Exhibition + Tournament = game count

*Mite 2/8U: After Jan. 15, can play up to 10 full-ice games with intermediate nets
Squirt/10U: 35 **maximum (excludes post-season play)**
PeeWee/12U/Above: No maximum, 35-50 recommended*

What's the difference between a scrimmage and an exhibition game?

Scrimmage = no score on the board, no referees

Exhibition Game = score on the board, referees

See the last page of this document for links to additional resources for scheduling scrimmages/exhibition games.

LOCKER ROOM MONITORS

District 11 requires that a Locker Room Monitor must be posted inside of the locker room any time a coach is not present. You can read the full Locker Room Policy [here](#).

Locker Room Monitors must be registered as a volunteer with USA Hockey and complete SafeSport Training and Background Screening.

Recommendation: Work with your coach to select Locker Room Monitors that are reliable. Anywhere between 2-4 volunteers are recommended, depending on the number of practices/games typically scheduled.

If you have a mixed gender team, be sure to request separate locker rooms and have a Locker Room Monitor for both.

Check the Volunteer Policy for the most up-to-date volunteer hours available to Locker Room Monitors.

EARLY SEASON

PARENT MEETING

Schedule a parent/player meeting within the first week or two of your season to go over expectations, important dates and events, volunteer requirements, communication channels etc.

Tip: If you schedule this meeting to begin 45 minutes prior to your practice, the coach can speak to the parents and players and then act as the locker room monitor while the kids dress and you finish the meeting with the parents.

Some things to talk about:

- Attendance Expectations
- Playing Time
- How to Communicate Absences
- Tournament Information
- Volunteer Requirements
- Fundraising Information
- Team Building Events
- Picture Day (if scheduled)
- Rink Rat Program
- Apparel Order(s)
- Jersey/Sock Distribution
- Tournament Coordinator (responsible for planning your home tournament)

Recommendation: Mite Team Managers may want to break their Parent Meeting into a couple shorter meetings to avoid overwhelming new families and to allow more time for questions.

TEAM BUDGET

Teams are given a budget for team building activities. Check with the MLAHA President or Treasurer to see what your budget is, and what the terms are for the current season.

2026-2027 Terms: Each team will be given \$500. Money earned by teams in excess may be used by teams.

EARLY SEASON

ROSTERS

Each team is required to have a USA Hockey approved roster. The MLAHA Registration Director is responsible for creating the roster, which should include all players, coaches and Team Manager(s).

Once created and approved by the district, the Registration Director will share a link to your roster with you. **SAVE THIS LINK.**

Team Managers are required to carry their approved roster on them at all games. It's unlikely anyone will ever ask to see it, but that's the rule. Better safe than sorry.

You'll also be asked to supply a roster for tournaments you are attending. Some will ask you to submit your roster through GameSheet and some may ask for a printed copy of your official roster. Be prepared for either circumstance by keeping your roster link handy.

It is your responsibility to review the approved roster for accuracy, and communicate any changes or errors to the Registration Director.

GAMESHEET (SQUIRTS/10U+)

GameSheet is the program used for keeping score during games. This is the responsibility of the home team. There is a How-To manual located in a binder in the scorekeeper's booth, and the iPads are kept in the concession stand.

You'll create GameSheet account, populate your team's roster (a team invite code will be provided to you) prior to your first game of the season.

Tip: GameSheet allows you to sync your approved USA Hockey roster.

Important! Finalized games must be uploaded within 24 hours of completion to avoid fines. This is a District rule. All games must use GameSheet.

DURING THE SEASON

SCHEDULING

The MLAHA Scheduler will populate your league games and practice schedule based on Minnesota Hockey guidelines for practice frequency to the best of her ability. Expect to have more practices early in the season before the varsity teams hit the ice and before games start. As the season goes on and more events are scheduled, practice time gets scarce.

If you are responsible for scheduling scrimmages and exhibition games, be sure you include the scheduler in your conversations so she can provide you with the most up-to-date ice availability.

The scheduler is also responsible for lining up referees. She will do this automatically for league and tournament games, but you will need to communicate with her whether or not you are hosting a scrimmage (no refs) or an exhibition game (refs) so she knows what to ask for.

Note: *For exhibition games, it is standard for the visiting team to pay for refs. Make sure you find out how much the refs will cost from your host manager, and request a check from the Treasurer to bring with you to the game/let the visiting team know the cost. If you are booking a home + away games, each team typically pays for their own refs.*

In the event that you need to cancel a practice--tell the scheduler ASAP. Not only can she offer the open ice to another team, she keeps track of each team's ice touches to ensure they are getting appropriate ice time.

You should **not** remove anything from the schedule that the scheduler has created.

You will have some scheduling abilities in your role, but you **should not add** anything that requires ice time to the schedule. Leave that to the Scheduler.

You are however free to add non-ice related activities to your team's schedule: team meetings, team meals, team bonding activities etc.

Keep an eye on your schedule for changes.

EARLY SEASON

TEAM PAGE ON THE MLAHA WEBSITE

Each team has a page on the MLAHA website. Team staff will be invited to the page, where they will have the ability to edit the page.

Most managers use this platform to post tournament and hotel information.

This is also where you will populate your team's jersey numbers and update game outcomes (if you want).

It's your page, make it your own. Contact the MLAHA Webmaster for assistance, if needed.

HOME GAME DUTIES

The Volunteer Coordinator will build the volunteer sign-ups, but it's your responsibility to keep an eye on shifts for your games.

It's common (but not required) for parents of the team playing to take care of the penalty boxes, book (GameSheet) and clock.

Fun Fact: Book or Clock usually handles the music as well. You can plug your own device into the adapter in the scorekeeper's booth, or use one of the MLAHA iPads--they both have Spotify on them. Music has a huge impact on the atmosphere of the game. Don't forget to keep it age appropriate.

Note: You may occasionally be asked to staff your own penalty box at away games/tournaments.

STATS & GAME SCORES ON THE MLAHA WEBSITE

GameSheet and Crossbar do not communicate with each other. If you want to see player stats and game scores in Crossbar, you'll need to manually enter them from your team page on the MLAHA website, under the GAMES tab.

If you want help embedding a widget showing your team's district standings etc. on your team page, please reach out to the Webmaster.

DURING THE SEASON

HOME TOURNAMENT PLANNING

With the help of the Tournament Director, each team is responsible for planning their own home tournament. The tournament name, dates and attending teams are already set, but the rest is up to you.

It's recommended that you ask if any of your team's parent(s) are interested in acting as Tournament Coordinator. If none are, that role falls on you.

The MLAHA Webmaster is responsible for setting up the tournament apparel store and creating programs. If you would prefer to go another route, please let her know ASAP.

The Volunteer Coordinator will create the volunteer sign-up for your tournament. If you will need any extra/non-typical shifts added, be sure to let her know.

Tournament Responsibilities:

- Create and set up tournament signage/decorations (if using)
- Communicate to the Concessions Manager what 'special' food you'd like to add to the menu
- Solicit donations of raffle baskets
- Prepare goodie bags (if using)
- Plan additional activities (not required)

For specific tournament planning information, please review the Tournament Coordinator Handbook.

TEAM BONDING EVENTS

Get your team together throughout the season off the ice. Some ideas:

- Team meals (especially leading up to big games or playoffs)
- Scavenger hunts, relay races, puzzles--anything they have to work together on
- Take in a hockey game--Wilderness, Bulldogs, etc.
- Holiday parties
- Game tape w/ refreshments

Be creative and come up with things that work for your team.

DURING THE SEASON

CONCUSSION AND RETURN TO PLAY INFO.

Coaches are trained on this information, but there are some concussion related tasks that fall on you.

If a player sustains a concussion or is exhibiting concussion symptoms, a Minnesota Hockey Concussion Reporting and Return to Play form is required, and must be delivered to the team manager within 48 hours of receipt of the diagnosis/exhibition of symptoms.

The team manager shall provide a copy of the report to the player's parent or legal guardian and association president. Until the completed Return to Play portion of the form is received by the team manager or coach, the coach and team manager are responsible for ensuring the player does not participate in any team physical activities.

You can find links to the Return to Play form, Return to Play Guidelines and other concussion related information on the last page of this document.

SUBSTITUTE GOALIES

In the event a rostered goalie is not able to participate in a scrimmage, league game, invitational tournament or District Tournament game, a substitute goalie may play in place of the rostered goalie due to injury, illness or bereavement.

There are a list of requirements of a substitute goalie that are listed on the Substitute Goalie Request/Approval form linked on the last page of this document.

Important: This form is only to be used for Bantam, 15U, PeeWee and 12U. Substitute goalie requests at the Squirt and 10U levels will not be approved. Those levels must use another rostered skater.

LATE/END OF THE SEASON

USA HOCKEY AWARD PATCHES

USA Hockey provides award patches for:

- Hat Trick- a player scoring three goals in one game
- Zero Club- a goalkeeper playing a complete game without allowing a goal (must play the entire game)
- Playmaker- a player who registers three assists in a game (can be a combination of primary and secondary)

Requirements:

- Squirt/10U, PeeWee/12U, Bantam/15U ONLY
- Must be a registered player
- League competition or sanctioned tournaments ONLY (no scrimmages or exhibition games)
- The game was officiated by a registered USA Hockey Referee
- A copy of the score sheet is supplied
- Limit of ONE of each award per player, per season

The link to the Patch Award Request Form can be found on the last page of this document.

END OF SEASON CELEBRATIONS

If you have team bonding funds left over (and even if you don't), it's a good idea to try and have some type of celebration at the end of the season.

Host them at your house, at the rink, or at an establishment-- whatever works for your group. It's always nice when we can patronize the businesses that sponsor/support MLAHA so keep them in mind when you're planning.

Make it fun, incite the families, create a slideshow/highlight reel, make awards, get creative.

MITE SPECIFIC INFO.

DISTRICT 11 MITE TRAVEL POLICY

The policy for Mite level travel (Mite 1, Mite 2, 6U and 8U) is 100 miles in any one direction, in or out of District 11. The only exception that will be made is for the annual Minnesota Wild sponsored Mite Jamboree. Regardless of distance, all Mite teams must get permission to travel outside of District 11 with the **only** exception being Superior, WI.

To obtain permission, have the Tournament Director request approval from the District.

HARD DIVIDERS

We are fortunate to have hard dividers available to use to split the ice for our cross-ice Mite games. It is recommended you find a core group of volunteers who are responsible for set-up and take-down to ensure these processes go as smoothly as possible.

JAMBOREES

We try our best to give coaches the autonomy to select their own tournaments/jamborees. Because the Mite teams are divided a bit later than our older teams, the Tournament Director with input from the Player Development Committee will select two local jamborees for each of the Mite 2/8U teams to attend and leave a third option to the coaches, once they are selected. The coach selected option will likely be a further distance and could include a hotel stay.

RESOURCES

[MLAHA WEBSITE](#)

[DISTRICT 11 WEBSITE](#)

[LIVE MINNESOTA HOCKEY HANDBOOK](#)

[SCRIMMAGE HUB & TOURNAMENT FINDER](#)

[MINNESOTA YOUTH HOCKEY SCRIMMAGE HUB](#)

[CONCUSSION REPORTING AND MEDICAL CLEARANCE RETURN TO
PLAY FORM](#)

[CDC RETURN TO PLAY GUIDELINES](#)

[GENERAL CONCUSSION INFORMATION](#)

[DISTRICT 11 PLAYING RULES](#)

[DISTRICT SUBSTITUTE GOALIE REQUEST FORM](#)

[PATCH AWARD REQUEST FORM](#)

[DISTRICT 11 LEAGUE STANDINGS](#)