CCHA Lower Level Team Manager How-To Guide

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Contents

1. Welcome and your role
2. Start-of-season checklist
3. Getting registered
4. How the lower-level season works
5. Kickoff meeting
6. Helmet stickers, jerseys, and apparel
7. Pond Hockey Classic
8. Mite Hockey Hoopla
9. Other tournaments
10. Team bonding events
11. Communication
12. End of season
13. Quick reference
14. FAQ

Welcome and your role

This guide is for Team Managers at CCHA's lower levels: **Rookie Mite, Mite 1–2, Mite 3–4, Girls 6U, and Girls 8U**. As a Team Manager, you're the main contact for team communication. You help your coach, organize team events, and handle tournament logistics. You're the link between your coaching staff, your parents, and the CCHA Team Management Coordinator.

Lower-level teams don't need locker room monitors, and don't use GameSheet, rink iPads, or Arbiter referees, so the role is lighter than at the upper levels. Most of your time goes to keeping families informed and organized.

Your main jobs:

- **Communication:** keep parents informed about schedules, changes, and what they need to do.
- **Team logistics:** run the kickoff meeting with your coach, and plan team gatherings.
- **Team website:** keep your Crossbar team page current with the schedule, roster, photos, and tournament information.
- **Tournaments:** confirm contacts and dues with each tournament, and organize snacks and extras.

Time commitment: about 12 hours a month, roughly October through March. You must sign up each season, even if you managed last year.

Credit: once you complete the role for the season, your family gets full volunteer hour credit. This isn't a paid position.

Your contact: Alyssa Stambaugh, Team Management Coordinator / Room Scheduler. Email teammanagement@cchockey.org or call 615-275-8927.

This guide replaces documentation lost when the website moved from SportsEngine to Crossbar. It will grow over the season.

Start-of-season checklist

Work through these in your first weeks. Tick each one off as you finish it.

- [ ] Complete all four registration steps, ending with Team Manager registration (see Getting registered).
- [ ] Read the Team Manager (Lower Levels) page.
- [ ] Join the Team Manager GroupMe chat (see Communication).
- [ ] Accept your Crossbar staff invitation so you can edit your team page and post messages.
- [ ] Create a team GroupMe for your families.
- [ ] Meet with your coaching staff and agree on how you'll communicate with families.
- [ ] Get the season schedule.
- [ ] Pick up helmet stickers and Nautical Bowls coupons, and hand them out.

- [ ] Add the Pond Hockey Classic and Mite Hockey Hoopla to your team calendar once the schedules are posted.
- [ ] Send parents a welcome message with the schedule and the equipment list.

Getting registered

You must finish steps 1–3 before step 4. Register as **yourself**, not your child.

Step	What to do	Cost and notes
1	USA Hockey registration as a volunteer	Free
2	USA Hockey background screening. Association: Chaska/Chanhassen (District 6), ID # 35615801	$30. Valid for 2 years
3	SafeSport training. Take Core if you're new, or the Refresher if you completed Core before	Valid for one season
4	Team Manager registration	Adds you to the Team Manager email list and credits your volunteer hours

How the lower-level season works

Evaluations happen in October. Practices are at the Chaska Community Center or Victoria Rec Center, with some away games at nearby community rinks later in the season.

Level	Grades	Typical week
Rookie Mite	Typically preschool	Season starts late October. One weekend ice time (Saturday). Third ice scrimmages and practices shared with two other teams.

Level	Grades	Typical week
Mite 1–2 & Girls 6U	Kindergarten and 1st grade	Season starts late October. Two weekend ice times (Saturday and Sunday). Oct–Dec: half-ice practices shared with another team, plus possible in-house games. Jan–Mar: one half-ice practice and one game each weekend. Optional outdoor weeknight practice, weather permitting.
Mite 3–4 & Girls 8U	2nd and 3rd grade	Season starts late October. Two weekend ice times and one weeknight. D6 half-ice games may start in December, when weekends become one practice and one game. One tournament in the first half of the season. Optional second outdoor weeknight, weather permitting.

Season events to plan around:

- **Pond Hockey Classic:** around New Year's, at the Chaska Community Center.
- **Late-winter Jamboree:** Mite 1–2.
- **Mite Hockey Hoopla:** March, at Victoria Rec Center. This is the end-of-season celebration.

Costs: beyond USA Hockey and season registration, there are no extra association fees at the lower levels. Anything else, such as coach gifts, is optional and up to the team. Additional outside tournaments need CCHA board approval and are paid for by team families, not registration dues (see Other tournaments).

No slush fund: lower-level teams don't have a slush fund. It's common for Team Managers to take a small collection from families to cover tournament swag bags and coach gifts. Let families know the amount and what it covers when you ask.

Required equipment: skates, stick, gloves, shin pads, elbow pads, breezers, pelvic protector, shoulder pads, helmet, mouthguard, and neck protector. Players without all of it can't go on the ice, so include this list in your welcome message.

Kickoff meeting

Run a parent and player kickoff meeting with your coach early in the season. Use it to cover:

- The season schedule and how to read the Crossbar team calendar.
- How the team will communicate (team GroupMe plus a weekly email).
- Upcoming events: Pond Hockey Classic, Jamboree, Hoopla, and any team gatherings.
- CCHA policies families should know.

Helmet stickers, jerseys, and apparel

Helmet stickers: every player must have CCHA logos on **both** sides of their helmet. Tell families to remove all other helmet logos. Girls teams: remove any TRIA logos from last season.

This season, pick up your team's stickers from the Team Management Coordinator, Oct 23–Nov 8, 8:00 AM–8:00 PM daily. The pickup address is 6459 Timber Arch Drive, Chaska, MN 55318.

Nautical Bowls coupons: you'll get one coupon per player with your helmet stickers.

Question about	Contact
Team jerseys or socks	Breane Roush · jerseys@cchockey.org
Picking up Warroad apparel ordered through CCHA	Jed Uhlenkamp · vphockey@cchockey.org

Families with outstanding Warroad orders should contact Jed to set up a pickup time.

Team pictures: when proofs are posted, send families the picture information and the ordering link.

Pond Hockey Classic

Pond Hockey Classic is a tournament for lower-level teams over the holiday break. It's held **indoors** at the Chaska Community Center, using pond hockey style rules. The 2027 event is January 1–3.

Before the tournament:

- Games are **not** added to the Crossbar team calendar automatically by the ice coordinator. Add them yourself once the schedule is released. This is typically mid-December.
- Games are 4 v 4 (Mite 4 plays 3 v 3), with one running-clock period and no goalies. Home teams wear white, away teams wear dark.
- Remind families that every player gets equal ice time, even in close games.

Shirts: the tournament usually provides a shirt for each player.

Swag bags (optional): a fun extra to put together for each player. Pay for them from the family collection (see No slush fund).

Team signs: historically not as common for this tournament as they are for Hoopla.

Mite Hockey Hoopla

Mite Hockey Hoopla caps off the season for all lower levels (Rookies, All Mites, 6U & 8U) in March at Victoria Rec Center (VIC). It includes games plus a skills competition for 8U, Mite 2, Mite 3, and Mite 4.

Before the tournament:

- Share the Hoopla schedule as soon as it's posted, including your team's assigned skills competition time.
- Share the parent expectations: cheer for every player, back the coaches, and keep perspective. The goal is for kids to leave excited to play again.

Team poster (optional, but highly encouraged): make a team poster with each player's name and number.

- Hang posters at VIC starting the first day of Hoopla. They stay up all weekend.
- Use **painters tape only**, so the walls aren't damaged.
- Take your poster down at the end of the tournament on Sunday.

Swag bags: the tournament usually provides a few fun items, but many teams also put together a team swag bag with things like socks, pucks, and snacks. Pay for it from the family collection (see No slush fund).

Locker room signs: you're welcome to make individual signs or locker tags for each player. Locker rooms are shared with many other teams, so remove your signs after each game.

Other tournaments

Board approval required: any additional outside tournament must be approved by the CCHA board. If you or your coaches want to enter one, get approval **before** registering.

Families pay: additional tournaments aren't covered by registration dues. Team families pay the entry fee, so share the cost with parents before you commit.

Once a tournament is approved:

1. **Contact each tournament director:** make sure they have your contact information and confirm your dues are paid. Most tournament websites have a contact form.
2. **T-shirts:** Sometimes when available you can pre-order tournament t-shirts if your team wants them.
3. **Snacks:** set up a parent rotation to bring healthy snacks and drinks to the locker room.
4. **Swag bags:** organize player goodie bags if the team wants them, paid for from the family collection (see No slush fund).

Manage details as information comes in, and pass changes to families right away.

Team bonding events

It's common to schedule a few team events during the season so families can get together and players can bond off the ice. These could include team gatherings, team-building activities, or community service projects. They're optional, but they usually help the team and families feel more connected.

Paying for events: you're not responsible for paying for team parties. If needed, make them a potluck or have families pay their own way.

Communication

Use GroupMe to talk with other Team Managers and the Coordinator. Use your team's usual channel to reach parents.

Team Manager GroupMe: a chat for all CCHA Team Managers at your level. If you didn't get an invitation, email Alyssa Stambaugh at teammanagement@cchockey.org. Ask quick questions, share reminders, and get help from managers in the same role.

Team GroupMe (recommended): create a separate GroupMe for your team's families. It's not required, but most families already use it, and it's the easiest way to share reminders, links, and photos day to day.

Weekly email: send a weekly or every-other-week email with the most important information. Messages get lost in a group chat, and families can refer back to an email.

Tips for messages to parents:

- Put dates, times, and rinks at the top.
- Send schedule changes as soon as you know about them.
- Many lower-level families are new to hockey. Point them to the New to Hockey page.

Opposing Team Managers: not always needed, but it helps to confirm details for games. You can usually find their contact information on the other team's website. If weather cancels a game, tell the other team as soon as possible.

Crossbar team page: you've been added to your team's staff roster in Crossbar. Accept the staff invitation before you can edit the page or post messages. Keep in mind:

- Team pages are **public**. Don't post personal, private, or confidential information about players or parents.
- Team page content does **not** appear in the Crossbar app. Families must open the page in a web browser.

Discipline: if a disciplinary matter comes up, tell your coaching staff and your level commissioner. You're not responsible for handling it.

End of season

- Plan the end-of-season party and any player or coach gifts. Coach gifts usually come from the family collection; the party can be a potluck or families can pay their own way.

Quick reference

Resource	Link
Team Manager (Lower Levels) info	cchockey.org
Team Manager registration	cchockey.org
Mite program	cchockey.org

Resource	Link
Pond Hockey Classic	cchockey.org
Mite Hockey Hoopla	cchockey.org
New to Hockey	cchockey.org

Contact	For	Email
Alyssa Stambaugh, Team Management Coordinator	Team Manager questions, room scheduling (615-275-8927)	teammanagement@cchockey.org
Adam Ettestad, Lower Mite Commissioner	Mite 1–2 questions	lowermite@cchockey.org
Matt Ste. Marie, Upper Mite Commissioner	Mite 3–4 questions	mites@cchockey.org
Shelly Dolenc, Lower Girls Commissioner	Girls 6U and 8U questions	lowergirls@cchockey.org
Breane Roush	Jerseys and socks	jerseys@cchockey.org
Jed Uhlenkamp	Warroad apparel pickup	vphockey@cchockey.org

FAQ

Are Pond Hockey games on our Crossbar calendar? Not unless you add them. Tell families to check the schedule and add their times to their own calendars.

Can our team enter extra tournaments? Only with CCHA board approval, requested before you register. Additional tournaments are paid for by team families and aren't covered by registration dues.

Where do I ask a question not covered here? Post in the Team Manager GroupMe, or email teammanagement@cchockey.org.


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