

CHASKA CHANHASSEN  
HOCKEY ASSOCIATION

# TEAM MANAGER SEASON KICKOFF SESSION

UPPER

LEVELS



# TEAM MANAGER REGISTRATION REQUIREMENTS:

- You must have a **USA Hockey Number**.
- You must complete a USA Hockey **Background Check**.

*Background checks are valid for two consecutive seasons, so if your last background check was completed prior to the 24-25 season, you will need to complete a new one.*

- You must complete your **Safesport Certification** every season.
- You must complete your **Team Volunteer Registration** every season.

*In addition to validating Safesport & background checks. This registration is used to roster you as a Team Volunteer, track your volunteer hours, and communicate with you via email. Having access in Crossbar to edit your team page does not indicate a completed registration!*

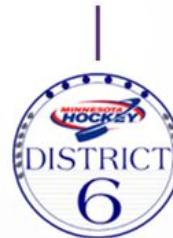
# GOVERNING HIERARCHY



USA  
HOCKEY



MINNESOTA  
HOCKEY



District 6



CCHA

A



## VOLUNTEER POLICY

### New Policy Adopted April 2025:

- **Upper Level Players:** 12 hours per player (10U, 12U, 15U, Squirt, Peewee, & Bantam)
- **Lower Level Players:** 8 hours per player (6U, 8U, Mite 1-4)
- **Multiple Players:** Maximum hours per family is 20. Every family must complete at least one concession stand shift as part of their minimum volunteer requirement.
- **Jr. Gold & Rookie Mites:** 0 hours
- The following team positions will receive full family credit (including concession shift) for their required volunteer hours:
  - 1 Head Coach per team
  - 3 Assistant Coaches per team
  - 1 Team Manager per team
  - 1 Treasurer & Scrimmage Manager per team
  - 1 Videographer per team

^ Information above is just a summary. Read the full policy for additional details.

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<https://www.cchockey.org/about/ccha-policies/63856>

# CCHA HOSTED TOURNAMENTS

Suggest these dates to your team families as good opportunities to complete volunteer hours!

November  
28-30

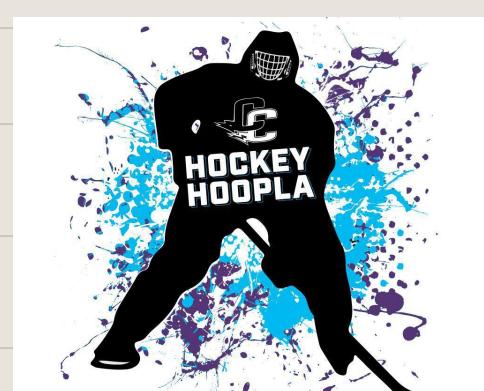
January 2 -4

March 14-17

Brick City

POND HOCKEY  
CLASSIC

Hockey  
Hoopla



## GAME DAY DUTIES

*Performing team game day duties **does not** fulfill required DIBS volunteer credit. It is best to train all parents and set a rotation for these duties so that you have enough people that know how to do each task on a given day.*



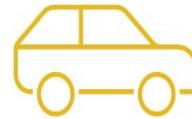
### HOME TEAM

Gameclock

Gamesheet

Penalty Box

Locker Room Monitor



### AWAY TEAM

Penalty Box

Locker Room Monitor

# LOCKER ROOM MONITORS

**USA Hockey requires that at least one (1) responsible adult be in all hockey locker rooms at all times when players are present. This adult can be a parent or coach that is a registered locker room monitor.**

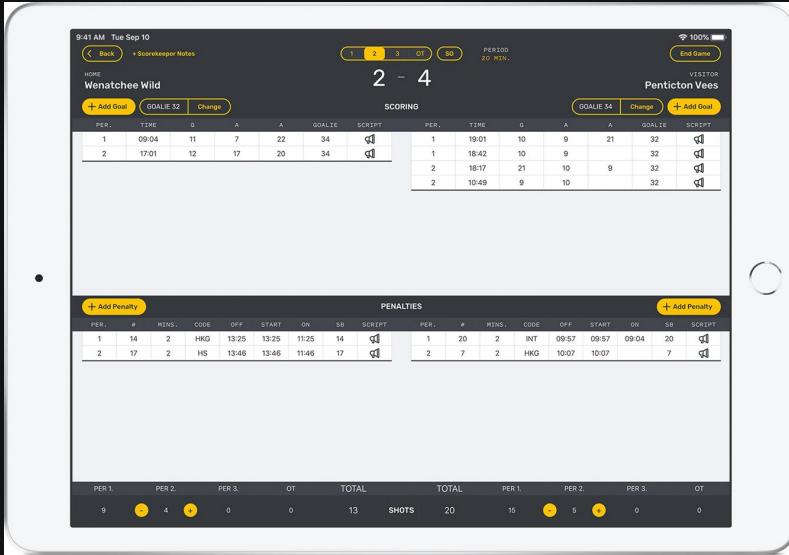
- **Tracking:** Spreadsheets Updated by Team Manager Coordinator (Alyssa Stambaugh)
- **Follow-Up:** Team Managers
- **Recommendation:** Create a rotation so that your families know in advance when they will be expected to complete game day responsibilities.

## District 6 Locker Room Violation Rule:

Not having a registered locker room attendant in the locker room will be a fine of:

- \$500 first offense
- \$1000 second offense
- \$2500 third offense and meet with the Director
- These fines are Association based and are **the responsibility of the offending team**

## Locker Room Policy



- All upper-level teams must score their games using GameSheet on iPad (not on phones).

- Each rink has an iPad in the locker in the scorebox; Games must be scored on an iPad in the scorebox and NOT in the stands.

- Each team has their own access code – should have received in an email and it's also posted on Team Volunteer page.

- Load your roster ASAP. As a best practice you should load your roster in through a browser via the “Dashboard Website” the first time. After the initial upload you can continue to update your roster through the iPad Scoring app.

- Note from the Gamesheet website: *The iPad Scoring app loads the latest rosters from the Dashboard when a new game is created. Any changes made to rosters via the iPad Scoring app are only synced with the Dashboard when the completed game is uploaded.*



**GAMESHEET**  
WWW.GAMESHEETINC.COM

# USA HOCKEY AWARDS

*Submit USA Hockey Awards 2-3 times a season.*

**RULES:**

- The recipient is a registered player.*

- The game was in league competition (not a scrimmage), a sanctioned tournament, or a MN Hockey playoff game.*

- Game was officiated by USA Hockey referees*
- All Squirt/10U and above are eligible.*

- Limit ONE of each award per player each season.*

- ZERO AWARD:** For a goalkeeper playing a complete game without allowing a goal.

- HAT TRICK AWARD:** For a player scoring three goals in a single game.

- PLAYMAKER AWARD:** For a player registering three assists in one game.



## [Patch Request Link](#)

<https://www.d6hockey.net/page/show/96169-forms>

# JERSEYS & HELMET STICKERS

## Helmet Stickers

Boys teams will have the CCHA logo on both sides. Girls teams will have the CCHA logo on one side & the Tria logo on the other.

Bantams, PeeWees, & Squirts are ready to be picked up from my house. They will be on my porch from 8am-8pm every day October 29 - November 16th. After the 16th, I will take what is left and leave them in concessions at Victoria Ice Arena.

My address: 6459 Timber Arch Drive Chaska, MN 55318

## Sponsor Logos - Jerseys

**Jersey's without a Sponsor:** Team Managers will need to coordinate a time that works best for the team to collect the jerseys and bring to EdgeTek to get the Team Sponsor "Heat Transferred".

Steps for this Process:

- STEP 1 – Coordinate with EdgeTek, call Eli at 952-934-2511, to set-up a time to have completed o EdgeTek needs to confirm the logo screen has been produced
- STEP 2 – Collect Jerseys from your team
- STEP 3 – Drop off at EdgeTek
- STEP 4 – Pick-up at EdgeTek
- STEP 5 – Hand back out to your team

## ICE SCHEDULES

Please be sure to communicate promptly all changes, cancellations, errors, etc. in your team schedule to the ice coordinator, Julie Eklund.

[ice.coordinator@cchockey.org](mailto:ice.coordinator@cchockey.org)

## 10U & Squirts

Must be off the ice by 9:00pm per D6 rules. Do you schedule a practice, scrimmage, etc. that goes past that time.

## DO NOT MODIFY ICE SCHEDULE

You may add events, but do not cancel or modify scheduled scrimmages, practices, etc. that have been added to your calendar by the Ice Coordinator.

## WEATHER CANCELLATIONS

- Notifications will go to the membership if CCC or VIC are closed.
- Rink closures are rare.
- School Closure: Do not assume that because school has closed or delayed that this has affected rink schedules in any way.
- Outdoor ice - check the city website for updates and call their number for more information if necessary.

## ICE OCCUPANCY

- Only rostered players & coaches are allowed to be on the ice during all CCHA sanctioned ice time including warm-ups.
- No team managers, siblings, high school players, or parents are allowed on the ice.**
- This rule includes outdoor rinks!*  
No parent/kid games are allowed.

## APPAREL

### Apparel Page

General Sports Next Window:  
November 3-9

Stak'd: Monthly Drops;  
Available Year Round



## ROOM RENTALS

CCHA does not pay for team room rentals. These must be paid for through slush funds.

All room requests must be submitted **at least 2 business days prior** to the reservation. The employees that reserve these rooms do not always review requests over the weekend, so please be prompt with your requests.

1. CCC: Jaime Wiemann  
([JWiemann@chaskmn.gov](mailto:JWiemann@chaskmn.gov))
2. VIC: Mark Neys  
([mneys@victoriamn.gov](mailto:mneys@victoriamn.gov))

# CONTROLLED SCRIMMAGE

The head coach from each team must be on the ice as referees

No clock - (*it MUST be off - no exceptions - not even to keep track of time. If the clock is on it counts as a game, even without refs*)

The score is not kept

No score sheet is used

Coaches can/should stop play as needed to educate players (positioning, off-sides, strategy)

Squirt and 10U teams will typically choose to have coach-controlled scrimmages over referee-officiated scrimmages, because they do not count toward their 35-game limit per season.

# SCRIMMAGE

(i.e. - “regular scrimmages” - officiated by referees)

All coaching staff stays on the bench since there are paid referees.

Time will be kept using the gameclock.

Score is kept

Gamesheet is used for score sheets.

Officiated scrimmages do count toward your game count per season.

# SLUSH FUNDS

## What is a slush fund?

- A team slush fund is made up of expenses that are not covered by CCHA Registration / Player fees.
- Team Bank Accounts / Slush Funds are funded by player families at the beginning of the season.

## Typical Expenses

- Scrimmage costs – ice/referees
- Tournament gate fees (usually already paid but check with your commissioner & tournament coordinators)
- Hotel meeting/hospitality rooms
- Costs for paid coaches (not parent coaches) – rooms, apparel, meals, etc.
- Some things like room reservation fees for team parties and team events

## Who manages the slush fund?

Team Treasurer / Scrimmage Coordinator

## Not Typically Includes

Examples: Apparel, Team Meals, etc.

# SOCIAL MEDIA SUBMISSIONS

<https://form.jotform.com/252633888201055>

*It may be easiest to set yourself a reminder to submit something on behalf of your team on a monthly cadence.*

*It is highly encouraged to submit photos, videos, & information for noteworthy events.*

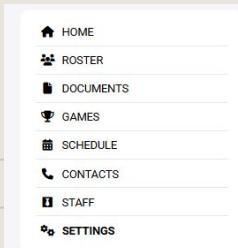




Managing Your Team Site

- Adding / Modifying Event on Calendar
- Adding Content
- Team Settings
- Adding Staff
- Emailing Team
- Attendance Tracking

[Team Staff Tips & Tricks Link](#)



## 2025-2026 Season Registration BANTAM B2 PURPLE

### SETTINGS

#### ATTENDANCE

Coaches will be able to set attendance through the iOS app.

Disabled



**SAVE ATTENDANCE SETTINGS**

#### AVAILABILITY

Players will be notified 2 days prior to any event that they have yet to respond to. Responses for availability will be available via the team page on your club website.

Disabled



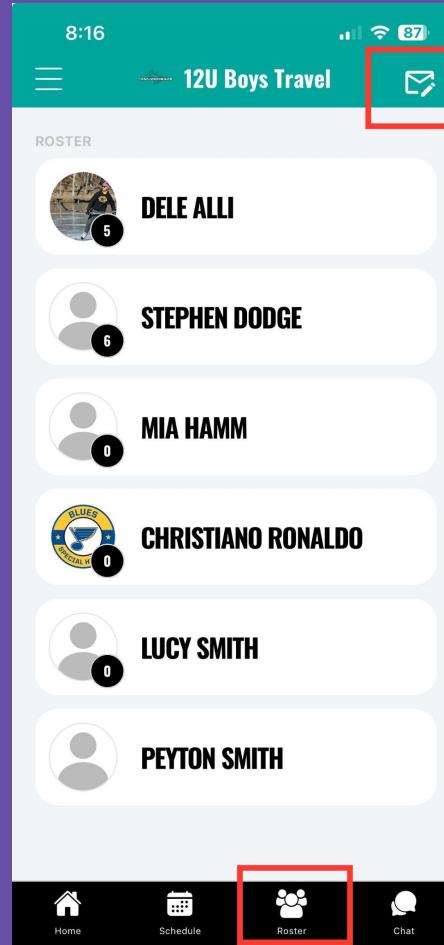
**SAVE AVAILABILITY SETTINGS**

# ATTENDANCE TRACKING SETTINGS

### Attendance & Availability Options:

- Disabled
- Players Only
- Players & Coaches
- Coaches Only

# Message From App





# TEAM VOLUNTEER COMMUNICATION

## Two Forms of Communication:

- GroupMe
- Email
- Text/Call me

**CCHA Peewee Team Managers**

Main chat Mar 7  
Alyssa Stambaugh: Post season

Topics

Raffle Mar 17  
Alyssa Stambaugh: They're double check

Outdoor Rinks Jan 17  
Alyssa posted a photo

Team Photos Jan 2  
Alyssa shared a link

+ New topic

**5:26**

**5:31**

Mary Ann Davis: What color is everyone going with for pics? I feel like dark is usually the way to go, but last year's background was very dark.

Leah Swartzbaugh: Our team is wearing dark tonight. We have a tourney this weekend hence photos tonight.

Mary Ann Davis: We are tonight due to a tourney, too. Thanks for the input!

Melissa Bullerman: I have one team doing white and my other team doing black. I just asked the coaches

Mary Ann Davis: My coach is asking me. 😊

Elizabeth Kennedy: We are going black...I like how the gold pops 😊. Hopefully won't blend in with the background

Anne Lee: Our team is wearing white jerseys.

Amy Anderson: Send a message



# THANK YOU!

