Forest Lake Hockey



Managers Handbook

2026-27

Introduction

If you're reading this manual, congratulations! You've decided to take an active role and support of your son or daughters love of sports. Managing a youth sports team is incredibly rewarding, educational and it requires some dedication and work on your part. So, what exactly does a team manager do? The team manager's job is to serve as a liaison between players, parents, coaches, tournament officials and others. This manual helps you understand what needs to be done and provides guidance for specific tasks, so you can feel good about your contribution and your team will be happy with the job you do. Keep in mind that all activities do not have to be handled by the team manager – some can be delegated and some are "nice to have" items but are not mandatory. The more you can do to keep your team organized and running smoothly, the better everyone will be for your effort.

High School, FLHA, USA, MN and D2

The Forest Lake Arena is owned and operated by the Forest Lake High School. Forest Lake Hockey Association (FLHA) is their biggest tenant. FLHA is a volunteer run association which has meetings twice a month, one is closed to the board and one is open for all members to attend. The board of directors has many positions some of which are Mite, Squirt, Peewee, Bantam and Girls directors along with other committees.

Each of our teams is run by a head coach, assistant coaches and manager/s. We encourage you to help out in any way you can, whether on the board, a committee, a coach or a manger.

At the Mite level we need a lot of coaches on the ice. You do not need to be a D1 level hockey person to be a coach. It's a lot of fun to be on the ice with your children!

USA Hockey is the ruling body that oversees hockey. MN Hockey is their local branch. Within MN Hockey we are in District 2. District 2 consists of Forest Lake, Stillwater, White Bear Lake, Mahtomedi, Roseville, Moundsview, St. Paul, Chisago. At the Squirt/10U and above levels, we do play some Wisconsin teams throughout the year. These teams are Hudson, Somerset, River Falls and Baldwin.

At the Mite/8U Levels, games are played at half ice or cross ice and are called Jamborees. The games at this level only use the clock to keep track of periods and change on the buzzer for line shifts. The Mite/8U levels usually have coaches on the ice to referee. The Jamborees at this level are only within our district unless prior approval is obtained by the Mite Director.

Levels

The Mite program is designed for boys but girls are allowed to play on their teams. The 8U program is designed for girls only on a team. The letter U stands for Girls' Team

MINI-MITES

- Boys and girls entering Kindergarten
- Players should have basic skating skills and have completed Jr Rangers (or similar program)
- Players must wear full hockey gear, including mouth guard
- Jerseys and socks are provided
- Practices will be on weekends Saturday & Sunday primarily mornings
- Mini-mite skaters will be divided into teams and will participate in half-ice house games. They do not play any other associations.
- Mini-mite teams will participate in our end of year home Jamboree - Spring Jam

MITE 1 / 8U LEVEL 1 (GIRLS)

- Boys and girls entering 1st grade
- 1-2 years of skating or hockey experience and basic skating skills.
- Players must wear full hockey gear, including a mouth guard
- Jerseys and socks are provided.
- Mite skaters are divided into teams and will participate in some half-ice games and Jamborees.
- Practices focus on fun but are more organized
- Mainly held on weekends, varying weekly.
- Expect 30+ hours of ice time during the season
- Expect significant skating improvement
- Potential advancement to Mite 2 next season

MITE 2 / 8U LEVEL 2 (GIRLS)

- Boys and girls entering 2nd grade
- Typically, 2-3 years of skating experience and good skating ability.
- Full hockey gear, including a mouth guard, is required.
- Jerseys and socks are provided.
- Players will participate with their team in more half-ice games and Jamborees.
- Practices, primarily on weekends, vary weekly.
- Expect 40+ hours of ice time during the season
- Significantly improving skating skills

MITE 3 / 8U LEVEL 3 (GIRLS))

- Boys and girls entering 3rd grade
- For advanced skaters, typically with 3-4 years of hockey experience (not required).
- Expect significantly more practice time, skills work, and some full-ice games.
- All skaters will be evaluated to determine appropriate level.
- Schedules vary weekly and may include mid-week evening games or practices in addition to weekends.
- Expect 50+ hours of ice time during the season

MITE4 / 8U LEVEL 4 (GIRLS)

- Boys & Girls ages 6 to 8
- The most Advanced skaters mites/8u, typically with 4+ years of hockey experience (not required).
- Expect significantly more practice time, skills work, and some full-ice games.
- All skaters will go through a formal evaluation process and the top 12-15 players are selected to be on the level 4 teams.
- Schedules vary weekly and may include mid-week evening games or practices, in addition to weekends.
- Expect 50+ hours of ice time during the season

SQUIRTS / 10U 4th and 5th Graders

- Typically, boys and girls in 4th and 5th grade but age is the determining factor and not grade. See MN Hockey Age level brackets for the date ranges and FLHA Summer Birthday rule for more details.
- Tryouts are conducted at the beginning of the season to determine rosters for A team, B teams, and C teams.

PEEWEE / 12U 6th and 7th Graders

- Typically, boys and girls in 6th and 7th grade but age is the determining factor and not grade. See MN Hockey Age level brackets for the date ranges and FLHA Summer Birthday rule for more details.
- Tryouts are conducted at the beginning of the season to determine rosters for A team, B teams, and C teams.

BANTAM / 15U 8th and 9th Graders

- Typically, boys in 8th and 9th grade & girls in 8th – 10th grade but age is the determining factor and not grade. See MN Hockey Age level brackets for the date ranges and FLHA Summer Birthday rule for more details.
- Tryouts are conducted at the beginning of the season to determine rosters for A team, B teams, and C teams. This is when checking is allowed.

To-Do List As A Manager

- Register with USA Hockey
- Complete your background screening (every 2 years) and Safesport (annual) if you are due
- Register as a manager with FLHA on the manager resource page
- Attend the FLHA Mandatory Head Coach & Managers meeting at the beginning of the season
- Attend mandatory D-2 Managers meeting if scheduled
- OPTIONAL: set up a separate hockey email to separate things form personal email
- Create a group email for your team (it can sometimes be easier than emailing through Crossbar)
- Craft a parent email introducing yourself
- Work with head coach to set up parent meeting (a member of Ethics committee must also attend this meeting)
- OPTIONAL Idea: Create small roster cards and laminate them to hand out to parents
- Get set up on FLHA Website for your team page – you can gain access from the FLHA Secretary
- Work with Secretary to ensure all Coaches & Managers are listed on the team web page.
- Get set up with Crossbar App to post schedule
- Consider setting up a team private Face Book page
- Work with Teams Treasurer on how to handle team financial activities
- Look into scheduling Jamboree's (Mites/8U) from other D-2 Teams.
- Squirt/10U and above Forest Lake Hockey will schedule 2 tournaments in advance. Most teams will choose to add a 3rd and sometimes 4th tournament at the cost of the team
- Decide on fundraising options for your team, if needed
- OPTIONAL: Ask parents to help you with finding sponsors
- Make sure coaches are certified, passed background checks and have Safe Sport done. The FLHA Secretary will manage this, but it is helpful if you stay on top of the coaches as well
- Try to get several parents signed up for Locker Room Attendants (2 per practice/scrimmage)
- Remind parents to review the Volunteer Program (Mini Mites and above)
- Assist your coach in obtaining Equipment, Pucks, 1st Aid kits
- OPTIONAL: Consider team apparel IE: Sweatshirts or hats, find source, get kids sizing
- Squirt/10U and above, parents will need to do game duties – consider making a sign up genius to have parents sign up (Clock (Home Games); Ipad Gamesheets Scoring (Home Games), Penalty box (1 regardless if home or away)

Coaches/Locker Room Attendants

Coaches

- Before a coach can step on the ice, they must be registered with USA Hockey, have passed a background check, and completed SafeSport Training.
- Coaches also need to complete Age Modules for the level they are coaching as well as Concussion modules
- Coaches also need to get certified through USA Hockey by Dec 31. These CEP Course are offered at various locations. The courses are 1 day, ½ classroom and ½ on ice.
- CEP level 1 is good through Mites/8U
- After Mites/8U coaches need CEP level 2 and then will continue taking CEP courses until CEP level 4 completed.
- Once CEP Level 4 is completed, coaches need to complete a certain amount of continuing education credits every 3 years to stay certified.

Locker Room Attendants

- Gender appropriate locker room attendants are required for all teams
- For Mites this might be co-ed if there are girls on the team.
- There must be 2 locker room attendants at all times
- They need to pass a background check and complete SafeSport Training. Any Fees for these will be reimbursed by Forest Lake Hockey
- **No phones are allowed in the locker rooms and no pictures are to be taken in the locker room**
- Locker Room Attendants must be the first one in the locker room prior to kids arriving and they need to be in the locker room a few minutes before a practice or game ends. This is when most of the problems happen, since coaches are still on the ice putting nets away or talking with refs.
- They should stand outside the locker room if only 1 kid is in the locker room. Prop the door open if possible
- If a coach has to have a private talk with a kid in a locker room, then 1 other adult should be present
- Locker room policy can be found on the website under Board/Rules and Policies

Web Sites

FLHA Website

- Each team has its own page on FLHA's website. Your team page is a great way to handle communication, post contact information for yourself and coaches, list the roster, team calendar, post announcements and create a mass email list

Crossbar

- Encourage families to download the Crossbar app right away for the most efficient communication.
- You are able to switch between multiple teams for family's with more than 1 team.
- You will be able to update it on your phone

FaceBook Page

- Consider setting up a private Face Book Page
- Let parents know to join and invite their family and friends (especially those out of town)
- Great place to post pictures/stream live games

D2

- Team standings can be found here
- More detailed rules and forms are here.

Team Finances

During the Coach/Manager meeting, you will receive the full finance document with additional details, here are some highlights:

- Each team will be given a checking account from the Teams Treasurer. Only one manager is able to have access to this account through US Bank.
- At the start of the season, every manager for Travel Teams will receive an estimated budget. Because the full ice schedule is not set at the start of the season, the budget could fluctuate.
- Keep your bank account ledger up to date and share your overall estimated expenses/income with our family at least monthly
- If your team wants to participate in extra things, you can fundraise or seek sponsorships, note the guidelines below.
- If you have money in your account at the end of the season, consider giving money back to parents versus spending it on a bunch of unnecessary swag

How much money should we raise?

- The amount you raise could vary by age, level and the appetite your team has for doing "extras".
- Review the samples budgets from last season and talk to your coach for things you may want to do and you can budget accordingly
- We encourage you to provide a high level breakdown of why you and/or the head coach are asking to meet certain fundraising goals or initial team fund contributions. This can help alleviate some of the pushback from parents. Eg. We'd like to host 5 scrimmages @ $150 for refs per scrimmage and we plan on buying 2 additional practice ice sessions @250 each between the end of the season and district playoffs"

What can we spend Team Funds on?

- Additional Ice Time
- Extra training (eg. Dryland space, specialized skating instructors, etc)
- Additional Tournament/Games (Entry fees/refs, etc). NOTE: USA Hockey recommends a 3:1 practice to game ratio.
- Team bonding events
- Practice jerseys/pinnies
- Team apparel – we encourage you to limit spending team funds on swag. As a rule of thumb, team funds should be spent on hockey-related activities.

Guidelines for Mite/8U Level 3 and 4

- We encourage you to limit the amount of fundraisers and sponsorships you seek.
- Some teams choose to purchase Team Apparel, we caution you to minimize the expense at this level
- Mite/8U Fundraising and Startup slush fund limits are dictated by the TOURNAMENT ENROLLMENT AND TEAM FUNDS POLICY located on the FLHA website.

Guidelines for Mite/8U Level 1 and 2

- There is no need to do team fundraisers for this level. If you do feel the need to do so, Fundraising and Startup slush fund limits are dictated by the TOURNAMENT ENROLLMENT AND TEAM FUNDS POLICY located on the FLHA website.
- You have plenty of ice opportunities, we encourage you to work with your fellow managers at this level and utilize your shared ice time to do intersquad games or invite teams to play mini games from time to time.
- We recommend you do not order team apparel for this level. There are plenty of opportunities to order apparel via the association. You can encourage parents to purchase for their individual children but do not require it nor use team funds on it.

Guidelines for Mini-Mites & Junior Rangers

- Fundraising and Team apparel for these levels is not allowed as this is meant to be a very low cost in-house program.

Jamborees, Scrimmages and Ice Times

Jamborees (Mite/8U Level)

- D2 Hockey has strict rules that Mite/8U hockey shall be played in Cross Ice or Half Ice games
- Jamborees can only use the clock to keep track of periods and change on the buzzer
- Scores are not allowed to be kept unless a certified USA Hockey Referee is on the ice.
- Jamborees are also to be kept in our district. Any traveling outside of the district must be within 30 miles of the Forest Lake Sports Center and must be pre-approved by the FLHA Mite Director & the D2 Mite Director
- FLHA hosts one home jamboree. It is up to the team to schedule more if they choose
- The board has set a maximum amount of jamborees for these levels:
    - o Jr Rangers – No games
    - o Mini Mites – No games against non-FLHA teams
    - o Level 1 – max of 2, Spring Jam in Forest Lake and one jamboree outside of FLHA (we recommend Meisters)
    - o Level 2 – max of 3, Spring Jam in Forest Lake and two jamborees outside of FLHA (we recommend Meisters)
    - o Level 3 – max of 3, Flake Jam in Forest Lake and two jamborees outside of FLHA (one can be full ice)
    - o Level 4 – max of 3, Flake Jam in Forest Lake and two jamborees outside of FLHA (one can be full ice)

Scrimmages

- At Mite/8U Level 3 and 4, you are allowed 10 full ice games after Jan 15th
- At Squirts/10U you are allowed 35 total games a year, district, scrimmage and tournaments. (This number can change each year, so check with MN Hockey)
- Reach out to other teams to have a scrimmage, based on the ice you are given and/or purchase
- Home team is responsible for gamesheets ipad, clock and 1 penalty box
- Home teams schedules ref (must be D-2), visitor team pays for the ref, home team pays for ice.
- You need to let the ice scheduler (ice@fllhockey.org) and Rink Manager (Mike Elam: melam@flaschools.org) know that a team is coming so a locker room can be assigned.

Selling Ice

- If you get invited to another team's arena for a scrimmage or won't be at your
- scheduled ice you are responsible to sell the ice, trade the ice or give to another team
- Reach out to other teams and/or put it on the managers crossbar chat.

Gear

- Your team will get pucks, 1st aid kit and loaner goalie gear (lower levels)
- At the Mite/8u level, goalie gear is to be brought to all practices/games and rotated through the kids. There are no dedicated goalies at any levels of Mite/8U.
- You need to collect and turn this equipment in at the end of season.

Team Pictures

- The association will schedule pictures during the season and more information will be provided.

Trophy's

- If your team should bring home a trophy, keep it and bring it to the year-end party
- After that, you must drop the trophy off at the ice arena's office
- The staff at the ice arena office will put trophies in the display case.
- display case.

District Games

D2 Hockey will schedule games for Squirt/10U and up

- Home team wears white (it can't be a light color, it must be white), away team wears dark
- Home team supplies one volunteer for clock, one for Gamesheets ipad and one for penalty box
- Visiting team supplies one volunteer for penalty box
- Anyone in the scorekeeper/penalty box must remain impartial. No cheering or coaching.
- No children allowed in scorekeepers area.
- At the end of the game the referee will sign scorepad
- Scorebooks are on I Pads; FL Hockey will have at rink.
- If Paper is used for scorebook, then white copy stays in scorebook, yellow copy home team, pink copy visiting team.

Rescheduling District Games

- Sometimes district games need to be re-scheduled.
- It is up to the team manager of the team that needs to reschedule to reach out to the other team.
- If the game was on home ice, then the manager must find options for the new game at our rink and convey those options to the visiting team. If the game was an away game, then the opposing manager will have to supply options for their rink.
- Once that portion is complete, you will need to fill out a Game Reschedule form from D2 site
- D2 will then cancel refs for the original day.
- It is up to the team cancelling to pay for any reschedule fees. Around $100.00
- If you have a short window, there is a different procedure, this procedure is found on the D2 site under Game/Ref Request.

Team Standings

- Team standings can be found on the D2 Site
- Sometimes there is a time lag as to when teams turn in scores for it to be updated.

Year End District Finals

- Each level Squirt/10U and above will have district finals at the end of the season
- Locations for each level are different each year.
- Based on seeding 1,2,3,4, etc.
- Wisconsin teams games count for your record, but WI doesn't play in our district finals.

Regions and State

- Regions and State are possible at Peewee/12U Bantam/15U B1 and above
- Teams that come in first and second out of district move onto regions
- Locations for regions and state move around each year and are on the D2 Site
- If you win regions you can go onto state.

Volunteer Program

The Volunteer Hours Program enables the association to staff the concession stand and fill other necessary roles the team would otherwise need to pay to staff. It's critical the roles are filled throughout the season.

- Volunteer hours are required for each family at Mini Mite Level and up
- Review the Volunteer Hours Page under Resources for more details of the Volunteer Hour Program
- Coaches and Managers Volunteer Hours allocations are listed on the Volunteer Hours Page

Concussions

If you suspect a player has a concussion, you should take the following steps:

1. Remove athlete from play, keep him/her supervised, and alert the athlete's parents of the signs and symptoms. **This is required of youth coaches and officials by Minnesota State Law.**
2. Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents of Minnesota Hockey's suggested "Return to Play" guidelines
4. In the event of a concussion, there is a form on the D2 Hockey Webpage to be filled out before player can return:
    a. Go to D2 Hockey Webpage to obtain most current form
    b. Click on Forms and Documents
    c. Find Minnesota Hockey Concussion Clearance Form

(Example)

MINNESOTA HOCKEY CONCUSSION REPORTING AND MEDICAL CLEARANCE TO RETURN TO PLAY FORM

Minnesota statute §121A.38 requires that a youth athlete must be removed from physical participation in an athletic activity if they exhibit any signs, symptoms or behaviors consistent with a concussion or is suspected of sustaining a concussion and shall not return to physical activity until he or she no longer exhibits the signs, symptoms or behaviors consistent with a concussion and has been evaluated by a provider trained and experienced in managing concussions and has provided written clearance to participate in the athletic activity. Any onsite retained medical personnel shall have the final say on whether player can participate in a game. This form is to be used after an athlete has been removed from an athletic activity due to a concussion or concussion symptoms.

Player Name: _____ DOB: ____/____/____

District: _____ Name of person reporting: _____

Association and Team: _____ Date of Injury: ____/____/____

Location of injury/arena: _____

Nature, extent of injuries, and symptoms: _____

Date athlete no longer exhibited symptoms: ____/____/____

Print Health Professional Name: _____ Title: _____

Name of Clinic of Health Professional: _____ License number: _____

Note: An "Appropriate health professional" means a health professional who is licensed, registered, certified or otherwise authorized to provide medical treatment, trained and experienced in evaluating and managing pediatric concussions, and practicing within that person's medical training and scope of practice.

Address: _____ Phone Number: _____

I HEREBY AUTHORIZE THE ABOVE NAMED ATHLETE TO RETURN TO ATHLETIC ACTIVITY FOR PARTICIPATION AS FOLLOWS:

_____ Pursuant to the return to play protocol attached (if this option is selected the player will need to return to an Appropriate Health Professional and obtain a form with the without restrictions boxed checked after completion of the protocol).

_____ Without any restrictions.

Signature: _____ Date: ____/____/____

Awards

Players can get awards (patches) for Shut out, Hat Trick or Assists

Available for Squirts/10U and above

- **Zero Award:** For a goalkeeper **playing a complete game** without allowing a goal.
- **Hat Trick Award:** For a player scoring three goals in one game.
- **Playmaker Award:** For a player registering three assists in one game.

Player awards are distributed under the following conditions:

- The recipient is a registered and rostered player.
- The game was in league competition (not scrimmage or exhibition), a sanctioned tournament or a MN Hockey playoff involving only USA Hockey registered teams. • The game was officiated by registered USA Hockey referees and they have signed the score sheet.
- Eligible player categories: All players Squirt/10U and above.
- A readable, unaltered copy of the score sheet with the players listed is required with the application.
- A copy of the official signed roster must be included with each request. • Limit of ONE of each award per player per season - i.e. one Hat Trick, one Playmaker and one Zero
- Please batch your requests and send them in 2 or 3 times per season – not every time an individual has earned a patch.

AWARDS ARE NOT AVAILABLE TO BE PICKED UP – THEY ALL ARE MAILED.

Form can be found on MN Hockey Website.
Type Player Award in search bar

Grievance Policy

Remember that FL Hockey is run by volunteers. If a situation does arise FL Hockey requires that you have a 24 hour “cooling off” period.

It is required that all parties involved in a dispute observe a 24 hour “cooling off”period before contacting anyone within FLHA. The exception being any form of harassment or physical or sexual abuse (Section I. C. Non-harassment) in these cases contact shall be made immediately.

All grievances should be brought to the coach’s attention prior to any other source. If the coach is part of the issue the next contact is the team manager.

If the issue cannot be resolved at the team level, then the Level Director should be contacted. The Level Director will have the complaining party fill out the FLHA Ethics Code Violation/Corrective Action form.

The Level Director will attempt to resolve the issue by having an informal meeting with all parties involved. This meeting will be facilitated by a member of the FLHA Rules and Ethics Committee.

Should an informal meeting not resolve the issue a grievance committee will be formed which will consist of the Level Director, FLHA President, and the Ethics and Rules Committee Chair. This committee will attempt resolution and will be authorized to issue suspensions as outlined in the disciplinary guidelines below and/or recommend corrective action. Should there be a conflict of interest with members of this committee the Level Director and/or FLHA President will appoint replacements.

FLHA will follow the USA Hockey grievance process.

More information can be found on the Forest Lake Hockey Webpage
At the time of this writing go to the Board Tab, then to Bylaws and Rules