LA CRESCENT YOUTH HOCKEY

Team Manager Handbook

Thank you for volunteering to be the Team Manager! This handbook is designed to help you navigate your responsibilities. If at any time you have questions, reach out to any Board Member.

This role fulfills 5 of the 10 required volunteer hours.

Getting Started: Parent/Coach Meeting

Meet with the Coaches

Connect with the coaches at the beginning of the season to clarify responsibilities and establish a communication plan.

Discuss:

- Who will schedule district and non-district games and other meetings/events. (Weekly practices are set by the LYHA Board.)
- Who will communicate team updates, schedule changes, and expectations to families.
- Practice, dryland, and game schedules and expectations, including desired arrival times.
- How coaches want families to communicate last-minute availability changes.
- A date and time for the parent meeting, which should be held as soon as possible.

Hold a Parent Meeting

Add the meeting to Crossbar, typically immediately before practice. Send a summary afterward for families who cannot attend.

Coaches should cover:

- Coaching rules, expectations, and the 24-hour rule for concerns about coaching decisions.
- Playing-time philosophy.
- Locker room rules, dress expectations, and parent access.
- Code of Conduct reminders.
- Practice and game schedules, arrival times, and attendance expectations.
- How to communicate schedule changes and last-minute availability updates.

Team Manager should cover:

- Crossbar app will be used for schedules, team communications, and home game assignments.
- Home game duties include concessions (either whole game or by period), penalty boxes(2), clock, gamesheet, lobby cleanup and bleacher cleanup. Every family should help and these do not count towards season required volunteer hours.
- Home tournament dates and volunteer requirements.
- Team photos, apparel, warmups, and raffle ticket distribution, as applicable.

Optional: Mite and Squirt teams may invite the Concessions Coordinator and Volunteer Coordinator to explain their roles, seasonal expectations, and available training.

- Concessions Coordinator: concessions@lacrescenthockey.com (Nicole Schmit)
- Volunteer Coordinator: volunteers@lacrescenthockey.com (Justine Fairey)

Family Volunteer and Fundraising Requirements

Volunteer Requirements: Each family is required to volunteer for at least 10 hours per season (5 hours for First Time Players). Home games and regular season tournaments **DO NOT** count towards these hours.

To access the volunteer slots: (Volunteer access is currently not available through the Crossbar App).

- Log in to Crossbar on the LYHA website and Click on **Account**,
    - On a Mobile device Select the little black arrow next to Participants→ then **Volunteer** in the drop down menu
    - On a computer select **Volunteer** from the list on the left side of the screen.

- Here you can find any upcoming/open volunteer slots.
- Any open volunteer slots will show a '+'. To sign up, click on the '+' for that slot and select your name.

Association Volunteer Weeks

Each team will be assigned specific weeks during the season to help fill open LYHA volunteer positions. Families are not limited to volunteering during those assigned weeks, but are expected to cover spots that haven't been signed up for.

The Board will communicate your team's dates. As your team's weeks approach, work with families to fill the open shifts.

Fundraising Requirements: Our annual Gun Raffle Fundraiser is held in the Spring and is our largest fundraising event of the year!

- We ask each family to sell a minimum of 15 tickets to the event. Each family is required to prepay for their 15 tickets at $30 per ticket ($450 total).
- Distribution of raffle tickets and collection checks will be scheduled and coordinated by the LYHA Board.
- Each Family is required to work a shift during the event.

Crossbar: Communication, Scheduling and Home Game Assignments

Crossbar is the primary tool for team communications, schedules, and home game duties. The LYHA Board will enter team rosters.

A Crossbar account is not required to view schedules. Family members outside of parent/guardians can access the game schedule through the LYHA website under **Teams**. Select the appropriate team, then choose **Games** or **Schedule** on the right side of the page or from the dropdown menu.

Communication

- **Crossbar App Team Chat -** Easy way to send quick messages to all team contacts
- **Team Page on LYHA Website -** Use the Team Feed to send an email to entire team and staff, or find individual contact information under Contacts

Scheduling

District Games

- Most District 9 games are scheduled at the season scheduling meeting and include one home and one away game for Squirt level and above.

- Team managers may be asked to attend with coaching staff. Contact a LYHA Board member if you are asked to attend and need training with the scheduling process.

Non-District Games

- Early season HOME games can be scheduled; however, most HOME game scheduling should be limited until after the Squirt D9 scheduling meeting, usually occurring in early November. If you have questions on this please reach out to an LYHA Board member or Hockey Director.
- AWAY games may be scheduled after your team's District 9 scheduling is complete, consult with coaching staff to confirm date/time availability. The LYHA Hockey Director may also assist in scheduling some of these games.
- When scheduling with Wisconsin teams, LYHA teams should generally schedule against the corresponding higher Wisconsin level (for example, a LYHA B team against a Wisconsin A team). Confirm appropriate competition levels with the opposing association.
- Common opponents include: Onalaska, West Salem, La Crosse, Viroqua, Sparta and Tomah
- The opposing team's website may list its scheduler or team manager contact information.

Locker Room Monitors

- Monitors are required in locker rooms for ALL practices and games. There may be a need for 1-2 parents on each team to assist if a coach is unavailable to be in the locker room. Please connect with coaches on this need.
- These monitors must complete the required USA Hockey background check and SafeSport training.
- Ask whether any parents have already completed these requirements. All LYHA Board members have completed these requirements.
- Volunteers will be reimbursed for all associated fees.

Home Game Scheduling

** If you schedule home games in the Crossbar APP it WILL NOT appear on the LYHA calendar correctly!!!***

- Contact a Board Member for training on entering home games
- Verify desired ice time is available
- If you add any **New Home** Games OR **Change the Date/Time** of an already scheduled home game:
    - Email or text the Referee Coordinator, Justin Kendall at referees@lacrescenthockey.com or (608)797-8354 (preferred) with your team, date and time
    - Ensure game is added or updated in GameSheet
- If a game is **Canceled**, message the Referee Coordinator ASAP so any scheduled referees can be contacted.

Scheduling Away Games and Other Events

*****DO NOT use this method to schedule HOME GAMES as they will NOT post to our LYHA schedule correctly!*****

1. Open the Crossbar app and select your team.
2. Select **Schedule** at the bottom of the page.
3. Select the **+** icon in the upper-right corner.
4. Enter the game or event information and save

Away Game Confirmation - One week before every away game, confirm the game on the opposing team's website. This helps ensure ice is scheduled and prevents unnecessary travel.

Home Game Assignment Set Up **Open Schedule and locate the home game.**

1. Select the drop-down arrow next to the game time.
2. Select **Add Assignments**.
3. Enter each assignment name and select **Add Assignment**.

Home game duties include concessions (either whole game or by period), penalty boxes(2), clock, gamesheet, lobby cleanup and bleacher cleanup. Every family should help and these do not count towards season required volunteer hours. Assignments only need to be created once. For future games, select the existing assignments to add them to the game.

A couple of days before each game, confirm that all assignments are filled and send a reminder to families if any duties remain open.

Recording Game Scores (Optional)

1. Log in to Crossbar on the LYHA website.
2. Select Teams from the header or from the menu (three bars).
3. Select your team.
4. Click the arrow next to Player Registration.
5. Select **Games**.
6. Select **Score** and enter the final score.

Adding Jersey Numbers (Optional)

1. Log in to Crossbar on the LYHA website.
2. Open the menu and select **Teams**.
3. Select your team.
4. Click the arrow next to Player Registration.
5. Select **Roster**, then **Edit**.
6. Enter each player's jersey number

Optional: Create team roster cards for families. A template is available on the LYHA website under **Resources → For Team Managers**.

Tournaments (Squirt Level and Above)

Away Tournaments

LYHA Tournament Coordinators typically aim to schedule two away tournaments per team.

Prior to the Tournament

- Check your team's page for tournament dates and locations. If information is missing, contact the Tournament Coordinator at **tournaments@lacrescenthockey.com**.
- Obtain the official USA Hockey roster from the Registration Coordinator. Keep a copy available for games and tournaments.
- For overnight tournaments, research hotels and group rates. **DO THIS EARLY!**
- If appropriate, reserve a block of rooms for the team and coaches.
- Share hotel information and reservation deadlines with families.

During the Tournament

- Update Crossbar with game dates and times.
- Make sure families have the latest schedule and location information.

Optional Planning

- Reserve a conference room or gathering space at the hotel.
- Coordinate team meals between games or in the evening.
- Arrange hotel door signs. Do not include players' or families' last names for security reasons.

Home Tournaments

The LYHA Tournament Coordinator and Hockey Director manage the main tournament planning, including scheduling, printing posters and other documents, communicating with participating teams, and purchasing trophies. Contact the Tournament Coordinator with questions about tournament logistics.

Team Manager Responsibilities

- Special concessions offerings may be available for tournaments. Contact the Concessions Coordinator, Nicole Schmit, at least one month in advance to allow time for ordering.
- Create a SignUpGenius schedule for tournament duties at least 2 weeks prior to the tournament. Each team is responsible for providing its own penalty box worker. Instructions are available on the LYHA website under **Resources → For Team Managers**.
- On the first day, direct teams to check in at concessions. The concessions volunteer should confirm each team's point of contact and contact information.
- Remind concessions volunteers to post scores and points after each game.

If LYHA hosts the End of Season District Tournament, volunteer spots are open to **ALL LYHA families**. These hours DO count toward the season's required volunteer hours.

Optional Tournament Activities

- Form a small committee to help coordinate additional details.
- Create welcome signage.
- Contact the concessions manager regarding snacks for small gifts/goodie bags for visiting teams.

GameSheet

GameSheet App is used to track scores and player statistics.

- The District 9 roster and games will be entered for each team.
- The LYHA tablet is located in the hockey rink office; the password is available on the tablet.
- It is recommended that multiple parents be trained to operate GameSheet. Contact an LYHA Board member for training options.
- Coaches and Referees must sign off on the game at the **end of each game**.
- If an opposing team is not set up in GameSheet, you may need to enter its roster manually.

Roster Stickers

Some non-district games and tournaments may require roster stickers.

Email the Rink Manager **rinkmanager.lyha@gmail.com** for template and any available sticker sheets. Keep a sheet available for games that require them.

Team Equipment, Apparel and Pictures

Jerseys, Socks & Breezer Covers

- Coordinate jerseys and socks with the Equipment Coordinator.
- Initial player jerseys are provided at no cost. If a different size is needed in future seasons, the cost is covered by families.
- Home and away socks have a fee. Team managers may be asked to collect payment.

Confirm current sock fees with the Equipment Coordinator each season.

LYHA Apparel and Player Warmups

- LYHA Apparel and Warmup ordering links will be sent out when available.
- LYHA covers the cost of warmup jackets for all new players. Warmup pants and personalization are available at a cost covered by families.

Team Pictures

Photos will be arranged and added to team schedules by an LYHA Board member.

Once the date is confirmed:

- Distribute photo forms and communicate instructions.
- Confirm which jersey color players should wear, typically their dark jerseys.

End-of-Season Responsibilities

Throughout the season:

- For District 9 games, shutouts, hat tricks, and playmakers can be tracked throughout the season. These can then be submitted at the end of the season to District 9 using the award request on the D9 website.

At the end of the season:

- Coordinate a coach gift, including collecting ideas and contributions from parents.
- Plan an end-of-year parent/player game or skills activity.
- Organize an end-of-season party. LYHA contributes **$100 toward food and treats**.

Mite Teams Only

Mite Jamborees

Mite teams host one home jamboree each season and may participate in jamborees hosted by other associations, including La Crosse, Onalaska, Sparta, West Salem, Viroqua, Black River Falls, Winona, and Tomah.

- Jamboree dates are typically established during the summer before the season and often remain similar from year to year.
- Dates are shared through a Facebook group. Historically, the Team Manager posts dates after the LYHA Board confirms them.
- Jamborees generally take place on weekends in December and January. Participation in away jamborees is optional.
- Red Mites may schedule full-ice scrimmages after January 1.

Hosting the Home Jamboree

Approximately one month before:

- Contact participating teams to confirm attendance.
- Use the jamboree Facebook group and email to communicate with other team managers.

Approximately two weeks before:

- Create the brackets and send them to participating teams.
- Enter LYHA game times into Crossbar.

Additional planning:

- Order one medal per skater through 5th Avenue Awards (when ordering medals or pucks please confirm order at least **ONE MONTH** prior to the Jamboree)
- Coordinate any fundraising activities, such as a bake sale, T-shirt vendor, 50/50 raffle, or raffle baskets.
- Prepare optional goodie bags for players (for example, a juice box, granola bar, and Twizzler).The concessions manager will order all materials for goodie bags please provide an accurate head count 1 week prior. Teams that do not provide head counts a minimum of 7 days prior will NOT be promised goodie bags for all players.
- Create a SignUpGenius schedule for concessions, timekeeping, lobby cleanup, bleacher cleanup, and bake-sale duties.

Mite End-of-Year Responsibilities

- Create player certificates. Julie Barney has a template.
- For Red Mites, order a bobblehead for each player through 5th Avenue Awards and charge it to the LYHA account.

Quick Reference: Contacts & Resources

Concessions Coordinator: Nicole Schmit

concessions@lacrescenthockey.com
Cell: 612-600-6243 (text messages welcome)

Volunteer Coordinator: Justine Fairey

volunteers@lacrescenthockey.com

Registration Coordinator : Kasey Payne

registrar@lacrescenthockey.com

Tournament Coordinator : Amber Weir

tournaments@lacrescenthockey.com

Referee Coordinator: Justin Kendall

referees@lacrescenthockey.com

Rink Manager: Dusty Jergenson

rinkmanager@lacrescenthockey.com