LITTLE FALLS YOUTH HOCKEY

TEAM MANAGER GUIDE

Squirts, Peewees & Bantams · Expectations, checklists, and tips for running your season

WHY YOUR ROLE MATTERS

At Squirts, Peewees, and Bantams, the team manager keeps a much bigger season on track. Teams play more games, travel farther, and have district requirements that affect standings and seeding. When a game isn't uploaded, a locker room isn't covered, or a hotel block isn't booked, the whole team feels it.

You handle communication, scheduling, and logistics so your coaches can focus on the players. You also make sure families know how the association works: volunteer hours, raffle tickets, policies, and where to find information. You are an extension of LFYH, so communicate clearly, promptly, and positively.

FUN AND DEVELOPMENT FIRST. The game gets more competitive at these levels, but fun and development still come first. Model good sportsmanship and keep the team positive and inclusive for every family.

This guide stands on its own. It covers everything from the Ice Mite and Mite guide, plus what's different at the older levels.

NON-NEGOTIABLES

These apply to every Squirt, Peewee, and Bantam team, every season. If something isn't in place, raise it right away.

YOUR OWN COMPLIANCE (BEFORE THE SEASON STARTS)

- ☐ USA Hockey registration is current
- ☐ SafeSport certification is current
- ☐ Background check is current

The association tracks compliance for players, coaches, and locker room monitors. Managers are responsible only for their own.

TEAM POLICIES TO COMMUNICATE AND ENFORCE

- **Locker room monitoring:** players are never in a locker room without a certified, same-gender monitor or coach present. See the next section.
- **Cell phones and recording devices:** not allowed in the locker room without explicit approval from a monitor or coach.
- **24-hour rule:** parents wait 24 hours after a game or event before raising a concern with coaches.

Confidentiality: you will have family contact details and may learn sensitive information. Never share it outside the team's official use.

LOCKER ROOM MONITORING

Minnesota Hockey requires a same-gender locker room monitor (LRM) any time players are in a locker room: every practice, game, and scrimmage. You own the plan and the tracking.

WHO CAN SERVE

- Parent volunteers, coaches, or a mix. Plan on 2–3 parent monitors per team, plus up to 2 more for co-ed teams. Individuals selected should be able to identify behavior that is unacceptable and be comfortable intervening in a professional manner.
- Co-ed teams need a plan for each gender.
- Coaches who cover it must stay IN the locker room, which is hard when they're organizing practice or talking strategy, so consider that before determining that coaches are covering LRM. Coverage has to be 100%.

BEFORE ANYONE CAN MONITOR

1. Register with USA Hockey and get a volunteer number
2. Complete a USA Hockey background screening (every 2 years)
3. Complete SafeSport training (full course in year 1, refreshers in years 2–4)
4. Email the registrar their USA Hockey number and confirmation of the background check and SafeSport training

Registrar clearance required. The registrar must verify and clear each monitor before they can be in the locker room. LFYH reimburses training costs.

WHAT MONITORS DO

- Stay physically inside the locker room before and after practices and games
- Listen and step in on conversations when needed
- Make sure no cell phones or recording devices are accessible. One LRM-controlled device may play an approved team playlist.
- Keep the locker room locked while players are on the ice
- Never be alone one-on-one with a player, unless it's their own child

RULES FOR PLAYERS TO SHARE WITH FAMILIES

- Players never enter a locker room without a coach or monitor present
- No unaccompanied players at the arena more than 45 minutes before practice or 60 minutes before a game
- A player ejected from a game waits for two certified adults or a parent before entering the locker room

YOUR CHECKLIST

- ☐ With your head coach, identify monitors for each gender on the team. Communicate that to the LFYH president
- ☐ Confirm the registrar has cleared each monitor before their first shift
- ☐ Build a monitoring schedule for every event (a Google Sheet works well) and keep a log of who monitored each event, whether or not they're claiming volunteer credit. The log is your record if an incident ever comes up, so keep it current, shared and available to the LFYH Board.
- ☐ Share the player locker room and cell phone rules with families
- ☐ Make sure monitors log their DIBS volunteer credit (0.5 hour per day they monitor)

Full policies:

- Locker room monitoring policy and tracking
- Locker room monitoring for parents
- Player locker room and cell phone policy

WHO HANDLES WHAT

Area	LFYH handles	Team manager handles
Practice ice and game schedule	Schedules practices and games and posts them on the LFYH website and app	Sends a weekly schedule and expectations message; flags conflicts
Tournaments	Schedules tournaments for each team ahead of time	Registers, checks in, books hotel blocks, and shares details with families
Compliance	Tracks USA Hockey, SafeSport, and background checks for players, coaches, and locker room monitors	Keeps your own compliance current
Locker room monitoring	Registrar clears each monitor	Builds and tracks the monitoring plan for every event
Home games	Provides ice and officials	Schedules parents for clock, GameSheets, announcing and music, and penalty boxes
District play	Sets the district schedule	Makes sure every required district game is played or properly declared
Association communications	Sends policies, deadlines, volunteer and raffle info	Confirms families saw it and helps explain it
Attendance	Needs to know about drops and quits	Tracks attendance and reports concerns

SCHEDULE DECISIONS: WHAT YOU CAN AND CAN'T CHANGE

Schedules at these levels are complex for everyone involved. Changing one game can affect several teams, especially at Peewee and Bantam, where teams must play everyone in the district and play more games.

You can	You can't
Share the schedule and flag conflicts early	Request game changes for convenience
Verify times and locations before every game	Change or swap a game directly with another team
Book hotel blocks and plan team activities around the set schedule	Add, drop, or change scheduled tournaments
Bring a true emergency to the LFYH President	Go to the scheduler directly with a change request

Emergencies only: if a game truly can't be played as scheduled, contact the LFYH President first. The President decides before the scheduler makes any changes.

WHEN SOMETHING COMES UP

- **Player-related** (playing time, behavior, development): work with your head coach.
- **Everything else** (policy, parent conflict, scheduling emergencies, anything you're unsure about): contact the LFYH President.

When in doubt, ask early. A small question in October is easier than a big problem in February.

GAMES BY LEVEL

LFYH plays in **District 15**. Tournaments are scheduled for each team ahead of time and can't be changed.

Level	Games per season	District play
Squirts	Limited to 35	No standings, seeding, or regional tournament, so teams don't have to play every district team twice
Peewees	About 45 (no hard limit)	Must play every district team twice, or use the play-once option (below)
Bantams	About 50–55	Must play every district team twice, or use the play-once option (below)

Peewee and Bantam managers: making sure every required district game is played or declared is your responsibility. Track it from the start of the season, not in February.

Play-once option (Peewee and Bantam): if two teams play once and decide not to play again, they must make that decision and record it within 48 hours of the first game. That first game then counts as a 4-point game, plus fair play points.

GameSheets: upload every game right away at the end of the game. Don't leave the rink until it's submitted.

DISTRICT GAME LENGTH

Level	Periods	Minor penalties
Squirts and Peewees	15 minutes	90 seconds
Bantams	17 minutes	2 minutes

Share these with your clock volunteers.

Achievement awards: track Zero (shutout), Hat Trick (three goals), and Playmaker (three assists) awards all season. Each player can earn one of each. Save the GameSheets PDF for every qualifying game; at the end of the season, send them to the registrar for patches.

SEASON CHECKLIST

Work through these in order. Each phase builds on the one before it.

1 · PRESEASON AND FIRST PRACTICES

- ☐ Get the team contact list and roster from the Registration Coordinator
- ☐ Verify every player appears on your team roster on the LFYH website / Crossbar
- ☐ Attend the LFYH team manager meeting, if offered, and the required District 15 team manager meeting (held virtually each season)
- ☐ Confirm your own compliance is current (USA Hockey, SafeSport, background check)
- ☐ Meet with your head coach: agree on which tasks they want you to handle (every coach is different), communication style, how you'll handle parent concerns, and whether the team will do morning practices
- ☐ Choose and set up your team communication app, if you'll use one

  Crossbar has the LFYH schedule built in; TeamReach adds group messages and polls but not the LFYH schedule.
- ☐ Confirm every player has at least one parent or guardian in the app before you use it exclusively, or that every family's email is correct if you are using email
- ☐ Add the GameSheets widget to your team page in Crossbar (ask for help if you need it). You can also dress up the page with photos and helpful links.
- ☐ Point families to the schedule on the LFYH website and app (Family Calendar for their schedule, Schedule tab for the full arena)
- ☐ Set up locker room monitoring: identify monitors, confirm the registrar has cleared them, and build the schedule
- ☐ Build the home game volunteer schedule: clock, GameSheets, announcing and music, and penalty boxes
- ☐ Review the tournament schedule and book hotel blocks for any away tournament or travel swing as early as possible
- ☐ Send a welcome message: who you are, how you'll communicate, and where to find the schedule
- ☐ With your head coach, hold a parent meeting during or right after one of the first practices, covering:
  - ☐ Introductions: you, the coaches, and families

- ☐ Team expectations and how playing time is decided
- ☐ The 24-hour rule and the Parent Code of Conduct
- ☐ Locker room monitoring and the cell phone policy
- ☐ Home game volunteer jobs and locker room monitor sign-ups
- ☐ Morning practices and the breakfast schedule, if the team is doing them
- ☐ Volunteer hour requirements and where to find them
- ☐ Raffle tickets and other association fundraising
- ☐ Tournaments, travel, and hotel plans
- ☐ Where association communications come from (check spam if emails from littlefallsyha@gmail.com aren't arriving)
- ☐ Open time for questions

☐ Ensure every player has practice jerseys, and track practice jersey numbers

☐ Ask a responsible parent to be your backup for any game you can't attend, but as the manager, expect to be at most events

2 · EARLY SEASON (FIRST 4–6 WEEKS)

☐ **Weekly, all season:** send a message with the week's schedule and expectations

☐ **Every week, all season:** send a photo or team update to the LFYH publicity coordinator for social media

☐ At the start of each week, verify away game times and locations on the opponent's website, and raise any discrepancies of more than 15 minutes to the LFYH Scheduler

☐ Tell families about any schedule change as soon as you know

☐ Confirm locker room monitors and home game volunteers are showing up; fix gaps fast

☐ Check in personally with any brand-new family

☐ Make sure families are receiving each association communication, and answer questions that come up

3 · MID-SEASON (DECEMBER–JANUARY)

☐ Peewee and Bantam: review the district standings. Any team you haven't played twice? Is that game scheduled?

☐ Squirts: check your game count against the 35-game limit

☐ Be on site for your team's picture day so every player and coach is accounted for

☐ Remind families of volunteer hour status and raffle deadlines

☐ Plan a team bonding activity, if families want one

4 · LATE SEASON AND WRAP-UP

☐ Confirm all district games are played or declared, and all GameSheets are uploaded

☐ Collect all practice jerseys from players (families should wash beforehand) and turn in. If you are unable to get jerseys from a player, communicate that to LFYH Registrar as this is part of the volunteer policy.

☐ Send the GameSheets PDFs for any Zero, Hat Trick, or Playmaker awards to the registrar for patches

- ☐ Confirm all event commitments are complete
- ☐ Final reminders on volunteer hours and any outstanding association items
- ☐ Help organize an end-of-season celebration and coach gifts, if your team wants them
- ☐ Send thank-yous and a wrap-up message to families, coaches, and volunteers
- ☐ Talk to families about next season and registration timing (registration typically opens in June)
- ☐ Share feedback with the association: what worked, what didn't

GAME DAYS, TOURNAMENTS, AND TRAVEL

EVERY GAME

- ☐ Verify the time and location; send families the arena name and address before departure (or ensure it is listed in Crossbar)
- ☐ Have your USA Hockey roster available through the digital link
- ☐ Confirm locker room monitors are scheduled
- ☐ Arrive early and handle team check-in (tournaments)
- ☐ Upload the game in GameSheets right away at the end of the game, or if you are visiting, ensure you receive an emailed GameSheet before you leave the rink.

HOME GAMES

You are required to schedule parents for every home game job:

- ☐ **Clock**
- ☐ **GameSheets, announcing and music**
- ☐ **Penalty boxes (×2):** in Little Falls we prefer to cover both boxes
- ☐ Make sure volunteers know how to run the clock, GameSheets, and music, and know them well enough yourself to troubleshoot
- ☐ Be ready to cover or replace a no-show, and report repeated no-shows to the Board

AWAY GAMES

Game type	Penalty box
Away, in district	The home team covers the penalty boxes
Away, out of district	Schedule a parent to work our penalty box

TOURNAMENTS AND TRAVEL SWINGS

- ☐ Register and check in as required (often at least an hour before the first game)
- ☐ Book a hotel block for every away tournament over an hour away or travel swing that needs an overnight stay, as early as possible
- ☐ Share hotel, schedule, and tournament details with families as soon as you have them

☐ Plan team meals, restaurant outings, or fun activities between games, if the team wants them. Families pay their own way; the association does not provide stipends for team meals or activities.

HOSTING A HOME TOURNAMENT

☐ Be the point of contact for your team and visiting managers

☐ Make sure parents show up per the work schedule and every position is covered. Report no-shows to the Board.

☐ Check locker rooms for cleanliness before and after use

☐ Keep the score poster and schedule updated

☐ Support the tournament director and help resolve issues quickly and professionally

MORNING PRACTICES AND BREAKFAST

Peewee and Bantam teams may elect do morning practices; Squirts usually don't. If your team chooses to do morning practices before school, the manager creates a breakfast schedule so players can eat before heading to school.

☐ Build a breakfast rotation so a family (or two) is assigned to every morning practice

☐ Share the rotation with families and send a reminder the day before

☐ Breakfast is **ready when players get off the ice**

☐ The assigned parents **clean up afterward and remove all food from the arena**

☐ Ask families about food allergies and share them with breakfast volunteers

MONEY RULES

At these levels, team managers still typically do not handle team money. The few exceptions:

- **Group apparel:** a tournament or jamboree team apparel order
- **Pooled team funds:** if the team chooses to pool money for a coaches' gift, team party, or similar
- **Association checks:** in the rare case LFYH pays for refs or ice at an away location, the association will send you with a check to deliver

If you collect money for any of these, keep a simple record of who paid and how much, and share it with families when the purchase is done. Hotel rooms and team meals are paid by each family directly; the association does not provide stipends. For anything else involving money, check with the association first.

PARENT CONCERNS AND RETENTION

The most common sources of conflict at these levels are parent conduct at games, **playing time** and **schedule changes**. Setting expectations early prevents most of it.

PLAYING TIME

- Have the head coach explain at the parent meeting how playing time and lines are decided. If the team has more than one goalie, address how goalies will be determined.

- Hold the 24-hour rule: no conversations with coaches right after a game
- Playing time is a coaching decision. Your role is to route concerns to the head coach, not to settle them.
- If a concern escalates or turns personal, bring in the LFYH President

PARENT CONDUCT AT GAMES

Every LFYH parent agrees to the Parent Code of Conduct: positive support for all players, coaches, fans, volunteers, and referees; no abusive or discriminatory behavior, in person or online; and no parents in the locker room unless they're a scheduled monitor.

Before the season

☐ Cover the Parent Code of Conduct at the parent meeting, including the consequences: from a verbal warning, to suspension from all LFYH events, to removal from the association for repeat violations

☐ Set the tone: cheer for our players, don't coach from the stands, and leave the officiating to the officials

During a game

- Model it yourself. Stay neutral and positive, and never argue with officials, coaches, or opposing fans.
- If a parent crosses the line, step in early and privately. Calmly ask them to take a break or step away, rather than confronting them in the stands.
- Don't escalate. If a situation becomes heated or unsafe, get rink staff or the head coach involved rather than handling it alone.
- Officials can stop a game and have a spectator removed. If that happens, help get the person out of the building quickly so play can resume.

After a game

☐ Write down what happened while it's fresh: who, when, where, and what was said or done

☐ Report Code of Conduct violations to the LFYH President, who brings them to the Grievance Committee

☐ Don't discuss the incident with other parents or on social media

SCHEDULE CHANGES

- Explain at the start of the season that games are set, and why: changing one game affects several teams, our ice schedule, the visiting team's schedule, and the district schedule
- When a change does happen, tell families right away and explain what changed
- Don't promise families a change you can't make. Emergencies go to the President.

HELPFUL TIPS

- **Build your volunteer schedules once.** Set up the locker room monitor, home game, and breakfast rotations at the start of the season so you're not scrambling every week.
- **One channel, one rhythm.** Send a weekly message with the schedule and expectations, even though the schedule is posted online. Fewer, clearer messages get read.
- **Repeat association messages.** If LFYH sends something important, assume half your families missed it.
- **Book hotels early.** Tournament blocks fill fast. Book as soon as the schedule is set.
- **Know the booth.** Learn the clock, GameSheets, and music well enough to step in or troubleshoot.

- **Build a parent bench.** Recruit two or three reliable parents early to help with events and errands.
- **Keep it fun.** Team meals and outings on tournament weekends build the team as much as the games do.
- **Protect your time.** Set expectations about when you'll respond to messages. You're a volunteer, too.
- **Write things down.** Notes on what worked this season help next year's manager, even if that's you.
- **You represent LFYH.** Ensure that your conduct aligns with the LFYH Code of Conduct and ensure that our families also conduct themselves in an appropriate manner.

THANK YOU FOR VOLUNTEERING! Questions about players go to your head coach. Everything else goes to the LFYH President. When in doubt, ask early.