



## DYHA & Ice Cats Manager Guidelines

*Applies to DYHA Coed Travel and Ice Cats Teams*

*\*updated for the 2026/27 season*

Thank you for volunteering to serve as a Darien Youth Hockey Team Manager. Managers play a key role in keeping teams organized and supporting both coaches and families throughout the season. You are often the first point of contact, and clear, steady communication makes a big difference. If questions come up, reach out to your coach, another manager, or your DYHA Board representative. Your time and effort are truly appreciated and help make the season run smoothly for everyone involved.

### 1. Team Structure

DYHA offers two travel programs: DYHA Coed Travel and Ice Cats. Travel teams are grouped by birth year and may include different team designations, such as Major, Minor, A, or A1. These designations reflect level of play only. Unless specifically noted, manager responsibilities and expectations are the same across all travel teams. Team schedules, tournaments, and post-season opportunities may vary by team and season.

### 2. Paperwork and Forms

Additional paperwork requirements begin at the U14 level due to CHC credentialing and potential post-season requirements.

*U14 and Older*

Most player and coach information is completed through USA Hockey and DYHA registration.

*For U14 teams and older, managers should:*

- Confirm that all players and coaches are properly registered with USA Hockey.
- Maintain a manager binder with USA Hockey Consent to Treat forms for all players and bring it to all games. Provide copies to coaches and keep a few blank forms on hand as a backup. *\*for use at Regionals only - so prepare as your team goes to States*
- Review the Credential Verification Sheet, which is provided by the DYHA CHC Representative. This sheet lists the team roster and shows whether each player's



birthdate has already been verified through USA Hockey. It is for reference only unless the team advances beyond CHC States.

Managers are not responsible for collecting or tracking other registration acknowledgments, which are completed electronically during USA Hockey and DYHA registration.

#### *Birthdate Verification*

- Player birthdates are entered as part of USA Hockey registration.
- Managers do not need to collect birth certificates during the regular season.
- Birth certificates are required only if a team advances beyond CHC States (for example, to Regionals or Nationals).
- If a team qualifies beyond States, DYHA will provide guidance, and the manager will collect any missing documentation and submit the manager binder to the CHC Registrar.

#### *For U12 and younger teams:*

- USA Hockey registration satisfies required documentation.
- Managers are not required to maintain a credential binder unless otherwise directed by DYHA.

#### *AHF / AGHF Teams*

Teams participating in AHF or AGHF play may have additional roster submission or reporting requirements specific to those leagues. Any such requirements will be communicated by DYHA or the league as needed.

### **3. Voting Member**

Each travel team must designate one Voting Member each season.

- The Voting Member is a parent or guardian who represents the team at the DYHA Annual Meeting and votes on organization matters.
- Managers should reach out to their team early in the season to identify a volunteer for this role.
- Travel team Voting Members are typically due by mid December
- If a team does not designate a Voting Member by the stated deadline, the team manager will serve as the Voting Member by default to ensure the team is represented.
- This requirement applies to all travel teams, including both Major and Minor teams.



Voting Members serve in accordance with DYHA Bylaws and Board-approved procedures. DYHA will communicate meeting details and voting information directly to designated Voting Members.

#### **4. Team Rosters and Player Movement**

- Official CHC rosters are provided once teams are finalized.
- Any roster changes must be coordinated through the coach and DYHA CHC Representative.
- Temporary call-ups or tryout games must be reported.

#### **Final Rosters and Alternates**

- Final rosters are submitted to CHC by the required deadline.
- For teams eligible for post-season play, alternates are typically drawn from the corresponding Minor team at the same age level, subject to CHC rules and approval.

#### **AHF / AGHF Teams**

Teams participating in AHF or AGHF play may have additional roster submission deadlines and roster change requirements specific to those leagues.

Any roster changes for AHF or AGHF teams must be coordinated in advance through the head coach and DYHA Travel Director to ensure league compliance.

#### **5. Scoresheets and Game Reporting**

##### **CHC Scoresheets**

For CHC league games, managers are responsible for ensuring scoresheets and roster labels are completed correctly.

- USA Hockey registration numbers for coaches must appear on roster labels.
- Players must be listed alphabetically, not by jersey number.
- The home team is responsible for providing the scoresheet and staffing the clock.
- Scoresheets must be completed clearly and legibly, with final scores circled. Scoresheets must be signed by both coaches and referees before leaving the ice.



- The winning team is responsible for emailing a photo of the white copy of the scoresheet to the appropriate CHC Hockey Director within 48 hours of the game.
- Managers should retain copies of scoresheets as part of team records.

Travel Mite teams do not use CHC scoresheets or roster labels. Some Mite teams may play a limited number of scheduled full-ice games under CHC rules. The number and requirements are set by CHC each season. Managers should confirm with the DYHA CHC Representative whether a particular full-ice game requires roster labels or a scoresheet and whether it counts toward any league limits. Unless specifically required, Mite games do not use CHC scoresheets or roster labels. Managers should confirm expectations with the DYHA Travel Director before registering for any Mite tournaments or full-ice events.

### AHF and AGHF Scoresheets

For AHF and AGHF games and showcases, scoresheets are typically handled electronically.

- Most AHF and AGHF games use electronic scoresheets (often via iPads)
- Electronic scoring devices are not provided by STR or by DYHA / Ice Cats.
- Managers are responsible for confirming that game results are properly recorded and submitted following league or event instructions.
- Managers may be asked to review, approve, or follow up on electronic submissions, depending on the event.
- AHF and AGHF teams do not use CHC roster labels.
- Managers should retain any game documentation provided for reference.

If there is any uncertainty about submission requirements for a specific event, managers should confirm expectations with the coach or DYHA Travel Directors in advance.

### Reporting Penalties and Ejections

- All penalties must be recorded on the scoresheet.
- If a player or coach is ejected, this must be reported immediately to the DYHA CHC Representative, DYHA President, and Travel Director.
- Suspensions must be documented on the next game's scoresheet as directed.



## **6. Tournaments and Scheduling**

Tournament participation varies by age level, team type, and season.

- The number and type of tournaments are intentionally flexible.
- Any tournaments referenced in DYHA or Ice Cats materials are examples only and may change year to year.
- Tournament plans are set by coaches in coordination with program directors.

### Travel Expectations

- Tournaments are generally expected to be within a reasonable Mid-Atlantic driving range.
- Managers should coordinate with the DYHA Travel Director if a team is considering a tournament outside of this range
- This helps align expectations around travel, cost, and coach availability. Coaches are not paid for extensive travel outside the standard tournament footprint.



## 7. Tournament Coverage and Planning Guidance

Tournament, showcase, and coach hotel expenses that are covered by DYHA or Ice Cats are budgeted at the program level and are not part of team funds. If these expenses are not incurred, the unused funds do not roll into team funds and are not redistributed to teams. If a team's expenses exceed the program's allocated coverage, any additional costs are the responsibility of the team and may be paid from team funds.

Coach hotel reimbursement applies to paid coaches only. Volunteer or parent coaches are not included unless otherwise approved in advance.

Ice Cats AGHF U10–U16 (Non–Tier 1) Teams: U10A, U10A1, U10B, U12T2, U12 AA, U12A, U14T2, U14A, U16 Elite

Coverage includes:

- Registration for the required AGHF showcases as part of the team's AGHF league participation. Showcase registration is coordinated and paid by DYHA / Ice Cats through the AGHF registration process.
- Up to two (2) AGHF showcases per season (excluding U16 Elite).
- Up to \$3,800 total toward tournament entry fees for tournaments outside of the required AGHF showcases.
- Teams may participate in additional tournaments beyond the required AGHF showcases. Tournament selections should be coordinated through the coach and program leadership.
- Coach hotel rooms covered separately, up to \$1,200 total. These funds may be used for coach hotel accommodations at showcases or other approved tournaments during the season.
- Coach hotel reimbursement applies only to rooms booked at the designated team hotel for the tournament or showcase. Reimbursement is limited to standard room rates for event dates only. Additional nights, room upgrades, and incidental charges are not covered.



## Not Included

- Lake Placid (CanAm)
- Player or family lodging, meals, or travel expenses

Tournament entry fees may be eligible for reimbursement under the applicable program guidelines. However, DYHA and Ice Cats will not reimburse tournaments, showcases, or events where registration fees and lodging costs are combined into a single all-inclusive package and cannot be separated. If there is any uncertainty regarding reimbursement eligibility, managers should seek clarification prior to registering or paying event fees.

Managers should submit tournament entry fee receipts to the DYHA / Ice Cats Treasurer (Georgina) by [submitting this form](#). Coach hotel reimbursements should be submitted [using this form](#).

## Ice Cats AGHF Tier 1: U12 T1 & U14 T1

### Coverage includes:

- Registration for the required AGHF showcases as part of the team's AGHF league participation. Showcase registration is coordinated and paid by DYHA / Ice Cats through the AGHF registration process.
- Up to three (3) AGHF showcases per season
- Up to \$5,700 total toward tournament entry fees for tournaments outside of the required AGHF showcases.
- Teams may participate in additional tournaments beyond the required AGHF showcases. Tournament selections should be coordinated through the coach and program leadership.
- Coach hotel rooms covered separately, up to \$1,800 total. These funds may be used for coach hotel accommodations at showcases or other approved tournaments during the season.
- Coach hotel reimbursement applies only to rooms booked at the designated team hotel for the tournament or showcase. Reimbursement is limited to standard room rates for event dates only. Additional nights, room upgrades, and incidental charges are not covered.



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Managers should submit tournament or showcase entry fee receipts to the DYHA / Ice Cats Treasurer (Georgina) by [submitting this form](#). at [treasurer@dyha.com](mailto:treasurer@dyha.com) for reimbursement. Coach hotel reimbursements should be submitted [using this form](#).



## DYHA Coed Major and Minor Teams

For DYHA Coed Major and Minor teams, showcase entry fees and registration are covered as part of tuition. Showcase dates are coordinated through the Director of Hockey Operations, working with the team scheduler, coach, and manager.

Coverage includes:

- Coach hotel rooms for showcases, expected to be allocated across three to four (3–4) showcases
- Total cap of \$3,600 per team for coach hotel rooms across all showcases
- Coach hotel reimbursement applies only to rooms booked at the designated team hotel for the tournament or showcase. Reimbursement is limited to standard room rates for event dates only. Additional nights, room upgrades, and incidental charges are not covered.
- For the 2026/27 season, coach hotel rooms for Lake Placid are included as part of the Lake Placid package. These hotel costs are not part of the team fund and do not count toward showcase hotel caps.

Managers should submit tournament or showcase entry fee receipts to the DYHA / Ice Cats Treasurer (Georgina) by [submitting this form](#). at [treasurer@dyha.com](mailto:treasurer@dyha.com) for reimbursement. Coach hotel reimbursements should be submitted [using this form](#).



### DYHA Coed A and A1 Teams

For DYHA Coed A and A1 teams, tournament and coach hotel coverage is provided as follows:

Coverage includes:

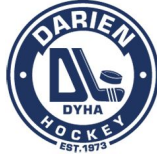
- Up to two (2) tournaments per season
- Tournament entry fees capped at \$3,800 total
- Coach hotel rooms covered separately, up to \$1,200 total
- Coach hotel reimbursement applies only to rooms booked at the designated team hotel for the tournament or showcase. Reimbursement is limited to standard room rates for event dates only. Additional nights, room upgrades, and incidental charges are not covered.
- For the 2026/27 season, coach hotel rooms for Lake Placid are included as part of the Lake Placid package. These hotel costs are not part of the team fund and do not count toward tournament hotel caps.

Not Included

- Lake Placid (CanAm)
- Player or family lodging, meals, or travel expenses

Tournament entry fees may be eligible for reimbursement under the applicable program guidelines. However, DYHA and Ice Cats will not reimburse tournaments, showcases, or events where registration fees and lodging costs are combined into a single all-inclusive package and cannot be separated. If there is any uncertainty regarding reimbursement eligibility, managers should seek clarification prior to registering or paying event fees.

Managers should submit tournament or showcase entry fee receipts to the DYHA / Ice Cats Treasurer (Georgina) by [submitting this form](#). at [treasurer@dyha.com](mailto:treasurer@dyha.com) for reimbursement. Coach hotel reimbursements should be submitted [using this form](#).



## **8. Team Expenses – Planning Guidance**

Team funds are typically used to cover shared team experiences and small administrative needs throughout the season. Not every team will choose to include all items below. Managers should plan based on team preferences and communicate clearly with families.

### Common Team Expenses

#### Team Gatherings

- Beginning-of-season parent gathering
- Beginning-of-season player gathering
- Optional mid-season or holiday team event
- End-of-season player party

These are often held at a home or casual location to keep costs reasonable.

#### Gifts and Recognition

- Holiday or end-of-season gifts for coaches
- Optional gifts for players (holiday and/or end of season)
- Recognition for team helpers or schedulers, if applicable

#### Team Activities

- Optional team activities (bowling, team meal, group outing, etc.)  
Team activities are typically paid on a per-player basis, based on participation

#### Food and Social Events

- Team pizza nights or casual meals
- Optional team dinners during the season or at events
- Team meals are typically paid on a per-player basis, based on participation

#### Administrative and Miscellaneous

- Manager supplies (labels, binder, clipboard, small office items)
- Occasional incidental expenses that support team organization



## Planning Notes

- Not all teams will include all of the above items
- Managers should confirm interest with families before committing team funds.
- Team funds should focus on shared experiences and reasonable team-related expenses.
- Managers should use the **DYHA / Ice Cats Team Fund Budget Template** as a planning tool to help outline anticipated expenses and communicate expectations with families.

## Team Funds and Collections

Managers should avoid holding large balances of team funds.

- It is recommended that team funds be collected twice per season:
  - August
  - November
- This timing better matches when expenses occur and limits large balances.
- Managers should keep clear records and be able to share a summary with families if requested.
- Managers should use the **DYHA / Ice Cats Team Fund Budget Template** as a planning tool to help outline anticipated expenses and communicate expectations with families.

## Financial Oversight

- Team funds may be tracked using a dedicated checking account or approved digital tools.
- Team funds are informal team collections and are not DYHA operating funds.
- Funds should be used only for approved team expenses and follow DYHA financial guidelines.
- Any remaining balance at the end of the season should be returned evenly to families or donated with team approval.



## 9. Lake Placid (CanAm) Tournament

Lake Placid (CanAm) is a large, organization-wide event that is coordinated centrally by DYHA.

### Team Participation

- Lake Placid participation is intended for DYHA Coed Squirt through Bantam teams, including Major, Minor, A, and A1.
- Ice Cats teams do not automatically participate in Lake Placid.
- Any Ice Cats team interested in participating should coordinate with the DYHA Travel Director in advance so scheduling, logistics, and coverage expectations can be aligned before registration.

### Coordination and Communication

- DYHA will designate a Lake Placid Coordinator as the primary point of contact for tournament schedules, deadlines, and CanAm communications.
- Teams should identify one parent volunteer to assist with team-level communication and logistics. This may be the team manager or another parent.
- Tournament dates and timelines are typically shared once confirmed by CanAm.

### Hotel Accommodations and Coach Rooms

- Lake Placid is a stay-to-play event managed through CanAm.
- For the 2026/27 season, coach hotel rooms for Lake Placid are included as part of the Lake Placid package.
- Coach hotel rooms for Lake Placid should not be included in team funds and do not count toward tournament hotel caps.
- Coaches are responsible for booking their rooms in accordance with DYHA guidance once hotels are released.
- Player and family lodging, travel, and meals are the responsibility of each family unless otherwise communicated.



### Manager Planning Notes for Lake Placid

- Managers should **not** independently register teams, book hotels, or collect hotel deposits unless specifically directed by DYHA.
- Managers should communicate deadlines clearly to families and send reminders as needed.
- Any questions related to scheduling, hotels, or participation should be directed to the DYHA Travel Director or DYHA CanAm Representative

### Team Activities (Optional)

Some teams choose to plan optional activities during Lake Placid, such as:

- A team dinner
- Small player gifts or mementos
- Pins or exchange items

If planned, these expenses may be paid from the team fund and should be communicated to families in advance.

### Schedule and Itinerary

- Game schedules are typically released close to the event.
- Managers or team volunteers may share a simple itinerary with families once schedules are available.

## **10. Regionals and Nationals**

*(DYHA Coed and Ice Cats)*

If a team qualifies for CHC Regionals or USA Hockey Nationals, additional requirements will apply.

- Qualification is performance-based and not guaranteed.
- Once a team qualifies, DYHA will provide guidance on paperwork, roster verification, and next steps.



- Additional travel, lodging, meals, or extended stay expenses are not automatically included and will be communicated at that time.
- Families should be prepared for short-notice planning and potential additional costs.

### **11. Equipment and Uniforms**

- Game jerseys may not be altered. Any captain letters must be removed at the end of the season.
- Players are responsible for arriving with required equipment, in good working condition, for every practice and game. This includes skates sharpened in advance.
- Players must bring both jerseys to every game unless otherwise directed.
- Referees may check player equipment before games. If required equipment is missing or deemed unsafe, a player may not be allowed to participate.
- DYHA does not provide loaner equipment. Older players are encouraged to carry backup items when possible (for example, extra stick).
- Practice jerseys and socks are purchased by DYHA/Ice Cats and provided to each team
- Coaches may use pinnies for practice as needed. Questions about practice equipment should be directed to the DYHA Equipment Manager

### **12. Parent Meetings and Communication**

Managers should ensure the head coach schedules a brief but meaningful parent meeting at the beginning of the season. This meeting helps set expectations, reduce confusion, and support a positive team experience.

Topics to Cover:

#### *Team Communication and Roles*

- Clarify that the coach is responsible for hockey-related decisions (ice time, lines, strategy).
- The manager supports off-ice coordination and communication, not hockey decisions.
- Parents should direct hockey-related questions or concerns to the coach.
- Managers are responsible for off-ice issues and logistics.
- Reinforce the 24-hour rule when addressing concerns.



### *Medical and Safety Information*

- Parents should inform the coach and manager of any relevant medical history (such as asthma, allergies, migraines, prior concussions).
- All medications must be listed on the USA Hockey Consent to Treat form.
- Parents should provide any necessary medical supplies (inhalers, EpiPens, etc.) and ensure coaches are aware of their location.
- If a team has a known food allergy, managers may need to enforce no food or nut-free locker room policies.

### *Concussion Protocol*

- If a player sustains a concussion, they may not return to play without written medical clearance.
- Coaches must notify DYHA if a concussion occurs.

### *Conduct and Team Culture*

- Remind parents that all families, players, coaches, and managers represent DYHA.
- Encourage parents to be supportive and respectful of players, coaches, officials, and other families.
- Issues should be addressed calmly and directly. Small issues that do not affect the entire team should be handled discreetly with the individuals involved.
- When issues are left unresolved or become public, the entire team experience can suffer.

### *Expectations for a Successful Season*

- Emphasize shared responsibility and teamwork among families.
- Encourage parents to communicate early if concerns arise.
- Reinforce that the goal is a season that is organized, respectful, and enjoyable for the players.

## **13. Team Communication**

Clear, consistent communication is encouraged.

Crossbar is DYHA's primary communication platform and should be used for:

- Team schedules and updates



- Assigning roles such as clock, scoresheet, and locker room monitor
- Sharing official team information

Managers can post updates through the team feed, which will email families automatically, or use team chat within the app.

### Group Messaging (Optional)

Many teams also choose to set up a WhatsApp group or similar group messaging thread for quick reminders and day-of communication.

- Group messaging should be used for informal updates only (arrival times, reminders, last-minute changes).
- Official schedules, assignments, and key information should still live in Crossbar.
- Participation in group messaging should be optional for families.

Managers should set expectations early about how and when each tool will be used to avoid missed information or confusion.

## **14. Team Support and Volunteers**

Team support relies on shared responsibility among families throughout the season. Managers play a key role in coordinating coverage and setting expectations early.

Managers should:

- Assign volunteers for clock operation, scorekeeping, locker room monitoring, and tournament support as needed.
- Use Crossbar to assign locker room monitors for every practice and game so coverage is clearly scheduled and documented.
- Confirm that locker room monitors have completed SafeSport training and a USA Hockey background check prior to serving in this role.
- Ensure each family has at least one eligible parent or guardian available to serve as a locker room monitor when assigned
- Rotate locker room monitor assignments across the roster to keep coverage fair. It is recommended to do this alphabetically.
- Remind families that if they are unable to fulfill an assigned duty, it is their responsibility to arrange a swap and ensure coverage remains in place.



## **15. SafeSport and Locker Room Policy**

DYHA follows USA Hockey SafeSport and Locker Room policies to help ensure a safe, respectful environment for all players.

### **SafeSport and Background Checks**

- All coaches, managers, and locker room monitors must complete SafeSport training annually.
- A USA Hockey background check is required for any adult serving in a position of authority or regular supervision, including locker room monitors.
- Managers should confirm that required training and background checks are completed before an individual serves in these roles.

### **Locker Room Monitoring**

- A locker room monitor must be assigned for every practice and game.
- Locker room monitor assignments should be scheduled and documented using Crossbar.
- Each family is expected to have at least one parent or guardian who is eligible to serve as a locker room monitor.
- If an assigned parent or guardian cannot fulfill their duty, it is their responsibility to arrange a swap and ensure coverage remains in place.

### **Role of the Locker Room Monitor**

The locker room monitor's role is to provide adult supervision and support a safe environment. This includes:

- Being present in the team area while players are using the locker room.
- Monitoring access to the locker room and being aware of who is entering and leaving.
- Periodically checking in on the locker room without being inside at all times.
- Addressing concerns as they arise and notifying the coach or manager if needed.



Locker room monitors are not responsible for coaching, discipline decisions, or hockey-related matters.

## **16. Conduct and Representation**

Players, families, coaches, and managers represent DYHA at all games, tournaments, and team events.

- Behavior should reflect DYHA and USA Hockey Codes of Conduct at all times.
- Managers should help address concerns early and involve DYHA leadership when needed.

## **17. Bylaws and Oversight**

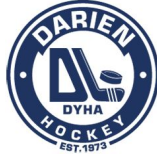
These guidelines follow DYHA Bylaws and Board-approved policies.

- The DYHA Board of Directors oversees team operations, finances, travel, and post-season participation.
- Nothing in these guidelines guarantees benefits or coverage beyond what is approved for a given season.
- If there is a conflict, DYHA Bylaws and Board decisions take precedence.

## **18. Final Notes**

These guidelines are meant to support managers while allowing flexibility from season to season. When questions come up, managers are encouraged to work with coaches and DYHA Travel Directors.

Additional policies and forms are available on the DYHA website.



## **Manager Startup Checklist**

### **As Soon as Teams Are Announced**

- Introduce yourself to the head coach
- Confirm preferred communication methods with the coach
- Review the DYHA & Ice Cats Manager Guidelines
- Identify a backup parent who can assist if you miss a game

### **Before the First Practice**

- Send a welcome message to families
- Create a WhatsApp group

### **Planning**

- Create locker room monitor schedule - input onto crossbar
- Create clock / scoresheet volunteer schedule - input onto crossbar
- Explain locker room monitor requirements to families
- Confirm each family has at least one eligible locker room monitor

### **Parent Meeting**

- Schedule beginning-of-season parent meeting with coach

#### Review:

- Communication expectations
- 24-hour rule
- Coach vs manager responsibilities
- Team volunteer expectations
- Medical information and allergies
- Team fund plans
- Tournament/showcase plans

- Locker room monitor requirements

### **Team Funds**

- Review & build DYHA / Ice Cats Budget Template
- Determine whether team will fund:
  - Swag
  - Team gifts
  - Team parties
  - Team dinners
  - Team activities
- Share budget with families
- Collect first installment of team funds- August

### **Season Tasks**

- Monitor volunteer assignments
- Update Crossbar regularly
- Retain scoresheets and game records as needed
- Submit tournament reimbursement requests
- Submit coach hotel reimbursement requests
- Identify a Voting Member before the deadline- End of September
- Collect second installment of team funds -November
- Re-evaluate team fund balance mid-season and adjust collections if appropriate

### **End of Season**

- Confirm all team expenses have been paid
- Return remaining funds evenly to families or donate with team approval
- Coordinate end-of-season gifts & celebration