



OREGON YOUTH HOCKEY
TEAM MANAGER
HANDBOOK

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I. Introduction:

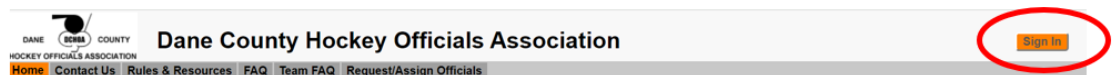
On behalf of the Oregon Youth Hockey organization we would like to thank you for volunteering your time this season as team manager. A team manager's role is crucial in order to maintain a well organized and successful hockey season. This handbook serves as a guide and may need to be changed over the future hockey seasons.

II. Scheduling Games:

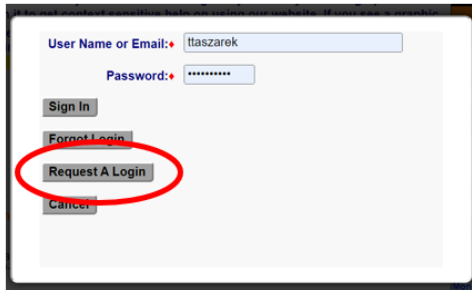
- A. Game scheduling should be done by the volunteer who assumed the position of Team Game Scheduler.
- B. The scheduler is responsible for scheduling the games, confirming the games throughout the season with the opposing team, and requesting referees.
- C. It is important for the scheduler and team manager to keep in close communication to make certain the season runs smoothly. This ensures teams are showing up at the right time and place for games.
- D. If you do not have a team game scheduler for the season, refer to the Game Scheduler Handbook.

III. Referee System Access and Referee Requests (if needed):

- A. The scheduler for your team should also have scheduled the referees for each home game. The scheduler should be the one that confirms, cancels, and reschedules games and referees as needed. Please reach out to the scheduler immediately if a home game has been added or removed (and the scheduler is unaware) so they can cancel or add referees as necessary.
- B. Referee System Access:
If you do end up needing to schedule referees, instead of the scheduler, you'll want to request access through the Dane County Hockey Officials Association. This can take a couple of days, so it's good to get this request submitted right away if you will be in charge of making the referee requests.. To request access, go to dchoa.org, and click on the "sign in" button in the upper right corner of the page.

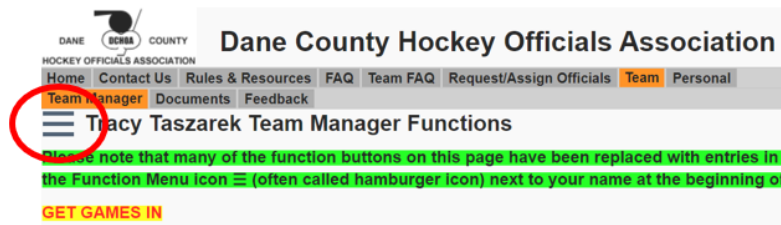


1. Click on “Request a Login” if you are new (returning managers can click on “Forgot Login”).

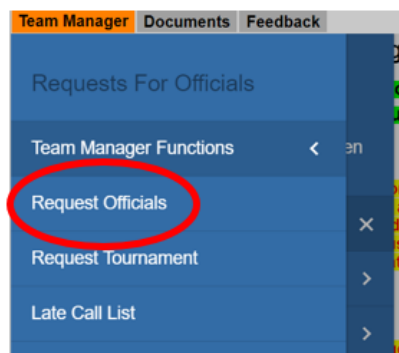


2. Complete the information requested, requesting access for only the team you will be managing. Once you’ve submitted your request, you should receive an email within a couple of days providing your login information. Remember to watch your SPAM folder
- C. Referee Requests:

Once you have entered all the games, you’ll need to request referees for all the **HOME** games (away games will be requested by the home team). To do this, log into your DCHOA account. Once signed in, click on the “hamburger” next to your name in the upper left of the page.



A pop-up menu will come up. Click on “Requests for Officials” and then “Request Officials”



Complete the information on the request page, including Rink (Oregon), Date, Time, and Length (Squirts = 60 minutes, Peewees = 75 minutes, Bantams = 90 minutes), etc. If you do not know the opponent, enter TBD (to be determined). This information can be added at a later date when the opponent has been confirmed. Click on “submit” at the bottom of the page. You will then receive an email that the game has been submitted.

NOTE: Referees are assigned to games a couple of weeks in advance. Requests must be submitted prior to that assigning period, or you run the risk of not getting referees for your game. It is recommended to enter all home games as early in the season as possible, even if an opponent has not been scheduled!

Once the games have been entered, if you need to edit or cancel a game, scroll down to the list of games on the home page, then right click on the game you need to change. A pop-up menu will be shown from which you can “Withdraw Request” or “Change Request” as needed (if the game request is still pending) or “Cancel Game” or “Change Game” if the game has been accepted.

Your Team's Pending Requests And Games										
Your Pending Requests As Of 10/21/2024 9:03 PM										
Date	Time	Len	Loc	Home	Visitor					
12/13/24	6:00P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	7:15P	1:00	ORE	SQ	TBA	TBA	TBA	SQ	TBA	TBA
12/13/24	7:30P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	7:45P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	8:00P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	8:15P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	8:30P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	8:45P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	9:00P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	9:15P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	9:30P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	9:45P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	10:00P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	10:15P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	10:30P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	10:45P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	11:00P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	11:15P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	11:30P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	11:45P	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
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12/13/24	1:00A	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
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12/13/24	1:45A	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	2:00A	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
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12/13/24	5:30A	1:00	ORE	TBA	SQ	TBA	TBA	SQ	TBA	TBA
12/13/24	5:45A	1:00								

Your Future Games As Of 10/21/2024 9:03 PM									
Date	Time	Len	LOC	Home	Visitor				
Sa 10/26/24	9:00A	1:30	ORE	ORE	BA	1	POL	BA	1
Sa 10/26/24	1:30P	1:30	ORE	ORE	BA	2	VER	BA	3
Sa 10/26/24	4:30P	1:50	ORE	ORE	PW	1	MCF	PW	1
Sa 10/26/24	7:30P	ORE	ORE	PW	2	MCF	PW	2	1
Sa 10/26/24	10:00P	ORE	ORE	SQ	1	MCF	SQ	1	1
Su 11/27	Display Early	0:00	ORE	ORE	SQ	1	WAUN	SQ	1
Su 11/27	Extra Fees	0:00	ORE	ORE	SQ	2	MCF	SQ	1
Su 10/27	Game Details	0:00	ORE	ORE	PW	1	MID	PW	1
Su 10/27	Print List	0:00	ORE	ORE	BA	2	SAUK	BA	2
Su 10/27	Refresh	0:00	ORE	ORE	BA	1	DUB	BA	1
Sa 11/09		15:00	ORE	ORE	PW	2	MID	PW	2
Sa 11/09/24	2:15P	1:30	ORE	ORE	BA	1	MID	BA	1

If you would like to confirm if referees have been assigned to your games, you can do so by selecting the Oregon rink in the middle of the home page, and clicking on “Display Schedule.”

Rink: Oregon (ORE) → HELP

From: 10/21/2024 To: 11/25/2024 ☐ Hide Canceled Games

Team(s): ☒ Either ☐ Home ☐ Visitor

Association: → HELP

TBA (TBA)

Area Youth & Girls

Thunderbirds (Baraboo) (BAR)

Beloit Youth Hockey Association (BEL)

DeForest Norskies (DEF)

Dells/Delton Blades (DEL)

Diamonds (DIA)

Age Level:

Team:

Display Schedule

The game schedule will show:

Public Schedule

From Mo 10/21/2024 To Mo 11/25/2024

As of 10/21/2024 9:24 PM (Database updated Fr 05/22/20 at 10:58 AM). The assignment set

EXPLANATION

The following coding is used: **Canceled**, **Special Event games**, tournament games. If a Game is the ADDITIONAL INFORMATION section in the Game Details for that game. If a Game Date

Click on to display game details. Right click on a game to display game and sched

SCHEDULE

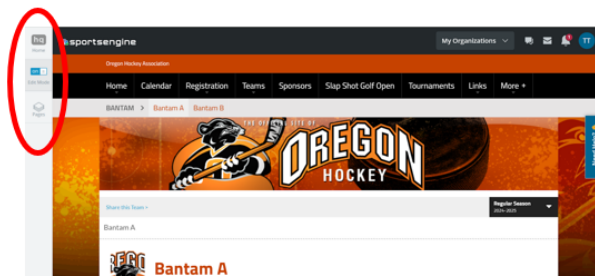
	Date	Time	Len	Loc	Home	Visitor	Referee	Ref/Line	Linesman
	Sa 10/26/24	9:00A	1:30	ORE	BA 1	POL BA 1	(adult)	(M8.17)	---
	Sa 10/26/24	10:45A	1:30	ORE	BA 2	VER BA 3	(adult)	(M8.17)	---
	Sa 10/26/24	12:30P	1:15	ORE	PW 1	MCF PW 1	(M6.15)	(M8.18)	---
	Sa 10/26/24	2:00P	1:15	ORE	PW 2	MCF PW 2	(M6.15)	(M8.18)	---
	Sa 10/26/24	3:30P	1:00	ORE	SQ 1	MCF SQ 1	(M6.15)	(M8.18)	---
	Su 10/27/24	10:00A	1:00	ORE	SQ 1	WAUN SQ 1	(M6.16)	(adult)	---
	Su 10/27/24	11:15A	1:00	ORE	SQ 2	MCF SQ 2	(M6.16)	(adult)	---
	Su 10/27/24	12:30P	1:15	ORE	PW 1	MID PW 1	(M8.18)	(M6.15)	---
	Su 10/27/24	2:00P	1:30	ORE	BA 2	SAUK BA 2	(M8.18)	(adult)	---
	Su 10/27/24	3:45P	1:30	ORE	BA 1	DUB BA 1	(M8.18)	(adult)	---
	Sa 11/09/24	12:45P	1:15	ORE	PW 2	MID PW 2	OPEN	OPEN	OPEN
	Sa 11/09/24	2:15P	1:30	ORE	BA 1	MID BA 1	OPEN	OPEN	OPEN

If information in parentheses is shown, referees are assigned for the game. If the word OPEN is shown in the pink box, referees have not yet been assigned.

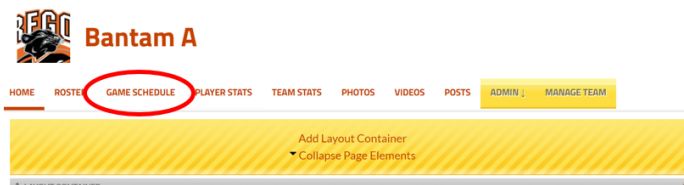
If no referees are assigned/available for a game, you will be alerted via email the week prior to the game. DCHOA will continue to try to find referees until the Thursday before the game, at which time they may “cancel” the game from their system. OYH has a few local referees that can be contacted if that happens (reach out to Volunteer & Dibs Coordinator) or you can email the “last call” list found on the website. This can be done by going back to the “hamburger” icon, clicking on “Requests for Officials,” then “Late Call List” and it will bring up a list of all the certified referees that have agreed to be contacted.

IV. Entering Games into SportsEngine

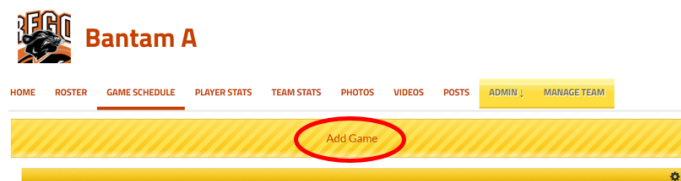
- A. The schedule of games will be given to you by the team scheduler (another OYH parent volunteer). Once you have the schedule, all games can be entered in SportsEngine. You will be given “Team Manager” access to the team you are managing.
- B. There are two ways that you can enter the game schedule:
 1. From your team’s page on the OYH website, click on the “Edit Mode” button on the left side of the screen to turn it “on” (Note: you must be logged into your account to see/do this!). If you are not able to click on this button, contact the OYH Volunteer & Dibs Coordinator to request manager access.



Click on “Game Schedule”

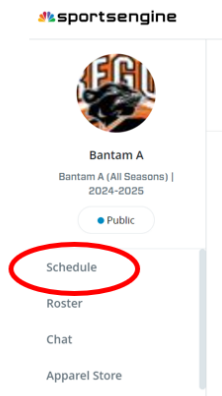


Click on “Add Game”



From there you can enter all the game details and click on “Create Game”

2. You can also enter games from the SportsEngine team page. On the team’s page, click on “Schedule” on the left side of the page.



Click on “+ New Game” on the upper right side of the page.



Enter all the game details (remember to click the check mark in the upper right corner for away games!) then click “Add Game”

V. **Beginning of Season Checklist:**

The following tasks should be completed at the start of the season when you have assumed your role as team manager and players have been assigned to their team. These include:

1. **Parent/Coach Meeting:**
 - a. Work with coaches to determine a date to have a meeting with parents to discuss expectations for the upcoming season as well as any other information that will be helpful to parents to know regarding the season. This is typically done before or after a practice.
2. **Make a Signup Genius or Google Doc for Game Day Duties:**
 - a. Game Day duties include running the game clock during games, using GameSheet to score games, being a locker room monitor (must be registered with USA Hockey and have completed SafeSport), and managing the penalty box.

- b. It is best to start a Signup Genius or Google Doc with game dates, times, and Game Day duties needing to be filled and then **assign** the game day duties evenly to each family.

****NOTE:** For families unfamiliar with the game clock or GameSheet, set up a time (usually during a practice) to review this with the families.

****NOTE:** Game Day duties are different from volunteer/dibs hours. Volunteer/dibs hours is volunteer work that is contributing to the betterment of the organization as a whole whereas Game Day duties are parent responsibilities to their child and the team.

3. USA Hockey Registration and Safesport Training:

- a. Parents and team managers will need to register with USA hockey as a volunteer to receive a USA Hockey number that can be used for SafeSport training.
- b. It is important that SafeSport training has been completed by any parent that plans on being in the locker room or that is fulfilling other game day duties of penalty box, game clock, or GameSheet.
- c. Make a document to log parents' USA Hockey confirmation numbers (e.g. Google sheet or Excel document) that contains a table that has Player Name, Parent Name, corresponding Parent USA Hockey Confirmation Number
 - i. Once complete send to the Registrar or SafeSport/Concussion Coordinator
 - ii. This is how the organization will keep track of completed SafeSport training

4. Team Roster Cards:

- a. Consider making a roster card to hand out to families at the beginning of the season so they become familiar with the team. This is a small, pocket sized card with each player's name and number.

VI. Welcome Email to Families:

Welcome emails should be sent once teams have been assigned ideally before the first few practices. This email is meant to "welcome" families to the start of the season and include important information such as:

1. First/upcoming practice dates and times
2. Date/time of parent/coach meeting (if determined)
3. Reminder to register with USA hockey as a volunteer and complete SafeSport training
4. It is IMPORTANT to make sure you provide additional contact methods for yourself, so parents have various means to reach you, such as a telephone number
5. Information related to upcoming game schedule, including tournament schedule
6. Remind families of the game volunteer expectations (Home Games: 2 locker room monitors, penalty box, GameSheet/music, game clock and Away Games: 2 locker room monitors, penalty box).
7. Many coaches use SportsEngine as a way to track player attendance for practices and games. Please encourage families to RSVP to practices and games via SportsEngine each week to help coaches best prepare.

VII. Information/Layout for Parent/Coach Meeting:

- A. This meeting is held at the beginning of the season, before the first game, typically before or after a practice.
- B. This meeting allows coaches to set expectations for families/skaters for the season (time to arrive for practice, time to arrive for games, behavioral expectations, etc.)
- C. Information that the team manager provides to parents includes:
 1. Differences between volunteer/dibs hours versus Game Day duties
 - a) Volunteer/dibs hours (dibs) are hours put in by families that support the Oregon Youth Hockey organization
 - b) Game Day duties are duties that are the responsibility of a skater's family to run a successful game for the team. Game Day duties (penalty box, GameSheet, game clock, locker room monitor) do NOT count towards volunteer/dibs hours.
 2. Inform families of the tournament dates for the season
 3. Information how USA Hockey Patches are earned
 - a) Patches include:
 - (1) Hat Trick Award: A player that scores 3 goals in a league game or sanctioned tournament
 - (2) Playmaker Award: A player registering 3 assists in a league game or sanctioned tournament

(3) Zero Club Award: A goalkeeper playing a complete league game or sanctioned tournament game without allowing a goal

b) Only one of each award can be submitted per player, per season

4. Encourage parents to RSVP their player to practices and games using SportEngine and the importance of this helping coaches in preparing for practices and games.
5. Inform parents that if their child experiences a concussion they need to report this right away to the Safesport/Concussion Coordinator. Coaches will identify if there is a potential concussion and alert families to seek medical advice/attention. If after seeking professional care the player did in fact get diagnosed with a concussion this again needs to be reported right away to the Safesport/Concussion Coordinator.
 - a) The SafeSport/Concussion Coordinator's information can be found on the OYH website under Home → Board of Directors → Board Members
(<https://www.oregonhockey.org/page/show/365108-board-members>)

VIII. Weekly Email:

- A. This email should be sent weekly to hockey families
- B. It is best to send the same day each week and is commonly sent at the beginning of the week (e.g. Sunday, Monday)
- C. Information that should be included in the email is:
 1. Practice dates and times for the upcoming week
 2. Game dates and times for the upcoming week
 3. Upcoming team activities (e.g. tournament information, team outing)
 4. Link to SignUp Genius or Google Doc for Game Day Duties
 5. If new hockey families or younger teams include what jersey color to bring to the game (Home vs. Away) or encourage families to bring both jerseys (check with the coaches for their preferences)
- D. Additional emails may need to be sent at other times informing families of game and/or practices changes as well as any other important information that would need to be relayed before the next weekly email

IX. Creating a Signup Genius or Google Doc for Game Day Duties:

- A. Create a Signup Genius or Google Doc with all game dates, times, and positions that need filled by families
- B. Positions that need filled for games include:
 - 1. Home:
 - a) Game clock
 - b) GameSheet (scoresheet)
 - c) Penalty box
 - d) Locker Room Monitor
 - 2. Away
 - a) Penalty box
 - b) Locker Room Monitor
- C. For locker room monitor check with coaches to see if they want a parent supervising the locker room or if they intend to supervise the skaters and act as the locker room monitor
- D. Based on previous occurrences, it is typically best to **ASSIGN** families to Game Day duties otherwise you run the risk of the same families volunteering each time. If a parent would like to for example run the game clock each home game, this is okay. Otherwise the Game Day duties should be distributed evenly among families.

X. **Tournaments:**

- A. Typically there are 2-3 tournaments per season.
- B. There is usually one local tournament (in Oregon or within 1 hour of Oregon) and two away tournaments (requires staying a weekend at a hotel)
- C. Forward any important information (game schedule, area restaurants, etc.) sent to you by the hosting tournament organization to families
- D. For away tournaments, other duties include:
 - 1. Securing a block of rooms for the players families to book from
 - 2. Make/order door signs
 - a) Team managers may want to ask a parent on the team to help with this task
 - 3. Prepare goodie bags
 - a) Bags for the players that may include gatorade, granola bars, other snacks, and a fun gift
 - b) Prepare a Google Doc to email to families to sign up to bring an item for the bag

- c) Team managers may want to ask a parent/group of parents to help with this task
- 4. Organizing team dinners
- 5. Booking conference rooms/restaurants as needed

XI. Adding Games to GameSheet:

- A. See “How to Add Games to GameSheet” document

XII. Team Building Activities and End-of Season Party:

- A. Team building activities are a fun way for the team to spend time together, develop cohesiveness and create a positive team environment.
- B. Examples of team building activities:
 - 1. Haunted corn maze hosted by the Oregon Youth Hockey High School team
 - 2. Capitals game
- C. End-of-Season Activities:
 - 1. Parent/Player end-of-season game
 - a) At the end-of-the season your team will be given a date/time to have your parent/player end-of-season game
 - 2. End-of-Season party
 - a) Most teams do some type of end-of-season party either after the parent/player game or on a different date

XIII. Playdowns & State:

- A. Playdowns
 - 1. Are held the first week of February
 - 2. Games will be scheduled against other Region 4 Division II teams (currently McFarland and Janesville)
 - 3. The final winner of playdowns will progress to state
 - 4. Read through tournament rules carefully and forward these on to coaches (if they haven’t received them) and families
 - 5. Make sure to have your team’s printed or electronic official USA hockey roster when checking in for Playdowns
 - 6. Be prepared to cover Game Day duties for each playdown game. Duties are typically assigned based on whether you are the home or away team and are commonly provided with Playdown information.
- B. State

1. Games for state are held the first or second week in March depending on the age/level of your team
2. Read through tournament rules carefully and forward these on to coaches (if they haven't received them) and families
3. Make sure to have your team's printed or electronic official USA hockey roster when checking in for State

XIV. **USA Hockey Patches:**

- A. It is important to keep track of which players have received 3 goals or 3 assists during a game, as well as a goalie that has not let in any goals (shut out)
- B. The player name, date of game, and copy of the GameSheet will need to be submitted at the end of the season in order for that player to receive their patch.
- C. Tournament patches are distributed at the close of each tournament and are separate from regular season patches. Managers should not track these patches towards the regular season.
- D. Please submit this information at the end-of-the season to the Volunteer and Dibs Coordinator
- E. Patches will be delivered to the team managers when received and team managers will distribute them to players.

XV. **Other Team Manager Duties:**

- A. Scheduling end-of-season parent/player game
- B. End-of-season coaches gifts

XVI. **Additional Notes/Resources:**

- A. To find coach CEP numbers if needed (for roster stickers, etc.):
<https://cepsearch.usahockey.com/>