

FHA Team Manager Handbook



Table of Contents

Role of the Team Manager	2
Manager Credential Requirements	2
Team Books/Documents	2
Home Tournaments	2
Travel Tournaments	3
Team Finances	3
Team Fees	3
Team Budget	3
Coach Travel Expense Reimbursement	4
Banking Procedures	5
Fundraising	5
Year End Reconciliation	5
Jerseys/Apparel	6
Player Apparel	6
Coaches Warmups	6
Rostering	6
USA Hockey Rosters	6
Crossbar and GameSheet Team Rosters	6
Roster Cards	6
Communications	6
Team Communications	6
Comments, Questions, & Grievances	7
Communication with FHA Office Staff	7
Scheduling	7
Practice and Game Schedules	7
Team Events & Tournament Games	7
Games & Scoring	7
Game-Day Responsibilities	7
Scoring	7
League Game Rules	8
References	9

Role of the Team Manager

Per the FHA bylaws, *the duty of the Team Manager is to act as an administrative assistant to the head coach and to facilitate communications between coaches, parents, and the FHA board of directors. The team manager is also the custodian of team documents, the coordinator of events and travel for the team, and responsible for team finances. Team Managers serve at the discretion of the head coach and the FHA board of directors.*

Team Managers are basically involved in any and all off ice activities including:

- Facilitating communications between parents, coaches & age-level directors
- Maintaining the team event schedule
- Making team travel arrangements & submitting travel permits
- Creating the team budget and managing team finances
- Reporting any SafeSport violation in accordance with the SafeSport Handbook

As the Team Manager, you take on the operational aspects of the team, allowing the coach to focus on player development and on-ice instruction. Communication is the key. Make sure all pertinent information is provided to parents and coaches in a timely manner.

Manager Credential Requirements

All team managers must complete the team manager checklist, which can be found on the [FHA Manager's Page](#). You must complete the Team Manager/Volunteer online registration form in order to have credentials to manage your team in Crossbar.

All team managers should review and be familiar with the FHA Bylaws, Policies & Procedures, which can be found on the FHA Website.

Team Books/Documents

Team Managers are no longer required to keep a team book/binder; however, Managers may want to maintain a folder with any information they may find helpful. (i.e. copy of USA official roster, *GameSheet* scoring instructions, blank score sheets, approved travel permit when applicable, etc).

Additional Documents required for National Bound Teams

(Tier II Midget Major/Minor AA & Bantam AA)

1. **Printed copies of game score sheets** to verify game counts. Can be printed from GameSheets or if unavailable, obtain a copy at the tournament/game. Rosters cannot be hand written on the game sheets to print roster stickers to have available.
2. Auto-populated CVS form (provided by Registrar)

Home Tournaments

FHA will be hosting the tournaments listed below. All FHA teams in the hosted divisions are expected to enter a team and volunteer for home tournaments. (Scorekeeping, Game Clock, Check-In, etc.)

FrightFest – October

All American Classic – November

Catch an Edge - March (U8)

Travel Tournaments

FHA teams may enter travel (in and out-of-state) tournaments. Most tournaments have been selected however additional tournament entry must be at the discretion of the Hockey Director and Head Coach (with family input). All tournaments must be sanctioned by USA Hockey and have a USA Hockey sanction number.

*Please note that un-sanctioned tournaments (such as Keystone 9280 Pond Hockey) are considered optional and the fees required to participate in said tournaments should not be co-mingled with regular team fees. All members should understand that USA Hockey and Foothills Hockey Association do not assume any liability due to injury or negligence with regard to players participating in non-sanctioned tournaments.

Link to CAHA Travel Permit: [CAHA Team Manager: Forms Docs Links](#)

Team Finances

Team Fees

The team manager is responsible for calculating the team budget and assessing team fees to cover each player's share of team expenses. Players are expected to pay their full team fee regardless of their availability to participate unless the player is injured or the team agrees otherwise. Noted exception for dual-rostered players, which are at the discretion of the organization.

Team fees may only be used for hockey related team expenses, such as tournament entry fees, additional ice time, coaches' travel expenses, team meals, team clothing, meeting room rental, equipment, jerseys, food for a team party, etc.

An initial team fee assessment was built into the registration fees for all members. These fees may have been used by the head coach or Age Level Director prior to the start of the season to enter tournaments. Once the team roster is set, the FHA treasurer will communicate with you any expenditures already incurred and what amount, if any, will be transferred into the team account on behalf of the players.

Members should expect to pay team fees in addition to the amount collected during registration. The initial assessment was intended to allow teams to enter early season tournaments and to provide the team manager with funds at the start of the season. Amount collected by Association:

- CPHL High School - \$250/player
- 16UAA - all team fees included in registration
- 14U, 12U, 10U - \$250/player
- Rec - TBD
- U8 - TBD

Team Budget

Things to include in your team budget: (in addition to what is included in registration)

- Tournament Entry Fees
- Coach Travel Expense Reimbursement (see policies below)
- Ice for Additional Practices or Scrimmages
- Referees for Scrimmages
- Coach bag supplies (first aid, extra mouth guards, neck guards etc)
- Team Parties/Meals
- Team Building Events
- End of year player and coach gifts
- Other administrative costs

TEAM MANAGER HANDBOOK

*Please note that all bank service charges incurred by the team account will be passed on to the team. (i.e. Returned Check fees, transaction fees, teller fees, etc.)

Coach Travel Expense Reimbursement -

Head Coach Travel Expense Reimbursement:

The team will reimburse the head coach for airfare (or mileage for in-state tournaments outside of the Denver Metro area), lodging, rental car, meals and incidentals and other reasonable travel-related expenses. *Reimbursement for coach travel expenses are at the discretion of the parent head coach and should be agreed upon and communicated during the team budgeting process.*

Head Coach Travel Expense Reimbursement (Non-Parent): There is a reimbursement package for non-parent head coaches ONLY. This is determined at the time the non-parent head coach agrees to the commitment. *Reimbursement for coach travel expenses are at the discretion of the non-parent head coach and should be agreed upon and communicated during the team budgeting process.*

Team managers may pay for certain travel expenses such as airfare or lodging in advance using the team card prior to travel. **For all expenses incurred, coaches must submit receipts to the team manager in order to be reimbursed.**

Meals and incidentals reimbursements should not exceed the [GSA Per Diem rates](#) for the city & state that the team is traveling to. * *Coaches may request less than the per diem rate at their discretion.*

For example, if a team is traveling to Vail for a tournament, the head coach should be reimbursed for meals and incidentals not to exceed \$92/day.



The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.							
Filter results...							
Primary destination ①	County ①	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Vail	Eagle	\$92	\$23	\$26	\$38	\$5	\$69.00
Showing 1 to 1 of 1 entries							

If the coach participates in team meals during travel, the team should pay for the coach's meal and the coach should not be reimbursed for a meal as part of their expense reimbursement.

Meals and incidentals should not be reimbursed for in-state Denver Metro area tournaments.

The team will follow the same expense reimbursement policy for non-parent assistant coaches as for head coaches, except that the team will not reimburse for car rental expenses for additional coaches.

The team will reimburse parent assistant coaches ONLY for meals using the GSA per diem rate parameters described above.

Coaches may choose to opt-out of having their expenses reimbursed or at a lesser rate. (*ex: coaches can submit actual receipts for reimbursement vs requesting the full per diem rate*)

Banking Procedures

The Team Managers are issued access to a team specific bank account and debit/credit card.

Team fees should be collected in the form of cash, checks, or QuickPay with Zelle from the Chase website/app. Team managers are not authorized to collect team fees via other forms (Venmo, PayPal, Square, etc.)

Team managers should avoid using their personal funds to cover team expenses. If the team must incur an expense (i.e. tournament registration fee) before the initial team fees have been assessed, the association may cover the expense and invoice the team at a future date.

Fundraising

To ensure legitimacy and minimize risk to the team and the association, all team fundraising is subject to approval by the Board of Directors. **Therefore, ALL team fundraisers must be presented to and approved by the executive committee of the board of directors PRIOR to initiating the fundraiser.** The executive committee includes the association President, Vice President, Treasurer, Registrar, Executive Director and Hockey Director. All requests must be **emailed** to the executive committee at execboard@foothillshockey.org for review and approval. Any requests received in any other format will not be considered.

Fundraisers that use the Foothills Hockey Association name or logos require permission from the Executive Committee. Logo placement on any non-association apparel, signs, social media posts must be approved by the executive committee. Sharing our logo with any service provider (i.e. print shops or other vendors) MUST be approved, no exceptions.

FHA currently holds a raffles license with the state of Colorado so the association. Individual teams are NOT authorized to conduct raffles, games of chance, or any type of gambling as fundraisers.

If you plan a fundraiser utilizing the FHA non-profit status (you are required to provide non-profit tax ID, W-9, or sales tax exemption), then funds raised must be evenly distributed on behalf of all team members regardless of participation or amount raised. If you need the FHA non-profit tax id or a copy of the IRS determination letter, please contact the Manager of Managers or FHA Treasurer.

Year End Reconciliation

At the end of the season the Age Level Directors in coordination with Team Managers are required to complete a reconciliation of actual team expenses versus the projected budget. Any remaining funds will be transferred into the FHA scholarship fund. If the manager feels that a refund is due to members, **the proposed refund must be presented to and approved by the executive committee of the board of directors PRIOR to initiating the refund.** The executive committee includes the association President, Vice President, Treasurer, and Hockey Director. **Please note that any fundraising amounts may not be refunded to members.**

Jerseys/Apparel

Player Apparel

Team managers should contact their Age Level Directors for any inquiries regarding jersey orders. Team managers are responsible for ensuring that player jersey numbers have been communicated to the registrar. Team managers also need to request helmet stickers (numbers and logos) for players that need them.

Coaches Warmups

The association pays for warmups for all coaches. The Executive Director will handle supplying coaches with tracksuits and will coordinate with the Hockey Directors (Flyers, Bandits & 8U) on needs as they arise. Orders should be placed no later than 8/1 for Bandits and 9/1 for Flyers and 8U.

Rostering

USA Hockey Rosters

Teams must have an approved USA Hockey roster prior to playing any games. The association registrar will create and submit your USA Hockey roster to the CAHA registrar for approval. A roster cannot be approved unless all players and team staff (coaches, managers and locker room monitors) have all of their credentials.

The registrar will send a URL/link to the roster to the team manager. This link stays constant for the team throughout the entire season and will always reflect the most recent version. The team manager should print a new copy of the roster when a change has been made.

Crossbar and GameSheet Team Rosters

Team Managers should review their Crossbar rosters for accuracy; this is to ensure all players have been added to the team for parents to receive team communication. The GameSheets scoring application requires team roster information for the purposes of scoring games. The FHA Registrar will upload the approved USA hockey rosters to GameSheets including after each update.

Roster Cards

Team rosters are available on the Crossbar application; however a paper/laminated roster sheet with player names and jersey numbers can be distributed to families at the discretion of the team.

The crossbar app has a roster tab which lists all the players' names. Team managers can add jersey numbers by accessing the team page on the FHA website, click on roster on the left then click edit.

Communications

Team Communications

The team website and Crossbar mobile app are effective ways to stay in contact and communicate with your team. ***It is expected that team managers utilize the Crossbar platform for all communications.*** (Managers should not keep their own distribution lists.) This ensures that we protect personal information and that we have a consistent communications platform. As a team manager, you will be given administrative access to manage your team webpage after you have completed the team manager registration form.

With the Crossbar platform, you can message the entire team or individuals through the website or the Crossbar Mobile app. There are options to email, chat and via the team feed on your team page. You will also use Crossbar to add team events to the schedule.

TEAM MANAGER HANDBOOK

Please reach out to the Registrar with any questions pertaining to Crossbar. Helpful information can also be found at <https://help.crossbar.org/en/>

Comments, Questions, & Grievances

The FHA Bylaws describe the communication procedures and chain of command for comments, questions, and grievances of parents. All parents are required to observe the 24-Hour Rule.

Communication with FHA Administration

Team Managers direct channel for communication with FHA administration is through their assigned Age Level Director. All communication should be flow through the Age Level Director.

Scheduling

Practice and Game Schedules

Practice and game schedules can change without advance notice. Subscribing to the team calendar or using the Crossbar mobile app are the best ways to have the most up-to-date information.

Practice and game schedules are handled by the FHA Scheduler. League games are posted on the FHA's website Foothillshockey.org, Crossbar application, as well as uploaded to GameSheets. Any schedule questions should be directed to your assigned Age Level Director.

Team Events & Tournament Games

Team managers can add team events (team building, meals, etc.) and tournament games as a *meeting* or *other* in the Crossbar app. Team events can also be added via *add event* under the team calendar on the FHA website.

Games & Scoring

Game-Day Responsibilities

The team manager is responsible for ensuring that there is a score keeper, clock manager, and penalty box attendant for all home games. All parents are expected to contribute throughout the season unless they choose the opt out option during registration.

Scoring

All league and CAHA sanctioned tournament games are to be scored electronically using GameSheets. The Team Manager's quick guide can be found here: [Quick Start Guide](#)

More information and training resources can be found in the GameSheets Knowledge Base <https://help.gamesheet.app>, and in our [Training Videos](#).

Additional Scoring Information located here: [Scoring How-To Guides](#)

All games MUST be scored on an iPad; FHA purchased iPads and are located on site at Foothills Ice Arena and the Edge Ice Arena for home game usage. The credentials for logging in to the GameSheet scheduled games are on the laptop itself.

TEAM MANAGER HANDBOOK

iPad Access Keys:

League	iPad Code
Tier I (Boys)	ipad-t1-co
Tier II (Boys)	ipad-t2-co
Tier (Girls)	ipad-tgirls-co
CPHL	ipad-cphl-co
WCHL	ipad-wchl-co
CRHL	ipad-crhl-co
RMHF	ipad-rmhf-co
Independent Teams & Exhibition Games	ipad-exh-co

iPad Access Keys can also be found in GameSheets at <https://gamesheet.app/associations/1034212/leagues>; select the league you need, then click on ipad keys

Best practice is to always have a blank scoresheet on hand to score the game in case issues are encountered. Copies of blank scoring sheets can be found in the red scoring folder located at FIA in the lockbox with the ipads. A blank copy can also be found here: [blank scoresheet](#)

League Game Rules

RMHF game operations can be found in the bylaws/policies and procedures, section 3 - game operations <https://www.rockymountainhockeyfederation.com/about/rmhf-bylaws-policies-procedures/11130>

Rules at a glance:

SECTION 3 - GAME OPERATIONS

- 3.1 **GAME RULES.** RMHF sanctioned games shall be played in accordance with the rules as set forth by the USA Hockey and CAHA, except as modified herein:
- a. Period length: Period lengths, curfews and ice makes will be conducted for each level as follows:
 - (i) 10U - three periods, 12:01 minutes stop time each period, 1:30 minor penalties, 4 minute major penalties, 8 minute misconduct penalties.
 - (ii) 12U - three periods, 14:00 minutes stop time each period, 1:30 minor penalties, 4 minute major penalties, 8 minute misconduct penalties.
 - (iii) 14U - three periods 14 minute stop time each period. 2:00 minor penalties, 4 minute major penalties and 8 minute misconducts penalties
 - (iv) 18U & 16U - three periods, 16 minutes stop time each period. No ice made between 2nd and 3rd periods. 2:00 minor penalties, 4 minute major penalties and 8 minute misconduct penalties
 - b. Overtime: There shall be no overtime in any RMHF league games.
 - c. Game Start / Warm-up: The time listed in the RMHF schedule shall be the time that both teams are to take the ice. A five (5) minute warm-up period shall be allowed for all Divisions (10U through 18U). The warm-up period shall commence at the designated starting time, or at the time the ice becomes available, whichever is later.
 - d. Equipment: Each player participating in a RMHF sanctioned activity shall wear the following equipment at all times while on the ice (including prior to and following all RMHF games): helmet, face mask (USA Hockey approved), neck guard (USA Hockey approved) hockey gloves, shoulder pads, shin pads, athletic cup, hockey pants, elbow pads, and colored mouth guard worn correctly; and any other equipment covered by or required under USA Hockey rules.

References

[CAHA – Colorado Amateur Hockey Association](#)

The Colorado Amateur Hockey Association (CAHA) is the state governing body for youth hockey in Colorado. FHA is an affiliate of CAHA.

Link to CAHA site: <https://www.coloradohockey.org/>

Link to CAHA Team Manager Resources:

<https://www.coloradohockey.org/team-manager-resources/forms-docs-links/115435>

Link to site: [Rocky Mountain Hockey Federation](#)

Link to CPHL site: [Colorado Prep Hockey League](#)

Link to CRHL site: [Colorado Rec Hockey](#)