

Thank you for volunteering to serve as manager for your team. It's a major responsibility and we at HAWK (Hockey Association of West Kent) appreciate your willingness to assist our coaches and families in a smooth season. This manual is meant to serve as a guide for basic questions that may arise over the season. Please take the time to review the material and if you have additional questions and/or comments please any of the listed HAWK board member for the area of question. Board members and contact info as follows:

HAWK BOARD MEMBERS:

- Erika Holleran - President
holleran.erika167320@gmail.com
- Sam Waldhart - Vice President
samw@standardlifters.com
- Amber Wustman - Registrar
hawk.registrar@gmail.com
- Brandon Cousins – Co -Treasurer (Billings)
bcousins@kraftbusiness.com
- Dan Platte – Co-Treasurer (Tournaments)
kplatte24@att.net
- Evan Saxe - Ice Scheduler
Hawkiceschedule@yahoo.com
- Stephen Hyde – Adray and MAHA Rep and Apparel
shyde16@gmailcom
- Cathy Chadwick - Apparel and Raise Right
cathryn.chadwick@gmail.com
- Becky Lee - Chance Sports Rep and Golf Outing
beckylee1207@gmail.com
- Scott Rood - Fundraising and Website
srood7@gmail.com

- Morgan Noffke - Secretary
morganjaysalon@gmail.com
- Mike Fountain - Walker Ice Director
mfountain@walkericeandfitness.com

Key responsibilities as a Team Manager:

- Gather paperwork and assemble team binder
- Schedule games and tournaments
- Key contact to distribute communications to families from HAWK board.
- Enforce HAWK code of conduct amongst parents, players, coaches

Season Start up

- In order to be properly rostered as a team manager the following requirements must be fulfilled:
 - Register for a USA Hockey Number [USA Hockey Membership](#)
 - Submit your background check
 - Complete Safesport Training
 - A request to add you as manager to your team on Crossbar will be sent via email. Once accepted you will have editing rights to be able to add games and tournaments to your schedule.
- Your first responsibility as team manager is to collect paperwork for your team. Below are the links to the paperwork that will need to be filled out for each player, coach and team manager.

Coach and Manager Paperwork

- [Coach Written Statement](#)
- [Participant Code of Conduct](#)

Player Paperwork

- [Participant Code of Conduct](#)
- [Player Written Statement](#)
- [Parent Code of Conduct **signed by BOTH parents**](#)
- [Consent to Treat \(14UAA and older ONLY\)](#)

ROSTERS

- **DO NOT PLAY ANY GAMES WITHOUT A STAMPED ROSTER AS OFFICIAL!!**

Also, do not play any team that does not have a stamped roster.

- **Manager Roster Responsibilities:**

- Collect player jersey numbers and positions and send to the Registrar
- Communicate with families regarding collecting birth certificates (if needed) and accepting their initial team offer.
- Once the official roster has been sent to you via email please double check that all players, coaches and managers are listed. If someone is missing please reach out to the registrar ASAP to have them added.
- **18U Teams Only** - Any player on your roster that is 17 years old or older will need to complete a background check as well as complete SafeSport training in order to be rostered.

Any player that has not accepted their team offer through Crossbar will not be rostered until the initial deposit has been paid.

- All USA Hockey numbers will be collected from the players registration on Crossbar.
- The Registrar will be your contact for your USA Hockey roster so contact him/her to begin process.
- All coaches and managers need to have background checks and Safe sport up to date.
- Coaches need to have the proper coaching modules and coaching levels completed. With a USA Hockey number the Registrar can view what needs to be completed for each coach.
- Once everyone is up to date, the HAWK Registrar will submit to the District 6 registrar who will verifies everything, stamp the roster with a date and time, and signs the roster.
- Once approved, the District 6 registrar will then send it back to the HAWK Registrar and then he/she will email it back to you.

- Managers do not need to collect birth certificates unless requested by the HAWK Registrar. If a birth certificate is needed the Registrar will ask you to get the document from the parents.
- The turnaround time for rosters is approximately 36-72 hours during the week. All rosters will be processed during the business week unless there is an emergency situation, which please then contact the HAWK Registrar for further direction.
- If any player or coach needs to be added or removed during the season, a supplemental roster can be done. Please contact the HAWK Registrar for more information.
- Please keep in mind that before a player can play in a game, MAHA has a 72-hour waiting period that starts as soon as the supplemental roster has been dated as eligible. The player may practice with the team if they have USA confirmed registration. Any questions you should ask the HAWK Registrar.

MAHA TEAM BINDER

As a manager you are responsible to assemble a team binder with key information that will be needed during the season. It is important that this is kept up to date as this will be checked before allowed to play in MAHA district playoffs.

Sections of the Binder – Must be in this order

1. MAHA credentials verification sheet

- If your team makes it to the MAHA district/regional/nationals' tournament, this is the form that must be used to verify that you have the needed information in your book. This form is not available until after December 31st. Please print off two copies. One for you to use for tracking and one to keep in your team binder for the credential checks in the future.

2. USA Hockey Team Roster.

- This will be created by your associate registrar.
- It will be signed and stamped by your associate registrar. Include all supplemental rosters.

3. Individual Player Information

- Players in alphabetical order
- Every player to have forms in this order: (forms located on HAWK Manager page)
 - USA Hockey Participant Code of Conduct
 - Participant Concussion Written Statement
 - Parent Code of Conduct (must be signed by BOTH parents)

4. Coach Information

- Coaches in alphabetical order
- Add Manager after coaches
- Each coach/manager to have forms in this order:
 - Coaches Concussion Written Statement

- Coaches Code of Conduct

5. Team Game Log

- Complete the MAHA Game Log form . This is a requirement and if you are using a different form, your team binder will not get through the credential check for districts. You will be required to print it out and place it in your book as games are added.
- This form is for ALL games played. Please put the games in chronological order from the first game played to the latest game played.
- [Game Log can be found here](#)

6. Scoresheets

- All scoresheets need to be kept in the same chronological order as your game log.
- Keep a copy of all scoresheets, these are reviewed for game counts and suspensions.
- All GameSheet scoresheets will need to be downloaded and printed. A paper copy must be in your binder for book check.

7. Medical Release Concussion Forms (if any during the season)

- At end of season, please turn in the signed player concussion forms to the HAWK board mailbox. The organization needs to keep these on file for 8 years. You can keep the game logs and that type of stuff if you want or in the case of travel teams will need for the following year.

Team Budget

- Teams' budgets are created based on the number of players on a team, number of practices, games, ref fees, league fees and an allotted funds for tournaments during the season.
- Every team will receive 4 coaching jackets (3 for coaches and 1 for team manager) or other items if designated by coaches for team budget.
- Player socks and practice jerseys are included in season fee

Crossbar Website

- You will be invited via email to your team webpage. Once you accept the invitation you will have editing access for your team's schedule. The manager is responsible for the following:
 - Loading the teams initial game and tournament schedule.
 - Updating game times, dates or locations. ***Crossbar will not notify your families of a change in your schedule. You will need to let your families know either through your group chat or email if anything in your schedule changes.***
 - You do have the option to use your schedule for practices and team events as well.

Team Mailbox

Your team will have a designated mailbox located in the Hawk room. You need to check your mailbox frequently as team information such as pictures, fundraisers. Do not put any player personal information in those mailboxes.

ICE TIMES FOR GAMES

- Based on the team budget for game allocation, the HAWK Ice Scheduler will provide a Google calendar with all teams home ice times for the season.
- Each manager is responsible to add those games/ice times to the team website calendar.

Home game Ice time allocation per team:

- Squirt House = 12
- Pee Wee House = 14
- Bantam House = 14
- Squirt AA = 13
- PeeWee A = 14
- Peewee AA = 16
- Bantam A = 16
- Bantam AA = 16
- 16UA = 16
- Girls 16U = 13
- JV = 15

DO NOT GO OVER YOUR NUMBER OF GAMES ALLOCATED.

Trading Ice Times:

- As you begin scheduling games with other teams, it will be a shuffling act to find times that accommodate both teams. If you need to change ice times with another team, you will send an email to the other HAWK managers, Ice Scheduler, and copy Mike Fountain asking if they can make any switches and start conversation. Once agreed upon changes between teams, confirm with the Ice Scheduler to update the master calendar.

What to do if you have ice but not able to schedule game at that time slot:

- You could change the ice from game ice to a practice ice, but HAWK prefers that this ice is used for games or trade ice times to fit your schedule.

What to do if your looking for a specific ice time that doesn't already have a game scheduled.

- Send an email to Mike Fountain and Ice Scheduler requesting ice time. Remember to not go over allotted game ice, you may need to switch with another one of your ice times.

SCHEDULING GAMES:

- NO OFFICIAL ROSTER = NO GAMES OR SCRIMMAGES... the penalty for doing this is not worth it. Also, do not play any un-rostered teams. In those first few games you should be prepared to show your official roster and ask to see the opposing team's official roster.
- ***There is a 4-hour rule between games. This time frame is from time off ice for the first game to the start time of the next game. Keep that in mind when scheduling games on the same day.***

LCAHL Travel Teams

- You will need to first register your team for Little Caesar's Amateur Hockey League first
- You will schedule your preseason (September) games against teams depending on what division you are looking to play in for the official season.
- LCAHL will send out communication from your age division director about how they want the results of those games to be communicated to them.
- You will need to ***save 2 home ice times the end of January - early February*** to schedule your LCAHL playoff games. You will not be able to schedule these games until the end of the regular season.
- ***WATCH YOUR EMAIL CLOSELY FOR UPDATES ON GAME DEADLINES, ALIGNMENTS AND SCHEDULES FROM LCAHL.***

House teams

- Game ice times will be provided to you before the scheduling meeting that is usually held the end of September or early October, location TBD.
- You will be given your Adray Division at the scheduling meeting and you **MUST** schedule your league games first. Then non-league games may be scheduled to fill remaining ice times.

Adray tournament

- Once the regular season is over, playoff alignments will be issued, and a weekend tournament will be held for each division.

SCHEDULING TOURNAMENTS

- If possible, find tournaments the team will attend before the ice scheduler completes the yearly ice calendar, this helps with more shuffling.
- Links for a few tournament companies are available on the manager webpage or ask other managers for recommendations of past tournaments.
- Each team budget has set amount of tournament funding, be sure to plan tournament accordingly as anything spent over that budget, the team will be responsible to pay for out of pocket.
- After registering for tournament – send the details of the tournament and your log in information to the HAWK Treasurer at Kplatte24@att.net.
 - Payment will be made by check or credit card from the Treasurer. Each method needs different paperwork:
 - a. For Check:
 - i. Tournament name and the Contact person's name
 - ii. Amount of tournament and deadline date for entry
 - iii. Address to send check
 - iv. The HAWK Treasurer will confirm via email that the check has been mailed
 - b. For Credit Card:
 - i. Forward the invoice onto the HAWK Treasurer with all the tournament details (tournament name and deadline date)
 - ii. Send the log in information for the team so treasurer can log in and pay online
 - iii. Once payment is made, the HAWK Treasurer will email you back a confirmation of purchase

Going over budget: If your team decides to play in additional tournaments and your over budget amount, the team will be responsible for the additional fees. You will need to collect the funds from the families and submit to the Treasurer before bill can be paid.

OFFICIALS

Scheduling Officials

- Contact information for each Head Coach and Manager is sent over to Ryan Corgan our Ref Scheduler at the beginning of every season.
- Ryan has set each team up with an account in his scheduling system. YOU are responsible for getting your HOME games into his system so that he can get refs scheduled.

Change in game schedule and Game Cancellations

- You as team manager will be responsible to contact the Ref Scheduler, the HAWK Ice Scheduler and copy Mike Fountain when any change to your home games occurs.

Confirming Officials for upcoming games

- The Ref Scheduler will confirm refs for upcoming games.
- Verify refs using the ref scheduling app on the Monday before your game to ensure you have refs scheduled.

Game Day for Officials

- You need to verify that the refs have arrived at the rink 15 minutes prior to game time. There is a sign-up sheet at the front desk and the refs should have initialed the sheet. If they have not signed the sheet, then look for them in the ref changing room. If the refs are not in the changing room, then call the Ref scheduler
- The ref scheduler will pay the refs.

Feedback on Refs

- Contact both the HAWK President and HAWK Ref Scheduler to share the good, the bad, and the ugly of any game you feel needs attention regarding officiating of your game.
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SCORE SHEETS AND RECORDING LEAGUE SCORES

- All games will be scored on GameSheet.
 - iPads are available at the front desk for your scorekeepers use. They will need to identify themselves and leave their car keys in exchange for taking one of the iPads.
 - All Non-League games will be scored using the current MAHA Exhibition season.
 - LCAHL - Your league games will be created and uploaded into the system for you
 - ADRAV - Your league games will be created and uploaded into the system for you.
 - ***It is VERY important that for your league games that you are ONLY using the created and uploaded games for your league and age division.***
 - All access codes will be sent to you via email from your league or from MAHA.
 - It is recommended making 2"x4" team roster labels to carry with you in the event that a team (exhibition) or tournament will be doing paper scoresheets.
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GAME DAY PREP:

What to do for upcoming games:

- As a rule, it is best to confirm both home and away games one week prior to that weekend.
- For home games – find volunteers to run score clock and do game sheet.

Game Time check list:

- Make sure refs have check in and ready for game
 - Make sure all coaches have signed game sheet for both teams – ***before the game.***
 - Make sure the refs sign game sheet after the game.
 - ***PLEASE make sure that everything is correct before the game is uploaded. It has been recommended that after the refs sign, both coaches can have the chance to take a look and double check.***
 - Update your team webpage game score
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LOCKER ROOM POLICY

Who is allowed in the locker room?

- USA Hockey and MAHA have instituted a locker room policy that we have fully adopted and will adhere to at ALL times here at HAWK. Only coaches and managers that have completed a background check and Safe Sport can be in locker room.
- The rule also states that parents of children on any of our hockey teams from ages 10U and up will not be allowed near or in the locker rooms.

Exception to this rule is as follows.

- Parents of kids in our Mite are allowed in the locker rooms to assist their children with equipment and skates only if necessary.
- If your child has been injured and taken to the locker room, you are welcome to enter to assist and check on the well-being of your child.
- Anyone that has been asked by the head coach and has accepted a role as "locker room supervisor." This should be limited to one individual per team that might be asked by the head coach to assist. If an individual has been asked to fill said role, they will be required to have completed a background check and the SafeSport training modules before entering locker rooms.
- Female players will be provided with a separate locker room and a sign will be placed on the door indicating "Female only locker room."
Parents of a female player may be in the locker room with their player.

CODE OF CONDUCT

- As a team manager, you are the "coach in the stands". It is imperative that you maintain the sportsmanship of the parents and spectators. All parents, coaches, and players have signed a Code of Conduct and we expect that level of respect and sportsmanship from our HAWK families. If you are not comfortable addressing parents with concerns, please talk to your coach to discuss with parent. If coach or manager is not comfortable those

conversations, please contact the HAWK president, VP, and Mike Fountain to address any situation.

FUNDRAISING OPTIONS

Raise Right Gift Cards – individual fundraiser

- SCRIP gift cards are a year-round program for parents to earn money that apply directly to player's fees. Parents can check the fundraising section of the HAWK website for details and instructions on how to get started.

Team Fundraisers

- Your team can do just about any fundraiser they develop it just has to be approved from the HAWK Board. **EVERY FUNDRAISER MUST BE APPROVED BY THE BOARD.** There is a form on the HAWK website that needs to be filed out and mailed over to our fundraiser committee.

HAWK FAN GEAR SALE

- During the season an apparel sale will be conducted for our families to order new HAWK gear. Please be aware these sales are conducted through HAWK and are not associated with the Walker Pro Shop. Any questions regarding apparel contact the HAWK Apparel Rep
- There is a year round website for HAWK gear as well – www.highschoolfanstand.com under HAWK Hockey Organization
- Please be aware that all fan gear must be ordered through HAWK, the use of the HAWK logo for anyone to create gear is prohibited unless approved by HAWK president.

TEAM PICTURES

- Player and team pictures will be taken early in the season. Any questions on team pictures please contact the HAWK Pictures Rep.

MISCELLANEOUS QUESTIONS

Can parents or older/younger sibling be out on the bench or on the ice with our team?

- No parents or siblings are allowed on the bench or on the ice at anytime.

Can we use our practice ice to schedule a game?

- Practice ice is supposed to be used for practice. There are situations that require practice ice to be used for game ice; this should be an exception and not the rule.

Are there a set number of games that we are allowed to play?

- Yes, this number is set by HAWK, MAHA and USA. Please see the matrix at the end of this to determine the number of games for your level.

Can we play a parent against the player game?

- This is not allowed per USA Hockey and MAHA rules.

A player was injured in the game last week and the parents have asked me for an insurance form, where do I get this?

- The HAWK Registrar has these forms, please contact him/her.

What is a student coach requirements?

all student coaches must be on the roster and they must attend a training course. They also need to fill out the USA Hockey Student Coach Information Form as well as the Coaching Ethics Code Agreement.