MANAGER MEETING TALKING POINTS 2026-2027 SEASON

Schedule Team Meeting : Coach, Parents, Manager Introduction-Schedule ASAP

Each Team is allotted the following Volunteer positions and these people are exempt from having to work volunteer hours outside of working game positions, everyone is required to help with games:

1 Head Coach
3 Assistant Coaches
1 Manager
2 Locker Room Monitors

Please let Natalie Mitchell and Joni Gegare know who will be filling these positions so we can ensure they have all their necessary background check stuff done and they get credit.

Join Facebook Groups for your level! - Helpful if you are looking for teams to play or games to add to your schedule

Wisconsin Squirt A/B/C - 2026-27 Schedulers Group
U12 (Peewee A/B/C 2026-27 Schedulers)
U14 Bantam A 2026-2027 Schedulers
Also join:
WI Hockey Tournaments Group
Hockey Tournaments Group

Checks Needed:
Volunteer Hours for regular season:

- 10U-14U $600 deposit check to cover volunteer requirement for regular season, made-out to GBAYHA dated 3/1/2027
    - If you had a family that did the buyout for hours. You **DO NOT** need to collect a volunteer check from them or anyone that is doing one of the above positions.
- 8U $300 deposit check for regular season volunteer requirement made out to GBAYHA dated 3/1/2027

Nationals deposit check:

- ALL LEVELS $300 deposit check from for Nationals made out to GBAYHA dated 4/1/2027
- **Turn the checks after all are collected to the Volunteer Coordinator – Joni Gegare**

Calendars:

- If a family did the buyout option for calendars they do not need to sell calendars, the calendars will be handed out to the oldest player in the family.
- 10U-14U (15) calendars per skater
- 8U (10) calendars per skater
    - One name only on the calendar
    - No labels/stamps
    - Must be 18 years or older
- Write ONE check made out to GBAYHA with all stubs together in envelope with skater name
- Collection Date: week after Thanksgiving

- **Turn in to Calendar Coordinator – email will be sent out in November when turn in nights are.**

Make sure to review locker room policy with entire team!
ALL Players/Parents Must Sign code of Conduct Form!
Under Documents for Managers on Website

Birth Certificate Form:
- Must be completed for new players/squirts
- The Registrar will let you know if GBAYHA needs any forms from your players.
- The form can be found on the Managers Page of the GBAYHA website
- **Turn in form to Register – Natalie Mitchell**

Team Pictures:
- More information to come
- Email will come out shortly with time and dates for pictures

Patches:
- 3 collection dates throughout season – Manager Coordinator will send out collection dates for patches
- 1 patch of each category per player per season
  - Hattrick
  - Playmaker
  - Shutout
- Print out a copy of scoresheet from Game Sheets
- **Turn into Manager Coordinator – Robin Hester**

Locker Room Monitor: (2 allowed per team):
- Find someone reliable to take the position. Their volunteer hours will be fulfilled no matter how many skaters they have.
- ½ hour before and after games/practices or until last child is gone. Must be in locker room the entire time
  NO CELLPHONES
- Must complete volunteer registration on GBAYHA webpage, USA Hockey, Safesport and Background Check(see locker room supervisor tab for more information)
  - If not able to attend a practice/game, you must let coach or manager know
  - DIBS can be taken away if non-compliant
- **Let both Registrar-Natalie Mitchell and Volunteer Coordinator – Joni Gegare who the locker room monitors are for your team.**

Home Tournament:
- Tournament Coordinator positions available - if someone volunteers to help run your home tournament hours will be fulfilled no matter how many skaters they have.
- Start asking ASAP for volunteer to coordinate
- All families must work games
- Each team in the Home Tournament will be responsible for a raffle basket so you could ask someone to lead that effort for your team
- **Notify Volunteer Coordinator – Joni Gegare of Person**

Home Games:

- Volunteers needed at each home game:
    - Scoresheet in Gamesheets
    - Scoreboard
    - Music
    - Penalty Box
- On the Crossbar App you can add Game Day Assignments – have parents sign up in the App to track all volunteer positions.
- Confirm with other teams that they are coming and that each team has the correct times. Make sure they have someone to cover their own penalty box.
- Confirm your home game has refs, assigned to your games on the website below
    Horizonwebref.com

I can not stress enough to check your refs when you first receive your schedule and on the Wednesday of your home game.

If you do not have a ref scheduled please email Mike Szkodzinski at: cornerstoneicecentermike@gmail.com.

- Bring puck bag, first aid kit and extra jerseys

There is a limited on how many home games each team is allowed to have:

- 14U and Bantam: 17 homes games
- 12U and Peewee: 16 home games
- 10U and Squirts: 15 home games

- 3 additional hours to be used for practice or games. If used for games you are responsible to pay the refs.

(The team manager needs to be aware of the listed number of home game are included, and adjust schedule accordingly)

Away Games:

- Enter all of your away games and tournament weekends to your team schedule from the spreadsheet you received from Manager Coordinator
- Should have reciprocal games for all home games confirm with other teams, times, locations and if you need to work a penalty box.
- Bring puck bag, first aid kit and extra jersey

Scoresheets/Gamesheets:

If you have not already get your gamesheets code from manager coordinator to get copies of your gamesheets after the games. Share with coaches, do not give to parents.

- Each rink at Cornerstone will have an iPad with the app downloaded “GameSheet”.
    All teams that are using the app should already be loaded.
- If there is a team that does not have the app, make sure they email a copy of their roster before they come to Green Bay.
- Please do the same when going to other rinks if they don’t have the app, then you will need to bring labels with the team roster.
- Please note that if you are adding or deleting HOME games in Crossbar this can only be done by Don Chilson at the rink. His email address is: cornerstoneicecenterdon@gmail.com.
- Feel free to add away games or other special events to cross bar if it doesn’t involve ice time at Cornerstone

Communication:

- Make sure you Email Don if you need to cancel a practice, this is very important so we do not get charged with ice time.

- Update team page
- Player numbers, coach/manager contact
- Download Crossbar
- Send weekly update to your team
- Create roster and parent contact cards - contact information is also available for all team members on crossbar

End of Season:

- Return first aid kit, puck bag

Contacts:

Manager Coordinator, Robin Hester
RobinHester05@gmail.com 920/634-9485, 920.362.9104

Goalie Equipment Coordinator, Jeremiah Muenchow
muenchowj@gmail.com

SafeSport Coordinator, Natalie Mitchell
nataliemitchell54@gmail.com

Registration Coordinator, Amanda Sargent
alsargent23@gmail.com

Raffle Calendar Coordinator, Amanda Thiel
Falkowski.amanda@gmail.com

Volunteer Coordinator, Joni Gegare 10U-14U
davejonigegare@yahoo.com

Fundraising Coordinators
Amanda Aplin - Raffle Baskets for Tournaments amandaaplin90@gmail.com
Becky Hanke – Holiday Skate and other fundraising events blbeall15@gmail.com

President, Jarek McKinney
Gbayhapresident@gmail.com

Webpage Coordinator Vice President, Jessica Kimps,
jessicakimps@gmail.com

Treasurer, Natasha Gillmore (for background check reimbursement),
Natasha.Gillmore@gmail.com

Rink Manager/Game Scheduler
Don Chilson cornerstoneicecenterdon@gmail.com
Mike Szkodzinksi cornerstoneicecentermike@gmail.com