

Manager's Meeting

2024

Documents:

- Manager handbook-also on our website
- Examples of emails
- Patch form
- Game handout examples

#1- Your league coordinator should be contacting you before the 1st game, if you don't hear from them, EMAIL THEM. -Contact info is on the D10 website per level.

Communication is KEY

- Weekly emails:
 - Agenda
 - See examples
 - Make it your own
 - Bullet points work better than paragraphs
 - Ask coaches for any info they'd like to be sent out
 - Mayra important dates, info, etc
 - Always use BCC when sending emails
 - Include the MAYRA Account on all emails

Make your life easier

- Set up email groups
 - Parents
 - Coaches
 - Consider making a new email address just for hockey stuff
 - Always email yourself! Good to look back if you need to on the run. :)
- Set up group text
 - Never know when you'll need to send a quick emergency text!
 - Can do this in Crossbar too
- Bookmark-
 - Sign up Genius
 - D10 MN Hockey <https://district10hockey.org/>
 - Gamesheet <https://gamesheetinc.com/>
 - MAYRA <https://www.mayrasports.com.app.crossbar.org/> or mayrasports.com

- Set up some documents to keep track of things
 - All player info page
 - Who's paid
 - How many Book, Box, Clock shifts
 - Tournament info
 - Who has met criteria for patches-need to print those out.

Sign Ups

- Book, Box, Clock
 - You need 1 person for each job for home games
 - You need 1 person just for the box at all away games
 - **No points**- this is a team responsibility
- Use SignUp Genius to make your sign up.
 - <https://www.signupgenius.com/>
 - Free
 - Sends reminders to people
 - Can also use for team meal
 - If you don't want an email every single time someone signs up-Settings, Notifications, click the top box, save and continue.
- Things to consider (all optional):
 - Type out the jersey number and players names to hand out on small slips. Hand out at one of the first games. Example

Jersey	Player
10	names
9	
17	
15	
14	
19	
21	
84	
7	
87	
6	
5	
12	

- Tournaments- are you doing door hangers for the hotels? Bags for the players? Planning a team meal? Hotels (do in the summer)
- Snacks for Mites after games (D mites something else?)
- Collect money ahead of time (at parent meeting) for anticipated costs-do not keep asking for money throughout the season unless absolutely necessary.

- Games
 - Check the D10 Schedule-**it is the only website to use to confirm games**
 - Confirm with coaches on when kids should arrive
 - If you want to bring water bottles, we have some you can use for the team
 - Make sure kids have mouthguards attached, Neck guards (have to be actual neck guards not just a turtleneck from grandma's closet, and ear flaps on their helmet.

Squirt and above-

- Games- 35 game limit prior to the tournaments
- Copy of the team calendar must be submitted to your league coordinator by the 1st of every month. They need to know practices and games.
- Awards -Playmaker, Shut Out/Zero and Hat Trick patches from USA Hockey-the request for awards must be MAILED to Becky Ewing by Jan 28th (if a patch is earned after that, she'll accept the request, but the bulk request must be made by 1-28-25
- Keep a score sheet pad and roster in your car/bag/where ever.

Mites-

- Mites play at varsity games- games and levels TBD
- Mite of the Night
 - Jess sends out the sign up and shares it with you
 - You can add who has the varsity game in emails, Jess also sends out an email just to those families
 - You will refer to this list and remind people in your weekly email

Points:

From the handbook about points:

Required Activities that you do NOT get points for (First year FAMILIES required to also do):

- Home Tournaments/Jamborees (4 shifts tournaments, 3 shifts Jamborees)

- Team hours (book/box/clock/)

Required Activities that you DO get points for:

- "Required concession shift" stand hours - 4 PER PLAYER