



**MAYRA HOCKEY**

Team Manager Handbook 2024-2025

## 1. Definition

### **About this document**

This Manager's Handbook is a helpful guide for managers and most of the information in this document should be considered "helpful information." An effort is made to keep this guide up- to-date with policies and procedures of the various USA Hockey affiliate levels (Minnesota Hockey & District 10) but this guide should not be referenced as policy or official code. Please refer to other sources (MAYRA Hockey Handbook, D10 Handbook, Minnesota Hockey Handbook, USA Hockey Policies and Procedures) for official policy information.

### **Being a Team Manager**

A Team Manager is a volunteer parent/guardian that assists the coach/assistant coaches of each hockey team. The Team Manager is the liaison between the parents, players, coaches and the MAYRA Board of Directors. Team Managers do the paperwork, calendar, updating parents, etc. so that the coaches can spend their time coaching.

## 2. **Mandatory District 10 Team Manager Meeting-Squirt and above only.**

- Usually held in October/November. The meeting date/time will be posted on the D10 and MAYRA website.
- It is a **MANDATORY** meeting. A team manager **MUST** attend one of the meetings.

## 3. **Team Information & Responsibilities-**

- Gather team contact information and send that to your team families-names, jersey numbers, phone numbers, email addresses.
- You will get a copy of each game sheet emailed to you within 24 hours of the end of the game. IF you don't get this email after a game, please reach out to the manager/head coach of the team AND Emily to let them know.
  - You need to keep all of the game sheets until the end of the season.

## 4. **Schedule a parent meeting to be co-hosted by the team manager/coaches and the MAYRA Board/Hockey President. Plan an agenda and cover topics such as:**

- Goals for the season
- Expectations of Players and Parents
- Review Code of Conduct - each player/parent signed during registration
- Missing practices and/or games (who to contact)
- Tournament Schedule
- Team Communication (website, email, phone calls, handouts)
- Verify data (names, addresses, phone #s and emails)
- Review Volunteer policy
- Identify parent volunteers for tasks

## 5. Hotel Arrangement

- a. We are hoping to have them done before the season, check with the scheduler to find out if this is completed. If not see below—For the 24-25 season, the hotels have all been arranged. See Roz for details.
- This is important to do in almost the first week of the team's creation as rooms as hotel rooms for tournament weekends get booked up fast
- If your team is traveling out of town for a tournament, locate a hotel/motel in the town you are traveling to and reserve a block of rooms. The block of rooms should include a minimum of 1 room per family.
- When making reservations, set it up so that all parents must call the hotel/motel directly, request a room on your block of rooms and reserve a room under their personal credit card.
- The hotel/motel will establish a cut-off date that all rooms must be reserved by.
- Call the hotel a few days before the date to find out who has not yet reserved a room.
- Call/email those families and remind them that they only have X days left to reserve their room. You also may want to consider reserving a party room at the hotel for a potluck (check your tournament schedule for game times).
- Post information on your webpage, or ask someone to help you.

## 6. Locker Room Attendants Background

In June 2010 the USA Hockey Board of Directors with a nearly unanimous vote adopted a policy mandating locker room monitoring for all USA Hockey youth teams, including teams of all USA Hockey affiliates.

The policy originated with the Coaching Section and the Risk Management Committee, and was supported by the Legal Counsel. The rule simply provides that teams "...have at least one responsible adult present directly monitoring the locker room during all team events...." USA Hockey 2010-11 Annual Guide, p. 35.

The details of how to implement the rule were left to the affiliates and the teams to determine. **Oftentimes, the coaches will handle this. Work with the coaches to see if they want to or if they want it to be a parent.**

- The locker room attendant must be of the same gender as the team, so make sure you are covered. If you have female and male players, make sure you have female and male locker room monitors.
- "Responsible adults" should be of sufficient maturity (an early twenty-something is not mature enough to supervise a bantam locker room).

- **All locker room monitors must be screened in accordance with the MN Hockey Background Screening Policy. Screening involves no cost to the monitor.**
- **Locker room monitors also must complete the Safesport training.**
- The locker room monitors should be carefully chosen, and understand that their role is strictly supervision of the locker room. The non-coach locker room monitors are not coaches and should not attempt to be such.
- “All team events” means both games and practices, and monitoring is required whenever players are in the locker room. The staff must come early and stay late.
- The locker room monitors must be physically in the locker room. One cannot supervise from the hallway. This applies even if other parents are in the locker room to assist a player with his or her equipment.
- All recording devices should be banned from the locker room, including cell phones and cameras.
- At a minimum the locker room monitors’ specific duties should include:
  - Responsibility for locker room security, including allowing only team-authorized persons to enter the room and locking the room when the team is on the ice.
  - Responsibility for the locker room key.
  - Collecting and safeguarding any cell phones or other recording devices brought by players.
  - Being in the locker room at all times when a coach is in the room with a single player.

## 7. Planning Scrimmages and additional Games

- Before scheduling any scrimmages or additional games, review the USA Hockey and District 10 policies regarding the number of games your team is eligible to play (SQUIRT).  
<https://www.shrad10referees.com/pubmods/ControlledScrimmage.aspx>
- Remember to reserve about 5 hours for district tournament (if applicable).
- With the approval of the coaches, schedule scrimmages with other teams – Work with the scheduler.
- To obtain referees, contact the District 10 Referee Coordinator. There is a form you **MUST** complete on the D10 website under Referees. The email address to send it to is on the form.
- All referees for scrimmages **MUST BE D10 approved referees**.
- Your team must pay the referees directly. Check with the Rink Manager on available ice. Often both teams host each other at their own arenas, gaining each team an additional hour of ice time.
- Squirt/Girls 10U (A/B/C) can play a maximum of only 35 games per season. This total includes all league, non-league, tournaments and scrimmages. Also included are any District 10 Tournament games.
- Failure to comply with this rule will result in Mora teams being banned from post-season play

## **8. Rescheduling Games**

- You MUST check with the D10 Scheduling Coordinator(s) on reasons why it must be rescheduled
- If you feel it is necessary to reschedule a league game after the final game schedule is distributed, the team will be charged a \$150 penalty fee, payable to MN Hockey District 10.
- The check must accompany the District 10 Reschedule Request Form (email can be used if both coaches agree and addresses are verified to reschedule a game). The form must be signed by the opposing Head Coach or a copy of the final e-mail.
- The requesting team must provide the amount of ice time to play the rescheduled game. Go through the D10 League Coordinator to process this request.
- If the rescheduled date is PRIOR to the original schedule date, the request must be in 7 days before the rescheduled date.
- If the rescheduled date is AFTER the original scheduled date, the request must be in 7 days before the original scheduled date.
- Games that have been postponed because of weather must have the rescheduling process completed within 7 days of the postponement to the appropriate league coordinator both teams will share the cost of the new game.
- If not completed within the time frame, the District will find a location and date for the game to be played. The team which has been refusing the reschedule will be responsible for the full cost of the new game.

## **9. Awards and Honors**

### **S.K.A.T.E. (Skaters Keep Achieving Through Education)**

This program is supported and endorsed by MN Hockey. It recognizes academic achievement of hockey players. Please communicate any S.K.A.T.E information you receive with every team player.

**Zero/Hat Trick/Playmaker Awards USA Hockey/MN Hockey recognizes individual achievement with a pin or patch for the following:**

- Zero Award: For a goalkeeper playing a complete game without allowing a goal.
- Hat Trick Award: For a player scoring three goals in a game.
- Playmaker Award: For a player registering three assists in a game.

A form to request these awards is on the D10 website, under Forms. Please take the time to order these items for your team players. There is no charge. Only one of each award can be given to a skater/goalie. Requests must be made to D10 by January 28th, 2025. You can still make requests IF needed for games after that date, but the bulk of the patches need to be requested by 1-20-25. She will only accept mailed in requests. Ask Roz how to fill out the paperwork if you've never done it.

## 10. Team Book

- The registrar will email you the USA roster sheet.
- The Team Book will contain the:
  - Official Signed roster

You must have the team book at EVERY game. If someone checks for the book and it is NOT present, there will be no game. – If you have it in your email that is all that matters now that we have game sheet. Only need to worry if you have a new player added after you get that sheet.

## 11. Team Volunteering

- Managers are to make a volunteer schedule based on the team's game schedule, assigning the duties to team parents.
- No family is exempt from Minor Official duties except for team coaches.
- If a parent coaches another team, please work around their schedules to assign them duties as best as you can.
- The parent assigned to that duty and date will be responsible to find a replacement team parent if unable to work assigned date(s).
- Post the parent volunteer schedule on your team web page along with a paper handout. Unless you want to email it to them. Example schedule:

Team Game Minor Official Volunteer Schedule:

Date	Location	Score Book	Clock	Penalty Box	
11/20/2016	Isanti	Burski		Gravning	
11/22/2016	Mora		Peterson	Johnson	
11/30/2016	Pine City	Fore		Struwve	
12/2/2016	Blaine	Nordenstrom		Rudek	

## 12. Webpage

- Each team will have their own webpage. On it you need at bare minimum:
  - Coaches information
  - Managers information
  - This is the way other teams look to get in contact with you for either rescheduling games/requesting scrimmages
- You can also put on there
  - Schedule for duties (book/clock/box/locker room)

- o Tournament information
  - o Game scores
- If you have any questions on how to use it please contact either Trisha Gravning/Roz Hoff  
they will help you.

Additional important info:

- A game misconduct or Match Penalty must be called in within 24 hours to your league coordinator.
- If a coach is redlined for not having their Safesports up to date, they are suspended for 7 days, there are no exceptions to this. Suspensions are for games, practices, team activities, ect.
- If a player gets a concussion, it must be reported to Emily and Roz ASAP and the concussion form must be filled out.

**Thank you for volunteering to manage  
your child's team this season!**