

Littleton Hockey Association



2026-2027

Team Manager's Manual

August 1, 2026

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I. INTRODUCTIONS

Dear Team Managers,

Thank you to all of our Team Managers for taking on the lead role in managing off-ice operations. Managing a youth sports team is an immensely rewarding and educational experience that requires dedication and care. As a Team Manager, you serve as a vital link, ensuring seamless communication among coaches, players, and parents, as well as with external contacts like tournament directors, level representatives, and managers from other teams.

While you are ultimately responsible for seeing that all off-ice tasks are completed, this is a major undertaking that you do not have to handle alone. Delegating specific duties to other team volunteers is strongly encouraged. By managing these responsibilities efficiently, you allow the coaching staff to concentrate on on-ice instruction and player development, delivering a truly positive hockey experience for everyone.

This manual is designed to guide you through a smooth and successful season, offering key guidance, organizational tools, and helpful appendices. Should you have any questions as you review the Team Manager Manual, please do not hesitate to reach out.

Beth Lindemann - Registrar
registrar@littletonhockey.org

Team Managers,

We appreciate your willingness to take on this challenging yet vital position. While the role may occasionally feel unappreciated, your contributions are truly essential. As a cornerstone of the team's organizational structure, you will oversee critical operations including practice and game scheduling, financial budgeting, and tournament coordination. Additionally, you will manage travel arrangements, facilitate timely communication with families, and handle team equipment distribution. By serving as a primary liaison between coaches and parents and maintaining high standards for behavior and expectations, you ensure the season remains manageable and rewarding for everyone involved.

One note: The spouse/partner of any coach will not be allowed to volunteer for the role of the team manager or team treasurer of said team so as to maintain separation of duties.

A few notes regarding key Manager tasks:

1. Managers act as a buffer between Parents and Coaches
2. Always support your coaches in public; if you disagree with them, please speak privately.
3. Both follow and encourage the chain of command (parents and coaches).

4. Assist the Registrar with actions as needed related to the finalization of USA Hockey Rosters
5. Ensure that Travel Permits are filed in a timely manner.
6. We are all on the same team; please encourage kind and fair behaviors and interactions.
7. Get to know CAHA's, LHA, and 14ers websites- these will be helpful resources during the season
 - a. <https://www.coloradohockey.org>
 - b. <https://www.littletonhockey.com>
 - c. <https://www.14ershockey.com>
8. If any coach or parent is removed from a game, please contact me via email with a cc to the Discipline Committee and your level representative, within 24 hours of the game.

If you ever need assistance, my door is always open. Thank you for filling such an important role within the club.

II. RINK INFORMATION

Littleton Hockey Association

6623 S. Ward Street

Littleton, CO 80127

Website: <https://www.littletonhockey.com/>

Edge Ice Arena

6623 S Ward St, Littleton, CO 80127

Phone: 303-409-2222

Website: <https://www.ifoohills.org/edge-ice-arena/>

The Ice Ranch

841 Southpark Drive

Littleton, CO 80120

Phone: 303-285-2110

Website: <http://www.theiceranch.com>

III.

BOARD OF DIRECTORS/STAFF/VOLUNTEERS – 2026-2027

POSITION	NAME	EMAIL
PRESIDENT	Phil Heinrich	president@littletonhockey.org
VICE PRESIDENT	Damian Krebsbach	vp@littletonhockey.org
SECRETARY	Stacie Day	secretary@littletonhockey.org
TREASURER	Jen Thompson	treasurer@littletonhockey.org
DIRECTOR - COACHING	Joe Giardino	coaching@littletonhockey.org
DIRECTOR - OPERATIONS	Mike Kane	operations@littletonhockey.org
DIRECTOR - MEMBERSHIP	Ryan Sawatzky	membership@littletonhockey.org
LHA HOCKEY DIRECTOR	Jason MacPherson	jason.macpherson@littletonhockey.org
14ERS HOCKEY DIRECTOR	Hannah Garrett	hannah@14ershockey.com
REGISTRAR	Beth Lindemann	registrar@littletonhockey.org
PROGRAMS DIRECTOR	Jason Gour	jason@littletonhockey.org
SCHEDULER	Jeff Barrett	scheduler@littletonhockey.org
TOURNAMENT/VOLUNTEER COORDINATOR	Kristi Stieduhar	tournaments@littletonhockey.org volunteercoordinator@littletonhockey.org
TEAM ACCOUNTING	Andrea Ramelow	alraccounting@live.com
FUNDRAISING		fundraising@littletonhockey.org
8U DIRECTOR	Harry Golden	8Udirector@littletonhockey.org
8U COORDINATOR	Becky Seifried	U8@littletonhockey.org
CRHL DIRECTOR	Jesse Shelton	growthegame@littletonhockey.org
SAFESPORT COORDINATOR	Ryan Jones	safesport@littletonhockey.org
REFEREE COORDINATOR	Dave Lowry	eolus210@hotmail.com
DISCIPLINE COMMITTEE		dc@littletonhockey.org

IV. **MANAGER AND LEVEL REPRESENTATIVE REQUIREMENTS**

The following will detail everything that must be completed to be eligible as a Manager for the coming season. **Submit USA Hockey Number HERE.**

USA Hockey Registration (Ice Manager/Volunteer): [USA Hockey Registration](#)

USA Hockey Background Screen: [USA Hockey Background Screen](#)

USA Hockey SafeSport Certification: [USA Hockey SafeSport Training](#)

1. USA Hockey Registration:

You must register with USA Hockey every season as a manager. There is no fee to register as an Ice Manager/Volunteer. You will receive an electronic copy of your registration from USA Hockey.

2. USA Hockey Background Screen:

Background screening is required for applicable adult participants and must be current for the 2026–27 season. USA Hockey utilizes a national background screening program, and screenings are generally valid for two seasons.

If your current background screening has expired, you will need to complete a new screening through USA Hockey before participating with the team. When completing your registration, please make sure you select **Littleton Youth Hockey Association** and the correct team/level you will be managing or volunteering with.

Once completed, please retain a copy of your confirmation/registration for your records and provide documentation to LHA/CAHA if requested.

3. USA Hockey SafeSport Certification:

SafeSport certification is required. First-time participants must complete the Core SafeSport Training. Individuals who have previously completed the Core SafeSport Training will complete the applicable annual Refresher Course to remain current.

NOTE: Spouses/partners of the coaching staff are not allowed to be managers and/or treasurers. Manager and treasurer duties cannot be performed by the same individual.

V. **LEVEL REPRESENTATIVE**

The role is essential for supporting coaches, sharing updates, fostering team culture, and guiding families and players through the season.

Key Responsibilities

- Coach Support: Monthly check-ins to monitor progress, address needs, and support

- team success
- Segment Reports: Submit monthly updates on team health, coach feedback, and notable issues
- HDOC Participation: Attend meetings to represent your level and contribute to program improvements
- Clear Communication: Share schedules, policies, and LHA announcements with coaches and managers
- Promote Culture: Encourage inclusivity, sportsmanship, and help resolve team conflicts.

VI. TEAM COMMUNICATION/VOLUNTEERS

Few things can diminish the hockey experience more than the friction and misunderstandings that arise from inadequate communication. A fundamental aspect of your role as Team Manager is to ensure every family receives necessary updates in a prompt and professional manner, while encouraging direct dialogue with the proper officials to swiftly resolve any potential issues.

You are responsible for the timely dissemination of details regarding scheduling, competitive events, financial requirements, fundraising initiatives, and team gatherings. Whether originating from you or at the request of the coaching staff, this information should be documented and archived. Maintaining a consistent record of all team communications is essential. While urgent matters may occasionally require a phone call, these instances should remain limited and always be supplemented by a written follow-up to ensure clarity and organization.

To avoid overwhelming your parents with information, you may want to send a weekly email to go over the activities for the week such as:

- Information on upcoming events (i.e. practices, league games, dry land, tournaments, etc.)
- Driving directions to away games
- Reminders for upcoming events such as team photos, team parties, etc.

1. TEAM MEETINGS

To foster a cohesive environment and encourage active parent participation, formal team gatherings are indispensable. An introductory meeting should be arranged promptly following team selection, ideally once the manager has been officially appointed. This initial session provides a valuable opportunity for families to build rapport, address inquiries regarding the upcoming season, and allow the coaching staff and manager to establish clear expectations. These assemblies may be conducted efficiently around scheduled practices or organized as a distinct event at an alternative location. It is your duty to facilitate these meetings and ensure all families are informed

of the logistics. Please emphasize to parents that their presence at these sessions is vital for a unified and well-organized season.

The LHA SafeSport Coordinator and Hockey Director will need to coordinate a meeting with the team to review our LHA SafeSport Code of Conduct at the beginning of the season with the parents and players. It would be best to coordinate this with your team meeting to go over this with your parents.

2. LITTLETON HOCKEY ASSOCIATION TEAM WEB PAGE

The Team Manager will have access to their team's web page to add any information regarding their team such as rosters, tournament info, etc.

3. VOLUNTEER/DELEGATION

It is almost impossible for a Team Manager to do everything without help. It is suggested that you get people on the team to help in the following duties:

- Treasurer – All teams must have a Treasurer separate from the Manager.
- Tournament/Traveler Coordinator – Tournaments and travel arrangements (optional)
- Fundraising/Social Coordinator (optional)

4. MINOR OFFICIALS/VOLUNTEERS

Many parents will be prepared to volunteer in some capacity. Training for some positions may also be required. The Team Manager is responsible for setting up training sessions at the beginning of the season for positions such as clock and electronic scoring. Training tutorials can be found [HERE](#).

It is particularly important that one adult from each family train for electronic scoring and clock as each family will be required to volunteer during a tournament and during league games to run clock or electronic scoring. It is helpful to create a volunteer responsibility list to register for duties for the season for the league games. There are sign up programs out there that are helpful for this such as SignUpGenius (<http://www.signupgenius.com>). There is also a Volunteer feature on your Crossbar site, which allows for easy management of volunteer events, volunteer sign-up, and volunteer hour tracking. To utilize the Volunteer Feature, follow the steps below in [Utilizing the Volunteer Feature | Crossbar Help Center](#).

You can have each parent sign up and you will be able to oversee what spots are left to fill and who has not volunteered.

- The following minor officials need to be arranged for each home game:
 - Electronic scoring
 - Clock – See documents on LHA website for Game Clock Instructions
 - Penalty box for your team (all teams should have their own penalty box volunteer)

VII. TEAM UNIFORM/EQUIPMENT

1. LHA UNIFORM REQUIREMENTS

By the first league game, all LHA players should have a black helmet, black 'breezers' or breezer covers, and gloves (may be any combination of red/white/black)(if your team has team gloves and breezer covers those should be worn for games). Goalies can wear any color helmet. You will need to pick up your practice jerseys from LHA Staff.

2. TEAM MANAGER'S JERSEY RESPONSIBILITY

- All travel team jerseys, rec jerseys and 8U jerseys are the property of the member and the cost is included in the registration fees. For travel and rec teams, a home and away game jersey, game socks, and helmet decals will be provided. For 8U, one jersey colored by team, socks, and helmet decals will be provided.
- Jerseys should be carried on hangers to and from the rink. They can easily be cut by skate blades or other items of equipment or snagged by Velcro when thrown in an equipment bag.
- If a jersey is damaged or lost, the player will be responsible for the replacement cost.
- Each team will have a full team set of jerseys.
- Once the jersey numbers have been assigned, please update the roster on your team's Crossbar page.
- If you need replacement jerseys, you will have to contact the LHA/14ers Hockey Director.
- Jerseys are to be worn for games only!

3. NAME BARS

Name bars will be allowed on all travel and rec teams. If a player receives a "C" or an "A" for their jerseys, it is the responsibility of the parent to adhere the captain's letter to the jersey.

4. 8U TEAMS – GOALIE EQUIPMENT

If your team needs goalie equipment, or has LHA Equipment which needs to be returned, please contact our 8U Coordinator.

5. WATER BOTTLES/PUCKS

WATER BOTTLES

Each player shall supply their own water bottle that they will be responsible for throughout the entire season. LHA does not supply water bottles. There will be NO sharing of water bottles.

PUCKS

Each Travel and Rec Team will be given a puck bag with 30 pucks in it for games and practices. The puck bag must be returned to LHA at the end of the season. Each 8U coach will receive a bag with 40 blue pucks. The bag must be returned at the end of the season. We hope that pucks will be returned as well.

6. LHA PINS

LHA pins are extremely popular for trading in other states – and are especially popular in Fargo where they are required at some tournaments. Teams are responsible for their own pins. LHA may have additional pins for purchase, you can reach out to LHA Directors to inquire.

VIII. LOCKER ROOMS

Edge Ice Arena and The Ice Ranch management requires players to dress and undress in the locker rooms. There is a locker room schedule on the monitor in the entranceway. Please ask the rink personnel which locker room is assigned to your team if you are unsure. Players should not dress or undress in the lobby for a practice or game.

The following policies should be adhered to for both practices and games.

- Parents are not allowed in the locker room with one exception, the 8U level if a coach is present.
- If a team wishes to share ice with another team, the scheduler must be notified so that a locker room may be assigned. The rink will not provide a locker room to any team unless they have been asked to do so by the scheduler.
- Locker rooms should be left clean at the end of each practice or game. If the locker room is dirty when your team arrives, notify the rink staff so that the offending team before yours may be notified.
- **A locker room monitor must always be present in or outside the locker room.**
- If the locker room is damaged when you arrive, notify rink personnel immediately.
- Appropriate behavior is expected of all LHA players, siblings and guests in the lobby and other common areas.
- Keys to the locker rooms are available. A set of car keys is all that is needed to check out a locker room key. It is highly recommended that locker rooms be locked while your team is on the ice. Neither the rink nor LHA is responsible for lost or stolen items.

Finally, Edge Ice Arena and The Ice Ranch would like to ask that all hockey players take pride in their home arena. Please help them in taking the best possible care of the locker rooms and arena.

IX. LOCKER ROOM MONITORS

The presence of adults in the locker rooms is critical to maintaining a safe and positive environment. Over the past five years it has become clear that more than half of all SafeSport incidents reported each year occur in locker rooms. In all but a few cases, there was no locker room monitor present. **For all 8U, 9U, 10U, 11U, 12U, 13U and 14U teams, whenever players are present in the locker room, there must be at least two SafeSport certified and screened adults - the head coach, assistant coach or LRM - physically present inside the locker room to supervise and monitor conduct.**

For all 15U, 16U, 18U and 19U teams, the head coach, assistant coach or LRM shall be stationed immediately outside the locker room door (within arm's length and so the monitor can sufficiently hear inside the locker room), frequently checking and communicating with the players so they understand they are being monitored.

At no time should there be a 1:1 child/adult ratio in a locker room.

Please review and refer to [LHA's Locker Room Policy](#) as well as [LHA's Locker Room Monitor Page](#) for more information.

X. RECORD KEEPING/DISTRIBUTION

The Team Manager is the keeper of the Team's personal information. Each National Tournament Bound (NTB) Tier II Team Manager will keep a binder to hold certified rosters, completed and signed forms (if necessary), extra blank score sheets (in case the scoring system is down), etc.

Please note: All consents and waivers were signed by parents/guardians and players upon registration. If needed, documents signed upon registration will be in PDF form for you and/or your families to view (if necessary) on the LHA Website at <https://www.littletonhockey.com> under the "Parent's Corner".

1. USA HOCKEY OFFICIAL ROSTER

- This form is handled by the LHA Registrar.
- You **MUST** have a certified USA HOCKEY 1-T official roster before playing any games (this includes "**non-league games**"). Please contact the LHA Registrar to get your certified official roster. This should be with you at all games, tournaments, etc. For Tier II rosters, an approved roster will be signed by both the Affiliate Registrar and the USAH Registrar. For all other rosters, an approved roster is signed by the Affiliate Registrar.

2. TEAM CONTACT LIST

At the beginning of the season, the Team Manager should send out a spreadsheet to each family asking them for information they want included on a team contact list. Let your team know that the information they provide should only be the information they want included on this contact list that will be distributed to the team and LHA Tournament Coordinator. The team contact list is a great tool to encourage open communication with the team.

3. ROSTER CHANGES AND NON-REGISTERED PLAYERS/COACHES ON ICE

ANY CHANGES OR ADDITIONS TO ROSTERS MUST BE SUBMITTED AND APPROVED BY THE LHA REGISTRAR. Contact the LHA Registrar if coaches are planning to add or delete a player (remember, all changes for Tier II must be submitted to USA Hockey by December 15th). If approved, the Registrar will get the appropriate paperwork to the team manager and will coordinate and contact the Affiliate Registrar.

Team managers should **NOT** be contacting the Affiliate Registrar. The LHA Registrar needs to keep his or her files in order and is responsible for player registration and insurance.

Only **USA Hockey Certified Coaches** can be on the ice or bench for games, all coaches must be certified to the appropriate level. It is important that you check the certification expiration date for each of your coaches. If their certification expires this year, please let them know.

If you have a player on the ice that is not on the signed 1-T USA Hockey roster or a coach on the ice or bench that is not on the signed 1-T USA Hockey roster, your team may be fined **\$1,000.00** per incident from CAHA.

NO PLAYER SHOULD BE ON THE ICE PRACTICING WITH A TEAM IF THEY ARE NOT A REGISTERED OR A ROSTERED PLAYER WITH LHA.

PLEASE NOTE: No coaches, assistants, parents or other adults or children may be on the ice unless they are registered with USA Hockey - and therefore are insured.

XI. SAFESPORT PROGRAM AND LHA DISCIPLINARY COMMITTEE – LHA POLICIES & PROCEDURES

Littleton Hockey Association is committed to improving the development, safety and welfare of its players and all members involved in hockey and our organization.

1. SAFE SPORT PROGRAM

LHA fully supports US Center for SafeSport, the USA Hockey Safe Sport Program and the CAHA Safe Sport Program, and requires all players, coaches, and members to fully participate. All Team Managers are required to watch the Safe Sport videos located at SafeSport Training. If you have any questions regarding Safe Sport issues, please contact the LHA Safe Sport Coordinator. Alleged violations of Safe Sport policies are generally investigated and addressed directly by CAHA or US Center for SafeSport, and not by LHA.

2. LHA DISCIPLINARY COMMITTEE

The LHA Disciplinary Committee is responsible for investigating potential violations of LHA policies by players, parents, coaches, or staff members, including violations of the LHA Code of Conduct, the LHA Substance Abuse Policy, and the LHA Locker Room Policy. The Disciplinary Committee is also responsible for addressing possible Pattern of Conduct behavior, where repeated and documented efforts by coaches or the Hockey Development & Operations Committee have failed to resolve an issue and escalating action against a player, parent or coach is needed.

The Disciplinary Committee addresses specific incidents after they have already happened. The Hockey Development & Operations Committee, on the other hand, works to avoid problems in the first place by proactively addressing situations like team dynamics, coaching concerns, and player or parent behavior before they become Disciplinary Committee issues. The two Committees work in tandem with one another.

Disciplinary action of players, parents, coaches, or staff members that involve suspensions or expulsions are only issued by the Disciplinary Committee. However, Head Coaches do have the ability to sit players for up to one game or practice for a violation of team rules. Repeated violations could then be elevated to the Disciplinary Committee as potential Pattern of Conduct behavior.

Members of the Disciplinary Committee include the LHA Safe Sport Coordinator and between three and five LHA volunteers. Disciplinary Committee members are primarily LHA parents, but can also include one or more non-parent LHA coaches. LHA Hockey Directors and LHA Board members are not members of the Disciplinary Committee. The Disciplinary Committee provides unbiased and impartial determinations of disciplinary actions that are consistent across all teams and age levels at LHA.

3. DISCIPLINARY COMMITTEE PROCEDURE

No particular form or document is required to report an incident to the Disciplinary Committee. Any Team Manager, coach, parent, or staff member can alert the Disciplinary Committee about an incident by sending an email describing the issue or concern. Emails can be sent directly to the Disciplinary Committee at dc@littletonhockey.org, or to the LHA Safe Sport Coordinator at safesport@littletonhockey.org. Emails can also be sent to Hockey Directors or any LHA staff member, who would then forward the concerns to the Disciplinary Committee for further action.

Disciplinary Committee cases are opened by issuing a written Preliminary Determination to the individual who allegedly performed the improper conduct (called the "Respondent"). The Preliminary Determination includes general information about the alleged conduct and a general description of the LHA Policies that might be at issue. The Preliminary Determination also contains a decision whether a Summary Suspension is required. In certain limited circumstances, Summary Suspensions are issued immediately upon receipt of an incident, before the investigative process has begun. They are applied only in severe situations, such as criminal arrest or law enforcement involvement, extreme and ongoing safety concerns, or allegations that involve child abuse or sexual misconduct.

After a case is opened, the Disciplinary Committee will gather evidence and information and conduct interviews with the Respondent, the person against whom the action was directed (called the "Claimant"), and other witnesses to the incident. In most circumstances, the Head Coach is also interviewed. The Disciplinary Committee will determine which witnesses need to be interviewed. Not all witnesses might be interviewed for a given incident, especially if a witness would not provide new or additional information beyond what has already been obtained by the Disciplinary Committee.

At the conclusion of a case, the Disciplinary Committee will issue a written Final Determination to the Respondent, and may send a copy to the Claimant. The Final Determination will include a detail about the factual determinations found by the Disciplinary Committee, as well as the determinations about any violations of the Code of Conduct or other LHA policies. The Final Determination will also include information about any mitigating or aggravating factors, as well as information about how the Disciplinary Committee addressed similar cases in the past. The Final Determination will specify any disciplinary action that will be taken against the Respondent, including the length of any suspension and other conditions the Respondent will have to follow.

If a Respondent does not agree with the Final Determination, they are provided the opportunity to appeal to the LHA Board of Directors.

All Disciplinary Committee matters remain strictly confidential. Information about the reporting individual, the Claimant, or the identity of witnesses is not provided to the Respondent. The outcome of a particular matter is not disclosed to anyone other than the Respondent and Claimant, except to those limited parties with a “need to know” so the outcome can be properly implemented. This means that Team Managers or coaches may or may not receive specific information about a particular incident, depending on the facts and circumstances. However, Head Coaches will always receive information from the Disciplinary Committee in the event a player or parent has been suspended. The Disciplinary Committee will not provide information to other parents or families on the team, other than confirmation whether a disciplinary matter or investigation remains open or has been closed.

4. SAFE SPORT INVESTIGATIONS

For incidents that involve potential violations of Safe Sport provisions, the Disciplinary Committee is currently prohibited from conducting investigation or taking disciplinary action (other than issuing Summary Suspensions) until Safe Sport processes have concluded. This applies even if the incident involves potential violations of both Safe Sport provisions and LHA’s Code of Conduct.

For incidents that involve potential child abuse or sexual misconduct, the Disciplinary Committee is required to immediately notify US Center for SafeSport, and all further investigations and actions will be taken by such governing body.

For other potential Safe Sport violations, the Disciplinary Committee is required to immediately notify USA Hockey, which then transfers the case to the CAHA Safe Sport Coordinator for further investigation and action.

Neither LHA nor the Disciplinary Committee has any control over Safe Sport processes, and only receives limited information about the status or outcome of any particular case.

However, for incidents that potentially involve Safe Sport violations, the Disciplinary Committee will alert the Hockey & Development Committee and team coaches to allow them to monitor ongoing team dynamics and to take necessary steps to ensure that problems or issues do not continue.

XII. COACHING CERTIFICATION LEVELS

All LHA Coaches must be registered on an annual basis with both USA Hockey and CAHA. This must be done before the start of the season. A coach’s Coaching Education Program (CEP) Class must be completed by December 31st of the current year. Coaches may only take one level per year and must enter the program at Level 1.

EXCEPTION: Coaches of any 8U team may remain at Level 1 or the current level they maintain.

XIII. SCHEDULING

The game and practice schedule for each month will be posted as far in advance of the first day of the month as possible. Schedules will be posted on the LHA website. Everyone should check the team schedule on the website frequently.

It is inevitable that in the course of a month, changes will be made to the schedule. These changes affect the teams, the scheduler, the treasurer, the rink manager and rink personnel. To ensure that the process flows smoothly, the following policies and procedures apply. The Manager and Coach should check the schedule weekly. The team manager and/or coach must give notice by email.

1. CHANGES INITIATED BY SCHEDULER

- Examples of when this occurs are:
 - The rink makes a request
 - Games are canceled
- The procedure is:
 - Scheduler will make changes to the master schedule
 - Crossbar will be updated so coaches and team managers need to have their notifications turned on for Crossbar.
 - It is the responsibility of the team manager or the coach to give parents ample notice of the change

2. CHANGES INITIATED BY TEAMS

- Examples of when this occurs are:
 - Teams wish to swap ice times
 - Teams wish to share ice-time with another team
 - Teams attend unscheduled game or tournament
- Procedure is:
 - Coach should notify players which team they swapped with so they can go to the locker room assigned to the original team
 - If the swap is for more ice or less ice, team manager or coach notifies the scheduler via e-mail, who will in turn make changes to the master schedule
 - It is the responsibility of the team manager or coach to notify parents
 - It is the responsibility of the SCHEDULER to notify the rink
 - It is the responsibility of the scheduler to notify the treasurer
 - If the change involves cancellation and replacement of ice-time, it is the responsibility of the scheduler to find the ice

- If the change involves swapping with other teams, the team managers and coaches are encouraged to work on their own
- If a team wishes to share ice with another team, the team adding the practice must notify the scheduler. It is the scheduler's responsibility to notify the rink so a locker room can be assigned
- The rink will not provide a locker room to a team unless they have been notified by the scheduler

PLEASE NOTE: Littleton Hockey Association pays for all ice at The Ice Ranch and the Edge before the third day of the month for ice used during that month. The scheduler and treasurer are responsible for reconciling this billing and coming up with correct ice chargeable to teams. The main source for this is the schedule posted on the board. If you make changes to this schedule and do not notify the scheduler, your team will be billed for the ice shown on the schedule.

Teams wishing to cancel assigned practices must contact the LHA scheduler as soon as you know. The scheduler will try to give this ice to another team. If the scheduler cannot find another team to take this ice, you will be responsible for payment of this ice. Reasons for change must be legitimate such as a tournament or game conflict with a practice. Wanting to cancel practice because it is too early, i.e. 5:30 a.m., is **NOT ACCEPTABLE**. Teams who do not contact the scheduler will not have that practice rescheduled, will be charged for the ice AND will lose a future hour of ice. With our ice allocation at a premium, cancellation is unacceptable.

3. TOURNAMENTS

The schedule for Colorado tournaments is typically available by early October. Coaches generally select the tournaments their team will attend, so planning should begin as soon as the team is selected.

The LHA Tournament Coordinator assists with the tournament registration process. To register for a tournament, contact the Tournament Coordinator and provide the link(s) to the tournament(s) your team wants to attend. Because tournament spots fill quickly, it's important to submit applications promptly to secure acceptance.

The LHA Tournament Coordinator typically handles registration for most local tournaments in advance. You will be notified at the start of the season regarding the tournaments your team has been registered to attend.

The list of local tournaments can be found **[HERE](#)**.

Since entry fees are typically paid with the applications, funds will need to be available at the start of the season. It is also recommended that any travel arrangements - air, car/van, and

hotel reservations be made as early as possible. The team may wish to have a "travel person" designated to coordinate these arrangements. Please be aware that your Coach may wish to have the team arrive a day early for a tournament and may wish to schedule additional ice time at the tournament site.

As soon as tournaments have been selected the manager MUST:

- If the tournament is outside of Colorado, you must apply for a CAHA Team Travel Permit from the Affiliate Registrar. If the tournament is in Canada the manager must apply for a CAHA Travel Permit and a USA Hockey Travel permit. If the tournament is outside of the US and Canada the manager must apply for a CAHA Travel Permit and an International Competition Permit from USA Hockey. At least 30 days are required for USA Hockey Travel Permits and 90 days for International Permits. Please log online to the CAHA website [here](#) to fill out the application.

4. TOURNAMENTS IMPACT PRACTICE AND GAME SCHEDULE

There are no rigid guidelines here. The scheduler will notify you in September with a calendar for your coach to blackout tournament dates. Every coach or team manager should try to update the blackout calendar as soon as possible as to which tournaments the team will attend so the scheduler can schedule around these dates.

5. CONTRACT ICE

If a team wishes to buy more ice in addition to what is allocated, the scheduler will make every effort to accommodate them. Keep in mind that LHA may have limited contract ice available as we try to schedule all the hours The Edge and The Ice Ranch gives us. All teams wishing to buy contract ice-time will have equal opportunity.

6. CURFEW GAMES

Be sure to check the amount of time scheduled for your games. Games take precedence over practices.

Tier II games cannot be curfewed unless there is a rink emergency.

Many times, you will have 1 hour 15 minutes scheduled for games. Please complete your games in no more than 1 hour 20 minutes on those days.

It is the scorekeeper's responsibility to let the referee know how much ice time the game can use and have the coaches initial the score sheet to show they have been warned beforehand about the curfew game. Coaches tend to move the game along when they know there is a

curfew in place. If we all work together, there should be very few times when games need to go to a running clock.

REMEMBER: YOUR TIME BEGINS THE MINUTE THE ZAMBONI DOORS CLOSE, SO HAVE BOTH TEAMS READY TO PLAY

The rink managers, Edge's Alec Hines and The Ice Ranch's George Stieduhar can always overrule our times and shorten our games.

7. CHECKING YOUR TEAM'S ICE ALLOCATION

At the beginning of the season, you will know the approximate amount of ice your team will be allotted during the season. It is advisable for your team treasurer to check your team's ice allocation monthly for the following reasons:

- a. To be sure that the ice your team is charged is the ice your team has used
- b. To be sure that your team's ice allocation is spread evenly throughout the year
- c. To be sure that you know ahead of time if your team will be scheduled for more ice than the registration fees cover, resulting in ice bills during the season.

Keep track of the hours that your team practices.

8. GAME/SCRIMMAGE ELECTRONIC SCORING

It is the responsibility of the manager to ensure someone is present to score (electronic scoring & clock) each home league and/or non-league game. These games must be uploaded to the electronic scoring system within 24 hours of the end of the game. LHA will provide an electronic device (iPad) to score home games live.

The LHA Scheduler is responsible for scheduling Referees for all Home RMHF/CRHL/CSHDL League games.

XIV. NON-LEAGUE / NON-TOURNAMENT GAMES

If your coach would like you to set up a non-league game with another team, you will need to do the following:

- Contact the LHA Scheduler to schedule the ice or if you are using your team's practice time let him/her know that you have scheduled a game and locker rooms will be assigned. He/she will change the calendar to show that this is a "non-league game" and not a practice.

- Contact the LHA Scheduler to schedule referees. If you schedule referees for a non-league game, you are responsible for setting up the refs and paying the fees directly to LHA. These fees range from \$100 to \$400 per game depending on the level. When setting up a non-league game with another team, make sure you have communicated to that team who is responsible for paying for the ice and refs. Usually, if you invite a team over to play on your ice, the away team will pay for the referees, unless that team is going to reciprocate and invite your team to play at their rink.
- Remember to add your non-league game as part of your allotted games for the season. Non-league games do count towards your team game count.
- Contact the Registrar to have the non-league game set up in the scoring system as soon as you have the confirmation.

XVI. PLAYOFFS

CAHA conducts state playoffs only for those classifications for which USA Hockey conducts a National Championship Tournament, among them are:

- Youth 18 or Under – Tier II
- 16 or Under – Tier II
- 14 or Under – Tier II

Tier II teams are eligible for CAHA's Tier II State Playoffs and USA Hockey's Regional and National Championship Tournaments. All other travel and recreational LHA teams are eligible for league playoffs and the CAHA end of season tournament.

XVII. SPECTATORS & CHILDREN

Please remind your parents that NO CHILDREN or parents are to be in the following areas during practice, scrimmages, games or tournaments (except assigned Minor Officials):

- Both Home and Away Benches
- Both penalty boxes
- Score box
- Locker rooms (except for 8U locker rooms when a coach is present – one parent may assist their player in the locker room)
- Spectators should be in the viewing stands only!

XVIII. CONFLICT RESOLUTION

The Coach runs the team. Parents do not. The Team Manager works with the coach. Although team functions are usually divided as follows, most coaches and team managers consult frequently with each other.

- Coach – Coaching, competition, and player development
- Team Manager – Communication, bookkeeping, fundraising, social events, team travel arrangements and minor official staffing, SafeSport
- Level Representative - Serve as the liaison between coaches, families, and LHA leadership

Should a misunderstanding arise, it is suggested that the aggrieved parties deal directly with each other, after a 24-hour cooling off period. If it is a coaching issue, the coach should resolve it. The Team Manager should not try to explain coaching issues unless asked to do so by the coach. Likewise, manager issues must be resolved by the manager. Both should act in the best interests of the entire team. **The coach holds the final responsibility for the team and may appoint another manager if necessary. This includes, but is not limited to, decisions made for the wellbeing of the team when on trips.**

If the conflict is not resolved, or if assistance is needed, the following LHA officials may be contacted in this order:

- Level Representative
- Segment Leader
- Hockey Director
- HDOC (Hockey Development & Operations Council)
- Board of Directors

XIX. ACCIDENT & INSURANCE REPORTS/MISCELLANEOUS FORMS

In the case of an accident, a report must be submitted immediately following the incident or injury to the applicable Hockey Director. The injury or incident reports are located on our webpage under “Manager’s Corner”. If the family needs the USA Hockey Insurance paperwork, please contact the Registrar at registrar@littletonhockey.org.

The following forms may be requested from you at any time during the season or that you may need to fill out. They are the Grievance Report, Injury Report, Incident Report and Praise and Thanks.

XX. COACHES STIPEND

Coaches' and managers gifts: We rely on volunteers to operate our club in the most cost-efficient manner possible for our members. This includes scorekeeping, clock, penalty box and is not only limited to coaches, managers or treasurers. Please remember if having a parent coach, they volunteer because they love the game, and want to help, not for the gifts. The coaches' travel expenses are paid for by the team.

Coaches will be reimbursed as follows:

TIER TEAM – GIRLS 19U , BOYS 18U , BOYS/GIRLS 16U, BOYS 15U & BOYS/GIRLS 14U

The team is responsible for reimbursement of up to three coaches when the team travels outside of league play, including:

- Roundtrip airfare, if the majority of the team is flying.
- Individual double occupancy hotel rooms for each coach
- One vehicle rental
- Per Diem of \$50.00 per day per coach
- If a team meal is organized, the coaches are included.

REC TEAMS – BOYS/GIRLS A, B, and BOYS 12U AA and BOYS 10U AA

The team is responsible for reimbursement for three non-dad coaches or two parent coaches when traveling outside of league play, including:

- Roundtrip airfare, if the majority of the team is flying.
- Individual double occupancy hotel rooms for each coach
- One vehicle rental
- A per diem of \$50.00 per coach per day
- If a team meal is organized, the coaches are included.

XXI. TEAM MANAGER STIPEND

- Managers of 10U travel, 12U travel, 14U A/B and 19U/16U/15U A teams may choose to receive a one-time payment of \$250.00 to be funded from the team account **at the completion of the season**. Payment to the manager is to be shared equally among all players on the team.
- Managers of all Tier II Teams (Boys/Girls as previously noted). Airfare, hotel, transportation and meals are covered by the team's fees paid to the team account.
- Managers of CRHL and 8U teams do not receive a stipend.

If a manager intends to take the manager stipend, it must be made known at the start of the season and entered into the budget by the team treasurer. The manager may not choose to

take the stipend at the end of the season, causing an increase in team fees for each individual player.

XXII. FINANCIAL GUIDELINES

LHA prohibits bank accounts outside the control of the LHA Treasurer for any team. Such accounts may jeopardize LHA's non-profit status.

Important Contact Information:

- LHA Treasurer – Karin Schamberger – treasurer@littletonhockey.org
- LHA Bookkeeper – Andrea Ramelow – alraccounting@live.com

1. LHA TEAM ACCOUNTING – TEAM LEVEL

- Each team has a bank account (8U's will have two, AB, CD). LHA's banking relationship exists with PNC Bank – Your team account has already been set up prior to the manager meeting. LHA's Treasurer will have all the information for you. You can make deposits at any PNC Bank.
- Tier II teams will be issued a credit card for manager, treasurer and head coach. All other teams will be issued a debit card for manager and treasurer (and head coach optional)
- Credit and/or Debit cards are to be used for all transactions.
- Team treasurer will maintain a team spreadsheet—stay on top of it. You will need to submit to Andrea Ramelow monthly.
- Team treasurer will collect funds.
- Team treasurer will be responsible for the financial activities of the team
- Team treasurer will be responsible to keep track of ice usage and compare at season end any differences that need to be reconciled.
- Team treasurer will reconcile with bank balance monthly and email to LHA's Bookkeeper on the 10th of every month the Team Accounting Spreadsheet with the Summary page complete. **Individual player account statements must be emailed monthly to each family.**
- Expense classifications
- Tournament registration, travel, team entertainment, team meals, ice assessment, uniform expense, pucks, fundraising (revenue)
- At end of season: All accounting packages must be returned to LHA's Bookkeeper with unused checks and receipts from season

2. LHA TEAM ACCOUNTING – HOW IT WORKS

- LHA Team Accounting—LHA Organization level
- Team bank accounts are established by LHA
- The team treasurer will be signer on each team account

- Each team account will be established in QuickBooks
- Financial activity from the team will be entered in via adjusting journal entry from the team treasurer's monthly account summary
- Directly to the team account
- Directly into the correct expenditure category
- Debit card charges are mostly self-explanatory
- Check amounts or payee will indicate how to classify
- Team will be provided a monthly ice usage report
- When teams are invoiced from LHA for jerseys, ice assessments, etc. LHA will give the team approx. 30 days to reconcile any differences and LHA will transfer the funds from the team account to LHA account
- All accounts are closed with a balance of \$5.00 at end of season

3. LHA PLAYER FINANCIAL RESPONSIBILITY

- Expenses incurred by a travel team are team expenses and therefore the responsibility of all team Members. In addition, a player not participating in a tournament, home or away, is still responsible for the fees associated with the team's participation, i.e., Tournament Registration fee, coaches' expenses, etc. This does not include team meals, entertainment, etc.
- It is recommended that all AA, A, and B Teams at all levels below 14U collect \$600 per family at the beginning of the season.
- Additional funds may need to be collected over the course of the season based on your overall season budget.

4. LHA TEAM ACCOUNTING – ICE ASSESSMENT

- Actual ice usage was used to set the season budget AND cost included in registration fee (refer to the spreadsheet to see budget hours)
- Includes practice and home games
- If your team advances to the USA Hockey Nationals, LHA may help off-set the additional ice cost up to a certain number of hours
- It is still possible to exhaust budget hours resulting in ICE ASSESSMENT at the end of the season
- Mid-season ice assessment MIGHT occur if usage trend shows overage
- LHA Scheduler for all scheduling issues

5. TEAM ICE HOURS

- 18U AA – 74 hours
- Minor AA 16U– 74 hours
- Minor AA 15U– 74 hours
- Girls 19UAA – 53 hours
- Girls 16UAA – 51.5 hours
- Girls 16U A – 47 hour
- Midget CPHL – 43 hours
- Midget CRHL – 29 hours
- 14U AA – 71 hours
- Girls 14U AA – 50 hours
- 14U A – 50 hours
- 14U B – 45 hours
- 14U CRHL – 29 hours
- 12U AA – 62.5 hours
- 11U AA – 62.5 hours
- 12U A – 50 hours
- 12U B – 45 hours
- Girls 12U A - 45 hours
- Girls 12U B - 40 hours
- 12U CRHL – 29 hours
- 10U AA– 55 hours
- 10U A – 48 hours
- 10U B – 43 hours
- Girls 10U A - 38 hours
- Girls 10U B - 38 hours
- 10U CRHL – 29 hours
- 8U Adv. - 90 hours
- 8U Int. - 90 hours
- 8U Beg. - 60 hours

Thank you for taking on such an important part of the team! If you have any questions regarding the accounting, please contact LHA's Treasurer at treasurer@littletonhockey.org.

XXIII. FUNDRAISING GUIDELINES

FUNDRAISING COMMITTEE

Our Fundraising Committee is an excellent source for team fundraising ideas. All funds are to be provided to the fundraising committee after the program is complete. You can find more

information on the LHA and 14ers website under [the Resources tab](#). For questions, please email fundraising@littletonhockey.org.

1. PHILOSOPHY

We encourage teams to participate in fundraising throughout the year. It is recognized that the funds raised are to be used for the betterment of the team and Littleton Hockey Association ("LHA"). When raising funds, members are also representing LHA and are encouraged to project a positive image of the LHA. All fundraising activities must adhere to these "*Fundraising Guidelines*".

2. GUIDELINES

- Direct public support can be requested for the purpose of fundraising.
- All fundraising activities must be discussed and approved by the majority of parents.
- All fundraising activities must receive prior approval by the Hockey Director or Fundraising Committee, if applicable.
- All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review.
- Teams may join with other teams to collectively hold fundraising activities.

3. USE OF FUNDS

Teams use funds for the following purposes:

- Tournament registration fees
- Team apparel, equipment bags
- Coaching and Trainer supplies
- Travel expenses for recognized coaching staff. Parking at D.I.A. shall not be short term covered parking.
- Team meals
- Costs for year-end banquets, trophies and awards

4. OTHER FUNDRAISING ACTIVITIES

- Teams wishing to use funds for anything not listed in item 3, must receive permission from the Hockey Director or Fundraising Committee, if applicable.

5. APPROVALS AND REPORTING

- All requests for fundraising must be submitted to the Hockey Director or Fundraising Committee, if applicable, by completing **the Fundraising Request Form** located on the website at least 14 days prior to the event.
- A full accounting of each fundraising event is required to be submitted to the Hockey Director or Fundraising Committee, if applicable, on the prescribed form within 14 days after substantial completion of the event.

6. LHA SPONSORS

- LHA actively raises funds as an Association. As a result, businesses and organizations have sponsored the Association as a whole. Teams are not to approach businesses or organizations that have sponsored the Association without approval. Visit the LHA website for a list of LHA sponsors.

7. LHA EVENTS

- All LHA members are encouraged to participate in LHA fundraising events.
- Teams are encouraged not to make commitments in conflict with LHA fundraising events.

8. REVIEWS

- All fundraising activities are subject to review by LHA.
- The LHA Board or Fundraising Committee, if applicable, may review fundraising activities at the request of team parents.

9. PROPERTY OF LHA

- All monies raised through fundraising are the property of the LHA and shall be promptly paid over to LHA. **DO NOT DEPOSIT THE FUNDS IN YOUR TEAM ACCOUNT.** LHA will then disburse funds to the Team for the Team account.
- **100% of funds derived from team fundraising activities will be disbursed by LHA to the Team for the Team account. LHA will no longer retain a portion of funds from team fundraising activities."**

10. EXTENDED FUNDS

- Teams are not permitted to carry over funds to the next season

11. LIABILITY

- LHA shall not be held liable for any violation of this policy or any acts or omissions of the Team while performing fundraising activities.
- The individual Team shall be responsible for any losses or damages caused by their fundraising activities.

12. COMPLIANCE WITH HANDBOOK

- All fundraising activities are subject to the LHA Member Handbook and code of conduct.

XXIV. SEASON END

1. TEAM FINANCES

The final reconciliation ice bill will arrive in March. Your team may receive a balance due based on the number of hours of ice used over your allotted hours during the season. Before collecting the last of the team fees, be sure to check with the Coach to see if he/she may add more ice time to prepare for playoffs.

Once all the expenses for the team have been paid and you have reconciled with the bank, your Treasurer can provide a final account statement, along with a refund check (if any) to each player's family. You may be able to have all of this reconciled by the team party and have the checks ready to go there. If not, you can mail them to each of the player's homes.

XXV. SUMMARY

The Team Manager's role is key to the success of the team's season. The ability to communicate and work well with others, while maintaining a fair outlook are important attributes to have to perform your duties as Team Manager. This Manager's Manual may seem overwhelming as you read through it, but please realize that you have the support of your team through delegation. Focus on the organizing, planning and overseeing of the many of these duties and you will have a successful season.

LHA would like to THANK YOU and we really appreciate you stepping up and taking on the Manager role and if you ever have any questions or need any assistance during your season, we are here to support you!

If you have any suggestions or feedback on the contents of the LHA Manager's manual, please email the LHA Registrar at registrar@littletonhockey.org.