

Springfield Kings Team Manager Guide (10U and Up)

1 Scheduling with Missouri Youth Hockey (mohockeyyd.org)

- **Attend 2 Required Zoom Meetings:**
 1. **Preseason Scheduling Meeting:** Covers how to schedule games with MOYH teams.
 2. **Season Overview Meeting:** Explains your responsibilities for the rest of the season (game procedures, documentation, expectations).
 - **Plan out your season.**
 - Pick tournaments early and get registered. Plan for 2-3 tournaments. Keep in mind, league games must be played in a certain timeframe based on Missouri Hockey guidelines. If you schedule too many tournaments, you will not be able to get your league games in.
 - Work with other managers in your division to schedule declaration and league games.
 - **Home ice** will be provided by the VP of Administration. Each team will be given home ice for declaration season and league play. Declaration games and league games take priority over friendly games.
 - Each team will be allotted enough home ice for all their league games.
 - 10u and 12u can swap ice times and 14u and 16u can swap ice times.
 - If provided ice times do not work, please work with the VP of Administration to figure something out.
 - **Friendly Games**
 - Once all of the teams in the organization have their league games scheduled, open ice times can be used to schedule friendly games at an additional cost to the team (ice and officials).
 - Ice times **must** be requested through the VP of Administration to ensure proper scheduling with the rink and for requesting officials.
 - All other requests for additional ice time must be made through the VP of Administration and the SYHA board. Please do not contact the Nelson Center directly.
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Game Day Responsibilities

- **Team Score Sheet Stickers:**
 - Scoresheets and roster stickers will be provided by the SYHA.
 - Keep a supply of pre-printed sticker labels with your team's roster.
 - Provide stickers for **every game** (home and away).
 - **Home Game Volunteer Coordination:**
 - Assign parents to help with:
 - Score clock
 - Score sheet
 - Penalty box (must have safesport certification)
 - Use **SignUpGenius.com** (free and easy to manage) for organizing shifts.
 - **Game Sheet Uploads:**
 - After every **league game**, **upload a copy of the score sheet** to **Crossbar** (MOYH's league management system).
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Maintaining the Team Schedule

- Keep your team's **Crossbar schedule updated:**
 - Include all games, practices, and team events.
 - Ensure accurate dates, times, and locations.

Remind the parents to download the “**Crossbar**” app on their smartphone.

- **Login:** Use the same credentials as your SYHA online account.
 - **Notifications:** Double-check that notifications are turned **ON** so you don't miss important updates.
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Tournament Planning

- **Tournament Selection & Registration:**
 - Prioritize tournaments hosted by reputable **youth hockey organizations**.
 - Past tournaments attended:
 - Cedar Rapids, IA
 - Kansas City, KS
 - Sun Prairie, WI
 - Beloit, WI
 - Mason City, IA
 - **Avoid stay-and-play tournaments** when possible:
 - They are often more expensive.

- Offer limited hotel options.
 - Typically held in larger, costlier cities.
 - **Payment & Reimbursement:**
 - **Fundraising funds** may be used but often aren't available until **after** registration deadlines.
 - Recommended options:
 - **Manager registers/pays** for the tournament upfront, gets reimbursed later by fundraising.
 - **Families reimburse the manager** for their share, and later get refunded from fundraising (keep detailed records).
 - **Keep a paper trail** of all payments and communications.
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Team Communication & Meetings

- **Support the Head Coach:**
 - Help draft and send team-wide messages (game updates, changes, reminders).
 - **Set Up Meetings:**
 - Organize **team meetings** (in-person or virtual) as needed.
 - Schedule **coach-player-parent** meetings if requested or necessary.
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Tips for Success

- Start organizing early—especially for tournaments and volunteers.
- Keep detailed records of finances, especially if handling reimbursement.
- Communicate regularly with parents and coaches.
- Stay flexible—schedules can change frequently in youth hockey.