



Glacier Avalanche Youth Hockey Association  
Whitefish, Montana

# Glacier Hockey Association

## Manager Description

Team Managers act as a liaison for coaching staff, parents and other teams. Effective communication is a vital factor to the success of the program. This guide has been put together to help managers facilitate this responsibility. Duties will vary from team to team.

### Managers Meeting

In the early part of the season, our program director, coaches, manager of managers and managers will hold a meeting to discuss the upcoming season. It is imperative that managers attend this meeting.

Managers should feel free to contact Amanda Hayes (Executive Director/Manager of Managers) or Dom Jordan (Hockey Director) with any questions.

### Manager Responsibilities

- Communicate with your head coach
- Create a safe, positive team environment
- Know and understand GHA policy manual
- Clear, consistent communication with parents
- Be visible, friendly, positive and approachable - Managers represent GHA and our program to other teams.
- Collaborate with other managers when possible, specifically at the same age level
- Managers set the culture of the parents and players. Managers should promote and support all athletes and families.
- Managers are an integral part in creating a positive culture for all players. This can be done through team dinners at away tournaments, helping all players, and assisting coaches with what they need. A positive culture starts from the top and the managers should always include all parents, families, and players

in all conversations, messaging strands, and events that pertain to the whole team.

- Confidentiality of issues, concerns, discipline, etc is very important. If a coach, parent or player comes to a manager with a concern, it should be dealt with in a confidential way. Please become familiar with the [grievance policy](#) (concerns about language, attitude, procedure, etc) and [incident report](#) (actual event that has occurred including injury, physical altercation, etc).

## **Preseason**

For the 2025-2026 season we opened registration early. GHA will provide rosters and practice and game schedules to managers as soon as they are available. Please anticipate that you will need to send emails and utilize Team Snap regularly to communicate and reach out to Amanda, Manager of Managers, if you need help with that platform. Please coordinate with your head coach on his/her communication preferences. Team Snap is a tool to organize hockey related business with the team, please do not use it as a social media platform.

## **Parent Meeting**

Work with the head coaches to schedule a parent meeting for the first or second week of practice. At this meeting, please discuss parental and player responsibilities, game attendance requirements and GHA expectations for the season. Please let parents know that you will be delegating duties in order for parents to be able to fulfill the volunteer requirement for the organization. GHA requires 10 hours minimum of volunteer service.

One important element is that each parent understands that neither you nor the coaching staff is responsible for their player. It is the parent's responsibility to find rides and secure hotel arrangements after room blocks are set.

**Please remind parents that players are expected to meet a percentage of games in order to play in the state or banner tournament. We are asking parents to acknowledge that they understand they are signing their child up for a travel team. *"If your player has committed to league play, or to a tournament, they are expected to attend the majority of the games. A stiff fine to our hockey organization is issued for canceling any league game or tournament in both MAHA and EKL. This is a team commitment and it is imperative that each member attends and participates in each game in order to ensure a successful season. If you are non-committal, please do not sign up for these programs. If a conflict arises, please notify the team manager as soon as possible."***

## Practices

This season we are utilizing practice ice at both Stumptown and Woodland Ice. Please see the following practice schedule.

STUMPTOWN							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:45 AM	J V 5:45 - 6:50	19U Girls - Avalanche 6:00 - 7:00	Varsity 6:00 - 7:00	19U Girls - Fusion 5:45 - 6:50			GAMES 8am - 12:30pm
6:00 AM		Glacier Skate 7 - 8		Glacier Skate 7 - 8		HOUSE W/ GHA GIRLS 11:15-12:15pm	
6:30 AM						GAMES 12:30 - 8 pm	
7:00 AM							
7:30 AM							
8:00 AM							
2:30 PM							
3:00 PM							
3:30 PM							
3:45 PM		Glacier Skate 4 - 5		Glacier Skate 4 - 5			
4:00 PM		Learn to Skate/Play 5:05 - 5:45		Learn to Skate/Play 5:05 - 5:45	Glacier Skate 4 - 6		
5:00 PM	Glacier Skate 4 - 6	ZAM	Glacier Skate 4 - 6	ZAM			
5:30 PM							
6:00 PM	14U Girls / Goalie 6:00 - 6:50 pm	6U/8U Avalanche + House 6:00 - 6:50 pm	19U Girls - Fusion / 14U Girls 6:00 - 6:50 pm	6U/8U Avalanche 6:00 - 6:50 pm	10U Avalanche 6:00-6:50 pm		
6:30 PM	ZAM	ZAM	ZAM	ZAM	ZAM		
7:00 PM	14U Travel 7:05 - 7:55 pm	10U Avalanche + House 7:05 - 7:55 pm	19U Girls Avs - GHA GIRLS 7:05 - 7:55 pm	10U Avalanche 7:05 - 7:55 pm	12U Travel 7:05-8:00 pm		
7:30 PM	ZAM	ZAM	ZAM	ZAM	ZAM		
8:00 PM	ZAM	ZAM	ZAM	ZAM	ZAM		
8:30 PM	Varsity 8:10 - 9:00 pm	12U Travel 8:10 - 9:00 pm	J V 8:10 - 9:00 pm	14U Travel 8:10 - 9:00 pm	8:15		
9:00 PM					GAMES 10:15		
9:30 PM							

WOODLAND						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3:45 PM						GAMES 10:00 am - 9:00 pm
4:00 PM	Skills & Drills	Kalispell Parks & Rec Learn to Skate	Skills & Drills	Kalispell Parks & Rec Learn to Skate		GAMES 8am - 12:30pm
4:30 PM						
4:45 PM	ZAM	ZAM	ZAM	ZAM		
5:00 PM	6U/8U Flames 5:00-6:00PM	12U-18U House 5:00-6:00PM	6U/8U Flames 5:00-6:00PM	19U Girls - Avalanche 5:00-6:00pm	8U YETI Scrimmage	
5:30 PM						
6:00 PM	ZAM	ZAM	ZAM	ZAM	ZAM	
6:15 PM	10U Flames 10U TSL 6:15-7:15PM	14U Girls 6:15pm-7:15pm	10U Flames 10U TSL 6:15-7:15PM	12U Travel 6:15-7:15 pm	10U/12U+ YETI Scrimmage	
6:30 PM						
7:00 PM						
7:15 PM						
7:30 PM	19U Girls - Fusion 7:30 - 9:00pm	J V 7:30-9:00pm	14U Travel 7:30 - 9:00pm	Varsity 7:30 - 9:00pm	7:30 PM	
8:00 PM					GAMES	
8:30 PM						
9:00 PM	ZAM	ZAM	ZAM	ZAM		
9:15 PM	W	A	H	A	9:30 PM	

**Scheduling** for the GHA 2025-2026 season will be done by the Executive Director, Amanda Hayes. Due to the complexity of making sure up to 6 different teams get appropriate home and away games, a master schedule is kept by the hockey director and manager of managers. Please relay any pre-scheduling requests to Amanda prior to September 20th. Every effort will be made to consolidate travel weekends and schedule multiple games in the same area when possible.

Home tournament dates are scheduled for the 2025-2026 season:

### **BATTLE OF THE BORDER TOURNAMENTS**

December 5 - 7, 2025 – Squirt 10U Full Ice

January 23 - 25, 2026 – Mite 6U/8U Half Ice

### **GIRLS 10U/12U WINTER MAHA FESTIVAL**

January 10-11, 2026 – Lyndsey Fry Guest Coach

### **U19 GIRLS STATE CHAMPIONSHIP TOURNAMENT**

February 20 - 22, 2026

After scheduling, GHA will provide managers with all the contact information for opposing team managers, as soon as it is provided by TSL/EKL. GHA will confirm schedules in the early season and we ask that managers confirm game times with opposing managers the week prior to games. If there is any problem, please notify Kevin or Amanda so we may assist in quickly rescheduling, etc.

### **League**

As soon as tournament/game schedules are announced, please make sure you first make hotel blocks for the State and Banner tournament, if possible. GHA will provide a list of available Hotel rooms in areas such as Miles City, Creston, Golden, Glasgow and Havre are particularly difficult to schedule during times of the state/banner tournament.

### **Game Reports**

Game Reports, Game Sheet/Spordle Scoring and Games sheets must be completed and turned in after each league game. The game sheet must be signed by the refs, the time keeper and the scorekeeper. Paper copies of gamesheets are available behind the counter of the concession stand and in the Hockey Director's office if needed. Please let the manager of managers or hockey director know if you need extra game sheets. It is a multi-layer form that is shared with the league. The team keeps one sheet.

The manager is responsible for staffing the time clock, live scoring and the penalty boxes. These can be parents, but please remind parents that they are part of the officiating team and they must remain neutral during the game (even in the penalty box). In years past, we have had parents ejected from the game and penalized. It is generally practice to ask a parent from the other team to staff their penalty box. Younger teams are encouraged to do training on the game sheets and score clock early in the season so more parents can be comfortable signing up to volunteer. In EKL, the Home team is generally responsible for the clock and their penalty box; Away team is responsible for the scoring app and their penalty box.

## **GAME SHEETS/SPORDLE SCORING**

The manager of managers will hold sessions for each team to show managers and other interested parents how to live score. EKL (HiSports/Spordle) and TSL (via GAME SHEETS) have two separate live scoring systems.

EKL HiSports tutorial link: <https://www.youtube.com/watch?v=0v2HTY2NRb0>

TSL Game Sheets: Coming Soon

## **Travel**

It is important for team camaraderie that we promote team blocks during game weekends. Encourage ride sharing and hotel sharing if parents are concerned about costs/time commitments. Please call the hotel and get rates for a room block. Please check for a pet-friendly option for families that travel with their pets. Blocking a group of rooms until a certain date in advance is the best practice. **DO NOT GIVE THE HOTELS your personal credit card as the manager to reserve the rooms.** Parents are to call individually with their credit card and hold respective rooms by the deadline date.

**Please help the GHA Board and director relay this message to parents: *If your player has committed to league play, or to a tournament, they are expected to attend the majority of the games. A stiff fine is issued for canceling any league game or tournament. This is a team commitment and it is imperative that each member attends and participates in each game in order to ensure a successful season. If you are non-committal, please do not sign up for these programs. If a conflict arises, please notify the team manager as soon as possible.***

## **Team Notebook**

Each manager will be given a list of player contacts, parent emergency contacts and medical release forms. This should be with the manager/coach at all times.

## **Team Building – Team Parent**

Please consider ways two times a season that parents and players can build team camaraderie. GHA for the 2025-2026 season is finding ways for each team to volunteer in the community (food bank, shelter, etc). The Team Parent position is designed to facilitate these events.

## **Crossbar**

Crossbar is the sports communication app that GHA supplies to families. GHA will set up accounts for each team, pay for each account and set each manager up with access/control. Please verify each parent/player is added in Crossbar to ensure everyone is able to receive messages. Please import schedules for games as soon as the schedule is released.

- **Game times (Home and Away)**
- **Address of away rinks**
- **Arrival times for games**

**Attendance:** Crossbar will be used to track attendance of both players and coaches. The manager will need to verify attendance at each practice and game. If the manager cannot be present, please make arrangements with the Team Parent or one of the coaches to do so.

**Reminder:** Crossbar should be used for directions, hotel blocks, game times, etc.. Please use these apps for team only relevant information, they are not to be used as a promotional or otherwise instant messaging platform.

**Reminder:** Good communication is key!

**GHA Jerseys and Collection:** Each set of jerseys lent out must have a \$150 deposit. For the 2025-2026 season the manager of managers will be facilitating jersey check-out and check-in. Checks will be made out to GHA and kept in a fireproof safe for the duration of the season. Once jerseys are returned, the checks will be returned or destroyed. If jerseys are not returned, the checks will be deposited to fund a replacement set of jerseys.

**Volunteer Hours:** GHA requires 10 volunteer hours minimum per family at \$15 an hour. Volunteer hour deposits have been collected at registration and refunds will be given at the end of the season. The manager of managers will help facilitate this. Please utilize Crossbar Assignments to help parents keep track of their hours. That being said, it is the responsibility of each family to keep track of their own hours. At the end of the season they must submit their hours to the manager of managers within 10 days to receive their refund.

## **First Aid Kit/Toolbox & Gear**

Please make sure that your coach or you have a First Aid Kit/Tool Box at all games. GHA will supply this first aid kit to you. Contact the hockey director to receive your first aid kits. Also, help the coaches remember puck bags and goalie gear for 8U teams.

## **Tournaments**

A very large portion of a manager's job is to assist the GHA Hockey Board and Director with our home tournaments.

Coordinate team participation in GHA hosted tournaments (Battle of the Border, STATE, BANNER).

Remind parents on your team to sign up for posted tasks during home tournaments. This becomes problematic during games of other teams (and we are required to have GHA volunteers run the score clock, etc).

Assist GHA's Fundraising Coordinator in acquiring donations for gift baskets and prizes.

## **Team Photos**

GHA will set up times for hockey team and individual photos with Holly at Cherry Creek Images. Managers should be in attendance to help the photographer with player names.

## **\*IT TAKES A VILLAGE\***

Manager tasks may be shared and/or delegated. Communication is key! Direct any questions you may have regarding these duties to the Manager of Managers or Glacier Hockey Association Hockey Director.

***THANK YOU!! THANK YOU!! THANK YOU!! For volunteering your time as a Team Manager!! GO AVS!!***