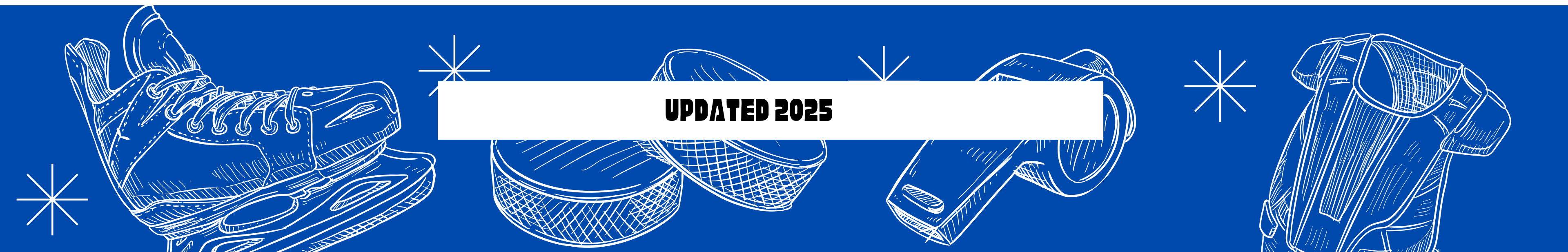


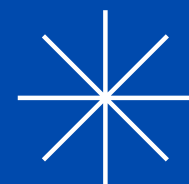
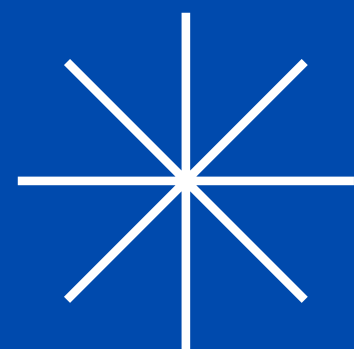
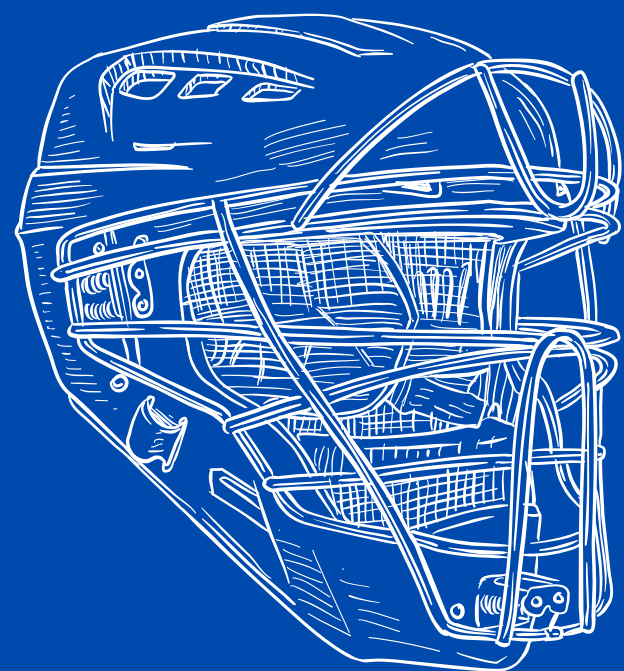
ROGERS YOUTH HOCKEY ASSOCIATION



TRAVEL LEVEL TEAM MANAGER MANUAL



UPDATED 2025



CONTENT



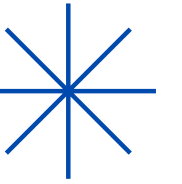
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INTRODUCTION

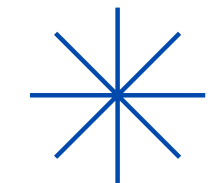


- **RYHA Mission Statement: We shall organize, direct and promote youth hockey in a manner which will positively represent our communities and create a fun, fair and safe hockey environment for all area youth.**
- **Your primary role as Team Manager is that of team organization, communicator, and one who ensures the team is functioning effectively.**



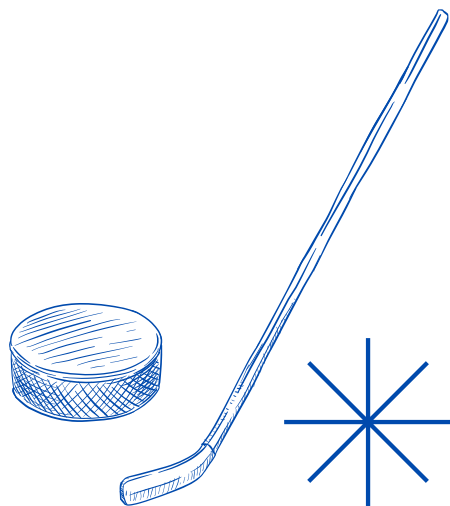
An effective team is when:

- **Coaches are coaching.... The coaches should be able to focus on setting up the practices, working with the players, and keeping the team energized.**
- **Managers are managing.... The managers will focus on updating the website, parent/player communications, scheduling,**
- **RYHA and D10 coordination, team paperwork, team events, etc.**
- **Parents are participating.... The parents are responsible for getting their kids to practice/games on time, supplying the proper gear, fulfilling their registration & volunteer requirements, and overall support of the team.**
- **You are the “Go To” person for your team. As long as you are a prepared and organized Team Manager – You And Your Team Will Have Fun!**



KEY DATES

- Mandatory D10 Managers Meeting – Mandatory this year for all travel level managers due to new game scheduling process. Note: Managers are only required to attend one of the following meetings.
 - October 14th–FOGERTY 8PM
 - October 21st– PRINCETON 8PM
 - October 28th– ANOKA 8PM
- RYHA Board Meetings – 3rd Monday of Month, 7:00pm
- D10 Travel Roster Sign Off – 10/25
- League Play Begins – 11/3
- Rosters Locked – 12/31
- NO D10 SCRIMMAGES – Thanksgiving, Christmas Eve or Christmas Day, New Years Eve after 3 pm, New Years Day before 12:00 pm,
- Super Bowl after 3pm...see D10 Activity Schedule
- D10 Tournaments:
- Non-region advance teams (PWB2, PWC, BB2, all Squirts): Feb 7th–14th
- Region-advancing teams (PWAA, PWA, PWB1, BAA, BA): Feb 14th–22nd
- Region & State Tournaments:
- Regions: Feb 28th–1st
- State: March 13th–15th





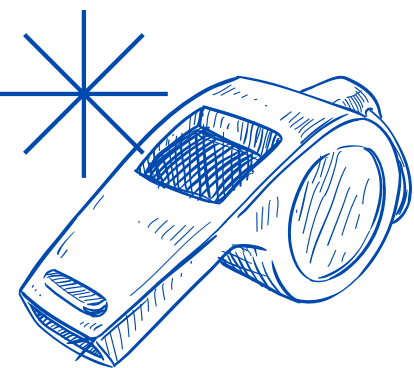
REGISTRATION

- Manager Registration:
www.rogershockey.com
 - Go to “Registration” and Select Volunteer
 - Complete ALL 4 STEPS
 - USA Hockey – Every Year
 - Background Check – Every 2 Years
 - Safesport – Every Year
 - RYHA Registration – Every Year
 - Required for ALL Managers/Co-Managers

- Volunteer Registration:
www.rogershockey.com
- Go to “Registration” and Select Volunteer
- Complete ALL 4 STEPS
- USA Hockey – Every Year
- Background Check – Every 2 Years
- Safesport – Every Year
- RYHA Registration – Every Year
- Required for ALL Locker Room Monitors
- All Boys and girls Teams will require a Locker Room Monitor. All Families will be required to do this. Males for boys and Women for girls.

PARENTS

- Parent Meeting
 - Set an agenda with your coaches.
 - Topics of discussion should include, but not limited to:
 - Introductions (Coaches/Mgr and Parents/Players)
 - Coaching Philosophy
 - Expectations of Coaches, Players and Parents
 - Association & Team Rules, Code of Conduct
 - Tournaments/Hotels
 - Slush Fund



PARENT TEAM HELPERS

- Parent Team Helpers
- Organizing the team requires many duties. Delegate to other parents.
- Opportunities may include:
 - Team Banners, posters
 - Organize Team Parties
 - Team photographer
 - Play music at home games

- Parent Responsibilities:
Assign to ALL Families
 - Scorebook/Game Sheet App
 - Clock
 - Penalty Box
 - Locker Room Monitors

See Example Sheet
See Crossbar Assignment

VOLUNTEER/DIBS

Families are required to work ten (10) hours of volunteer time during the season regardless of the number of registered players.

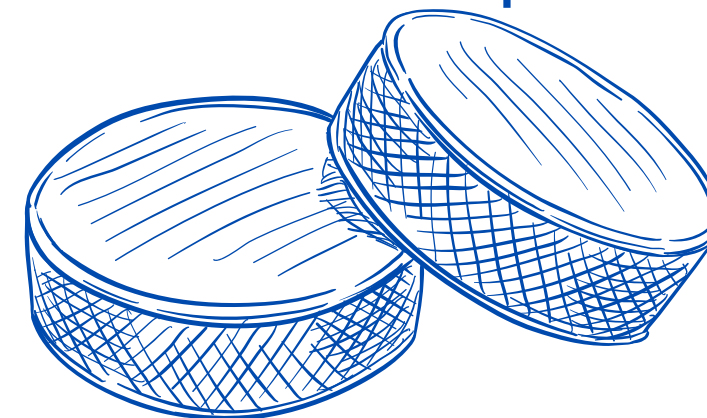
If the volunteer requirements are not fulfilled, you will be charged at a rate of \$50 per hour, up to \$500.00 (per family) against your payment method on file.

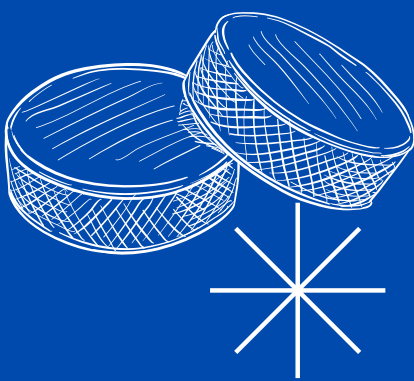
A minimum of three (3) hours must be completed at one of the RYHA hosted tournaments.

RYHA Travel Coaches (4 per team), Travel Team Managers (maximum of 2 per team)

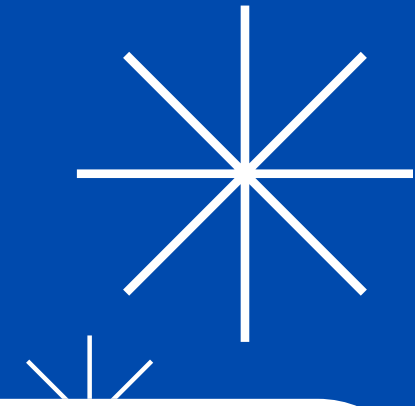


Volunteer DIBS Coordinator
Renee Dehn





MANAGER TO DO'S BUSINESS



- D10 No Tolerance Policy
Cell phone fines are now **\$1,000** for the 1st offense. The player will not be allowed on the ice until the fine is paid.

- Scoreboard/Clock

https://scoreboardsimulator.com/scoreboard_ep.html

Ice Swap Sheet

ICE SWAP/PRACTICE JERSEYS/GAMESHEET

TEAM ICE SWAP AND CANCELLATION REQUEST:

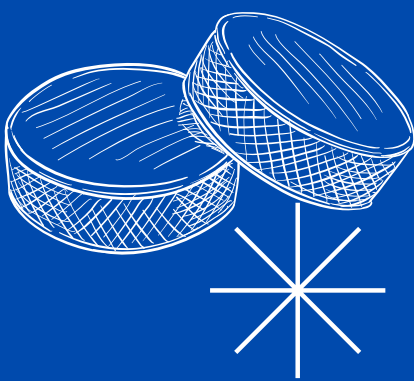
2025-2026 ICE SWAP GOOGLE SHEET

- GameSheet – Amanda & myself will be the go to person for Game Sheet for RYHA.
- Video library includes tutorials on various topics such as editing penalties, Gamesheet app installation and usage, editing rosters, adding and deleting data, scoring and ending games, and different platform roles.
- <https://youtu.be/N8MK1gQVPzk>

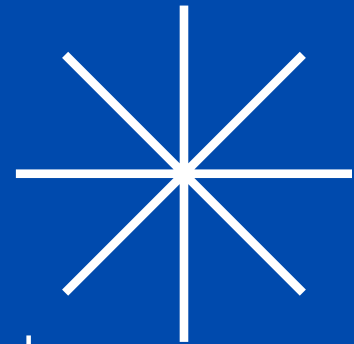
- Mouthguards/ Neck Guards
Must be attached to the helmet
This is for All LEVELS. NO Expectations. Goalies DO NOT need them attached.

- Every player must have a neck guards on once they hit the ice (except goalies) Player will be asked to leave by the ref until they have it on.





MANAGER TO DO'S FUN



- Player of the game
Chain
Ax
Hardhat
Trophy.

- Doorsigns
Locker Room
Hotel Stays
- End of year gifts
Coaches
Players
- Swag Bag
Water Bottles
Tape
Pajamas
Skate Towels

- Team Activities
Dinners
Bowling
Ice Rental
Wild/Frost Games

Etched BY Tiff



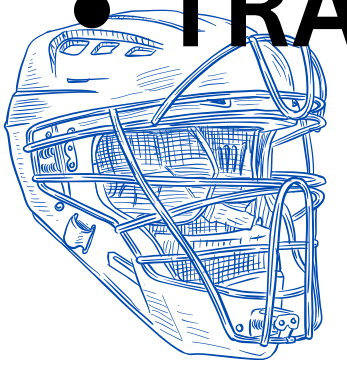
Fuzzys Printing



SLUSH FUND

Slush Funds are to help the team with supplies, team events, scrimmages, extra tournaments. EOY party and EOY gifts. Extra crafts should be voted on as a team. Please work with your coaches on your budget.

- Things to keep in mind :**
- **Separate Bank Account**
 - **Keep receipts**
 - **Track in a google sheet**
 - **Budget (extra tourneys, parties, gifts)**
 - **TRANSPERANCY**



[Show Google Sheet](#)

Pee Wee B1 Slush Fund					
Team Expenses					
	Estimated	Actual	Per Player	Comments	
Scrimmages/Refs	855.00	226.00	65.77	5 away scrimmages Refs at \$171	
Two Harbors Tournament	900.00	878.03	69.23		
Team Room/Party out of Town	700.00	692.62	53.85	2 out of town tournaments	
In-Season Team Party/Events	350.00	405.32	26.92	2 Pasta Dinners	
Misc Supplies	300.00	103.90	23.08	Door Signs & Misc	
Practice Jersey's	300.00	260.00	23.08		
Team T-Shirts	350.00	221.00	26.92		
EOY Party	500.00	965.59	38.46		
EOY Gifts Player/Coach	1,600.00	1,328.63	123.08		
	5,855.00	5,081.09	450.38		
Income Funds					
Parents Deposit	2,600.00	2,314.00	185.71		
Sponsorship	1,200.00	1,200.00	85.71		
RYHA	1,755.00	1,625.00	125.36		
	5,555.00	5,139.00	396.79		

D10 MANAGER DUTIES

D10 Handbook

- Go through it before the season.
- All new rules are in **RED**
- **Safesport Policies:**
 - Locker Room Policy/Monitors
 - All families are required to do this duty.
 - No team/player(s) shall be allowed to enter a locker room prior to a scheduled event until a proper locker room monitor is present and such monitor shall remain present until the last player leaves the locker room. When coaches are present in the locker room, they may serve as locker room monitors.
 - **1st Violation** will result in a warning and discussion with the D10 Director and a \$ 1,000.00 fine to the Association.
 - **2nd Violation** will result in a \$ 2000.00 fine to the Association and a hearing with D10.
 - **3rd Violation** will result in a \$ 4,000.00 fine to the Association and a hearing with D10.
- **Electronic Device Policy**
NO CELL PHONES or camera enabled devices allowed in locker rooms
- **Communication:**
Any electronic communication between coaches/mgrs. and players must include parents. All communication should be related to team activities, nothing personal.
- **Travel Policies**
When carpooling, make sure multiple players and/or adults are traveling together. Do not transport a player alone without written parent consent

RYHA MANAGERS DUTIES

Team Communications:

- Team Crossbar Page: You will be given access to edit the team calendar to add or update activities
- Team Events, Dryland & Scrimmages
- Tournament & Hotel information
- Parent Duties
- Other News & Team information
- Note: Practice & Game Schedules will be uploaded automatically. Any changes must be manually updated.

Team Emails:

- Weekly Email/ Newsletter (recommended): Combine all news, changes and upcoming schedule 1x per week (Sunday or Monday)
- Additional Emails (as needed): Communicate last minute or urgent information in between weekly emails
- Use GroupMe or Crossbar for last minute updates or changes. I would not use this for all communications.

Crossbar Mobile App:

- Update game scores
- Edit Calendar items
- Communication
- Etc.

- **To Do:**

- Parent Cards
- Scrimmage Ref Requests (see D10)

Schedules:

- Games & Practices automatically uploaded to your calendar (changes updated manually)
- Add Team Events, Scrimmages, Dryland, etc. manually
- Use the Ice Swap Sheet for canceling or adding practices. Squirts and Bantams are unable to have a shared practice.

RYHA MANAGERS DUTIES

- **Jerseys:**

- Each travel player will receive a set of jersey's.
- You will keep your number. If you are changing from a different level ie: peewee to bantams they can receive another set from RYHA. If you are in the same level and want/need another set you will need to purchase another

- **NO ALTERNATE JERSEY ALLOWED**

Extra Tournaments & Scrimmages

- You are welcome to schedule scrimmages from now until November 1st. DO NOT schedule any games or extra tournaments after November 1st on. Once D10 games schedules are released you are free to schedule those.

- **Tournaments:**

- RYHA funds 3-4 tournaments for each team, additional tournaments need to be paid for via team slush fund.
- District Tournaments are available for all Travel Level teams. Locations vary.
- Region Tournaments are available for Peewee/12U B1 and higher and Bantam/15U B1 and higher level teams. Locations vary.
- If a team places 1, 2, 3 or Consolidation Champs. Please email team picture and a little write up to:
ryhacommunicationsmanager@gmail.com & katiecassidy16@gmail.com to be put into the weekly newsletter and social media.

RYHA MANAGERS DUTIES

USA Hockey Award:

- Players are eligible for Hat Trick (3 goals), Playmaker (3 assists) and Zero Awards (shutout). The goal difference can not be greater than 10. No award will be give if you win by 10 or more.
- Each Manager is responsible to fill out the form and mail to Becky at D10. You will need to print off the game sheet out of GameSheet to send with the award form.
- I would recommend doing this a few times throughout the year.
- Becky- d10registrar@gmail.com

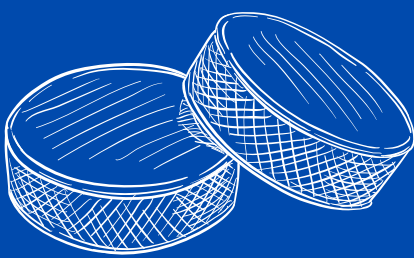
Award FORM

Misconduct:

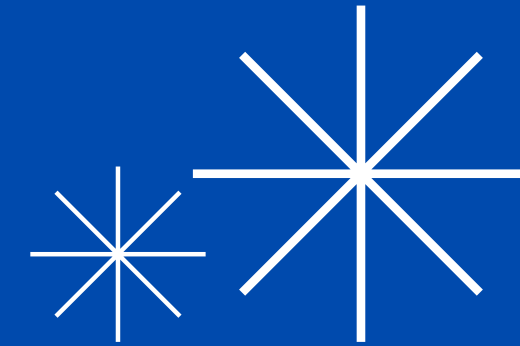
- Misconduct by a player: Coaches will address any misconduct issues directly with the player.
- Misconduct by a coach: Boys/Girls Director will address any coaching misconduct issues.
- Misconduct by a parent: Coaches and/or Boys/Girls Director will address any parent misconduct issues.
- Misconduct issues that are unresolved will follow the escalation process established by the RYHA Board. All complaints should first be communicated via email with appropriate meetings to follow.

Code of Conduct:

- RYHA will provide a “link” for all families to read and accept prior to the start of the season.



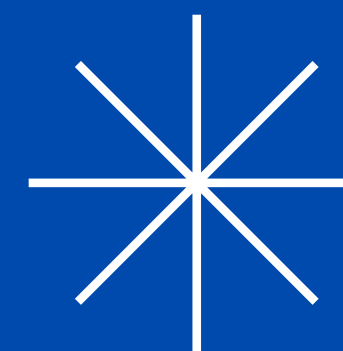
10U/SQUIRTS



Squirt / Girls 10U HOCKEY

MH strongly encourages the skill development of all players especially at the entry levels. Therefore, the following is effective for the Squirt/U10 level.

1. Limit number of (league/tournament/exhibition games/events) to a maximum of 35 per season.
2. All team schedules (practices, games, scrimmages and tournaments) will be turned into the D10 League Coordinator by the fifth (5th) of each month. Failure to comply may result in disciplinary action and/or a fine.
3. A three to one (3 to 1) practice to game ratio shall be supported by all associations.
4. Controlled Scrimmages in D10, between two D10 association teams do not count as a game. If a D10 team goes outside D10, and participates in a controlled scrimmage, it will count as a game for the 25-26 season. Squirt(s) & Girl's 10U (all levels) teams will only be allowed 10 controlled scrimmages total for 25-26 season. Teams going outside D10 for a controlled scrimmage, will notify the D10 Director first.
5. Refs need to be scheduled for all scrimmages, excluding coaches-controlled scrimmages.
6. A and B1 squirts and Girl's 10U A & B1, must be allocated an equal quality and number of ice hours.
7. The above policies will be monitored by each local association and district. Failure to comply will result in sanctions against the respective Association as determined by the District Director.
8. There shall be no region or state tournaments at the squirt or Girl's 10U level.
9. There is no substitute goalie allowed at the Squirt or Girl's 10U levels.
10. District 10 does not count the District Tournament Games towards the 35-game count.



END OF SEASON

SKATE Banquet:

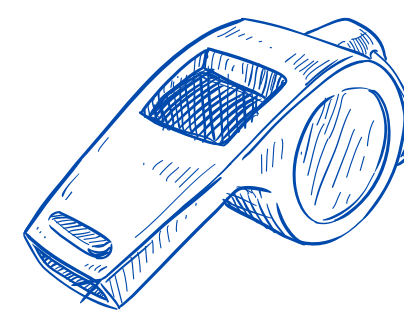
- March (Date TBD)
- Encourage ALL Travel Athletes to prioritize academics to qualify for the banquet. Speaker, awards and prizes for all qualifying.
- ALL ROGERS Players Eligible to participate

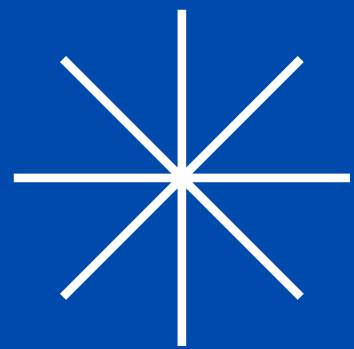
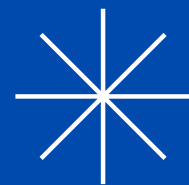
End of Season Survey:

- RYHA will send out a survey at the end of season. Please encourage your team to fill out it.
- Coaches and managers will receive a separate survey to fill out.

Post-Season

- Various off-season opportunities are available to keep kids skating and progressing. Note that participation is not required and is at the discretion of the parents.
- For opportunities, please refer to the following....
 - RYHA Development Programs
 - Coaches & Level Directors
 - Posters and Flyers at the RAC
 - MN Hockey Website



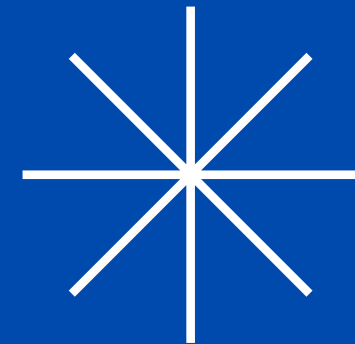


SUMMARY



- Please refer to these sources to help you as Team Manager this season and next.
 - RYHAWebsite: www.rogershockey.com
 - D10 Website: www.d10hockey.org
 - RYHA Board Meetings (Third Monday of each Month)
 - Coaches or Boys/Girls Director
 - Each other
 - Manager Training Coordinator

QUESTIONS?



Manage with an attitude... At least they'll think you got it under control!

CHECKLIST

Set Up: Within first 1 week

- Register yourself as manager with USA Hockey & RYHA, complete Safesport training and background check.
- Set up and facilitate team meeting.
- Assign team volunteer duties (Book, Clock, Box, Locker room monitors)
- Identify Locker Room Attendants and have them register with USA Hockey & complete Safesport and Background Check
- Set up Slush Fund

On-Going: Throughout the season

- Ensure that Safesport Policies are being followed.
- Provide regular information and updates to parents, players and coaches.
- Coordinate team schedules for the season.
- Schedule & set up scrimmages
- Coordinate team functions outside of the Ice Arena – including team parties and outings.
- Provide required information to the Age-Level District Coordinator.
- Attends meetings as directed by RYHA and District 10

End: Closing down the season

- Coordinate District/Region schedule
- Coordinate any team functions outside of the Ice Arena
- Communicate S.K.A.T.E. Program information
- Communicate coaches survey to team

GAMESHEET TRAINING

Team Specific Coach/Manager
Mondays at 8 pm Central.
Weekly from August 12th to Nov 25th

Scorekeeper Specific
Tuesdays at 8 pm Central.
Weekly from August 13th to Nov 26th

GAMESHEET

