

CHASKA CHANHASSEN
HOCKEY ASSOCIATION

TEAM MANAGER SEASON KICKOFF SESSION

LEVELS

LOWER



TEAM MANAGER REGISTRATION REQUIREMENTS:

- You must have a **USA Hockey Number**.
- You must complete a USA Hockey **Background Check**.

Background checks are valid for two consecutive seasons, so if your last background check was completed prior to the 24-25 season, you will need to complete a new one.

- You must complete your **Safesport Certification** every season.
- You must complete your **Team Volunteer Registration** every season.

In addition to validating Safesport & background checks. This registration is used to roster you as a Team Volunteer, track your volunteer hours, and communicate with you via email. Having access in Crossbar to edit your team page does not indicate a completed registration!

GOVERNING HIERARCHY



USA
HOCKEY



MINNESOTA
HOCKEY



District 6



CCHA



VOLUNTEER POLICY

New Policy Adopted April 2025:

- **Upper Level Players:** 12 hours per player (10U, 12U, 15U, Squirt, Pee wee, & Bantam)
- **Lower Level Players:** 8 hours per player (6U, 8U, Mite 1-4)
- **Multiple Players:** Maximum hours per family is 20 Every family must complete at least one concession stand shift as part of their minimum volunteer requirement.
- **Jr. Gold & Rookie Mites:** 0 hours
- The following team positions will receive full family credit (including concession shift) for their required volunteer hours:
 - 1 Head Coach per team
 - 3 Assistant Coaches per team
 - 1 Team Manager per team
 - 1 Treasurer & Scrimmage Manager per team
 - 1 Videographer per team

^ Information above is just a summary. Read the full policy for additional details.

<https://www.cchockey.org/about/ccha-policies/63856>

TOURNAMENT ITEMS

ITEMS TO MAKE/BRING:

SIGNS: Team Managers will usually make signs to hang up at VIC for Hockey Hoopla

LOCKER TAGS: Some teams choose to make tags with player names, numbers, etc. To put in the locker rooms.

SWAG BAGS: You can take a collection from parents to make bags for tournaments

Team Photos

Upper Levels - November 22nd

Lower Levels - January 10th

Location and your exact time slot are coming soon—please watch for a follow-up.

Jerseys: Please choose and communicate the jersey color your team will wear.

What to wear/bring: Players should be fully dressed for photos. Skates are not needed (photos likely in the gym, no skates allowed).

Bring sticks.



Mariucci Day

- No confirmed Date - usually early February
- Mites have a scrimmage at Mariucci

Ridder Arena Day

No confirmed date - usually early February

6U & 8U girls have a scrimmage at Ridder Arena

CCHA HOSTED TOURNAMENTS

Suggest these dates to your team families as good opportunities to complete volunteer hours!

November
28-30

Brick City



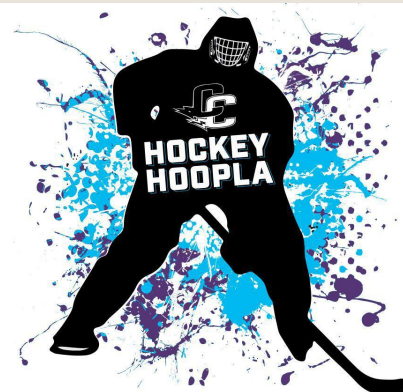
January 2 -4

POND HOCKEY
CLASSIC



March 14-17

Hockey
Hoopla



LOWER LEVEL VS. UPPER LEVEL

Lower Levels	Upper Levels
Rookie Mites (Co-Ed)	Squirts
Mites 1-4	<u>PeeWees</u>
6U & 8U Girls	Bantams
	Jr. Gold
	10U, 12U, & 15U Girls

~Ages 4-9

~Ages 10-18

HELMET STICKERS

Helmet Stickers

Boys teams will have the CCHA logo on both sides. Girls teams will have the CCHA logo on one side & the Tria logo on the other.

Not available yet! I will send out an update when they are ready to go!



TEAM PARTIES & GIFTS

It's a good idea to schedule a team gathering early in the season, to promote team bonding as well as parent comradery.

Most teams will end the season with a team party at a local restaurant, coaches/team managers house, etc.

No slush fund or team checkbooks for lower-level teams.

Collect amount from all families (cash or Venmo)

- Request funds for individual events/needs throughout the season around the time they are needed so that no one is managing a large sum of money in a personal account at any given time.

SAMPLE EMAIL COMMUNICATION

Good Morning and Happy Monday to all! I hope everyone had an awesome weekend both on and off the ice! It was great getting to put faces to names on Sunday! Please make sure you check to confirm that everyone you want included on this message is on the list! I used the contact list out of Crossbar, so hopefully I caught everyone! If you need someone added just let me know and I will make sure they get added for the next update!

TEAM COMMUNICATION:

- I have started a GroupMe for the team! If you click on the link, you should be able to join it! We will use this to communicate between the weekly updates!
- Please make sure that you join the chat, so you don't miss any communications throughout the week!

THIS WEEK'S SCHEDULE:

- Saturday 11/9 11:45am-12:45pm – PRACTICE w/8U Purple & 8U Black @ CCC2
- Sunday 11/10 6:00-7:00pm – PRACTICE w/8U Black @ CCC2

SCRIMMAGES:

- SUNDAY 11/17 2:30pm vs Bloomington @ BIG 3600 W 98th Street Bloomington, MN 55431
- SATURDAY 11/23 8am vs CCHA Mite 38 Flames @ CCC 2
- SUNDAY 11/24 5pm vs Minnetonka @ CCC2

UPCOMING TOURNAMENTS:

- Lakeville Girls 8U Jamboree 12/14-15
- Pond Hockey Tournament 12/27-29

GOALIE ROTATION:

- If your player does NOT have any interest/desire in being part of the goalie rotation this season, please let Adam, Kyle or I know, and we will make sure they are not included on the list.
- We are still waiting for our team pads to come in, but if you can please let us know by 11/8 that would be great!

SPORTS ENGINE:

- Our coaches have asked that we be diligent in RSVPing on Sports Engine so that they know who will be attending practices/games! Please make sure you are doing your RSVP's accordingly!

LOCKER ROOM MONITORS:

- We will NOT need locker room monitors!!! Thank you for everyone that reached out and set me straight!

JERSEYS:

- We were informed that our jerseys are done, and we are pending shipping information! Once we have that we will send an update out to everyone!
- We do have confirmation on the girls' numbers which are below:

APPAREL – HOODIE ORDERS DUE TUESDAY 11/5:

- We have been given the opportunity to order sublimated hoodies!
- The order link went out late last week on the GroupMe, but here it is in case you missed it!

VOLUNTEER OPPORTUNITIES:

- There are shifts posted for Brick City – this is a great opportunity to get your volunteer hours done!!!

MISC:

- Season drink mugs are on sale at the concession stands at both CCC and Victoria! \$35 for a mug that gets you free refills of coffee/hot chocolate/cappuccino for the season at either concession stand!
- Car stickers are also for sale at both concessions stands if you're looking for those!

Phew – Thanks for sticking with me! Lots of info – but you all ROCK!

Thank you for all your support!!!

SAMPLE PRE-TOURNAMENT EMAIL COMMUNICATION

Hey 6U Black Parents,
It's the last weekend of the season and all roads lead to Victoria for Hockey Hoopla!

LOCATION: Victoria Recreation Center - 8475 Kochia Lane, Victoria MN 55386

TOURNAMENT WEBSITE: <https://www.cchockey.org/hockeyhoopla>

GAME 5: The timing and opponent for the final game is based on seeding. There are two time slots that our final game could be (12:45p-1:15p or 1:25p-1:55p). We will find out our game time probably on Sunday morning and I will be sure to communicate which timeslot we have once that information becomes available.

GOALIES: I have assigned you each a game. If you are unable to attend this game or your daughter no longer wishes to play goalie, please let me know and I will make adjustments to the schedule.

TIMECLOCK: We will need parent volunteers for each game to run the clock. Note, these are half-ice games with Mite 1s, so between the 4 teams on the ice, we'll only need 1 volunteer in the box running the clock. Coaches will keep the scores on the bench with the flip score cards. If you know how to run the game clock and are willing to do this, please don't hesitate to ask the coaches if they need someone before each game begins. Each game is a 25-minute running clock.

POSTERS: Poster making is encouraged. If you choose to make posters, please make the posters team focused, cheerfully supportive, and appropriate for a mite aged jamboree. It is best to use painters tape to hang posters as this doesn't affect the paint on the wall. Please do not hang posters on the glass where it may obstruct the view of gameplay.

LOCKER ROOM ASSIGNMENTS: These will be posted on the doors entering the rinks/hallway of the locker rooms. They will be CROWDED. Please make sure your using our assigned locker room for each game. Multiple teams may be assigned, so be courteous of the space and remind your players to pick up after themselves.

RAFFLE TICKETS:

*Your absolute last opportunity to submit raffle tickets is at Victoria Rec Center Concessions no later than **Saturday, March 16th by 11:30am.**

*The raffle drawing is on 3/16 at 12:45pm at Victoria Rec Center - East Rink.

**You do not have to be present to win a prize, but attendance is always encouraged. For additional details about the raffle, click [here](#).*

BOUNTIFUL BASKETS: - CCHA is partnering with a local food shelf to gather baking related donations throughout the weekend. We will have large boxes in the lobby and in tournament headquarters to collect donations. See attached handout.

RULES - Rules for the tournament can be found on the tournament homepage. They are standard tournament rules. All levels are round robin formatting with random predetermined games. Points for a win = 2, tie = 1, loss = 0. Points and schedules will be posted along the outside of tournament headquarters (room immediately to the right of the main entrance). Complete rules are found on the tournament webpage.

TEAM PARTY:

•**Thursday, March 21st 5:00pm**

•[Victoria Burrow](#) - 7999 Victoria Drive Victoria, MN 55386

•On Thursdays they have unlimited arcade games for \$20

•*(no prizes or tickets, just games, so you don't have to spend \$150 for your kid to bring home a chinese finger trap and 27 rolls of smarties)*

COACHES GIFTS: As a way to thank our coaches for their time and commitment throughout this entire season, please considering contributing funds towards year-end coach gifts. You can Venmo me or Paypal me by Wednesday, March 20th.

GROUPME: If you haven't already joined the [\[insert link\]](#) feel free to join.

SATURDAY	GAME 1	GAME 2
Time	8:15am - 8:45am	9:15am - 9:45am
Opponent	vs. 6U Purple	vs. 6U Gold
Rink	East Rink	East Rink
Goalie	John Doe	Jane Smith
Treats / Fruit		(need volunteer)
Drinks		Hanson's

SUNDAY	Game 3	Game 4	Game 5
Time	9:00am - 9:30am	9:35am - 10:05am	12:45pm - 2:00pm*
Opponent	vs. Mite 13	vs. Mite 12	TBD
Rink	East Rink	East Rink	West Rink
Goalie	Silly Sally	Spongebob	Charlie Conway
Treats / Fruit		Johnson's	(need volunteer)
Drinks		Bart's	Cline's

ICE SCHEDULES

Please be sure to communicate promptly all changes, cancellations, errors, etc. in your team schedule to the ice coordinator, Julie Eklund.

ice.coordinator@cchockey.org

DO NOT MODIFY ICE SCHEDULE

You may add events, but do not cancel or modify scheduled scrimmages, practices, etc. that have been added to your calendar by the Ice Coordinator.



WEATHER CANCELLATIONS

- Notifications will go to the membership if CCC or VIC are closed.
- Rink closures are rare.
- School Closure: Do not assume that because school has closed or delayed that this has affected rink schedules in any way.
- Outdoor ice – check the city website for updates and call their number for more information if necessary.

APPAREL

Apparel Page

General Sports Next Window:
November 3-9

Stak'd: Monthly Drops;
Available Year Round

ICE OCCUPANCY

- Only rostered players & coaches are allowed to be on the ice during all CCHA sanctioned ice time including warm-ups.
- **No team managers, siblings, high school players, or parents are allowed on the ice.**
- *This rule includes outdoor rinks!*
- No parent/kid games are allowed.

ROOM RENTALS

CCHA does not pay for team room rentals. These must be paid for through slush funds.

All room requests must be submitted **at least 2 business days prior** to the reservation. The employees that reserve these rooms do not always review requests over the weekend, so please be prompt with your requests.

1. CCC: Jaime Wiemann
(JWiemann@chaskamn.gov)
2. VIC: Mark Neys
(mneys@victoriamn.gov)

SOCIAL MEDIA SUBMISSIONS

<https://form.jotform.com/252633888201055>

It may be easiest to set yourself a reminder to submit something on behalf of your team on a monthly cadence.

It is highly encouraged to submit photos, videos, & information for noteworthy events.





Managing Your Team Site

-
- Adding / Modifying Event on Calendar
 - Adding Content
 - Team Settings
 - Adding Staff
 - Emailing Team
 - Attendance Tracking
-

[Team Staff Tips & Tricks Link](#)



ATTENDANCE TRACKING SETTINGS

Attendance & Availability Options:

- Disabled
- Players Only
- Players & Coaches
- Coaches Only

HOME

ROSTER

DOCUMENTS

GAMES

SCHEDULE

CONTACTS

STAFF

SETTINGS

2025-2026 Season Registration

BANTAM B2 PURPLE

SETTINGS

ATTENDANCE

Coaches will be able to set attendance through the iOS app.

Disabled

SAVE ATTENDANCE SETTINGS

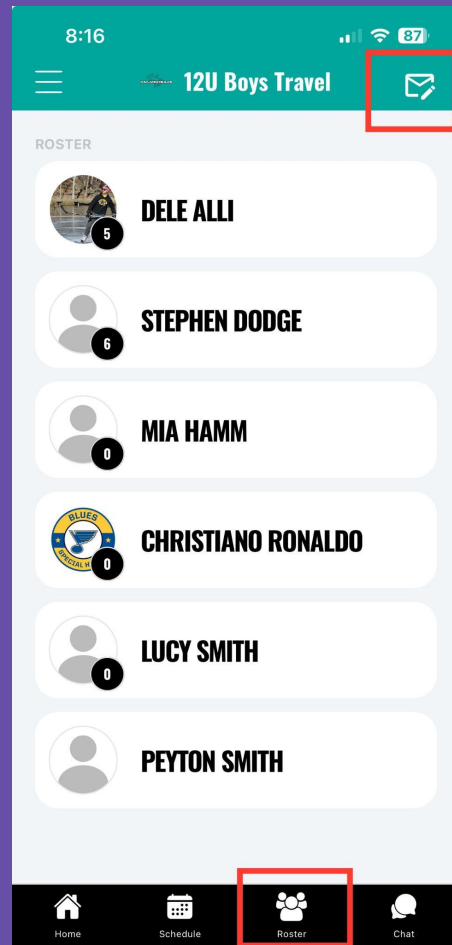
AVAILABILITY

Players will be notified 2 days prior to any event that they have yet to respond to. Responses for availability will be available via the team page on your club website.

Disabled

SAVE AVAILABILITY SETTINGS

Message From App

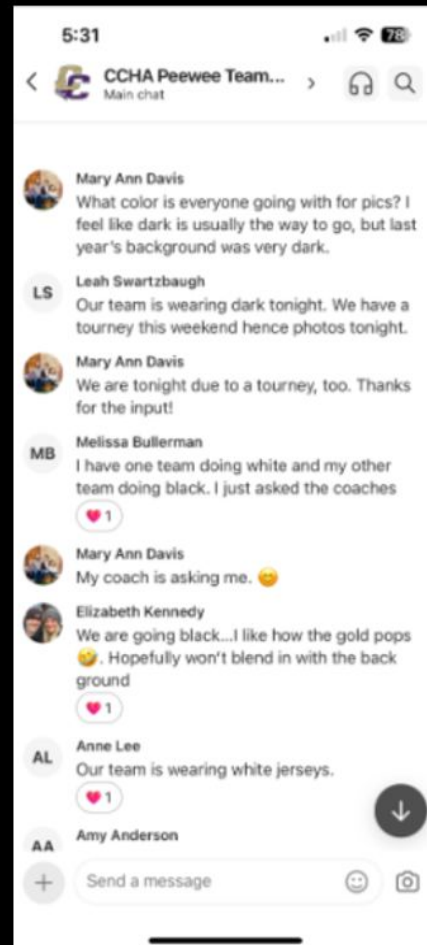
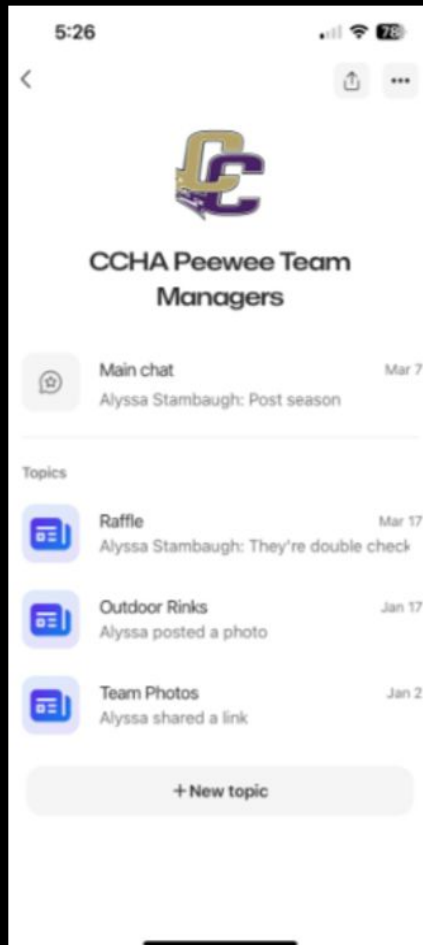




TEAM VOLUNTEER COMMUNICATION

Two Forms of Communication:

- GroupMe
- Email
- Text/Call me



**THANK
YOU!**

