

## GYHA Managers' Guide



### Key Contacts

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### Key Dates

August 20: Pre-season blackout dates due to Ice Scheduler  
August 23: Golf outing raffle baskets due  
September 13: Pre-season scheduling meeting  
September 18-October 26: Pre-season games  
September 23: All game changes completed  
October 8: Regular-season blackout dates due to Ice Scheduler  
October 17: Team rosters due to Registrar  
November 1: Regular-season scheduling meeting  
November 6-February 12: Regular-season games  
November 11: All game changes completed  
February 21-22: CSHL playoffs  
February 28-March 1: CSHL championship games

### Getting Started

- 1) Gather and submit blackout dates
- 2) Distribute practice jerseys
- 3) Discuss with coach the plan for a locker-room monitor
- 4) Host a parent meeting
  - a. Distribute forms: Consent to Treat, Parent Contract, Player Contract
  - b. Discuss team expectations for tournaments and travel
  - c. Share your plan for managing team funds
  - d. Discuss ways parents can pitch in: scoreboard, clock, penalty box, swag bags, locker-room monitor if not coach, etc.
  - e. Share Pond notes: no food in locker room, no parking in fire lane

- 5) Complete USA Hockey manager requirements
- 6) Familiarize yourself with GYHA and CSHL websites: youth rules, game changes, team contacts, rink addresses, etc.
- 7) Make sure someone can attend scheduling
- 8) Register for tournaments
- 9) Distribute helmet stickers
- 10) Ensure team parents attend clock and scorekeeping training

### **Manager Requirements**

These must be completed at the start of season.

- 1) Register as a manager with USA Hockey every year: [membership.usahockey.com](http://membership.usahockey.com)
- 2) Submit USA Hockey number to Registrar
- 3) Complete a Background Screening every two years: [usahockey.com/backgroundscreen](http://usahockey.com/backgroundscreen)
  - Even if you are screened for work, you must still complete this screening.
- 4) Complete Safe Sport training every year: [safesportlaunchpad.usahockey.com](http://safesportlaunchpad.usahockey.com)

### **Communication**

One of the primary responsibilities of the team manager is team communication. Please be active in your team chat sharing schedule reminders and additional training opportunities. Remind your team to RSVP for team functions. You are an integral part of the team, and you should have a voice.

### **Equipment**

Ensure everyone has blue and white jerseys and game socks. Encourage game jerseys to only be worn for games. A white helmet, navy pants, and navy gloves are preferred but are not mandatory. Neckguards are required for everyone. Mouthpieces are required for peewees and bantams but are highly encouraged at all ages. Practice jerseys are available in the coaches' room. Helmet stickers (logo and numbers) are also available in the coaches' room.

### **Blackout Dates**

Collect pre-season and regular-season blackout dates from your team. These are Fridays, Saturdays, and Sundays when players or coaches are unavailable due to major commitments (vacations, weddings, school functions, etc.) If a preponderance of your team is unavailable, consider blacking out this date. You also want to identify any tournaments you plan to play in and blackout those dates. You can submit up to three pre-season dates as blackouts and typically six regular-season dates (number be confirmed). If you have more blackout dates, consider blacking out only Saturdays and Sundays as Friday games are less common. If a game is scheduled on a date you cannot play, you can reschedule this game at the scheduling meeting.

### **CSHL Scheduling**

Attend both pre-season and regular-season scheduling. It can be helpful to have a second person attend. If you have additional blackout dates that could not be submitted to CSHL, you can reschedule games at scheduling. If you cannot attend scheduling, talk to your coach now.

When you receive your game schedule in advance of the meeting, it is best to review the schedule, identify conflicts, and have a plan for rescheduling games. Talk to the Ice Scheduler about additional available ice. Review your opponents' schedules to determine if they have open ice to move a game to. You can reach out to the other team before scheduling to make changes.

At scheduling, each team has a representative present to finalize changes and schedule additional games. Take advantage of scheduling additional games if your team desires to play more.

### **Team Roster**

All players, coaches, and managers must have a USA Hockey number and have completed training requirements. The Registrar will work with the manager to ensure all volunteers are up to date. Your team roster must identify an emergency backup goalie and locker-room monitor so please discuss this with your coach and notify the Registrar. CSHL also requires jersey numbers for all players.

Once your team roster is complete, save the web link for future access. It is also recommended you keep a few copies of your team's official roster on hand. These may be needed at tournaments. You will also need to upload your roster to CSHL/Game Sheet (instructions to follow).

You may need a tournament roster for tournaments if you are adding a player from another team. It is appreciated when you give the Registrar at least two weeks' notice to create a tournament roster. If someone is unable to make a tournament, you do not need a special roster just to remove them. To add someone to a roster, the Registrar needs the player's first and last name, USA Hockey number, jersey number (if possible), and birth date.

### **Team Funds**

Geauga does not have a system for managing team funds. Each manager can determine how to best handle team funds.

- 1) You can estimate the cost for the season and collect money in advance and square up at the end of the season.
- 2) You can pay for expenses personally and collect funds after. This is typically best for mite teams with minimal expenses.

Venmo is often the easiest method for getting payments from players, but you can handle this in the fashion you prefer.

### **Fundraising**

Teams are permitted to develop fundraisers to directly support their team. If your team is interested in a fundraiser, email the GYHA President for approval. Funds raised can be used for tournaments, additional games, team gear, etc. You are also permitted to get team sponsors or donors who donate to GYHA, but the funds go to your team directly.

### **Locker-Room Monitors**

A locker-room monitor is required by USA Hockey for every practice and game. Locker-room monitors must be the same gender as the athletes. If you have female athletes on your team, a female locker-room monitor must also be identified. This person monitors player behavior and ensures no cell phones are in the locker room. The monitor must have a USA Hockey volunteer number, have a background screen, and be SafeSport certified. Coaches meet these requirements and may elect to be their team's locker-room monitor. Coaches may also request that parents volunteer to fill this role. It is imperative you have one or more designated monitors. This is not needed when teams dress in the lobby at practice.

### **Game Volunteers**

You need three volunteers for each home game: someone to run the clock, someone to keep score, and someone in the penalty box (not applicable to mites). The clock operator and scorekeeper can be the same person if desired. Clock and scorekeeping training will be provided at the start of each season. It is suggested you get many volunteers trained. There are also clock instructions in the scorekeeper's box. A volunteer is also welcome to play music during intermissions and after whistles.

Scorekeeping is done on a GYHA iPad using GameSheet. The iPads are kept in the coaches' room. A coach or manager is responsible for getting the iPad before the game and starting a game to be scored. At the conclusion of each game, a coach or manager must ensure the game has been submitted to CSHL.

Mites also need volunteers to setup and take down the boards. Set precedent from the first game that everyone needs to pitch in. Mites typically have two games on the ice at once. The more senior team takes the scoreboard side of the ice and runs the clock. During pre-season, all mite teams will track and report their scores to CSHL. During regular season, only red teams are required to keep score.

The only volunteer needed at an away game is someone in the penalty box. At some rinks, the box is not next to the bench so a coach cannot operate the penalty box. Have volunteers at the ready.

### **Curfew Rink**

The Pond is a curfew rink. This means that squirt and peewee games are given exactly 60 minutes of ice for their games. Bantams get exactly 75 minutes, and their game must conclude in that time. This is not applicable to mites.

For CSHL games at The Pond, the manager and/or coach must verbally notify the referees and the opposing head coach and manager that this is a curfew game. On GameSheet, the curfew checkbox must be checked, and both head coaches must sign to show they know this is a curfew game before the game can begin being scored.

For your ice time, note the time the Zamboni doors close. This is the start of your ice time. When the amount of time left for the ice matches the amount of time left in the game, you will no longer stop the clock for whistles. Tell both teams and the referee the game is now on running clock.

### **Referees**

Any game scheduled by CSHL will have referees automatically scheduled and paid for. If you schedule additional games or scrimmages and desire a ref, email [cshlassignor@gmail.com](mailto:cshlassignor@gmail.com) with the date, time, rink, period length, level, team responsible for payment, and name and phone number of the person making the request. Referees will be paid in cash at the game. If your team is providing the ice for the game, you can ask the opposing team to pay the referees.

### **Tournaments**

Each team manages their own tournament play. GYHA does not attend a tournament as a program. Discuss with your team what their desire is for location, distance, and number of tournaments. You may have players who are unavailable for tournaments; discuss this with your coach and set the expectation with your parents that the team may register for a tournament without complete attendance. Once you've selected a tournament, it can be helpful to share your tournament selections in the managers' chat as there are often multi-team discounts available. Tournaments book up early; get registered as early as possible.

### **Rink of Dreams**

Some teams elect to play at Rocket Arena before a Monsters game in a program called Rink of Dreams. This can be arranged by contacting Elizabeth Goldsmith at [egoldsmith@clevelandmonsters.com](mailto:egoldsmith@clevelandmonsters.com). To find an opponent, you can ask around at scheduling or email team contacts. Other teams will be looking for Rink of Dreams opponents also so you can pick up a game that way instead. If the game is scheduled at a scheduling meeting and appears on your CSHL printed schedule, CSHL will schedule the referees for the game. If it is scheduled at another time, you are responsible for scheduling referees. Referees for Rink of Dreams are paid in cash at the game even if scheduled through CSHL.

### **The Pond**

GYHA is fortunate to have a partnership with The Pond that supports our athletes year-round. From August through March, many families call The Pond home. As such, it is important all GYHA families have a clear understanding of the policies that keep both GYHA and The Pond running well.

- Ice for additional games can be purchased directly from The Pond. GYHA rentals are at a discounted rate. Reach out to Mrs. Nash at [contact@ilovethepond.com](mailto:contact@ilovethepond.com).
- Party rooms can be used at no cost for team meetings. Please try to ask Mrs. Nash in advance. If you need a room last minute, you can ask at the desk and explain you are a team manager and have been told you can utilize party rooms at no cost.
- The turf and upstairs are not allowed to be used for dryland. If you need off-ice space, it needs to be rented through The Pond.
- The Pond has a relationship with Gionino's. Mrs. Nash prefers pizza to be ordered through her with some notice.

- Please share with your team that absolutely no food can be in the locker rooms.
- Please share with your team that no one can park in the fire lane in front of the doors no matter how busy the parking lot is.

**Representing Geauga**

GYHA prides itself on maintaining a good reputation within the community. It is expected that players, coaches, parents, and spectators will represent GYHA well. This is why GYHA developed both a player and parent contract. Familiarize yourself with it and explain it to your team. Call attention to the 24-hour rule and consequences for unacceptable behavior.