

2025-26

Shakopee-Prior Lake Hockey



[TRAVEL TEAM MANAGER HANDBOOK]

The travel team manager is in charge of coordination and communication of all operational aspects of your Shakopee-Prior Lake Youth Hockey Team. You are the main liaison and support between the coaching staff, the team, and parents, to ensure the season runs smoothly. Your season volunteer hours will be fulfilled by volunteering to manage your player's team. This document is your guide for the season.

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RESPONSIBILITY OVERVIEW

- Coordinate game help (Penalty Box/ Clock/ Locker Room Monitors)
- Update & manage team webpage
- Scoresheet reporting (Per D6 directive)
- Securing additional Ice
- Setting up scrimmages – work with coaches (or have a parent scrimmage coordinator)
- Mandatory: Maintain and track team slush fund – sample budget template on website
- Ensure you & your Locker Room Monitors (LRMs) are SafeSport Certified
- Organize team gatherings
- Coordinate team hats and/or any other team apparel
- Verify tournament registrations & hotel blocks
- Plan tournament activities
- Team communications
- Service project (optional)

SETTING UP YOUR SEASON

There are several housekeeping items that must be completed within the first couple of weeks of the season. These are listed below. If you do not yet have access to your team page or the Crossbar App, please contact: **Jackie Grumish (jackie.grumish@shakopeehockey.com)**

CONTACT LIST

Team managers are responsible for ensuring their team's contact list is accurate and up to date.

1. Print or save the contact list

- Log in to Crossbar via shakopeehockey.com.
- Navigate to your team's web page.
- Select **"Contacts"** from the left-hand menu.
- Print or save the list for reference.

2. Verify accuracy with your team

- Review the list with your families to confirm all information is correct.
- Ask for any additional email addresses or phone numbers, if needed.

 **Note:** This contact list is automatically generated from the **profile of the rostered player** in Crossbar.

COMMUNICATION

Each team should establish a **standard communication method** early in the season and clearly communicate this to all families.

- Inform your team how updates will be shared (e.g., email, newsletter, app) and how frequently they can expect messages.
- Commonly used platforms include:
 - **Crossbar Chat**
 - **GroupMe** (noted to be more consistent for many teams)

Consistent communication helps ensure all families receive timely updates and reduces confusion throughout the season.

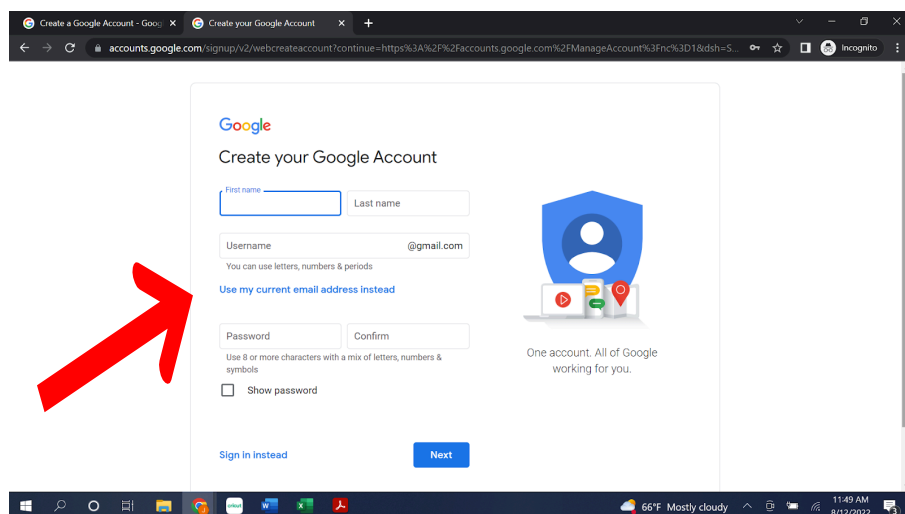
ROSTER

- Team rosters are loaded by the association based on current season registration entries. **Team managers should not edit the roster** except to add player jersey numbers. Email notifications and alerts are sent only to addresses associated with a family's **Crossbar account**. Parents are responsible for managing additional emails within their own Crossbar profile if they want multiple contacts to receive team communications.

SET UP A TEAM SLUSH FUND

All teams are required to use SPL's **Team Budget Spreadsheet** to estimate and track slush fund expenditures throughout the season.

- A **team-specific Google Sheets link** will be provided. This link must be used to:
 - Estimate per-player costs for the season.
 - Track all team spending.
 - Share budget visibility with your team, the Travel Team Manager Coordinator, and the SPL Board.
- A **Google account** is required to manage the spreadsheet.
 - You may use your existing email address.
 - If you do not already have an account, directions can be found at <https://accounts.google.com/signin>.
 - When creating an account, you may select **"Use my current email address instead."**
- When preparing your budget, consult with coaches about their goals for referee-controlled scrimmages to make the most accurate estimate possible.
- Families should be informed that additional collections may be necessary if scrimmages or other team costs exceed the initial estimate.



⚠ Important: Managers are not expected to cover any team expenses out of personal funds.

- Common costs include referee fees for scrimmages, additional ice time, team gatherings (player costs only), tournament swag, non-parent coaches' food and hotel at away tournaments (*see non-parent hotel room below), & door signs.
- TEAM APPAREL: Each team will receive a SPL hoodie & jacket designed by the apparel committee. In addition, teams may create and purchase other team-specific apparel items, such as hats, t-shirts, or pants, at their discretion.

BREEZER COVERS: Only solid black breezer covers will be allowed for PLSHA legacy players.

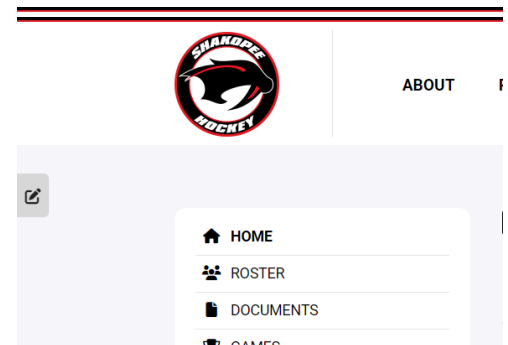
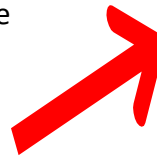
- ****NON-PARENT COACH HOTEL ROOM:** Covering hotel expenses for non-parent coaches is generally expected.
 - Teams may choose to fully cover room costs or to provide a set contribution toward lodging.
 - Coverage must not exceed the number of nights or nightly rate paid by player families.
 - This expense may be managed either through the team's slush fund or by collecting a separate, set amount from each family.
 - All funds must be collected and tracked by the team manager. Any remaining balance not covered by the team will be the responsibility of the coach(es).
 - Each team has discretion to determine the level of financial support provided.

TEAM WEB PAGE

Ensure that you have access to edit your team page. If you do not, please reach out to the Travel Team Manager Coordinator. (Jackie Grumish - jackie.grumish@shakopeehockey.com)

EDITING YOUR TEAM PAGE

- Navigate to www.ShakopeeHockey.com
- Log into Crossbar
- Navigate to your team page via the 'Teams' tab.
- Click the "edit" button on the left side of the screen.



MINIMUM PAGE UPDATE REQUIREMENTS

Each team is responsible for maintaining accurate and up-to-date information on their **Crossbar Team Page**. The following elements must be updated by team managers at the start of the season and maintained throughout.

1. COACHES & TEAM MANAGER CONTACT INFORMATION

- Log in at www.ShakopeeHockey.com.
- Navigate to your **Team Page** → Select **Staff**.
- Click **+ Staff Member**.
- Enter the staff member's email address, assign their role, and add a title.
- Click **Invite to Team**.

2. PRACTICES, TRAINING HAUS, SHOOTING ROOM, & D6 GAMES - THESE EVENTS ARE **AUTOMATICALLY IMPORTED** INTO YOUR TEAM PAGE CALENDAR BY SPL'S ICE SCHEDULERS.

- **Managers cannot make changes to these entries.**
- For questions or changes, see the Appendix for the correct contact.

3. EXTRA PRACTICES, DRYLAND SESSIONS, & TEAM GATHERINGS

- Log in at www.ShakopeeHockey.com.
- Navigate to your **Team Page** → Select **Schedule**.
- From the Schedule page, click **+ Event**.

- Enter the Event Type, Title, Date/Time, and Location.
- Click **Save Event**.

4. TOURNAMENT DATES ON CALENDAR

Tournament dates should be added as **TBD events** until official schedules are released. Once schedules are available, individual games must be entered.

- Log in at www.ShakopeeHockey.com.
- Navigate to your **Team Page** → Select **Schedule**.
- Click **+ Game**.
- Select **Game** as the Event Type.
- Enter Date/Time, Home or Away, Opponent, and set Game Type to **Tournament**.
- Click **Save Event**.

5. OTHER PAGE ELEMENTS & TEAM INFORMATION

- Log in at www.ShakopeeHockey.com and navigate to your **Team Page**.
- Click **Edit**.
- Scroll to the bottom of the page and select **Add a Section**.
- Within the new section, click **Add Element** and choose the type of page element you want to add.
- Complete the required fields, adjust settings, and click **Add**.
- When all changes are complete, **click Save**.
- Toggle **Edit Mode** off to review the page as a user.

OUT OF TOWN TOURNAMENT(S)

Out-of-town tournaments require additional coordination and communication. Team managers are responsible for ensuring families have the information they need and for organizing key logistics.

1. ACCOMMODATIONS

- Most hotel room blocks will already be set up by SPL.
Confirm the block with both the **tournament** and the **hotel**, and provide your contact information as team manager.
Relay **booking instructions** to your team and post them on your team page.
Share important details with families, including:
 - Hotel address
 - Ice arena address
 - Game schedule (once available)
- Contact the hotel to reserve a **meeting space** for team meals, potlucks, or gatherings. Many hotels will already have a meeting room on a “soft hold” for teams. (See the “Hotel Contacts” document in your team folder for details.)

2. TEAM GATHERINGS & MEALS

- Plan team meals, gatherings, or a group event for players and families.
Ask for support from other team parents—many are eager to help with planning.

3. TEAM SPIRIT

- Consider fun additions such as **hotel door signs** or **goodie bags**.
⚠️ Door Sign Policy: **No last names** may be used, per SYHA policy. Teams should collectively decide whether to use **first names, jersey numbers, or both** on door signs.

4. TOURNAMENT DETAILS & COMMUNICATION

- Distribute key tournament materials to families, including:
 - Tournament rules
 - Swag pre-order information (if offered)
 - Any pre-check-in or on-site check-in requirements
- Each tournament has its own process. Be sure to communicate with the **tournament director** to confirm requirements in advance.

OFF ICE VOLUNTEERS

GAME DUTIES

- **Game duties do not count toward volunteer hours.**
- All parents, excluding coaches and their spouses, are expected to participate in game duties.
- Duties include:
 - Locker Room Monitor (LRM)
 - Scoresheet
 - Timeclock
 - Penalty Box

MANAGER RESPONSIBILITIES:

- Create a schedule for game duties. Options include:
 - Rotating assignments alphabetically through the roster (excluding coaches' spouses)
 - Using a sign-up tool such as **SignUp Genius**, which allows parents to select preferred duties.
- Post the schedule on the **team page**, add to the **calendar**, and/or send out by **email**.

LOCKER ROOM MONITORS (LRMS)

Locker Room Monitors are required by **USA Hockey, Minnesota Hockey, and District 6** whenever a locker room is in use.

- **Coverage Requirements:**
 - A same-sex, SafeSport-certified parent must serve as LRM during all **practices, scrimmages, and games**.
 - Coaches may **not** serve as locker room monitors.
 - LRMs must remain in the locker room whenever players are present, including during games if players leave the ice.

- **Special Situations:**

- **Training HAUS** requires an attendant. Coaches or any SafeSport-certified parent (male or female) may cover, as no locker room is used.
- LRMs cannot be assigned to other game duties on the day they are scheduled as an LRM.

MINNESOTA HOCKEY LRM REQUIREMENTS

- All LRMs and Team Managers must:
 - Be **SafeSport certified** and pass a **background check**.
 - Training: <https://www.usahockey.com/safesporttraining>
 - Complete the **SYHA SafeSport Tracking Form** after certification:
www.shakopeehockey.com/safesport
- Locker room policy includes:
 - **No mobile devices** (cell phones, cameras, or video devices) may be used inside locker rooms. Devices must be taken outside if needed.
 - The LRM must be of the **same gender as the players**.
 - “Responsible adults” must demonstrate sufficient maturity (for example, an early twenty-something is not considered mature enough to supervise a Bantam locker room).
 - Parents are not allowed in locker rooms (except for Mite levels). Players needing gear assistance must step outside the locker room.
 - A screened, SafeSport-trained adult must be present in the locker room at **all times** when players are present—before, during, and after events. This includes when a player is injured or ejected.
- Certification & Tracking
 - SafeSport certification must be completed **before serving as a locker room monitor**.
 - Certificates are available online after completing the SafeSport training and background screening.
 - Additional information and contacts are available on the SYHA **SafeSport** page:
www.shakopeehockey.com/safesport.

PENALTY BOX/ SCORESHEET/ TIMECLOCK

- Arrive at the Box 10-15 minutes prior to game time
 - 3 Min Warmup for 10U; 4 Min Warmup for 12U/15U
 - 13 Min Periods: 10U & 12UB
 - 15 Min Periods: 12UA, 15U, 19U
- TOURNAMENT GAMES: 0 (the tournament usually fills these positions, unless otherwise noted)
- Per D6 Rulebook: Your game day/ scrimmage duty persons in the box must be:
 - Adult (18+)
 - Are the **ONLY** persons allowed in the scorekeeper's box during the play of the game
 - Maximum number of 4 persons allowed: 1 scorekeeper | 1 timekeeper | 2 penalty box

HOCKEY CLOCK SIMULATOR: https://scoreboardsimulator.com/scoreboard_ep.html

WHAT A TEAM MANAGER SHOULD HAVE IN THE TEAM BOOK

- Your certified roster from USA Hockey, provided by SYHA's registrar, must be printed in COLOR and up to date (Any updates of coaches certifications/players through USA Hockey need a revised COLOR copy in team book at all times - watch for expirations on that list)
- Team Contact List
- D6 Schedule
- Team Manager Handbook
- Coaches forms (if required)
- Spare scoresheets – can only be used as a last resort, if GameSheet is not an option
- Roster labels (slush fund purchase) - 4 stickers/scoresheet - Avery #18163 - 2" x 4" white shipping labels
- Blank check(s) to pay scrimmage officials (or ask if they use Apple Pay, Venmo, Zelle, PayPal)
- Pens
- Substitution Goalie form(s)
- Time clock instructions
- Referee rate sheet

TIPS AND TRICKS

- It might be a good idea to keep extra roster stickers, scoresheet & contact sheet with one or all your coaches in a team folder that they have at each game.
- Team Manager MUST have team book at all Games/ Tournaments/ Scrimmages
- Team Book with color roster is required at Tournament Check In, usually one hour prior to the first game. Check with each tournament on any other requirements.

GAMESHEET SCORING

iPad Storage & Access

- SYHA iPads are stored in the **concession stand**.
 - A charging station is located on the metal shelves just inside the door.
- PLSHA iPads are stored in the Coaches Room (Rink 2) inside an **iPad locker**.
- After use, iPads must be returned and plugged in to charge.

Pre-Game Procedures

- Arrive **10–15 minutes prior to game time** to load your game to the iPad for the assigned scorer.
- Before the start of the season:
 - Enter your **team roster** using the invitation code provided by the Team Manager Coordinator.
 - Upload the **official SPL legacy logo** (alternate logos are not permitted).

Scoring Requirements

- All **league games** and **referee-controlled scrimmages (exhibitions)** must be scored via the GameSheet app.
- GameSheet is the preferred scoring method. If a technical issue occurs, paper scoresheets may be used as a backup.
- Scoring must take place **from the scorekeeper's box**, not the stands, so referees can communicate goals and penalties directly.

Penalty & Score Accuracy

- Pay close attention to the proper entry of **penalties** and **scoring details**.
- If an error is discovered after submission, corrections may be requested by emailing **d6leagueoperations@gmail.com**.

Submission of Scoresheets

- **Team Managers** are responsible for submitting completed scoresheets to District 6. Scoresheets should be submitted **immediately after the game**, and no later than **24 hours post-game**.

End-of-Game Procedures

- If there is no game immediately following yours:
 - Return the iPad to concessions.
 - Ensure it is plugged into the **charging station**.

Training & Resources

- GameSheet training videos and help files are available at:
<https://help.gamesheet.app/article/29-training-videos#getting-started>
- Team Managers should distribute these resources to parents to ensure they are prepared for their assigned scoring duties.

RARE OCCURRENCE: PAPER SCORESHEETS IF GAMESHEET IS UNAVAILABLE

- Fill in the Arena, Date, Time, Level of Play, Opponent, Game # (this is found on the D6 website schedule)
- Make sure to list full Team Name i.e., Shakopee-Prior Lake 12U B1 Black (note color if applicable). Get a scoresheet sticker from the away team manager, or ask for assistance in hand-writing the roster.
- TOURNAMENT GAMES: At check in, provide enough stickers to cover all tournament games to be played, including any championship games (ask at check-in where & when you can grab your scored scoresheets, if GameSheet is not used)

SCORESHEET SUBMISSION

League Games (District 6)

- The **HOME team** is responsible for scoresheet submission, regardless of game result. Scoresheets must be submitted **immediately following the game**, and no later than **24 hours after game completion**.

Scrimmages

- The **HOME team** is responsible for scoresheet submission, regardless of game result.

Tournaments

- Do **not** submit tournament scoresheets.
- The **tournament director** is responsible for submission to their respective district.

Submission Requirements

- GameSheet scoresheets should be submitted electronically via the app immediately after the game.
- In the rare case that a **paper scoresheet** is used:
 - **Scan** (do not photograph) the scoresheet and email to: **d6leagueoperations@gmail.com**.
 - Paper scoresheets must be submitted within **24 hours** of game completion.
 - Failure to submit within this timeframe may result in a **\$100 fine (per game)** charged to the team's season-end ice bill.
- All scoresheets must include: Arena, Date, Time, Level of play, Full team name

Special Reporting Requirements

- **Equipment Misconducts** must be clearly indicated as such on the scoresheet.
- Use the **Notes** section to document:
 - Coach or player ejections
 - Game clock expirations or malfunctions
 - Referee tardiness
 - Late starts with game clock time elapsed
 - Any other relevant irregularities

DISTRICT 6 GAMES

CALENDAR/CHANGES

- All **District 6 league games** are automatically loaded onto team calendars through the **SPL's Ice Schedulers** and **District 6**.
- These games cannot be edited by team managers.
- Referees for District 6 league games are assigned directly by **District 6**.
- The **official game schedule** is maintained in **Arbiter Sports**.
 - Team managers must log into their Arbiter Sports account and verify that the posted schedule matches their SPL team calendar.
 - If discrepancies are found, email SPL Ice Schedulers (**ice@splhockey.com**) for correction.

GAME RESCHEDULES

- Rescheduling a District 6 game carries a **\$200 fee per game** (charged by and paid to District 6).
- The team requesting the change will be responsible for all associated costs.
- District 6 strongly discourages reschedules and will only allow them when **absolutely necessary**.

Process for Requesting a Reschedule:

1. The requesting team must first contact the **opposing team** to discuss potential dates.
2. For **home games**:
 - Teams may use their own solo ice time, or
 - Email the SPL's Ice Schedulers for available ice time (any additional ice used will be added to the team's ice bill).
3. The opposing team is not obligated to accept a change request.
4. Once a new date and time are agreed upon:
 - Email the details to the **SPL Ice Schedulers**
 - Complete the **League Game Reschedule Form** on the District 6 website:
<https://www.d6hockey.net/page/show/96191-game-reschedule>
5. Once approved, District 6 will confirm the change, and Arbiter Sports will issue an official email with the updated game information.

SCRIMMAGES: *Note: District 6 policy requires teams to maintain a practice to game ratio of 3:1

SCHEDULING REFEREES

- Navigate to: www.d6hockey.net
 - Choose **Refs > Referees > Schedule Scrimmage**.
 - Review referee rates and additional scrimmage information.
- Complete and submit the online referee request form.
 - Requests must be submitted at least **120 hours (5 days) in advance**.

VERIFICATION OF REFEREE ASSIGNMENTS

- Once submitted, District 6 will set up an account for you at www.arbitersports.com.
- A **welcome email** will be sent to the address provided on the scrimmage request form with login instructions.
- After logging in:
 - Navigate to **Schedule > Master Schedule**.
 - Scrimmages/games will typically post within **48 hours**.
 - Referee assignments on Arbiter Sports serve as **official confirmation**.

ASSIGNMENT STATUS INDICATORS:

- **0/2** = No referees assigned
- **1/2** = One referee assigned
- **2/2** = Two referees assigned
- **Color coding:**
 - **Green** = Referees confirmed
 - **Yellow** = Referees claimed but not confirmed
 - **Red** = No referees assigned

REFEREE PAYMENT

- Per District 6 policy, the **home team is responsible for paying referees directly.**
- If splitting costs with the visiting team, the visiting team must reimburse the home team, and the home team pays referees in full on-site.
- When paying by check:
 - Write the **Arbiter Sports game number** in the memo line.
 - **Do not use the GameSheet game number.**

CONTACTS

- Referee scheduling questions:
 - **Terri Loken** – D6 Referee Scheduler
 - Email: **d6refereescheduler@gmail.com**
 - Phone: **612-723-1479**

ADDITIONAL RESOURCES

- Full District 6 scrimmage information:
<https://www.d6hockey.net/page/show/96192-schedule-a-scrimmage>
- See **Appendix** for calendar update instructions.

CONTROLLED SCRIMMAGE VS SCRIMMAGE (D6 HOST)

Controlled Scrimmage: Coaches will be on the ice providing instruction, **no scoreboard or game clock may be used**, no officials used, no scoresheet.

Scrimmage: Officials used, coaches not on ice, scoreboard and game clock can be used, scoresheet submitted.

TEAM STANDINGS

- Navigate to www.d6hockey.net & select Standings
- Points System: Win= 2 Points | Tie = 1 Point | Lose = 0 Points | Fair Play Point = 1 Point (Fair play point is awarded if level threshold is not exceeded & no major/misconduct penalties occur)
- MN Hockey Fair Play rules: <https://www.minnesotahockey.org/fairplay>
- 12U Teams have bracketed Playoffs and Championship Tournament
- 10U Teams have bracketed Tournament - NOTE: These games DO NOT count against maximum # of games played for 10U

SCHEDULING FAQ

GENERAL CALENDAR ADDS

- You may add things like “LRM” or a dryland schedule as you see fit

DROPPING/SWAPPING ICE

- Teams may swap or sell ice to other teams as needed.
- It is the **team’s responsibility** to find a replacement. If no replacement is found, the originally scheduled team will be responsible for payment.
- Once a swap is arranged, email **ice@splhockey.com** with:
 - Date and time of the ice
 - Location (Shakopee or Dakotah, Rink 1 or Rink 2)
 - The team taking the ice
- CC the other team’s manager on the email.
- Ice Schedulers will update the master calendar. Note: Teams cannot edit or delete events created by the scheduler.

ADDING SCRIMMAGES TO CALENDAR

HOME

- Send email to ice@splhockey.com requesting that a home scrimmage be added - indicate date, time, rink (1 or 2) and opponent.
- Ice schedulers will then add another “game” to your team calendar tag and notify The Rink Manager/Attendant to give your opponent a locker room for the scrimmage. You will NOT be able to edit/delete “games” put on the calendar by the Ice Scheduler.

AWAY

- Log into Crossbar via www.ShakopeeHockey.com
- Navigate to Team Page>Select ‘Schedule’
- Click ‘+ Game.’
- Select Game as the ‘Event Type’
- Date & Time, Home or Away, Opponent, Game Type should be ‘Tournament’
- Click ‘Save Event.’

10U SPECIFIC GAME RULE PER MN HOCKEY

- At the 10U level there is a 35 GAME LIMIT (not including District 6 playoffs).
- Anything that has a referee and/or scoreboard and/or clock counts as a game (Coach-controlled scrimmages are not counted)
- District 6 watches the 35-game count closely. Any team exceeding the 35-game limit will be fined (per game) and will not participate in playoffs
- District 6 requires a 10U Game Count Form before checking in for year-end playoffs. The form is in your team folder and can also be found on the D6 site or on the Team Manager Site
- Watch your game count: 16 District Games + four tournaments @ 3 to 4 Games = 12 to 16 Games

LEAGUE CHAMPIONS/RUNNER UP

Teams finishing **first or second in District 6 league play** are designated as:

- **League Champions** (1st place)
- **League Runners-Up** (2nd place)

These teams will receive **individual player trophies** from District 6.

Trophy request forms are available on the **District 6 website** under **Standings**.

PLAYOFFS/REGIONS/STATE

- The following levels participate in **District 6 season-ending playoffs**: 15U, 12U, 10U
- Teams are **seeded based on final league standings**.

DISTRICT 6 PLAYOFFS

- Playoff brackets are posted and updated following the conclusion of the **final regular season game** (dates vary by level).
- At the **B1 & A levels** (excluding 10U), **Regular Season League Champions** will receive an **automatic bid to Regions**.
- For full details, refer to **District 6 Rulebook, Section 20.1**.

PLAYOFF GAME DUTIES

- **HOME TEAM** (higher seed) must provide two volunteers:
 - **Scorekeeper**: This volunteer will be responsible for running GameSheet on the iPad. Teams are responsible for providing their own iPads for GameSheet (you can NOT take iPads from the rink.)
 - **Penalty Box**: This volunteer will be responsible for working the home penalty box.
- **VISITING TEAM** (lower seed) must provide one volunteer:
 - **Penalty Box**: This volunteer will be responsible for working their team's penalty box.

** The host associations will provide clock volunteers.*

*** Squirts/10U teams are required to submit the Game Count Form before checking in for playoffs.*

The form can be found on the D6 site or on the Travel Team Manager Site.

REGIONAL TOURNAMENT

The Regional Tournament, sanctioned by Minnesota Hockey, will determine the teams that qualify for the State Tournament.

- **Fees:** Teams must bring their entry fee and gate fees (TBD) to their first game of the tournament.
- **Check Requests:** Submit requests to the SYHA Board Treasurer at treasurer@shakopeehockey.com.
Please include:
 - Check amount
 - Payable to whom
 - Purpose of payment
 - Due date
- **Rosters:** Team rosters (with jersey numbers) must be submitted both to the Tournament Chairperson (see tournament bracket for contact information) and to Minnesota Hockey at tournaments@minnesotahockey.org as soon as teams qualify.

STATE TOURNAMENT

The State Tournament follows a process similar to the Regional Tournament.

- **Fees:** Teams must bring their entry fee and gate fees (TBD) to their first game of the tournament.
- **Check Requests:** Submit requests to the SYHA Board Treasurer at treasurer@shakopeehockey.com.
Please include:
 - Check amount
 - Payable to whom
 - Purpose of payment
 - Due date
- **Rosters:** Team rosters (with jersey numbers) must be submitted both to the Tournament Chairperson (see tournament bracket for contact information) and to Minnesota Hockey at tournaments@minnesotahockey.org as soon as teams qualify.

KEY CONTACTS -

- **SPL Travel Team Manager Coordinator:** Jackie Grumish — jackie.grumish@shakopeehockey.com
 - **SPL Social Media:** Tina Johnson, Ariel Funches, & Katie Hadenfeldt - socialmedia@splhockey.com
 - **SPL Ice Schedulers:** Josh Barrick & Justin Graber — ice@splhockey.com
-

ICE SCHEDULING PROCEDURES

- **Contacting the Ice Scheduler:**
Email Josh **only if the change affects home ice** (e.g., practice changed to a home scrimmage).

Example Email:

Josh,

Please update the below practice to a scrimmage:

- Date: 11/8/24
 - Time: 7:15–8:30pm
 - Rink: 2
 - Description: PWB2 Scrimmage vs Mankato
- **Shared Ice Practices:**
If your team is removed from a shared practice due to an away scrimmage, you must notify the other team scheduled so they know they will have solo ice.
 - **Team Calendar Updates (Not Affecting Home Ice):**
Any changes to the calendar that **do not affect home ice** may be added at any time by the team manager directly to the team page calendar.

SOCIAL MEDIA SUBMISSION PROCEDURES

To ensure consistent communication and recognition of tournament achievements, all team representatives are required to submit winner photos according to the following guidelines:

1. **Submission Process**
 - Photos of 1st, 2nd, 3rd, and Consolation Bracket winners must be emailed to:
 - *SPLsocials@shakopeehockey.com*
 - Each email must include: Tournament name, Team name, Level (e.g., *Cottage Grove Pumpkin Bash Champions – SPL 12UB1 Black*)
2. **Photo Requirements**
 - Photos must be clear and unedited (no added text, graphics, or filters).
 - Team photos may be taken on or off the ice.
 - Trophy should be included in the photo whenever possible.