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 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.

Last Updated 9/20/25

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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 a few housekeeping items to complete in the first couple weeks of the season and are listed below. If access is not already granted for your team page or in the Crossbar App, contact
Jackie Grumish - jackie.grumish@shakopeehockey.com

CONTACT LIST

- Print/save your team contact list
  - Make sure you are logged in to Crossbar via shakopeehockey.com, navigate to your team web page, Click 'Contacts' from the left-hand side, then print.
- Verify the contact list with your team and ask for additional emails/phone numbers, if needed. This list is generated from the profile of the rostered player.

COMMUNICATION

- Setup a standard communication mechanism and let your team know how, via email, newsletter, etc. and how often.
- Common apps include: Crossbar chat, GroupMe, etc. GroupMe seems to be more consistent.

ROSTER

- Your team roster is loaded by the association using the current season's registration entries. You should not edit your team's roster unless adding jersey numbers.
- Only emails associated with the Crossbar account will get emails and alerts. Parents can manage additional emails via their Crossbar profile.

SET UP A TEAM SLUSH FUND

You must use SPL's Team Budget Spreadsheet to estimate and track your slush fund expenditures for the season. Additionally, you must make this spreadsheet viewable by your team, the Travel Team Manager Coordinator, and the SPL Committee.

A team-specific Google Sheets link will be provided to you. Using this link, you will be able to estimate the season's expenses per player and track all spending. You will need a Google account to manage your team's budget. Directions for creating an account can be found https://accounts.google.com/signin You may use your existing email address for your account. Just click "use my current email address instead" when setting up your account.

Along with other team expenses for non-parent coach hotels, team meals, etc.; ask coaches what their goals are for referee-controlled scrimmages to make the most accurate estimate. Let parents know that if needed, you may need to collect more during the season depending on scrimmages and other team costs. You are not expected to cover any costs with your personal finances.
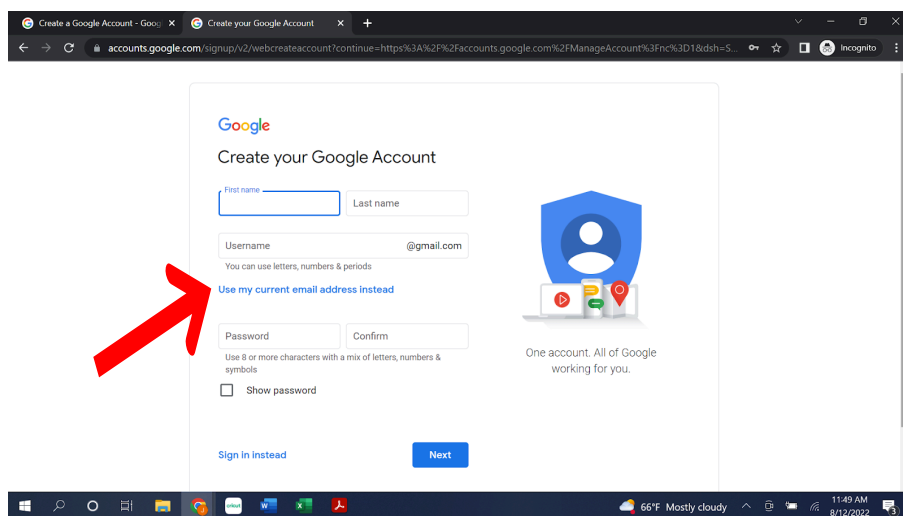

- Common costs include referee fees for scrimmages, additional ice time, team gatherings (player costs only), tournament swag, non-parent coaches' food and hotel at away tournaments (**see non-parent hotel room below), & door signs.

- TEAM APPAREL: Each player will be provided with SPL hoodies designed by SPL's Apparel Committee. Teams are able to design and order additional team-specific apparel, including hats, t-shirts, pants, etc. **BREEZER COVERS**: Only SPL-approved breezer covers will be allowed.

- **NON-PARENT COACH HOTEL ROOM: While this is an optional team expense, it is generally expected by non-parent coaches. Depending on the number of non-parent coaches, teams may also choose to cover only a set amount of the coaches' room costs. Regardless, the number of nights and per night amount covered should not exceed the number and rate paid by the player families. This expense can be collected and paid out of the slush fund or by collecting a separate set amount from each family outside of the slush fund – both should be tracked and all money handled by the team manager, with any remaining balance to be paid by the coach(es). This is at each team's discretion.

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

- o Navigate to www.ShakopeeHockey.com
- o Log into Crossbar
- o Navigate to your team page via the 'Teams' tab.
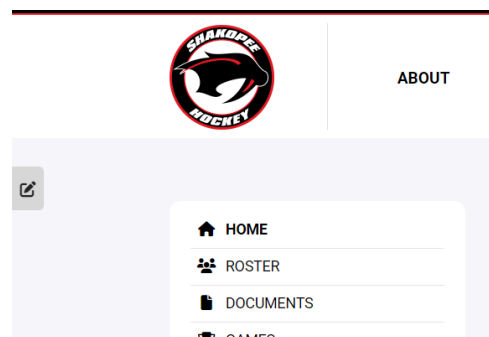
MINIMUM PAGE UPDATE REQUIREMENTS

- ● COACHES/TEAM MANAGER CONTACT INFORMATION

Step 1: Log into Crossbar via www.ShakopeeHockey.com

Step 2: Navigate to Team Page>Select 'Staff'

Step 2: Click "+Staff Member"

Step 3: Enter the staff member's email address, select their role & add title.

Step 4: Click "Invite to Team"

- ● PRACTICES/TRAINING HAUS/SHOOTING ROOM/D6 GAMES

These are automatically imported on to Team Page Calendar by SPL'S Ice Schedulers – You cannot make changes to these entries. See appendix for more information and who to contact for changes.

- ● OTHER: EXTRA PRACTICES/ DRYLAND SESSIONS/ TEAM GATHERINGS

Step 1: Log into Crossbar via www.ShakopeeHockey.com

Step 2: Navigate to Team Page>Select 'Schedule'

Step 3: From the Schedule page, click '+ Event.'

Step 4: Add an Event Type, Event Title, Date & Time, & Location

Step 5: Click 'Save Event'

- ● TOURNAMENT DATES ON CALENDAR

Tournament dates should be added to your team calendar as TBD events. Once tournaments schedules are released, you can add individual games.

Step 1: Log into Crossbar via www.ShakopeeHockey.com

Step 2: Navigate to Team Page>Select 'Schedule'

Step 3: Click '+ Game."

Step4: Select Game as the 'Event Type'

Step 5: Date & Time, Home or Away, Opponent, Game Type should be 'Tournament"

Step 6: Click 'Save Event.'

Step 1: Navigate to www.ShakopeeHockey.com, login, and navigate to team page.
Step 2: Click the"Edit" button.
Step 3: Scroll to the bottom of the page to "Add a Section"
Step 4: Within the new section, click "Add Element" and select the type of page element you would like to add from the list
Step 4: Fill in the required fields, adjust the settings, and click 'Add'
Step 5: When all changes are complete, ==don't forget to SAVE!==
Step 5: Toggle off Edit Mode to view the new page element from a user's perspective

OUT OF TOWN TOURNAMENT(S)

Once you have your tournament information (dates in your team folder), check-in with the tournament and the hotel that you have a room block reserved for your team and provide them with your contact information. Ask for help with planning from other team parents – many are happy to help!

- ACCOMODATIONS - Most blocks should be set up already
- Relay booking instructions to team & post to team page
- Inform Team: hotel address, ice arena address, games schedule, etc.
- Contact the hotel to reserve a meeting space for team dinners, potlucks, etc. Many teams already have a meeting room on a soft hold (check the "hotel contacts" document in your team folder for info).
- TEAM GATHERINGS: Plan meals/ gathering/ or an event for the team and families
- TEAM SPIRIT: Hotel room door signs/ goodie bags/ etc.
  - Note on door signs: NO LAST NAMES. The team should decide as a group what information (first names and/or numbers) is used for door signs.
- TOURNAMENT DETAILS: Send your team the tourney rules & pre-order tourney swag, etc.

You will get information from the tournament about pre-check in, check in the day of & any other information they will need. Each tournament is a little different in their process, so check in with the tournament director for directions.

OFF ICE VOLUNTEERS

GAME DUTIES

- Game duties <u>DO NOT</u> count toward volunteer hours and must be filled by all parents of the team, excluding coaches & their spouses.
- Create a schedule for Locker Room Monitor/ Scoresheet/ Timeclock/ Penalty Box shifts, post to the team page, add to the calendar, and/or send in an email.
- Duties should be assigned to parents by rotating in alphabetical order through the entire roster (except for coaches' spouses). It is up to managers to decide how to handle this. In the past, some teams used SignUp Genius to allow parents to pick & choose the game duties they're most comfortable with – most assign in alphabetical order and leave it up to families to swap.
- Locker Room Monitors are required per USA Hockey, Minnesota Hockey, and District 6 for any time a locker room is used.
- As the manager, you are responsible for having an attendant in the locker room for all practices, scrimmages, & games. <u>Coaches cannot act as locker room monitors.</u> Only same-sex, SafeSport certified parents may act as locker room monitors and must be in the locker rooms whenever players are present (including if players leave the ice during games).
- Training HAUS also requires an attendant. In this case, coaches or any SafeSport certified parent (male or female) can cover, since there is no locker room assigned.

- The following items must be considered per Minnesota Hockey:
  - All LRMs & Team Managers must SafeSport Certified & have background check: https://www.usahockey.com/safesporttraining
  - Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.
  - The locker room attendant must be of the same gender as the team & SafeSport certified.
  - "Responsible adults" should be of sufficient maturity & SafeSport certified (i.e., an early twenty- something is not mature enough to supervise a 15U locker room).
  - Parents in Locker Rooms - Except for players at the mite levels, <u>parents are not allowed to enter locker rooms</u>. If a player needs assistance with her uniform or gear, the player can step out of the locker room for the parent to assist.
  - The locker room monitors must be in the locker room or posted directly outside when players are in the locker room anytime the team is in the locker room before & after the scheduled event. This includes when players are injured or ejected from games.
  - Locker Room Monitors cannot be assigned game duties on the day they're scheduled to be LRM. If a player is ejected or injured, the LRM must be available to assist.
- The SafeSport certification must be obtained by all monitors before being able to be a Locker Room Monitor.
- After completing the SafeSport certification/refresher & background check, all volunteers must complete the SYHA SafeSport Tracking form at www.shakopeehockey.com/safesport.
- See SYHA SafeSport page for contacts & information: www.shakopeehockey.com/safesport

PENALTY BOX/ SCORESHEET/ TIMECLOCK
- Arrive at the Box 10-15 minutes prior to game time
  - 4 Min Warmup for all levels
  - 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 (add this link to your team page)
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)
- Concussion & Return to Play forms: Needs to be turned into SYHA President as they occur. https://www.minnesotahockey.org/page/show/3700170--concussion-information
- 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

- SYHA iPads are stored in concessions. There's a charging station on the shelves just inside the door.
- PLSHA iPads are stored in the coaches room in Dakotah's Rink 2.
- Arrive at the game 10-15 mins early to load your game to the iPad for the parent scoring the game.
- Prior to season start, enter your team roster with the invitation code provided by the Team Manager Coordinator and upload SPL logo (<u>no alternate logos allowed</u>).
- All league games & referee-controlled scrimmages (exhibition games) will be scored via GameSheet app
- GameSheet is the preferred method of scoring. In the event of a technical error, paper scoresheets may be used.
- The game MUST be scored in the scorekeeper box (not in the stands or anywhere else). The referees will need to communicate penalties & goals to the scorekeeper.
- Pay attention to penalties and how they are entered. If they are incorrect, you can email the D6 League Operations contact to correct if needed. Email: d6leagueoperations@gmail.com
- As best practice, team managers should be the person to submit the scoresheets to D6. Scoresheets should be submitted immediately following the game, no longer than 24 hours after the game ends.
- If there is no game immediately following yours, return the iPad to concessions/coaches room and _make sure it is plugged in and charging_!
- GameSheet help files: https://help.gamesheet.app/article/29-training-videos#getting-started
- Send parents GameSheet help files to ensure they are ready to use for their assigned game(s).

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

- District 6 League Games: HOME team is responsible for submission regardless of result. Scores should be submitted immediately following the game, no longer than 24 hours after game completion.
- Scrimmages: HOME team is responsible for submission, regardless of result.
- Tournaments: DO NOT submit tournament scoresheets. The tournament director will be responsible for submitting to their district.
- Complete: Make sure to indicate arena, date, time, level of play, and full team name.
- GameSheet scoresheets should be submitted immediately following the game. In the rare case a paper scoresheet was used:
  - EMAIL: You can SCAN and EMAIL to d6leagueoperations@gmail.com.
  - Must be submitted within 24 hours after the completion of the game. Failure to do so may result in a $100.00 fine (per game) that is added to your team's season-end ice bill.
  - NOTE: Photos of scoresheets are not allowed, but you can download a scanning app to your mobile phone and scan in an email.
- Equipment Misconducts: It is critical to note that you indicate on the scoresheet that the misconduct is an EQUIPMENT misconduct.
- Notes: Use the notes section as needed. i.e., coach/ player ejections, game clock expiration, tardy refs, etc., late start with game clock time elapsed.

DISTRICT 6 GAMES

CALENDAR/CHANGES

- Your District 6 games are loaded onto your calendar automatically through SPL's Ice Schedulers & D6 –these cannot be edited, please email shakopeeice@gmail.com or plshaice@gmail.com (depending on rink) if changes are needed.
- District 6 assigns referees to each league game.
- The dates, times and locations listed on Arbiter Sports are the official schedules for each team. PLEASE GO TO YOUR ARBITER ACCOUNT AND VERIFY THE GAME SCHEDULE IS WHAT IS ON YOUR SHAKOPEE TEAM CALENDAR. If you find a mistake, please contact SPL's Ice Schedulers: shakopeeice@gmail.com or plshaice@gmail.com (depending on rink) and the correction will be made.

GAME RESCHEDULES

- Changing a D6 game costs $200 per game (charged by and paid to D6). The team requesting the change will be charged.
- D6 does not like to do this unless completely necessary! If you choose to change a game, YOU must contact the opposing team for dates for reschedule – for home games, use your solo ice time or email SPL's Ice Schedulers for available ice time – the extra ice will be added to ice bills.
- Although most teams will oblige, they DO NOT have to go along with the change. Once a new date/time is agreed upon, email SPL's Ice Schedulers with the details and fill out the League Game Reschedule form on the D6 website: https://www.d6hockey.net/page/show/96191-game-reschedule
- Once confirmed by D6, you will get an email from Arbiter Sports confirming the new 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, This page has referee rates, and other scrimmage information to review
- Scroll & fill in form to request a referee
- Minimum 120 hours (5 days) notice for scheduling refs
- Once you submit a referee request, D6 will set you up on the web page www.arbitersports.com Use this site to verify your scrimmage has referees.
  - A log-in will be created off the e-mail address used on the scrimmage request from.
  - A welcome email will be sent where you can log in.
  - Once there click schedule, master schedule, you should see your scrimmage/ game listed (could take 48 hours to post). YOU WILL HAVE REFEREES ASSIGNED TO WHAT GAME INFORMATION IS POSTED. THAT WILL BE YOUR CONFIRMATION ON THE GAME.
    - If refs are listed as 0/2, no refs have been assigned yet; 1/2 means one ref has been assigned, 2/2 means refs 2 assigned, etc.
    - GREEN numbers mean refs are confirmed; YELLOW means refs have "claimed" your game, but are not confirmed; RED means your game does not yet have refs.
- Any questions contact Terri Loken d6refereescheduler@gmail.com 612-723-1479

- D6 policy requires the home team to physically pay the refs. If you are splitting the cost with the other team, have them pay you & you pay the refs while on home ice.

- If you are writing checks to the refs, you must write the game number from Arbiter Sports on the memo (not the game# in GameSheet!)
- See details in APPENDIX for calendar update information
- D6 Scrimmage Information: https://www.d6hockey.net/page/show/96192-schedule-a-scrimmage

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

  - **be sure to select only your team's tag and the correct date. If you have questions, feel free to email Team Manager Coordinator**

DROPPING ICE
- Send an email to shakopeeice@gmail.com or plshaice@gmail.com indicating date, time, and rink (Shako or Dakotah 1 or 2) you would like to cancel
- If shared ice, notify the manager/coach of the team you are scheduled to share ice with.
- Ice Scheduler will remove the "event" from your calendar. You will NOT be able to edit/delete "events" put on the calendar by the ice scheduler.
- Notice must be given at least 2 weeks in advance of scheduled ice time, or your team will be charged.

ADDING SCRIMMAGES TO CALENDAR
HOME
- Send email to shakopeeice@gmail.com or plshaice@gmail.com (depending on rink) requesting that he add a home scrimmage indicating date, time, rink (1 or 2) and opponent.
- He will then add another "event" 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 "events" put on the calendar by the Ice Scheduler. (You may delete your original event to avoid duplicates on the calendar)

AWAY
- Be sure to also select only your team's "tag" from the tag menu so it shows up on your calendar.
- Add a new "event" to your calendar making sure to include date, time, arena, and opponent (i.e. @ Mankato).

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 who finish first or second in district play are considered "league champions" and "league runners up" and will be awarded personal trophies from the league. A form for these trophies is on the District 6 website under "standings."

CHAMPION/RUNNER UP BANNERS
Teams who finish first or second in DISTRICT PLAYOFFS will receive a banner to hang IN Rink 2. Similarly, teams who participate in the regional or state tournaments will also receive banners. There are no banners for "league champions" or "league runners up."

10U banners will apply to "gold" brackets only.

PLAYOFFS/REGIONS/STATE
All 15U, 12U, 10U levels will participate in season ending District 6 Playoffs & seeded based on final league standings.

DISTRICT 6 PLAYOFFS
Playoff brackets will be updated upon the conclusion of the final regular season game (date varies depending on level of play). Regular League Champions at the B1, A, & AA levels (excluding 10U) will have an automatic bid to Regions. See District 6 rulebook 20.1 for specific details.

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

Shakopee's 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.
** 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 is sanctioned by Minnesota Hockey will determine the teams that qualify for the state tournament. Teams will be required to bring their entry fee and gate fees (TBD) to their first game of the tournament. Check requests should be sent to the SYHA Board Treasurer (treasurer@shakopeehockey.com). Information needed includes: Check amount, payable to whom, for what, and due date.

Rosters (with jersey numbers) should be submitted to the tournament chairperson (see the tournament bracket for this information) and to Minnesota Hockey (tournaments@minnesotahockey.org) as soon as teams qualify.

STATE TOURNAMENT

The state tournament has a similar process to the regional tournament. Teams will be required to bring their entry fee and gate fees (TBD) to their first game of the tournament. Check requests should be sent to the SYHA Board Treasurer (treasurer@shakopeehockey.com). Information needed includes: Check amount, payable to whom, for what, and due date.

Rosters (with jersey numbers) should be submitted to the tournament chairperson (see the tournament bracket) and to Minnesota Hockey (tournaments@minnesotahockey.org) as soon as you qualify.

APPENDIX CONTACTS - <mark>NEED TO ADD PLSHA INFO</mark>
SYHA Travel Team Manager Coordinator: Jackie Grumish - jackie.grumish@shakopeehockey.com
SYHA Social Media Coordinator: Tina Johnson- socialmedia@shakopeehockey.com
SYHA Ice Scheduler: Josh Barrick - shakopeeice@gmail.com
PLSHA Ice Scheduler: Justin Graber - plshaice@gmail.com
- Email only if it affects home ice (e.g., practice changed to a home scrimmage). Example:
   Josh,
   Please update the below practice to a scrimmage:
   - Date: 11/8/24
   - Time: 7:15-8:30pm
   - Rink: 2
   - Descr: PWB2 Scrimmage vs Mankato

- If you are removing your team from a shared practice due to an away scrimmage, inform the team you are scheduled with that they will have solo ice.
- Any changes to the calendar that DO NOT affect home ice may be added at any time to your

team page calendar by the team manager.