

Team Manager Responsibilities

- **Communication**

- ☐ Crossbar
- ☐ Games and tournaments
- ☐ Block off rooms at hotels for away tournament
- ☐ Hockey Stick Repair, Hermantown
<https://integralhockeytwinports.com/about-us/>
- ☐ Apparel:
<https://www.twoharborsyouthhockey.org/parent-resources/apparel/107183>
- ☐ Jersey handout and jersey return
 - Mites will be in Two Harbors
 - 10U/Squirt and up will be in Silver Bay
 - Have players try on their jersey and socks over their equipment when they get home to make sure they fit. There will be limited opportunities to replace them with a better fit, so the sooner the better
 - Jerseys and socks are for games only
 - Keep the jerseys on hangers and **DO NOT** allow your player to store them in their hockey bag
 - There is a couple of jersey bag options in the apparel store
- ☐ Player Pictures
 - Wear full gear to pictures
 - If you have 2 jerseys, wear home jersey (white)
 - No helmet
 - Bring stick
 - Please have your player photographed even if you're not purchasing pictures so they can be in the team picture
- ☐ Coaches gifts (optional)
- ☐ End of year party (optional)

- **CrossBar Website & App**

- ☐ Two Harbors mini-mites and mite teams continue to use the Two Harbors Youth Hockey site for everything. You can use the Crossbar app as well for TH teams practice and game info.
- ☐ North Shore Storm teams will use the Storm site for all team related news. Practice schedules, game schedule, roster, etc.
- ☐ TH parents/guardians volunteer sign ups will still need to use the TH site for DIBS
- ☐ **YOU MUST ACCEPT THE TEAM INVITE EMAIL FROM NORTH SHORE STORM TO HAVE YOUR PLAYER CONNECTED TO THE TEAM SO YOU CAN SEE THE SCHEDULE ON THE APP.** YOU CAN ALWAYS LOOK ON YOUR LAPTOP/DESKTOP/INTERNET BROWSER TO VIEW THE SCHEDULES FROM THE WEBSITES

<https://www.twoharborsyouthhockey.org/>

<https://www.northshorestorm.com.app.crossbar.org/>

- ☐ If you didn't receive the invite in your email, you can still accept the invite through your CrossBar account.
 1. Log into CrossBar on the NS Storm website (not the app)
 2. In the upper left hand corner, click **Account**
 3. Click **Participants** on the left. You should see yourself and your player(s)
 4. Further down the page, Under **Pending Offers**, there should be a place to **Accept Invite** or **Decline Invite**. At this point, you'd want to accept the invite(s).
 5. Once you accept, you should see that team pop up in your app. We've found that it takes a few minutes. And if you have kids on more than one Storm team, you'll see all the practices and games in the **Family Calendar**

- **CrossBar “DIBS”**

- ☐ "DIBS" are located on the Two Harbors web browser only
- ☐ Go to ACCOUNT (utilize a drop down arrow), VOLUNTEER, and then SESSIONS.
- ☐ <https://www.twoharborsyouthhockey.org/>

- **CrossBar Goalies, Open Hockey, & Rec Skating**

- ☐ "Open Hockey" (no structure-work on whatever you want to) registration is on the Storm site (will be added on Agates site as well). Go to "Programs" and click on the appropriate open hockey group for your player and register. Once those practices/times are added you will be able to see in the app
- ☐ "Goalie" invites were sent to goalies so please accept and then you will be able to see goalie practices for your goalie in the app
- ☐ "Rec Skating" has been added as well, you can go through the same process as above if you want to see the schedule in the app, if you prefer not to you can always check those schedules on your desktop/laptop

- **Tournament Programs & Team Rosters**

- ☐ Official USA hockey rosters required for Squirt/10U and up
- ☐ Tournament information will be listed on the Two Harbors Youth Hockey website under the Tournament Tab. ***All Great Lake Skate info is online only***
- ☐ Each level of play will have 3 separate documents listed. 1) tournament schedule 2) tournament rules 3) team rosters (roster info comes from the team manager)
- ☐ Talk to the Executive Director/Tournament Coordinator/Scheduler first to see what official rosters THYH has received. Executive Director/Tournament Coordinator/Scheduler will give you what contact info THYH may have for teams who do not have official rosters submitted. The team manager is responsible for gathering remaining official rosters. If you are having trouble gathering this information please talk to the Executive Director/Tournament Coordinator/Scheduler after you have exhausted all of your efforts in trying to get the official roster and they will assist you.
- ☐ Email **one** PDF file of the team rosters to Registration Coordinator to upload on the website
- ☐ Return Official Rosters (Squirt/10U & up) to the Executive Director/Tournament Coordinator/Scheduler

- **Tournament Player Giveaways**

- ☐ One \$7 concession coupon & Culver's Scoopie token per player
- ☐ Text Kelsey Miller, Team Manager Coordinator, at 218-830-0877 at LEAST 1 WEEK before the tournament with the number of coupons and tokens you will need
- ☐ Manilla envelopes or Ziploc bags will be put in the supply bin in the equipment room

- **Tournament Clothing Store**

- ☐ All home tournament clothing stores will have the same link to share:

<https://twoharborsyouthhockey.secure-decoration.com/page/tournament>

- ☐ Check with Executive Director/Tournament Coordinator/Scheduler to make sure he sent link to teams 2-3 weeks before your upcoming tournament
- ☐ Store will remain open all season
- ☐ Clothing orders will be shipped directly to each individual

- **Home Tournament**

- ☐ Set up a 6 ft. table with black tablecloth outside of the concession door area and put out tournament t-shirts to sell throughout the weekend. They will be in the concession stand in two purple totes. Adult and Youth
- ☐ Greet teams as they arrive at the rink the first day of the tournament
- ☐ Hand out team giveaways & check with the Executive Director/Tournament Coordinator/Scheduler to see if there is anything else they need help with throughout the weekend

- **Lake County Press & North Shore Journal**

Both would love to receive hockey photos throughout the season. They will publish the pictures in the papers whenever they have some space to fill. This would be some great PR and advertising for THYH.

Please email hockey photos to the following individuals whenever you take some photos that you'd like to share. They can be game photos, back rink photos, action in and around the arena or any other sort of hockey activities the kids are doing. They would love to get all sorts of photos and are excited to share them in the papers. Please CC THYH President as well.

Kitty Mayo	Lake County Press	kmayo@cherryroad.com
Sarah Simon	North Shore Journal	sarahwriesnsj@yahoo.com
THYH	President	ngens15@hotmail.com

Additional Tasks Mite 1 & 2 Team Managers

- **Order Medals for participants**

- ☐ Order Medals at a **MINIMUM** of two weeks before tournament and show the Executive Director/Tournament Coordinator/Scheduler a proof prior to printing justawardmedals.com
- ☐ Team Manager Coordinator has the log in and password for THYH Just Award Medals account
- ☐ Budget for medals is \$50 for each team participating in the tournament
- ☐ Here is an example of info you will want to make sure to put on each medal. Make sure to update with the correct dates each season

Great Lake Skate
Mite 1 Jamboree
Two Harbors, MN
Jan. 23-25, 2026

Great Lake Skate
Mite 2 Jamboree
Two Harbors, MN
Feb. 13-15, 2026

- ☐ Order 2-3 extra for each tournament just in case teams add another player to their roster
- ☐ Team managers will be responsible for attaching the neckbands
- ☐ Print team rosters
- ☐ Put each team's medals and roster in one ziploc bags
- ☐ When completed, put all of the ziploc bags in the Executive Director/Tournament Coordinator/Scheduler's office to pass out to teams on Sunday

- **Organize UMD Little Chipper Night**

University of Minnesota Duluth Athletics
Ticket Sales & Operations
170 SpHC | 1216 Ordean Court | Duluth, MN 55812
(O): 218.726.6318
(O): 218.726.7487

