



LA CRESCENT YOUTH HOCKEY

Team Manager Handbook

THANK YOU 😊

Thank you for volunteering to be the Team Manager! This handbook is designed to help you navigate your responsibilities. If at any time you have questions, reach out to the Team Manager Coordinator, Kim Ryan @ 414.550.5709 or k1m.ryan814@gmail.com.

Please note: this role fulfills 5 of the 10 required volunteer hours.

Partnership with Coaches

- Reach out and introduce yourself to the coaches.
- Discuss various responsibilities to determine what the Coaches will do and what the Team Manager will do.
 - Scheduling of district games, if not already done (one home, one away). If training is needed on this process, contact Kim.
 - Scheduling of non-district games.
 - Different levels can play a different number of games. Check the MN Hockey website for your team.
 - Determine who will communicate what information to the team.
 - Practice and dryland schedule/times/expectations. (Weekly practices are set by the LYHA Board).
- Set parent meeting date and time (as soon as possible)
- Plan team meeting agenda.
 - Optional: Mite/Squirt teams may invite concessions and volunteer coordinators to explain their roles, expectations for the season, and any available training. Concessions: Nicole Schmit. Volunteer: Justine Fairy.

Parent Meeting

- Add Parent Meeting in Crossbar (usually right before practice).
 - Send a summary of discussion after the meeting to make sure those that cannot attend are informed.
- Introductions: coaches, team manager, coordinators and parents.
- Coaches to cover:
 - Coaches' rules and expectations.

- 24 Hour Rule - If a parent does not agree with a coaching decision.
 - Playing time strategy.
 - Locker Room expectations (dress, parent access).
 - Ask for 2-3 volunteers to be Locker Room Monitors
 - In the rare instance that the coach is not available to be in the locker room during a game, the monitor will be present in the Locker Room.
 - Must complete Sport Safe and Background Check on USA Hockey. Ask if anyone already has this, if they do they would be ideal. Volunteer will be reimbursed for all fees.
 - Can be male or female.
 - Code of Conduct Reminders.
 - Practice/game schedule.
 - Review practice schedule and inform Kim if any need to be rescheduled due to Varsity home games.
 - Practice/game arrival expectations.
 - Expectations for marking Availability in Crossbar. If there is a last minute change, how would the coaches like to be notified?
 - Communication plan for updates/changes.
- Team Manager to cover:
 - Review that the Crossbar App will be used this year.
 - Home Game duties will be in the Crossbar app. All families are expected to help. Concessions tend to be the most challenging to fill.
 - Home Tournament Dates and duty expectations.
 - Use Sign Up Genius to schedule. Instructions on LYHA Website, under Documents.
 - If LYHA hosts the District Tournament, ALL families will help. These hours do count toward Volunteer Hours.

- Pictures: (scheduled by an LYHA Board Member) When known add date to Crossbar, distribute forms and communicate which jersey color to wear (typically our dark jerseys).
 - Squirts and Bantams 11/18 before practice.
 - Mites 11/15 throughout practice.
- As needed: Gun Raffle ticket distribution and collection of checks for Gun Raffle, Volunteer and Equipment). Turn into Treasurer.
- As needed: distribution of LYHA Apparel and Warmups.
- For those not in Crossbar can access Games Schedule and Roster on LYHA Website > Teams > Select the appropriate team > on the right of the screen click Games or Roster.

Crossbar: app used for schedule, home duties, team communications

- Board will enter the team rosters.
- Enter games and events.
 1. On the Crossbar App > select your team
 2. On the bottom of page, select Schedule
 3. In the upper right corner select + icon.
 4. Enter game information.
- Home Games, enter Home Duties.
 1. On the App select Schedule
 2. Locate the home game
 3. On the right side of the game time, click the drop-down arrow >
 4. Select Add Assignments
 5. Enter each assignment name
 6. Click on Add Assignment
 1. Assignments only need to be set up once and for the next games all you need to do is select the assignments to add.
 2. Refer to the Home Games section for a list of assignments.

- Enter Score of each game.
 1. Log into the LYHA WEBSITE
 2. Click the menu icon (three bars) in the upper
 3. Select Teams
 4. Choose your team
 5. Click carat to the right of player registration
 6. Select Games
 7. Select Score > enter final score
- Optional: add players jersey numbers to the roster.
 1. Log into the LYHA WEBSITE
 2. Click the menu icon (three bars) in the upper
 3. Select Teams
 4. Choose your team
 5. Click carat to the right of player registration
 6. Select Roster
 7. Click on Edit
 8. Enter Jersey # for each player.

Game Sheet: App used to keep score and track player stats.

- Set up with the players at the District level.
- App on the LYHA tablet and is in the hockey rink office.
- It is recommended to have multiple parents trained. Contact a Board Member for training options.
 - At the end of each game the refs need to sign off on the game.
- If a team you are playing does not have their team set up in Game Sheet, you will need to manually enter the roster information.
- Roster stickers might be needed for some non-district games. Have one sheet available for non-district games and tournaments.
 - Email Roster and Jersey Numbers to rinkmanager.lyha@gmail.com for the stickers to be made.

Team Coordination

- Jerseys & Socks: coordinate with Equipment Coordinator. There is no cost for player jerseys, however there is a fee for home/away socks. As needed, the Team Managers may be asked to collect fees. 2025: \$45 for both sets
- Open Volunteer Spots: Each team is assigned for certain weeks throughout the season to cover open volunteer spots. The Board will inform you of your team's weeks. Work with your team's families to sign up.
- Be a resource for parent questions. The Parent Manager Coordinator and LYHA Board are here to help with questions you may not know the answers to.
- For District 9 games, track Shutouts, Hatricks and Playmakers throughout the year (These can be submitted to D9 at the end of the season for badges for the players).
- Optional: creating cards of team roster for families. The template is on the LYHA website > Resources > For Parents > 2025-2025 Documents.

Scheduling Games

- Non-district Games: do NOT schedule HOME games until after Squirrt district scheduling is complete. 2025: 11/17/25.
 - Away games can be scheduled right after your team's D9 scheduling is complete.
- When scheduling with WI teams, schedule to play the team above the MN level (LYHA B team, WI A team). The scheduler or team manager information should be available on the team's website. Common for non-district teams:
 - Onalaska, West Salem, La Crosse, Viroqua, Sparta, and Tomah.
- **Away Games: one week before, confirm the game on the opposing team's website.** You don't want to travel and then find out there is no ice scheduled 😞
- Home Games: when scheduling first verify that there is open ice. Once in a game is awaiting approval from the other team email

Nicole Schmit at n.schmit07@gmail.com to place a hold on that ice time.

- **If within 2 weeks of the actual game, email wieserjason@yahoo.com so he can schedule Referees.**
- Home Games: create duties sign up in Crossbar (concessions, game sheet, scoreboard, penalty box (1 person covers both), lobby clean-up and bleacher clean-up).
 - A couple of days before the game, confirm all duties are filled. If needed, send out a reminder to the team if anything is open.

Away Tournaments

LYHA Tournament Coordinators attempt to schedule each team for 2 away tournaments. Typically, one overnight and one local.

- Dates and locations should be on your Team page. If not, contact the Tournament Coordinator. Kaseyppayne22@gmail.com.
- Identify a couple hotels and contact for pricing (some offer discount pricing for groups). Reserve a block of rooms for the team and coaches. Communicate details with the families so they can make reservations. Typically, there is a deadline to when reservations need to be made.
- Bring USA Hockey Roster (get this from the Registration Coordinator). You may need to provide for games/tournaments.
- Throughout the tournament, update Crossbar with games/times.
- Optional:
 - Reserve a conference room or space for the team to gather.
 - Coordinate Hotel Room doors signs (do not include last names for security reasons).
 - Coordinate team meals between games or in the evening.

Home Tournament

- Each season the LYHA Tournament Coordinator works to organize and schedule home tournaments for our youth players.
 - They will post tournament information on the LYHA website and reach out to teams to try to fill the tournament spots.

- They create the schedule, collect fees, communicate with teams, create the bracket, provide score posters for the lobby, order trophies, schedule medic and provide copies of the tournament rules.
- If you have questions, reach out to the Tournament Coordinator.
- Team Managers decide if special concessions will be offered. If yes, reach out to the Concessions Coordinator with at least one month notice to allow for ordering.
- Day 1 of tournament: the teams will be directed to check in at concessions. The concessions volunteer will need to confirm the team's point of contact and their contact information.
- Inform concession volunteers to post scores after each game.
- Create Sign Up for duties
- Optional:
 - Form a small committee to help plan the other details for the tournament
 - Create signage or gifts/goodie bags for the visiting team

End of Season Responsibilities

- Coordinate a gift for the coaches. Reach out to parents for ideas and contributions.
- Plan end of year parent/player game or skills assessment.
- Plan end of season party. LYHA will contribute \$100 towards treats/food.
- Throughout the season track the following for District games and then submit Award Request Form to the District (on District 9 website).
 - Zero, Hat Trick and Playmaker.

Mites ONLY

- Mites host one home Jamboree each season and are invited to participate in many others: La Crosse, Onalaska, Sparta, West Salem, Viroqua, Black River Falls, Winona and Tomah.
- Jamboree dates are set in the summer before the season (typically the dates stay the same year to year).
 - There is a Facebook group where the dates are posted. Past practice has been once a team's board confirms the Jam dates; the Team Manager will post to the FB group.
- Jamborees typically are each weekend in December and January (participation is optional).
- Red Mites ONLY: after Jan 1, full ice scrimmages can be scheduled.

Home Jamboree

- Contact each team to confirm participation 1 month before
 - Team Managers can change year-to-year but they are good at introducing themselves on FB. We use that group page and email.
- Make brackets and send to teams 2 weeks before.
- Enter LYHA times into Crossbar.
- Order a medal for each skater (through 5th Avenue Awards)
- Coordinate fundraiser (bake sale, t-shirt vendor, 50/50 raffle, raffle baskets).
- Plan for “goodie bags” for each player (for example: juice box, granola bar, twizzler).
- Create a Sign Up for duties (concessions, timekeeper, cleaning of bleachers, cleaning of lobby, bake sale).

End of Year

- Make certificates for each player (Julie Barney has a template).
- Order bobble head for each Red player through 5th Avenue Awards, charge to the LYHA account.