

# AFFTON AMERICANS HOCKEY

CENTRAL STATES DEVELOPMENTAL HOCKEY LEAGUE



## MIDGETS TEAM MANAGERS

2025-2026

# **AFTTON AMERICANS MIDGETS CS HOCKEY TEAM MANAGER MANUAL**

The Team Manager plays an important role on any hockey team. He or she is the coordinator, communicator, organizer, and all-around support for the team. The most important role is being the liaison between the coaches and the parents and communication is key between all parties. The Team Manager also helps the coaches with the administrative functions of off-ice activities, tournaments, team finances, and other team needs. This allows the coaches to focus on preparing and running practices and games. Taking on this role is a big job, so we hope that by providing you this manual it will get you on the right track.

If you need anything during the season or have a question, please contact reach out to the Team Manager Coordinator, Jeni Gardner [jeni.gardner@yahoo.com](mailto:jeni.gardner@yahoo.com) or (314) 882-1642 or one of the Aftton Americans Midget CS coordinators:

- Don Arias - [donald.ariasjr@gmail.com](mailto:donald.ariasjr@gmail.com) - (314) 972-3396
- Sean Hazelton - [hockeystop@sbcglobal.net](mailto:hockeystop@sbcglobal.net) - (314) 309-5292
- Brian Gardner – [briangardnerstl@gmail.com](mailto:briangardnerstl@gmail.com) - (314) 583-3665

Once your team is selected, you should work with your Head Coach to schedule a team meeting as quickly as possible. The agenda for this meeting should include the following:

- Coaching staff and Team Manager introductions
- Team expectations (for both players and parents) outlined by the Head Coach
- Key information from the Manager
  - o Overview of team communication
  - o Travel plans
  - o Season budget
- Club-wide information & updates (e.g., Golf Tournament, Banner Fundraiser, etc)

## **REQUIREMENTS FOR COACHES AND MANAGERS**

1. [Background Checks](#): These checks are required each year per USA Hockey. Please note, any screenings done after April 1<sup>st</sup>, 2020 are now good for two years. All coaches and managers will need to have this done and submitted to get your team roster certified.
2. [USA Hockey Registration](#): USA Hockey requires all team managers to register with USA Hockey. You must collect all coaches' USA Hockey numbers or IMR, to be submitted for the team roster.
3. [SafeSport Training](#): A Program offered by USA Hockey, training to prevent abuse. A 90-minute course that must be completed by all Coaches and Managers on USA Hockey.
4. Roster Creation: From each coach, collect their CEP#, their certification level, their USA Hockey number, and SAFE SPORT certificate. Please email all this information to Sean Hazelton ([hockeystop@sbcglobal.net](mailto:hockeystop@sbcglobal.net)) so that your team roster can be created. You can search for [USA Hockey IMR #'s here](#) and [CEP #'s here](#).

## GATHERING TEAM INFORMATION

1. Collect Contact Information: Collect names, phone numbers and email addresses from each of your parents. This is not only for the team staff, but also to share with other parents on the team who may need help getting rides to practice or games.
2. Collect Documents: The following documents must be collected for each player. Your team meeting is the perfect time to do this.
  - Midgets Contract (player and parent signed)
  - Copy of Birth Certificate
  - USA Hockey Registration number
3. Make a Manager Binder: The documents you collect must be brought to each game, so we recommend that you set up a binder for your team. Check out the Game Management page for more information.

## SEASON EXPECTATIONS

1. Parent Expectations:
  - Pay all team dues in full and on time.
  - Get their player to the rink on time for all Affton events.
  - Contact the COACH if a player will miss a practice or game.
  - Volunteer to help team with keeping score, running clock, working the penalty box, and any team fundraisers.
2. Player Expectations:
  - Bring all equipment to the rink for all games and practices.
  - Get dressed and be ready on time for all the games and practices.
  - Behave appropriately in the locker room and on the ice, remember you represent the Affton Americans Hockey Club.
  - Do your best always.
  - Encourage your teammates as much as possible.
  - Honor your coach and listen to them.

## TEAM WEBSITES & FACEBOOK PAGE

1. Team managers will be given access to manage your team's website on the [AFFTON main website](#). This will give you the ability to enter news and scores. You are **REQUIRED** to keep all your team's information accurate and up to date on the Affton Hockey website.
  - a. Affton teams **SHOULD NOT** use other apps like TeamSnap. SportsEngine is already paid for by the club and does everything you will need to do and that can be done in TeamSnap. Using another program is not only double work for you, but also a duplicate expense. If you need assistance using SportsEngine, you can contact Jeni Gardner.

## TEAM FINANCES

1. **TEAM DUES:** Parents are responsible for \$400 monthly payments from August through January for a total of \$2,400. You should collect the first month's dues from each player to start your team account by August 1<sup>st</sup>. The team account will cover tournaments, coaches' fees, ice fees and/or ref fees for practice games, coaches per diems, team supplies, and any other team event or expense. **Parent coaches are required to pay monthly team fees.**
  - a. Dues are collected for 6 months, and all teams **MUST** collect dues every month for the entire length of the contract, without adjustment. Even if fundraising money is received, the team should collect all contracted dues. At the end of the season if there is extra money, it will be divided up amongst all players and refunded back to parents.
  - b. **DO NOT ADJUST THE MONTHLY DUES BASED ON ANY FUNDRAISING SUCCESS.** Make all those adjustments at the END of the season through the refund process.
2. **TEAM BUDGET:** Parents will receive a budget outline at the start of the season and one at the end of the season. This expectation should be communicated to the parents by the Team Manager and affirmed by the Head Coach at the meeting at the beginning of the season. The job of a Team Manager is complicated enough; it is unreasonable to expect financial statements to be distributed more frequently than outlined here. See appendix for example on what will be used.
3. **TEAM BANK ACCOUNT:** As a team manager, you are required to have a bank account separate from other personal accounts. Usually, your existing bank will offer free checking accounts for this purpose. Ask about minimum balance at the bank to keep account open and make sure you get checks and a debit card for the account to pay for team expenses.
4. **COACHING PAYMENTS:** Each coaching staff earns **\$22,000** per year. The Head Coach is responsible for dividing the amounts, please talk to him and discuss when and how he would like his staff to be paid. Coaching payments can happen any time after Dec 1<sup>st</sup>.
5. **COACHING EXPENSES:** The team also covers all hotel rooms, gas, and food for any out-of-town game (league or friendly) or tournament. When booking a hotel, ask about comp rooms to help save your team money. Each coach on your staff should receive a per diem of \$60 per day (cash prior to the trip) when out of town to cover their food (\$15 breakfast, \$20 lunch, \$25 dinner). This per diem is intended to provide for any expenses during the trip (like a snack or cup of coffee) and coaches should not be required to return receipts or unused per diem cash. Coaches should be given the option to be reimbursed for gas (with receipts provided) or mileage at the current IRS mileage refund rate. Please encourage coaches to share rides and, if possible, hotel rooms if more than two coaches are going out of town. Teams will not be expected to pay for a rental car, unless the team is flying to a tournament.

## TEAM UNIFORMS

1. All Affton Midget players are given a uniform as a part of their player package. No individual changes may be made to these uniforms. If a team decides to add something (e.g., a name or number) the entire team must participate, and it must be done identically.
2. Players must have a navy helmet. Players will be given, as part of their equipment package, Affton gloves and pants shell that must be worn for all games.
3. Helmet stickers will be provided, and all players MUST place stickers on exactly how instructed to do by the Affton Midgets CS coordinator team (ALL teams must follow instructions on helmet sticker placement).
4. Players should dress in Affton clothing to and from the rink on game days, for warm-ups, and off-ice. Each Head Coach may decide what specific apparel should be worn. All players should bring all jerseys and socks on game day, despite whether home or away.

## GAME MANAGEMENT

1. Team Binder: As the Team Manager you are required (\*) to bring several items to every game. To make your job easier, we recommend that you put together a binder that includes the following items.
  - Every Player's Birth Certificate\*
  - Every Player's USA Hockey Number\*
  - Scoresheets for home games\*
    - iPad for digital scoresheet for CSDHL games, or
    - paper scoresheet for non-CSDHL games
  - Roster Stickers when using paper scoresheets (more information below)
  - Directions for filling out scoresheet
  - Directions for the time clock (should be at the rinks, by clock)
  - Pens & scratch paper
2. Home Game Responsibilities

Prior to each home game

  - Schedule a scorekeeper and a clock manager.
  - Someone to open penalty box door if needed.
  - Fill out the paper scoresheets or complete setup of digital scoresheet
    - For digital scoresheets, have game loaded on iPad, coaches will sign digitally, mark starting goalies, and scratched/injured players, make sure the iPad is ready to go.
    - For paper scoresheets have both teams' coaches sign prior to the game, apply your team's roster stickers, and find visiting Team Manager and apply their roster stickers.

After the game

- Refs will sign the scoresheet
- For paper scoresheets:
  - Give CANARY copy to visiting Team Manager
  - Keep WHITE copy for your records.
- For digital scoresheets, complete the process to close out the game on the iPad
- Enter the score on Affton team website ASAP, CSDHL Website will automatically be updated when scoring is digital.

## **SCHEDULING PRACTICE GAMES**

A practice game is a game against another team that a) includes refs and b) does not fit into the CSDHL schedule. When you schedule a practice game, you do not need to notify Missouri Hockey, but you must sign up for officials on MIHOA's website. You will find instructions for that below. Please copy Angie Bigogno ([afftonhockey@sbcglobal.net](mailto:afftonhockey@sbcglobal.net)) on emails scheduling practice games to ensure proper billing for referees, include your team birth year.

Practice games will require you to schedule your own officials on [REF REQUEST](#) (NOT Missouri Hockey). To request officials, you need to fill out the JOG form on [mihoa.com](http://mihoa.com). The link is above. MIHOA will automatically bill Affton. As long as the team does not have excessive games played the fees are taken out of the player registration. More than 5 games will be cause for a team to be billed.

## **REGULAR SEASON GAMES**

Don Arias will forward each team's league schedule to MIHOA. However, you should use your login and password to ensure you have officials for every home league game.

## **AFFTON MIDGET CS FUNDRAISING**

### ***Banner Sponsorship Program***

We will again be doing the banner program, coordinated by Don Arias. All sponsors should be secured by September 1<sup>st</sup> so we can get player bags printed with Gold Sponsors in a timely fashion. Don Arias will send out more information on this program in the coming weeks. Funds raised by the Midget teams stay with the individual teams. What you raise, you keep!

### ***Other Team Fundraising***

If your team would like to do additional fundraising, they are welcome too. However, all fundraising is done on your own, Affton will not provide any tax numbers or be involved at all.

# AFFTON AMERICANS MIDGET CS

## HOCKEY APPENDIX

- Sample Team Budget Outline
- Sample Scoresheet Stickers
- Scoresheet Instructions (Paper and Digital)
- Cheat Sheet for Score Clock
- Hotel Connection Sheet
- Sample Team Meeting Outline (Parent Info Sheet)
- USA Hockey Award Patch Request Form