



DYHA Manager Guidelines

Thank you for volunteering to serve as a Darien Youth Hockey Manager for your travel team. You are the backbone of the team and keep things running smoothly for both the coaches and parents. Do the best you can and if you have any questions don't hesitate to ask the Coach, another Manager, or a DYHA Representative (DYHA Directory is on the website). Communication is key. Your efforts and willingness to help are one of the many important contributions to the success of the team you manage. The DYHA League relies greatly on all their volunteer's time commitment and their hard work is very much appreciated.

I. **Paperwork & Forms (for U14 and older only)**

- For U14 teams and older only, all players and coaches (including parent coaches who are on the bench) must complete the below forms. All Form links may be found at the DYHA website "Document" Tab. Manager can send a note to all players and coaches to complete these forms OR the Manager can print and pass out at the first practice. Once you collect them all, make copies of the USA Hockey Consent to Treat forms and give them to coaches to keep in their coach bag. Manager should keep the original forms in a binder and bring to all games. It is also good to have some blank USA Hockey Consent to Treat forms handy at games just in case.
 - USA Hockey Consent to Treat
 - USA Hockey Code of Conduct
 - DYHA Code of Conduct
- Birthdate validations – It is highly suggested that all age group team managers check their team Credential Verification sheets (given to them by DYHA CHC rep) to see who has their birth date verified. It is recommended that all players have "paper" copies of birth certificates sent to DYHA CHC Rep for verification. Players only need to do this once during their DYHA career. BUT, for U14 and older teams, copies of Birth Certificates are **required** for all for players whose team makes it past States (i.e.: Nationals). U14+ Team Managers must check the Credential Verification sheet and collect missing birth certs. If the team wins States, you will need to send in your Manager Binder with all game sheets and forms to the CHC Registrar in a timely manner. You will get your Binder back once the CHC Registrar verifies that all criteria have been met.

II. **Voting Members**

- Each Travel and House team needs to designate a "Voting Member" for each season. A Voting Member is a parent/guardian of a player on the team that will represent the team at the Annual DYHA Board meeting and vote on certain organization matters. Please reach out to your team to ask for a volunteer. Travel team Voting Members need to be communicated to the Travel Director(s) by September 30th and House Voting Members need to be communicated to the House Director(s) by November 1st.

III. Tournaments

- ☐ Team tournaments are at the discretion of the Coaches and are paid for by the Team Fund/families including the cost of coach rooms. Some teams participate in a Fall and/or a Winter tournament (either MLK weekend or Presidents weekend). Remember, every team participates in the Lake Placid CanAm tournament in Nov/Dec AND a season ending CHC States tournament so factor that in when scheduling additional tournaments.
- ☐ **NEW FOR THE 2024-2025 season- DYHA will no longer cover one tournament fee (up to \$1600).** Tuitions have been adjusted so that non AHF teams pay a reduced amount.

IV. CHC Team Rosters

- ☐ After tryouts and teams are confirmed, The Official Connecticut Hockey Conference (CHC) Roster is provided to the team manager, which lists all players and coaches. A copy with the CHC signature will be emailed to Managers to be kept in Manager Book.
- ☐ Any additions or deletions to roster require an updated version of your team roster. Please have coach email the DYHA CHC rep ASAP with any changes. The DYHA CHC rep will work with CHC to get the updated register. **NOTE:** This includes when a player is temporarily brought up to a team for a 'tryout' game.
- ☐ Play "down" request forms are available from the CHC Eligibility Chair who's contact information and can be found on the CHC website under Contacts. The form needs to be completed by the DYHA President, CHC Rep or Registrar and submitted for approval.
- ☐ By December 31st Final Roster is submitted to CHC. AA/A Final Roster must have 20 players (including goalies) that will be eligible to play in the CHC State and above tournaments. Managers should check with coaches for their 3 selected alternate players to be placed on the roster from the team below them.

V. Player Family Contact Information

- ☐ Confirm Current Contact Information of every player. Any changes for players need to be done through the DYHA website under the "My Account" tab on home page. It is the parent's responsibility to keep this information current. If this information is not current, the player/parents will not get information issued to the team via the website.

VI. Equipment and Uniforms

- ☐ **NO jerseys are to be altered and any 'C' or 'A' for captains MUST be removed prior to next season.** For the younger teams remind them to bring neck guards, mouth guards, and extra laces.
- ☐ All DYHA travel players must have blue helmets, blue gloves, blue pants and a white and blue DYHA jersey. Each year players will need to purchase blue and white games socks and new jerseys if necessary. Wesco typically sells the socks. Jerseys are sold by WESCO as they provide fitting days (usually in May/June).
- ☐ Players should be responsible to check their equipment bag to make sure all their gear is there, and equipment is in working order. This includes having skates sharpened ahead of time and not at the rink right before the game. Some rinks do not provide this, or game may be before/after

store hours. Older kids should always bring a back up stick and everyone brings both jerseys to every game. Referees can also scrutinize player equipment and if anything is missing or deemed unacceptable not allow participation until corrected. If an equipment situation affects entire team, the game could result in forfeiture. Please be certain to check with coaches and Travel Co-Directors with regard to J Clips.

- **NEW FOR 2024-2025 season-** Blue and White practice jerseys will be available through Wesco and purchased by parents during fitting/equipment days. They will not need to be accounted for in the TEAM FUND. Coaches will have the option of pinnies for lines. They should reach out to DYHA Equipment Manager for info on the pinnies.

VII. Parent Meetings

- Be certain your coach schedules a quick but meaningful parent meeting at the beginning of the season. Please note any team issue needs to be addressed with coach and board representative.
- Parents should make the coaches and manager aware of any relevant health history such as past concussions, asthma, migraines, etc. and if appropriate, leave any related medical supplies (inhalers, pain reliever, etc.) with the Coach or Manager. All medications need to be included on the consent to treat form. Please make coaches, team and parents aware of any allergies – it may become necessary to ensure no food is brought into the locker room (or have a peanut free locker room). If an Epi Pen is needed, parents need to be certain to train coaches in the event of emergency. If a player sustains a concussion during the season, he/she cannot return to the ice without a written notice from the doctor and coaches need to make a member of the DYHA board aware.
- Remind parents to be positive and supportive of the Coaches, Manager, and Players. This will ensure season runs smoother and be more enjoyable. If there is any discontent within the team, everyone suffers. Issues should be dealt with quickly and firmly. If there is small issue that doesn't apply to entire team be discrete and deal with only the individuals involved.
- Remind every parent that the Managers are responsible for off-ice issues only and direct all other comments or complaints to coaches directly. Three simple words to tell parents: "Talk to Coach". Do not act as conduit or sounding board. Ice time, line match ups, power plays, penalty kills are not in your responsibilities. Help enforce the 24- hour rule in reaching out to the coaches. Identify a specific way that the coach wants to be contacted and be ready to tell parents.

VIII. E-mailing your Entire Team

- Crossbar, DYHA new platform has 3 ways to contact your team:
 - 1- When you're on the team website (hover over Teams then select from dropdown). You can enter a message in the Team Feed and it's then emailed to everyone on the team. You can select to put a public message on the team website as well.
 - 2- You can also send a message in the Crossbar App through the Team Chat.
 - 3- When you're on the Team website the left menu has a Contacts Tab and you can cut and paste the emails into your regular email.

IX. Parent Responsibilities within Team

- ☐ Remind Families that everyone contributes to the success of the team.
- ☐ Select a back-up Manager in case you miss a game. Person needs to know the routine and have the Manager Book & team bag with supplies.
- ☐ Don't forget that each team needs a Voting member to participate in the Annual Open meeting in December as well as vote electronically on the Board slate in July.
- ☐ Crossbar, our new website system, has a downloadable App which includes an alphabetical listing of players with parent's names, email and phone number. Additionally, the app will have a team chat feature.
- ☐ Assign a parent to Clock and to Scoresheet for each home game each week. Or you can create a Sign Up genius <https://www.signupgenius.com/> for parents to sign up on their own. There are instructions for using the clock at each rink. If any issue comes up with clock and not sure how to handle, ask referee for help or Rink Manager.
- ☐ It's often helpful to assign a Tournament Coordinator (1 person per tournament/showcase) to handle room Reservations, team dinners, etc.
- ☐ DYHA will not supply water bottles for the teams unless Coaches insist on it. If so, you will need to get a water bottle carrier and bottles and can ask the DYHA Equipment manager for assistance.
- ☐ Pucks should be kept with Coach or players. Each year, DYHA provides 40 pucks to each team. If Coaches ask for more, that is a "TEAM FUND" expense.

X. DYHA/USA Hockey SafeSport and Locker Room Policy

- ☐ ***Only USA Hockey registered players and Coaches are allowed on the ice or behind bench during games or practices. All USA Hockey registered coaches and managers must complete SafeSport (ANNUALLY) using the following link: <https://www.usahockey.com/safesporttraining>***
- ☐ **Anyone performing duties in a position of authority over children (coaches, managers and locker room monitors), will need to complete a background check (every 2 years) and SafeSport training (annually).** Background checks can be obtained from the DYHA CHC Rep. SafeSport training may be accessed **at no charge** at <https://www.usahockey.com/safesporttraining> . All links can also be found on the DYHA website under the Resources tab.
- ☐ For each DYHA scheduled practice and game there must be at least one team designated responsible adult to monitor locker room activity, from the time the first player accesses the locker room to the departure of the last player. The responsible adult monitor must do the complete a background check.
- ☐ Managers should assign weekly or use Sign Up Genius for Locker Room Monitors. In essence, the monitor will be expected to arrive at locker room before the event (time to be determined by coach and manager) and remain until the last player has left the locker room. He or she must monitor both the locker room and access to the locker room. This does not mean that the monitor must be in the locker room at all times when the players are there; it does mean, however, that the players must understand that they are under supervision at all times. This means, the designated monitor must check in the locker room from time to time and be aware of who is accessing the locker room.

XI. Lake Placid/CanAm Tournament (Ask for a parent volunteer to manage this tourney)

- ☐ DYHA Tournament Manager will be your main point person and will be the one who sends out timing deadlines and pertinent information. Please have LP Managers reach out to him/her if they have any questions.
- ☐ All Squirt, Peewee and Bantam levels and some Ice Cats teams participate.
- ☐ Typically, AA teams will participate in the 1st or 2nd weekend of November. The other teams will typically participate the weekend after Thanksgiving or in January but dates are not set in stone. DYHA CanAm Rep will reserve a block of rooms at hotels for the teams. We try to get as many teams together at the same hotel but it can be difficult.
- ☐ Have one parent volunteer to be in charge of LP logistics and planning ("LP Manager"). This person will be the main contact for CanAm regarding your team's schedule and reservations. It can be the team manager or someone else.
- ☐ In late Spring/early Summer the DYHA CanAm Rep will need to get the name and email address of each team's LP Manager to provide to CanAm. CanAm will assign each team to the LP Manager and send email communications. LP Manager will need to enter in the Player and Coach details and contact info on their team page.
- ☐ The LP manager will then need to send email invitation out to parents (via the CanAm website so it will include the link) and ask them to register for a hotel room. It will ask how many ppl they will have in the room and also require a deposit. **Remember when you create the roster of players and coaches; the LP Manager must also add the coaches to the "Additional room" section to reserve their rooms.* So coaches will get 2 emails...1 for their room and 1 for their coach registration.
- ☐ All room reservations and deposits should be done when CanAm opens the hotel portal portion of the website once your team is registered for a tourney date. Even though they "hold" rooms for each team at a specified hotel, it is not a guarantee. Remaining payment for rooms will be required around 30 day prior to check in.
- ☐ For Coach rooms, the team will need to pay for their rooms but CanAm will give a partial credit of \$699 (typically half of a double occupancy rate) towards one coach room if the team has 40 or more players/parents registered per team. Typically, a single room for coach costs \$999 so \$699 goes towards that rate then the team fund pays the rest (\$300). The team fund will also pay for \$999 for the other coach room. Note: this is of course if there are only 2 coaches and they each get their own room vs sharing a room). Please make sure to specify which coach will be getting the room credit by stating it in your team dashboard on CanAm website. **Again, this credit is only if your team has at least 40ppl registered. Otherwise you will need to budget to pay for both coaches in full. If you share a coach with another team the 2 teams should split the cost of the room fee.**
- ☐ CanAm has historically been able to look at our organization as whole to see if we have at least 40 ppl registered for each team on average. **THIS IS NO LONGER GOING TO BE HONORED AND EACH TEAM WILL HAVE TO HAVE MIN. 40 PPL REGISTERED IN ORDER TO GET THE COACH CREDIT.**

- ☐ Remember to also input hockey roster from the USA Hockey website. (Manager or CHC Board rep will give that to you if you ask them) Be sure to add any parent coaches (who have taken safe sport and any required modules) to the USA Hockey roster by informing the CHC Board rep.
- ☐ If any parents have special room requests (ie: suites, connecting rooms, etc) please have them deal directly with CanAm.
- ☐ The fee that families are charged includes breakfast and dinners for all guests in the hotel room. Plus each team gets 1 pizza party at the designated restaurant or at a place that the team specifies. The LP Manager will get details on when and who to call to order the pizzas.
- ☐ Please inform the team that there may be a game on Thursday night so to plan accordingly. (Typically, we are not assigned Thurs night games though)
- ☐ Please continue to check the CanAm website team page to ensure everyone has made a hotel reservation and that they paid the deposit no later than 30 days prior. SEND REMINDERS! Coaches should also make the reservation on their own but typically the team fund will pay for deposits and remaining balance on their rooms. The LP manager will typically use the team credit card or personal credit card to do so.
- ☐ Team Dinner - Many teams will plan for 1 team event/dinner that is paid for by the Team Fund. There are several restaurants that cater to large parties.
- ☐ Goodie Bags - Typically the Team Fund will provide small gifts to each player on the team. Often times it consists of a piece of DYHA clothing, candy, beverage, puck/ball, etc.
- ☐ Door Tags – Many teams will create door tags for each player with their name on it. Some can be quite creative! But this is of course optional.
- ☐ Pins – CanAm requires Pin/gift exchange. League Pins are exchanged with other teams during the tournament. You will need to get them from the DYHA Equipment Manager. You should get roughly 100 pins. LP Manager will find the manager or coach of the opposing team and give them to that person.
- ☐ Skills Competition – Ask coaches who will be participating in the skills competition and those names have to be given to CanAm at check in on that first day you arrive. LP Manager will need to check in the team in the 80's rink when they arrive.
- ☐ Itinerary – Typically LP Manager will type up an itinerary of games and events for the parents. The team will get their schedule of games about a week prior to the first day.

XII. AA and Tier I level team info:

AHF showcases:

- ☐ DYHA's Squirt, Peewee, Bantam AA as well as Ice Cats U12, U14, U16 A teams compete in the Atlantic Hockey Federation and the Atlantic Girls Hockey Federation. Teams participate in two showcases, one in mid August and one in late September/early October, as well as home games and away games.
- ☐ AHF/AGHF uses Gamesheets, an App for scorekeeping.
- ☐ Required Roster template must be submitted by July 1st and Bantams and up need to also submit head shots with Roster template by July 1st.
- ☐ Any and all changes to Roster throughout the year needs to have an AGHF Roster Change form filled out and emailed at least 3 hours prior to game to the address listed on form.

- ☐ More information can be found at <https://atlantichockeyfederation.com/> and <https://atlanticgirlshockeyfederation.com/>.
- ☐ At least 1 coach room will have to be paid for by the team fund so plan accordingly.

Summer Ice:

- ☐ All AA (including Mite A) and Tier 1 teams will have weekly ice slots in the summer. The cost is built into the tuition for these teams so managers do not need to collect money for the ice time or to pay the coaches.

XIII. CHC Roster Labels & Scoresheet (not Mites)

- ☐ USA Hockey certification numbers for Coaches must be recorded on the score sheet roster labels.
- ☐ Players need to be listed alphabetically, not by Jersey #. Cross out any players who are not present and write in names of players who are filling in on every label.
- ☐ 4 labels / game (one for each copy scoresheet), players' number, name and coach's names and USA Hockey certification numbers with expiration date. (Roster Label template attached uses 2X4" Avery #5263 white shipping labels.)
- ☐ Game sheet supply will be given out at beginning of season. If you need more, please contact Pat Gore, CHC Board Rep.
- ☐ Home team is responsible for providing score sheet along with someone to fill it out and run the clock.
- ☐ Scoresheets are kept by manager for CHC Credentials book and are only released to the Head Coach as requested.
- ☐ The winning team is responsible for emailing a picture of the white copy to the CHC Hockey Director for the appropriate level within 48 hours of the game. Check for your CHC contact information via: ***CHCHockey.org***
- ☐ Travel Mite teams do not keep score and do not need Roster labels or scoresheets.
- ☐ Top two copies (white and yellow) go to Winning team.
- ☐ Pink copy goes to Losing team.
- ☐ In the case of a tie – the home team gets the white and yellow copy, and the visitor gets the pink copy.
- ☐ Score sheets need to be filled out clearly, legible, and correctly with Final scores circled.
- ☐ Score sheet needs to be signed by both coaches (home and visitor) and referees before leaving the ice.
- ☐ The results of the game must be entered immediately after game onto the DYHA Team Results page which should then upload to the CHC website but note if the game was not scheduled through the CHC website (i.e., opponent is non-CT Team) the results will not upload so it is very important to keep those game sheets. Once you, as a manager, are added to your team's home page you will automatically be granted permissions for the following: Edit game results, post general events, upload team documents, upload pictures, upload files in messages, view official's assignment and view email log.

XIV. CHC Reporting of Penalties

- ☐ Penalties are reported on the score sheets. If a player or coach is ejected from the game, this must be reported immediately to the DYHA CHC Representative, DYHA President and DYHA Travel Directors. Usually, players or coaches are suspended for one or two games and this needs to be well documented and noted on the next game's score sheet.

XV. Scheduling Games and Confirming Referees

- ☐ The team Scheduler will enter all the teams' games and confirm referees for each home game. Scheduling usually starts in the Summer for upcoming season.

XVI. Parent Team Fund

- ☐ **DYHA Treasurer can help answer all questions regarding team fund budgets.**
- ☐ To keep track of team fund separately from personal usage open checking account at local bank with \$1 (please check the Sponsors page and support a DYHA sponsor). Some banks will allow you to open a "club" account exempt of fees and give you initial check supply free. You can also use Venmo to track incoming and outgoing expenses. It's a good idea to do one of the two so that you have a record of where team funds were spent if someone asks to see.
- ☐ Team fund is primarily used to cover "paid" Coaches lodging, tournament fees, Coach and volunteer gifts, Lake Placid/AHF expenses and nominal administrative expenses. DYHA will cover a portion of Regional/National Tournaments Expenses for "paid" coaches.
- ☐ Other Possible Fund Charges:
 - ☐ Helmet Decals- purchased from WESCO – DYHA logo, DARIEN for helmet front and jersey numbers. Usually only necessary for new travel players or when there is a DYHA logo change from year before.
 - ☐ Mouth guards and other extras for First Aid bag.
 - ☐ Team parent's party (or potluck).
 - ☐ Team dinners are best paid out of pocket and to be fair ask to separate the drink and food portions. Each family can give their players number and separate checks can be given for each family that orders on that number. On special occasions, Team Fund could pick up player and coach meals.
 - ☐ End of Year Party (or potluck).
 - ☐ Player, Coaches, & Volunteer Gifts for end of season party.
 - ☐ If there is a balance remaining in the fund after disbursements, divide evenly among families and return to parent that paid or ask team if they would like to donate remainder to FRIENDS OF DYHA.
 - ☐ AA teams should plan for any additional AHF expenses.

XVII. Darien Youth Hockey Association Name & Reputation

Please remind players and families that everyone represents DYHA during home and away games. DYHA's reputation is something to be proud of and protect. As members of the organization, everyone should look out for one another and in accordance with the DYHA & USA

Hockey Codes Of Conduct behave accordingly when teams are on the ice, in hotels, in tournament activities, at restaurants...anywhere

All Policies and Documents available on DYHA website www.dyha.com