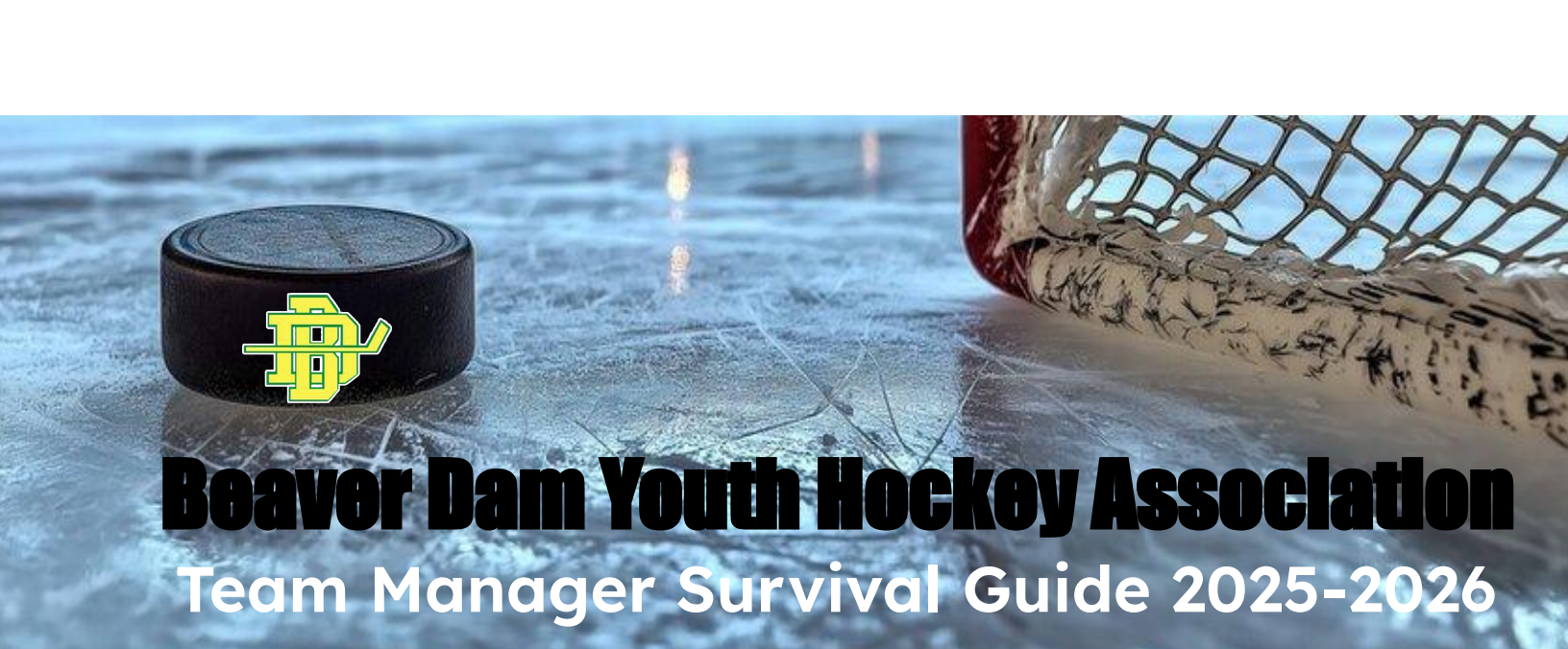


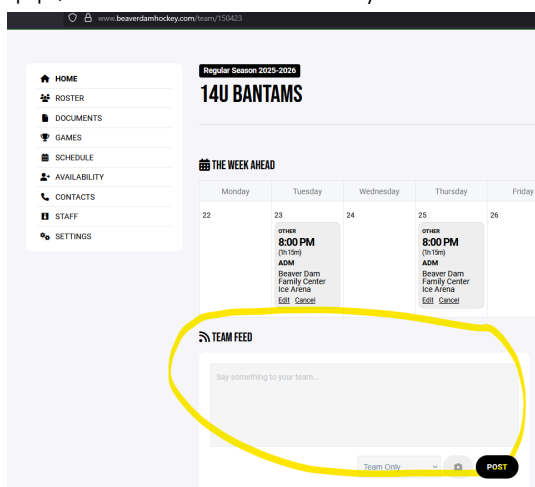


Beaver Dam Youth Hockey Association

Team Manager Survival Guide 2025-2026

It took me a little bit to decide what to call this document as it really is a rewarding role... Survival Guide it is! 100% Chance of Survival I promise and it is better than the smell of the gear! You will find your own preference for communicating with your team(s) so please use these few things as a loose framework to get you started. Please note that people and processes might change in this document for seasons after 2025-2026.

- Congratulations! The first step is you will receive a request to accept the Team Manager Role which will allow you access to a few extra areas of our website with resources.
- All Team Communications (Welcome note, Weekly Updates, etc.) should be typed in a Word Document and then Copy/Pasted to be sent through the team page on <https://www.beaverdamhockey.com> under the “Team Feed” (see example below) for a few reasons. It will show here for all families assigned to your team, it will also show in the Crossbar App, and it will send to your team parent(s) an email copy.



- After accepting the Team Manager Role. Send a Welcome note to your team (example can be found under Team Manager tab). Please make sure you proofread

your saved copy as there are multiple spots that mention Bantams that wouldn't be applicable to your age group. This provides a lot of information as a refresher for returning families and information for new families about season expectations. There is not a way at this time to attach a pdf to the Team Feed. I have copied and pasted the information for Bantams to send.

- Every Sunday or Monday I make a habit of sending out a weekly update. Crossbar does a great job of showing what is on the schedule for the week ahead, but it doesn't include volunteer needs or any other updates you may have to send. I try really hard to only send one email a week because there isn't a family in our program that doesn't already get way too many emails from school and other activities. (Example weekly update text can be found under Team Manager Tab)
- There is a feature in Crossbar for a Team Chat. I reserve this for important things that come up between weekly emails such as game time changes, last minute volunteer holes, car pool concerns, unexpected change in attendance, share pictures, etc. Do not use this option as your primary and only form of communication with your team. Many families add extra relatives into their Crossbar contacts and they often do not need this information and they cannot opt out of the team chat.
- The Annual Banquet is a large fundraiser for the organization that is shared with the Figure Skating program. Each team is expected to create a raffle basket donation. Team Managers are expected to either put the basket together themselves or find a volunteer to do so on your behalf. Money to support the contents of the basket are requested donations from your team. These baskets are usually due around Halloween or the 1st week of November so this is an early task!
- Teams will try to attend at least one away tournament. Team Managers are not often in the decision making process of where to go as the Coach(es) often decide. Our role is to get approval from the Board to register for the chosen tournament and divide the cost of attendance out over the rostered players. The Team Manager and Team Schedulers are expected to collect the registration cost for the tournament and submit it to the Hockey Board. The Team Manager is also responsible for reaching out to local hotels to reserve a block of rooms for the group. Be sensitive to your roster family dynamics as some families may require more than one room.
- Create a Game Sheets Log in (See Game Sheets attachment under Team Manager Tab for instructions). This is crucial to complete at least 48 hours before your first game. Most games will be against opponents that do Live Scoring on Game Sheets. I have not had to provide physical printed Team Labels in over a year. However, a Team Label template has been uploaded as well.

- Ensure your Team Scheduler enters all games into Crossbar. He/She is creating the Team's schedule and this prevents any confusion.
- Volunteer Needs. The practice volunteer shifts will be bulk entered for the whole organization this season by Andrey Armstrong. If there are any questions or concerns please reach out to her directly. Team Managers are responsible for entering Game Volunteer Needs. If you do not have access to doing this please reach out to Stacy Shaw for privileges. The very 1st time you create Volunteer Game Shifts you are required to upload an Excel Document (This template can be downloaded off Crossbar directly or you can edit the uploaded version I have attached). There can only be two Locations (BDFC or AWAY). Please ensure the Date of your 1st game is correct including start and end time. You will notice each Column has a Role and a Number. Please update your Team Name before Each Role. If you do not have a Co-Ed team please delete the Girls LRM column and move all remaining Columns to the left of the document. You should have for every Home Game: LRM Boys and/or Girls, Rink Manager, Zam Before, Time Clock, Score Sheet, Penalty Box, & Concession Volunteer Slots. For every Away Game: LRM Boys and/or Girls, Penalty Box. Once this template is uploaded you can edit the time of the volunteer slot on Crossbar if needed. After the very first games entered you will be able to use the drop down to select what volunteer slots you need for Home and Away games without uploading the template again.
- All Volunteer Roles must be filled for Home Games to occur. If they are not filled this is where you would send additional messages to request assistance.
- Team Potluck Meals: Not mandatory, but a fun option if it works for your team. I've created a Sign Up Genius Potluck Brunch at the rink and a Sign up Genius Potluck Lunch at an away tournament in the hotel lobby. Often this is easier than trying to go with a large group to a restaurant that may not have the capacity to accommodate us. I'd be happy to share a sign up genius example if interested.
- End of the Year Coach Gifts are optional, but a nice gesture at the discretion of the Team Manager. I try not to include the Coach's families in the requests for donations as they have already felt the sacrifice of their time commitment. If I've learned anything over the years of being involved with different activities these gifts are a really nice touch. Although team pictures are nice it is difficult for coaches to find places for these gifts every year so they collect dust. I find that Gift Cards for Leroy's Meats or other local restaurants can be a nice post season break for their families to enjoy. The sky is the limit so have fun with it!

If you're still reading at this point and have any additional questions please don't hesitate to reach out as this season is my last at the youth level! 😊

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