

TEAM MANAGERS MANUAL

Contents

[Introduction & Your Role 4](#_Toc197980864)

[Attitude Matters! 4](#_Toc197980865)

[Communication 4](#_Toc197980866)

[Season Start Info & Activities 5](#_Toc197980867)

[Initial Team Meeting 5](#_Toc197980868)

[Delegation 6](#_Toc197980869)

[Registration, Screening, & Education 7](#_Toc197980870)

[Players 7](#_Toc197980871)

[Managers 7](#_Toc197980872)

[Coaches 7](#_Toc197980873)

[Sanctioning Bodies & Rules 8](#_Toc197980874)

[USA Hockey 8](#_Toc197980875)

[Amateur Hockey Association of Illinois (AHAI) 8](#_Toc197980876)

[Missouri Amateur Ice Hockey Association Youth Division (MAIHA-YD) 9](#_Toc197980877)

[Amateur Athletic Union (AAU) 10](#_Toc197980878)

[Uniforms & Equipment: 10](#_Toc197980879)

[Required Equipment 10](#_Toc197980880)

[Ordering Jerseys 11](#_Toc197980881)

[Jersey Numbers 11](#_Toc197980882)

[Beginner Attire 11](#_Toc197980883)

[6U/8U/House Attire 11](#_Toc197980884)

[Travel Team Attire 12](#_Toc197980885)

[Locker Rooms 12](#_Toc197980886)

[Hockey Cards 13](#_Toc197980887)

[Spirit Wear 13](#_Toc197980888)

[Games & Scheduling 13](#_Toc197980889)

[6U/8U Cross-Ice 13](#_Toc197980890)

[Beginners 14](#_Toc197980891)

[Combined House Games 14](#_Toc197980892)

[8U Full Ice Travel Team 15](#_Toc197980893)

[10U, 12U, 14U, 16U Travel Teams 15](#_Toc197980894)

[Declaration Round 15](#_Toc197980895)

[Regular Season Scheduling 16](#_Toc197980896)

[Ice Time During the Season: 17](#_Toc197980897)

[Tournaments & Trips 17](#_Toc197980898)

[Game Limits: 18](#_Toc197980899)

[Game Day Expectations (Team) 19](#_Toc197980900)

[Game Day Execution 20](#_Toc197980901)

[MAIHA-YD tournament (Blue Note Cup) 21](#_Toc197980902)

[AHAI State Tournament: 21](#_Toc197980903)

[Team Finances: 21](#_Toc197980904)

[Season End Activities 22](#_Toc197980905)

[General End of Year verifications 22](#_Toc197980906)

[Coaches & Managers gifts 22](#_Toc197980907)

[End-of-season party 22](#_Toc197980908)

[Appendix 22](#_Toc197980909)

[Clock Instructions 23](#_Toc197980910)

# Introduction & Your Role

**THANK YOU** for agreeing to serve as the Manager of your child’s Hockey Team! The Decatur Youth Hockey Association, as a volunteer organization, depends on people like you to make the season possible. Managing a team is a significant commitment of your time and energy and we greatly appreciate your willingness to take on this vital role. You were asked because the Association believes you have the positive attitude, common-sense judgement, and good organization required to fulfill duties as Team Manager. There is no better way for you to contribute to the success of your team than to serve as its Manager, as you will be responsible for handling all of the team activities that the Coach does not. This manual covers a vast array of information to provide you, as Manager, with as much information as possible.

## Attitude Matters!

* Be positive. Do not tolerate negative comments about the players, parents, referees or coach of your team or any other team. Remember that you are probably the only direct contact many parents will have with the Association and its policies, so please act accordingly.
* Try to help everyone keep sight of the program’s goals. Sportsmanship, consideration of one’s teammates, development of hockey skills and having fun is more important than winning.
* Stress the team aspect, not individual achievements. **Discourage discussions about statistics and playing time between parents**. These matters should strictly happen at the coach/player level and should never be up for public discussion or recordkeeping between parents.
* A solid relationship between the coach and manager is imperative for a successful season. Keep in contact with your coach so that the two of you are on the same page.
* DYHA suggests a 24 hour rule for any conflicts. If a parent has an issue with something that a coach does in a game or practice, they should wait 24 hours before escalating to ensure the conversation can be had with a cool head and all of the facts organized. If they still have an issue after waiting 24 hours, they should then speak with the coach, Hockey Director, or President as appropriate. The exception to this rule is any SafeSport violation or anything that has put a player in danger; these matters should be reported immediately. Compliance with this policy is extremely important.
* Team Spirit: One of the keys to a successful season is a genuine sense of enjoyment and camaraderie between players, parents and coaches. A team manager should be on the lookout for opportunities to create and promote such rapport. This may include things like team dinners, birthday celebrations, or goodies that build a sense of team.

## Communication

One of the keys to success as a manager is making sure that necessary communications are made in an organized and timely fashion. Some reminders about good communication:

* Be timely, be clear and be accurate! One of the things that parents appreciate most is being kept informed, particularly with respect to schedules and schedule changes. **Do not rely on kids to accurately relay information.** We recommend emailing the game and practice schedules as soon as you know them and **sending an email at the beginning of each week of the week’s activities and any upcoming important dates.**
* DYHA requires team communication to always be sent through our website on Crossbar or via the Crossbar app. You may also distribute information via another platform such as Facebook but the Hockey Director should also be included in any such group or communication.
* Remember that it is against SafeSport rules for coaches or managers to message directly with children. Even if a player contacts a coach or manager directly via text message, the coach or manager must include the parent on any reply.
* Keep parents informed about scheduling issues, tournaments under consideration, upcoming parties, etc.
* Do NOT compile or send individual statistics. DYHA discourages the direct comparison of players and this is not something appropriate for parental involvement as it discourages team development.
* Communicate with DYHA officials (Hockey Director, Ice Scheduler, etc.) and watch the DYHA website and Facebook pages, in addition to communicating with your Coach, so you know what is happening in the organization and can convey it to the team.
* If you have a home event that requires a referee, you will need to communicate with the DYHA Referee Scheduler/Ice Scheduler to make sure refs are assigned. If there is a home schedule change, you MUST talk with the Referee Scheduler/Ice Scheduler yourself, directly, to make sure refs are rescheduled.

# Season Start Info & Activities

## Initial Team Meeting

As soon as your team has been formed, you should have access to the list of players, their parents, and contact information via the DYHA website on Crossbar. Use this information to schedule an initial Parents Meeting for your team within the first 1-2 weeks of the season. Around the time of a practice (during, before, or after) is often a good time. Use the “pit” or meeting rooms at the Civic Center. Please note that you will need to contact the DYHA President to reserve a meeting room if needed. Encourage the Head Coach to speak to the parents at this meeting. Below are some suggestions:

* Introduce yourself and all coaches present.
* Have the Coach discuss his/her philosophy, how he/she intends to approach the season, playing time and any rules he/she would like to establish for the team. Discuss these with the Coach in advance to avoid confusion and contradiction. Address locker room behavior, tardiness, absences from games and practices, etc. Some coaches may compile their own “handbook” for the team which can also be discussed at this time.
* Discuss communications between parents and the Coach. Make it clear that parents must observe the “24 Hour” rule.
* **Discuss the DYHA Code of Conduct and USA Hockey Zero Tolerance Policies.** Make sure parents have read the policy and understand their responsibilities. Make sure that they understand that the referees have the right to eject them from the rink and penalize our teams if their behavior is inappropriate and that they can be banned from attending future games.
* In addition to following all USA Hockey, AHAI, MAIHA-YD, and/or AAU rules as applicable, teams are expected to follow DYHA’s General Operating Procedures (GOPs). The GOPs can be found on the DYHA website and provide expectations on how teams will be formed, operate, and how discipline issues will be handled – amongst other topics. Please be sure to familiarize yourself with DYHA’s GOPs.
* If approved by the coach, distribute the coach’s phone number and email.
* Review Uniform and Equipment expectations.
* Distribute a preliminary schedule or tell parents where they can locate it (on the DYHA website). Warn parents that you will revise it frequently as the season progresses.
* **Distribute a survey** to identify scheduling conflicts, determine parents’ feelings about tournament locations and cost and how they would like to volunteer during the year.
* Give parents a chance to ask any questions they may have and air any concerns.

### Delegation

You may wish to get help from other parents in the following areas. (Consider circulating a sign-up sheet at the initial parents meeting or use the Team survey to identify volunteers.) Some managers will retain and perform all of these responsibilities directly.

Social Chairman: The social chairman should assist by arranging social events for the team such as:

* Team party: A team party held early in the season (at the home of one of the families or in a Civic Center meeting room) is highly recommended because it promotes camaraderie and a sense of team spirit.
* Team dinners: Coordinate restaurant selection during travel trips when time between games allows, or coordinate food being brought into a hotel if applicable.
* End-of-season party. An end-of-season party can be a key to ending the season on an “up” note (this is discussed in greater detail below).

Tournament / Trip Coordinator:

* Research possible tournaments
* Contact hotels and establish reduced price room blocks when overnight travel is needed for non-tourney games/regular season games.

## Registration, Screening, & Education

### Players

All players should have registered with USA Hockey before registering with DYHA to try out for or join a team. They may not step on the ice without being registered as that USA Hockey registration provides important medical and liability coverage for the player and DYHA.

The player must then also register for the team/program on the DYHA website; this requires the USA Hockey number to be entered and submitted to DYHA. The DYHA Registrar may contact you if there is a problem. Do not allow any player on the ice who is not properly registered.

*8U Full Ice Only*: If DYHA is fielding an 8U full ice team to compete in games or tournaments prior to Dec 1, the team will also be registered with AAU – an alternate sanctioning body to USA Hockey. Players and coaches who will participate in this program will also need to register with AAU.

### Managers

Managers are expected to register or complete:

* USA Hockey – Register with USA Hockey. Choose the “Volunteer” option; this is free.
* Coaches & Managers program on the DYHA website – This facilitates the submission of your USA Hockey registration number to DYHA and sets you up to receive general coach/manager communications going forward.
* Background Screening – The DYHA Registrar will provide a link for background screening. There is a cost (approximately $30) that you must pay up front. DYHA will reimburse you upon request; contact the DYHA Treasurer to request that reimbursement.
* SafeSport Training – This online course is free and takes up to 4 hours to complete. You must complete it prior to the contact with the players in an official capacity, ideally before the season begins.

### Coaches

Coaches are expected to register or complete:

* USA Hockey – Register with USA Hockey. Choose the “Coach” option; this does have a cost of approximately $65 but DYHA will reimburse upon request.
* Coaches & Managers program on the DYHA website – This facilitates the submission of your USA Hockey registration number to DYHA and sets you up to receive general coach/manager communications going forward.
* Background Screening – The DYHA Registrar will provide a link for background screening. There is a cost (approximately $30) that you must pay up front. DYHA will reimburse you upon request; contact the DYHA Treasurer to request that reimbursement.
* SafeSport Training – This online course is free and takes up to 4 hours to complete. You must complete it prior to the contact with the players in an official capacity, ideally before the season begins.
* Coaching Education Program (CEP) – This USA Hockey curriculum consists of “levels” that must be completed on an annual basis until the coach reaches level 4 at which time it switches to every 3 years. Each CEP consists of a full day in-person course or two 4-hour virtual sessions. These sessions are limited in number and must be completed no later than Dec 31 or the coach will be removed from the roster on Jan 1! There is a cost associated (approximately $55); DYHA will reimburse upon request.
* *8U Full Ice Only*: If DYHA is fielding an 8U full ice team to compete in games or tournaments prior to Jan 1, the team will also be registered with AAU – an alternate sanctioning body to USA Hockey. Players and coaches who will participate in this program will also need to register with AAU.

## Sanctioning Bodies & Rules

### USA Hockey

USA Hockey (USAH) is the primary and national sanctioning body for youth hockey in the U.S.A. All DYHA players, coaches, and managers must be registered with USA Hockey. USA Hockey insurance covers DYHA’s hockey-related activities so long as all involved teams and players are also registered with USA Hockey. AHAI and MAIHA are affiliates of USA Hockey.

USA Hockey Playing Rules: <https://www.usahockey.com/rulesandresources>

### Amateur Hockey Association of Illinois (AHAI)

AHAI (pronounced “A-Hi”) is the Illinois affiliate of USA Hockey. DYHA rosters from Beginners through High School are filed and certified by AHAI. Home referees are provided through AHAI. DYHA’s High School program plays in leagues sanctioned by AHAI.

Our 6U, 8U, and Combined House teams will be rostered as “Tier III” teams. These are sometimes referred to as “House” teams.

Our 10U and higher teams that compete in leagues will be rostered as “Tier II” teams. There are certain rules specific to AHAI that impact Tier II.

For example, AHAI discourages players from “club hopping” with a rule that limits players to only play for a maximum of two AHAI organizations during their entire Tier II hockey career. (This applies to winter hockey only; spring and summer have no such limits and players are free to play for as many clubs simultaneously even as they would like.)

Each player who did not play regular season travel hockey for DYHA the previous season must complete and sign the electronic AHAI Tier II Player Declaration form used to document a player’s understanding of this rule and record their choice of organization. Players who are new to DYHA and playing on a Tier II team will automatically receive an email from AHAI explaining that they are declaring DYHA as one of their choices. They must check the box and return the email to AHAI in order for your team's roster to be certified. Delays in doing this will result in your roster not being certified in a timely fashion and could result in fines being issued to DYHA. The Registrar will let you know if any of the families on your team need to complete their Declaration with AHAI.

AHAI has converted to one single league for all male/coed teams – Central States Developmental Hockey League (CSDHL). NIHL is based in Chicago and is a girls only league as of the 2025-2026 hockey season. Central States now includes Major, Minor and Prospects Divisions where teams interested in Major and Minor division play must apply and be accepted. All other teams play in the Prospects Division where declaration of red, white or blue competitive divisions exist. CSDHL typically has higher travel expectations and costs and is less geographically central to IL. NIHL was previously an AHIA league but is now a girls only league based in Chicago as of the 2025-2026 hockey season.

DYHA does not field teams in the CSDHL as the St. Louis -based MAIHA-YD league is closer and less expensive for our families.

Some additional notes on AHAI rosters:

* Your team may have multiple rostered goalies (marked G) or one G and other players that “could” play goalie marked as identified goalies (IG). If the team has only one player that would play goalie, you may identify a backup goalie (BUG) from another DYHA team. The BUG must play on a DYHA travel team at a lower level than the team you are adding them to. (For example, a 12U B3 goalie can be BUG for a 12U B1 team, or even a 14U team, but a 12U B1 goalie may not be a BUG for a 12U B3 team.)
* The AHAI-certified roster will transfer to Missouri league use and tournament use regardless of state. Only players listed on your certified roster may play on your team. Violation of this rule is serious and may result in forfeiture of the game or disqualification from a tournament or the entire season.
* If a BUG is to be used in a Missouri league game, the MO Hockey league commissioner must be notified BEFORE the game. No other substitutions or “call ups” are allowed AT ALL for league games. AHAI does not have to be notified.
* Tournaments often have special rules different from league play, and AHAI has a process where a “tourney roster” can be built that is separate from your regular team roster. DYHA’s GOPs cover the rules for tourney rosters in full. You must notify the Registrar several days in advance so the roster can be filed and up to 3 players can added to your team to fill roster gaps, but the roster size cannot be increased for a tournament. The spirit of the “tournament roster” is to fill gaps, not to stack the team.
* It is suggested that you collect a copy of a birth certificate from each player in case the age of a player is challenged or in case required by a tournament registration. (In recent years this has rarely occurred.)

High School teams are rostered as “HS” teams and have several rules unique to High School. Some of these are similar to Tier III, like teams being no-cut. Some of these are similar to Tier II, like HS league rules. And some rules are unique to HS, like the limits on players playing Varsity vs Junior Varsity.

AHAI Rules & Regulations: <https://www.ahai.org/page/show/6335118-by-laws-rules-and-regulations-policies>

### Missouri Amateur Ice Hockey Association Youth Division (MAIHA-YD)

MAIHA-YD is the Missouri affiliate of USA Hockey. Colloquially referred to as “MoAm” (short for Missouri Amateur), this organization is based in St. Louis and runs the league that DYHA travel teams compete in at 10U and older “travel hockey” levels.

MAIHA-YD has competition levels that vary from A1 down through C3 for most age levels. At the start of the season, the coach and Hockey Director will “declare” the level that our teams will be placed based on the anticipated ability of each team. Each team will then compete in 3 to 5 “declaration games” to confirm if the team is placed appropriately. Adjustments may be made to the placement level before the regular season is scheduled and played.

DYHA and most other clubs outside the core St. Louis area are considered “Allied” or “Guest” members. As such, we are allowed to play in the MAIHA-YD league but we lack the full rights that St. Louis-based members have and the other clubs are not obligated to travel to Decatur for our “home” games. Most clubs will agree to travel to Decatur anyway as their ice times are scarce, but they are allowed to force Decatur to travel to the St. Louis area for both “home” and “away” games. Obviously, the right approach when engaging other managers during scheduling can make a huge difference in the outcome for your team.

Managers will all be invited to participate in the league scheduling process, but DYHA will have a single person named as MAIHA representative for all items of concern or to file complaints with MAIHA. As a manager, you should use our club’s official representative for any conflicts, complaints, or requests.

MAIHA-YD Rules & Policies: <https://www.mohockeyyd.org/about/rules/1714>

### Amateur Athletic Union (AAU)

AAU is an alternate sanctioning body to USA Hockey. AAU has some alternate attitudes and rules regarding youth hockey including the more aggressive promotion of full-ice hockey at 8U and lower levels. (USA Hockey

favors half-ice and small area games through 8U, believing more puck touches and creative stickhandling is more important to develop at this age than full ice systems – while AAU embraces the traditional full-ice gameplay sooner.)

AAU rules also differ in certain ways from USA Hockey rules. For example, youth AAU plays “delayed offsides.”

DYHA may roster 8U full-ice teams with AAU in order to compete in AAU sanctioned tournaments or games before USAH accepts full-ice rosters on Jan 1, but does not compete in AAU leagues such as the Chicago United Hockey League (CUHL). Travelling to Chicago regularly for league games is expensive and time-consuming – not the introduction to Travel Hockey that DYHA seeks for our 8U families.

AAU competition levels range from D1-A down through D3-C.

Rules can be found here:

<https://www.chicagounitedhockey.com/coaching-resources/rules-links-documents/39552>

## Uniforms & Equipment:

### Required Equipment

At the season start, DYHA will share the link to a web store through Pure Hockey. Players may utilize this web store, may purchase equipment locally at Play-It-Again, or may order elsewhere online from places like Ice Warehouse, Goalie Monkey, etc.

DYHA has a limited amount of goalie gear available for 6U, 8U cross-ice, and House teams to use in-house but all Travel team players are expected to provide their own equipment.

All skaters should have:

* Helmet – White highly preferred for travel teams
* Neck guard – Mandatory per USAH as of 2024
* Mouth guard
* Shoulder pads
* Elbow pads
* Pants/Breezers – Red required for travel teams
* Shin pads
* Hockey Socks – NY Rangers colors required for travel teams
* Skates
* Stick
* Gloves – Red or red/blue preferred for travel teams

### Ordering Jerseys

DYHA will, through Pure Hockey, have a web store open before and at the start of the season. These web stores will allow players to order practice jerseys, game jerseys, and warm-up suits. These custom items require 6-8 weeks lead time, so new players on travel teams may have to borrow jerseys from older players until the new jerseys arrive at the start of the season. If you have players that need to borrow jerseys, reach out to managers on older teams and they can help find jerseys.

### Jersey Numbers

DYHA maintains a master list of jersey numbers. Once a player is assigned a jersey number by our Equipment Manager (which can be as early as 6U), that player is allowed to keep that number all the way through their DYHA career. This reduces costs to families by allowing jerseys and “spirit wear” to be used multiple years. Note that this is different from some other local clubs that force players to get new numbers for each team they’re on.

To reduce or eliminate the chance of players having duplicate numbers, the Equipment Manager will “protect” a number across birth years. For example, if a 2015 player has number 88, no 2014 or 2016 players will be allowed to use 88 as year-to-year, those players could be on the same team. While this generally works well, there are occasional overlaps when players a few years apart end up together on the Combined House team, which spans many birth years.

### Beginner Attire

Players can wear jerseys and socks of their choosing, since Beginners just practice at home and have no official games. Beginners are welcome and encouraged (especially if your player is committed to playing in years to come) to order “practice jerseys” from the DYHA Pure Hockey web store; any player that wants to order a jersey with a number should reach out to DYHA’s Equipment manager to get a number assigned before ordering.

### 6U/8U/House Attire

Players should order the DYHA reversible “Practice Jersey”. These are more affordable than the “travel jersey” and are the standard for 6U, 8U, and House in order to keep costs low for these groups. Any player with a travel jersey is still expected to wear the practice jersey at 8U cross-ice jamborees when representing DYHA. Socks should preferably be primarily blue or white, but this is not a rigid rule. Similarly, there are no expectations on helmet color. Black is often cheapest and the norm, but some players may use white in preparation for future travel hockey years.

### Travel Team Attire

Players must have Home and Away Travel jerseys for games. Jerseys may only be purchased at the start of the season, so make sure all players on your team have the necessary jerseys or have ordered them. If you borrow jerseys from older players, you do not have to change or tape over the names on the jerseys; just make sure to correct the roster (by hand if necessary) on game scoresheets so that the players are listed with the jersey numbers they are playing in.

Travel teams have more strict expectations on attire than 6U/8U/House. “New York Rangers” style socks must be worn in games along with red pants/breezers. A white helmet is strongly recommended. Red or red/blue gloves are recommended. Coaches may also expect players to arrive to the games dressed in either warmups or dress attire.

## Locker Rooms

Using locker rooms is a privilege and comes with many expectations and rules. Please make sure your parents and players understand:

* Locker rooms are private spaces that are protected by Safesport rules. Anytime a locker room is used/occupied, a Safesport certified person MUST be present and a locker room should never be occupied by only one player with one adult. As such, a coach, manager, or otherwise designated Locker Room Monitor should try to arrive BEFORE any players arrive to any game or practice that will use a locker room and then allow the players into the room only once multiple players or adults are present.
* Parents, siblings, and friends are NOT allowed in locker rooms. If a parent wishes to become a locker room monitor, that may be welcomed – but the parent will need to register with USA Hockey as a volunteer, complete a background check and also complete Safesport training before being allowed to fill this role.
* Beginners, 6U, and 8U cross-ice will typically use the lobby at the Decatur Civic Center or other public spaces in order to get in or out of gear for practices and scrimmages thus avoiding actual locker room use and the Safesport requirements that come with it. Players should arrive and depart in “base layer” or otherwise appropriate to ensure the player never has to get undressed to a state of partial nudity. In some cases, a locker room may be assigned for use at 6U or 8U jamborees. In such case, locker rooms will be deemed public spaces and parents will be allowed but there should always be MULTIPLE adults present with at least one being Safesport certified. As when using other public places, players should maintain full coverage (no getting down to under garments, etc.).
* Please make sure that parents and players understand that we are guests in the Decatur Civic Center or wherever we are visiting and must behave according to appropriate conduct and the local rules. The team is always expected to leave the locker rooms and other spaces clean after games and practices. (Pick up tape balls, trash, etc.)
* Travel team coaches will typically ask their team to arrive for a game 45-60 minutes early. A coach, manager, or locker room monitor should arrive first. At certain venues, the locker room may be locked and the coach may be required to leave an ID or car key in order to get the key. When leaving the locker room to take the ice, the key can be used to secure the locker room. The venue may then inspect the locker room condition after the event before returning the ID or key. A coach, manager, or locker room monitor should always be the last to leave the locker room area to make sure it is clean and no equipment was left behind.

## Hockey Cards

To help offset the cost of the season, DYHA provides each player with 10 free “hockey cards” to sell at the beginning of each season. These cards provide valuable discounts at many local establishments and are quite popular in our community. The cards are made available within the first month of the season to managers, and managers are then asked to distribute them to players. The money collected by the players when selling the cards is then retained by the family – nothing is due back to DYHA.

If DYHA has additional cards available (excess inventory), these cards will then be made available for purchase at a price less than face value. (In 2024 and 2025, packs of 10 cards were available for $60, allowing each family to make $40 as the cards were sold.)

## Spirit Wear

Starting in 2023, DYHA signed a contract with Pure Hockey that guarantees Pure Hockey exclusive access to sell DYHA branding on anything that they carry or sell. Thus, jerseys, warmup jackets, and similar items will be available exclusively through Pure Hockey stores setup at the beginning of the season.

There are other local sellers that provide additional DYHA wearables and items that are not carried by Pure Hockey. The primary local source is Maverik Marketing, which provides many low-cost apparel options with DYHA-related branding. A portion of proceeds from sales at Maverik is returned to DYHA. Gametime Graphix is another local company that will sometimes provide DYHA-related items, particularly for fundraisers and specific purposes.

# Games & Scheduling

## 6U/8U Cross-Ice

DYHA’s standard 6U and 8U programs follow USA Hockey’s American Developmental Model (ADM) that focuses on maximizing puck touches, promoting creative puck handling skills, and minimizes standing in line. This guides the practice plans that use small area games and the playing of cross-ice scrimmages, which together make up most of the ice time for these teams.

These teams are also rostered as “Tier III House” teams, and not allowed to do any significant travel or play in any Tier II leagues.

In order to provide variety and fun experiences for our players, DYHA and several other local clubs will often hold “jamborees” that welcome a variety of similar Tier III House teams together to play each other in a round-robin style format. Scores should not be kept; these are developmental and fun opportunities and not outright competitions. Each will have their own operational format (20 minute vs 24 minute games, line changes every 1:30 or 2:00, 3v3 or 4v4, etc.); there is no standard.

These are OPTIONAL events and no player should be required or coerced to play. These events will often have an added cost as organizers may charge an entry fee (commonly around $500 per team) to cover their ice costs. Before committing to an event, managers should poll their team (using a SignupGenius or similar format) to confirm interest and ensure that parents understand the added cost. Then, contact the DYHA Treasurer in order to get a check to pay the host. The Treasurer will need a list of the participating player names to add the distributed cost to each participant’s account as well.

Please understand that once the signup is closed and the players charged, there is no reasonable way to change the amounts if another player joins the pool late. Thus, we strongly recommend enforcing the signup deadline. If an exception is made, the same amount will be charged to the player as others (and netting DYHA that amount).

Hosts will normally do their best to provide balanced competition for participants. Where able, this may mean there are “high” and “low” divisions or even Red/White/Blue divisions (where Red is highest and Blue the lowest), or there could just be one division with all teams intermingled. Your team’s coach may need to make team and roster assignments that are appropriate for the situation; this could mean fielding two evenly balanced teams or fielding a high and a low team, for example.

## Beginners

Beginner practices follow a similar model to 6U/8U and the team is also rostered as Tier III. However, there are no scrimmages or games, especially not out-of-town. As Beginner players gain proficiency, they will be “promoted” to 6U/8U programs at discretion of the coaches.

## Combined House Games

DYHA’s Combined House program offers a pathway for those players that have aged out of 8U but are not able to pursue a path on a Travel team, whether due to commitment or skill. Home ice practices and full-ice intra-team scrimmages make up the majority of the relaxed schedule.

The Combined House team, like 6U/8U cross-ice, is registered as a Tier III House team and thus not allowed to compete in Tier II leagues or take on significant travel. While rules typically expect Tier III teams to only play within the organization, DYHA has received exception approval to play with other central Illinois based teams since our organization size isn’t like those in Chicago or St. Louis and we only have one Combined House team. Thus, a few games each year are regularly scheduled with other central Illinois House programs or even Tier II teams. (Be aware that the majority of games must be against Tier III “House” teams per AHAI rules.)

DYHA’s Combined House team spans a wide range of ages from 9 through 18, so it may be necessary to only field age-appropriate players when competing with other teams. The Coaches and Managers should discuss and align prior to the game being confirmed.

All locker room rules as stated above must be followed. If an officiated game is to be scheduled on home ice, it is necessary to contact the Referee Scheduler/Ice Scheduler to arrange for officials. Our team must provide a clock worker, scorekeeper, and penalty box worker as explained in the Travel Team Games section below.

Please understand that the Combined House program is built to be an inexpensive program and has the lowest dues of any program outside Beginners. Any additional ice time, refereed games, or additional costs taken on by the team may be required to be charged back to the players by the DYHA Treasurer. You should have conversations with the Treasurer and Board at the start of the season to understand what can be spent in these extra events.

## 8U Full Ice Travel Team

The “Mite Full Ice” or “8U Travel Team” is a transitionary program to help 8U players transition from cross-ice to full-ice gameplay. The 8U Full Ice program does not participate in a league. Instead, the team should plan for up to 4 tournaments through the course of the season.

Managers should poll the team to gauge interest at the start of the season and then schedule the tournaments as appropriate. Check with the DYHA Treasurer to confirm what the program budget is for tournaments; any spend over this budget for your team will be charged back to the players on your team. See the “Tournaments & Trips” section in the following section for additional tournament information and tips.

## 10U, 12U, 14U, 16U Travel Teams

### Declaration Round

The Travel season will have separate Declaration and Regular Season rounds. As your team is being formed, the DYHA Hockey Director will already be in touch with the league to “declare” the competition level your team will be placed at for the Declaration Round – which you can think of like a “preseason” to confirm the right placement level.

The DYHA Ice Scheduler will provide you with a list of times allocated to your team for the first couple months of the season to cover Declaration Season. These “ice sheets” are then yours to use for scheduling games, holding practices, or using as a trade with another travel manager so long as both managers approve and communicate as such with the Manager of Managers (MoM).

Immediately prior to the beginning of the Declaration Round, you (or if you can’t make it - your delegate) **must** attend the Declaration Round scheduling meeting. Attendance by a team representative at this meeting is MANDATORY. You must talk to the other team managers present and, using a combination of their ice times and your ice times, schedule the games MAIHA-YD is requiring.

Be advised that this meeting has historically been in-person, but more recently has sometimes been virtual. Also, some leagues will have organizers that will build online spreadsheets to assist with game scheduling, and sometimes this scheduling will start before the scheduling meeting even starts – so get in contact with other managers from your league as soon as possible.

Some comments and suggestions for the scheduling meetings:

* You must be on time. Your team will be at a severe disadvantage if your opponents have started scheduling before you get there.
* Encourage the coach to attend with you.
* Know what dates and times your coach will be unavailable for games. Know whether players have any vacations or other events scheduled which would prevent them from playing in a game (you don’t want to play short-handed or without a goalie!).
* You may need to work with other DYHA team managers to “trade” ice times in order to find slots that work for you and the opponents you’re trying to book games with. The DYHA Ice Scheduler and MoM must be involved in any “trades.”

During the scheduling meetings, they are likely to discuss the game request policy for scheduling officials. Please note that this only applies to the Missouri clubs as they schedule home ice officials. Decatur schedules our referees directly through the Ice Scheduler/Referee Scheduler.

Give your game schedule to the DYHA Ice Scheduler so that he/she knows your team’s game schedule. If you had to schedule any away games at times when your team was given home ice, let the Ice Scheduler know that you are either converting that ice time into a team practice or returning that ice slot for other teams to use.

You must input your home games onto the MAIHA-YD website using the login info you received at the meeting. Do not lose this login info as you will need to use it throughout the season. You will also receive an email notification each time an opposing team’s manager enters a game in which you are the visitor. Check those emails for accuracy.

You must also schedule referees for your home games by submitting them to the DYHA Referee Scheduler/Ice Scheduler. Do this as rapidly as possible - referees are first come, first served. DYHA will pay for referees for your home games.

### Regular Season Scheduling

Once all Declaration round games have been played, MAIHA-YD will place teams into playing tiers

based upon their results in the Declaration round. Regular season scheduling can begin once the team placements are announced. Regular season scheduling is done by email and/or phone among the managers of the teams in your tier. Once you know which teams are in your tier, you can get the manager's contact information by going to the opposing teams' websites. Once again, you can attempt to schedule multiple games on the same day or weekend.

The DYHA Ice Scheduler will provide you with a list of times allocated to your team for regular season game scheduling. These “ice sheets” are then yours to use for scheduling games, holding practices, or using as a trade with another travel manager so long as both managers approve and communicate as such with the Manager of Managers (MoM).

Some things to consider:

* Does your coach want to try to schedule the season to start with easier opponents or harder opponents? How much time do they want between double-header games or how many games in a single weekend?
* Best ice times go fast
* Schedule distant locations first and on weekends. Consider travel route, time of year and time of event when scheduling. (You don’t want to battle traffic to make a 6:00 PM game in Kirkwood on a snowy Tuesday in January). Familiarize yourself with the location of the home rinks of all your potential opponents. You can use this information to help schedule multiple games on the same day or weekend.
* When offering home game times, be considerate of the other teams coming to your rink to play – you never know when you may need them to give you a break in the future. Switching ice times with other Decatur teams may open additional options for teams to come to Decatur.
* Double-check your schedule and your game forms before turning in your paperwork to the MAIHA-YD officials at the meeting.

As was the case with Declaration season games, you must enter home games into the MAIHA-YD website and inform our Ice Scheduler/Referee Scheduler of your schedule.

### Ice Time During the Season:

Ice time is a SCARCE resource: Don’t let ice time go unused. If a scheduling problem exists, contact the Ice Scheduler.

* Schedule changes: After you receive your initial schedule of allotted ice time from the Ice Scheduler, you won’t be able to practice or have games at any other time unless you arrange for ice at such other times. You need to contact the Ice Scheduler and MoM if you need ice at any time other than a time already allotted to your team by the Ice Scheduler or your team will not be using your allotted ice on any given day. The Ice Scheduler may be able to assign it to another team; you are not allowed to determine on your own to give or sell your ice time to another team or anyone else without approval and involvement from the Ice Scheduler and MoM.
* Rescheduling MAIHA-YD Games: In cases where a game has to be rescheduled, it must be done before the end of the appropriate Declaration or Regular Season window. MAIHA-YD does not typically allow cancellations without imposing a hefty fine, and short-notice reschedules will incur a referee rescheduling fine. A rescheduled game must be played at the convenience of the team that did not cancel. Both the home and visiting teams should send in a schedule change confirmation to the League Administrator.
* Discuss scheduling practice or exhibition games with your coach. Don’t set up a game without his approval. Sometimes these games can be coordinated during practice times, but this may also require coordinating with other DYHA teams through the Hockey Director or Ice Scheduler.
* Between DYHA, DAHA, DWHA, public skates, Blaze, and other private parties, most Civic Center ice time is utilized. If a team needs an extra sheet to prepare for a particular reason, know there may be limited available sheets that can be purchased at additional cost. Contact the Hockey Director to discuss.

### Tournaments & Trips

Tournaments - both local and out-of-town - are an integral part of the travel hockey experience. In addition to being fun, they give your players valuable experience playing games under pressure against teams they might not otherwise see and, in the case of out-of- town tournaments, they give teammates (and parents) a chance to bond with each other.

Considerations for Tournament scheduling:

* Schedule Tournaments on weekends when no league games are scheduled, or reserve the weekends for tournaments before scheduling the Regular Season league games.
* DYHA budgets a certain amount for tournament costs, expected to cover 2-3 tournaments. This was $250 per 10U-14U player for the 24/25 season. If you exceed this amount registering for tournaments, the additional amounts will be charged out to the players. Any unused budget is not returned. Contact the DYHA Treasurer to confirm your budget and when checks are needed to pay the registration fee for a tournament.
* Tournaments are typically 3-day events starting on Friday or ending on Monday. Holiday weekends are popular and will book up first. Understand and communicate that parents may need to take off work to support tournament attendance.
* Discuss possible tourney destinations with your team and solicit their feedback. Tournaments can be quite an expense for families, so some locations may be more desirable from a “family vacation” perspective than others. Tournaments are also “stay to play,” meaning the team must stay at hotels selected by the tournament. Some families may suggest booking a 3rd or 4th tournament, while others will be uncomfortable with the extra $700+ cost and day off work that another tournament weekend away brings.
* Before registering for a tournament, ensure that the tournament has an appropriate competition level for your team. Age brackets and skill levels may differ from those in Illinois and talking to the Tournament organizer may be insightful.
* Suggested Tournament Companies and their websites:

My Hockey Tournaments <https://www.myhockeytournaments.com/>

TCS (Tournament Cup Series) <https://www.tcshockey.com/>

Ultimate Hockey Tournaments <https://www.ultimatetournaments.net/>

HockeyTime Productions <https://www.itshockeytime.com/>

Big Bear Tournaments <https://www.bigbeartournaments.com/>

* Travel Permits are required for all travel teams playing out of league or state. Contact the DYHA Registrar with your tournament list as soon as you are registered so the proper permit can be filed.
* Team Dinners: If you schedule a team dinner while playing in an out-of-town tournament, it usually is a good idea to have either a pre-ordered meal or a buffet of some sort. To expect the kids to sit calmly for a long time while parents have cocktails and then order individually from the menu is unrealistic, and it can become a disciplinary nightmare for the parents and coaches.

### Game Limits:

When scheduling tournaments you must also make sure that your team is complying with game limits imposed by USA Hockey and AHAI. Game limits are as follows and include all seeding round games, regular season games, practice games and tournament games. For game limit purposes, tournaments will count as 3 games regardless of how many games are actually played. MAIHA-YD playoff games and Blackhawk Cup state tournament games do not count toward your team's game limit:

* Mite and Girls U8 = 12 half ice games 15 full ice games starting Dec. 1st of each year
* Squirt and Girls U10 = 40 games maximum
* Pee Wee and Girls U12 = 45 games maximum
* Bantam and Girls U14 = 50 games maximum

### Game Day Expectations (Team)

There are a few things that you and the team should plan for at each game:

* Players should arrive 45-60 minutes before the game, as decided by the coach. This provides adequate warmup, dress, and “chalk talk” time prior to the game start. In some tournament games, the tournament may also start a scheduled game up to 15 minutes early – so be prepared for that.
* Players should always bring BOTH jerseys to every game. Occasionally an opponent will have a jersey mix-up or only one jersey color available and our team will have to adjust. Some tournaments also follow NHL-style jersey colors (Home is dark, Away is light) instead of the color use dictated by MAIHA and other youth leagues (Home is light, Away is dark).
* Each manager should arrive to each game prepared with a copy of the roster with player names, player numbers, coach names, and coach CEP#s, at a minimum. More commonly (and significantly preferred by all) is to have a stock of “roster stickers” pre-printed with all of the above information. Each game’s scoresheet is actually a 3-part carbon-copy paper form, so 3 stickers per game are typically required. (In the absence of stickers, you will need to hand-write all of the information on the top copy.) Blank scoresheets are provided by DYHA but “roster stickers” are not.
  + Traditional roster stickers are printed on Avery Label 5163 – 2X4. For the template used in the past by travel Managers, please reach out to the MoM.

For Scoresheet Purposes:

* + If any player is absent, they should be struck-through on the scoresheet.
  + If any player is serving a game suspension, they should be struck-through with “SUS” written next to their name.
  + If any player is wearing a borrowed jersey or any number that is not their own normal number, the incorrect number should be struck and the correct number written in.
* Your Coach should have an adequate supply of practice and game pucks as well as water bottles for games. If not, reach out to the Equipment Manager and the club will purchase or reimburse as appropriate.
* Game pucks have the DYHA logo embossed on them and should only be used during games, except if no longer in good condition. Each team will be given a limited number of game pucks for the season. These are more expensive than regular/practice pucks, so take care of them. Before home games, it is preferable that you “ice the pucks” by leaving them in the penalty box at the base of the boards, where they can chill prior to the game.
* Each team will be provided a first aid kit by the Equipment Manager. This first aid kit should be taken to all games and be on the bench during games.

### Game Day Execution

You should check the MAIHA-YD Website to make sure the schedule it lists for your team is in

agreement with your records.

Home Team Responsibilities:

* Referees: The home team is responsible for scheduling referees. Two per game is the norm but in certain cases a game may proceed with only one referee.
* Locker Rooms: The home team is responsible for providing locker rooms for both teams. Please assist the visiting team in finding the locker room(s) assigned to them by the rink staff.
* Timekeeper and Scorekeeper: The home team must provide someone to run the clock and someone to keep the scoresheet for each home game. Set up a schedule of parents to fulfill these responsibilities (but be prepared to ask someone to fill in on short notice if a parent is late or their plans change). **Make sure that the timekeeper and the scorekeeper know their duties** (you should arrange some orientation for parents new to these tasks before the game begins or pair an inexperienced parent with an experienced parent). Remind parents that, when they are serving as scorekeeper and timekeeper, they are required to be **neutral**, objective officials assisting in running the game. Cheering loudly for your team is considered bad form if you are a “neutral” official!
* Music: Music during the warm-up period prior to a game and during game stoppages is permitted. Use discretion in the choice of music. Loud music during timeouts or between periods is discouraged as it interferes with the coaches’ ability to communicate with their players. As with timekeeper and scorekeeper, organizing a signup list for this role is advised.
* Scoresheet: You will be given a supply of scoresheets. This supply is limited and other teams may not willingly be able to cover if you are short on supply. Before the game, fill in your team’s roster on the scoresheet, either by hand or by using a pre-printed label (be sure to record any player who is serving a suspension, ill or injured) and then give it to the visiting team’s manager to fill out the roster for their team. Retrieve the scoresheet and give it to your designated Scorekeeper before the game starts. The coaches and referees will be asked to verify and sign it at the end of the game.
* **Examine the scoresheet after the game and verify accuracy, particularly with penalties!** If a player receives a Game Misconduct penalty or 4 total penalties, they will be suspended for at least 1 game. If a penalty is recorded as Fighting, it is at least 2 games. And a Match penalty requires a league hearing and is typically a 30-day suspension. If there is any question about what penalty the referee assessed, try to confirm politely with the referee. If a challenge is needed, the coach should consult with the DYHA Hockey Director to discuss options.
* Posting the Final Score: The home team is responsible for posting the final score of the game on the MAIHA-YD website using the login information given to you at the Declaration Round Scheduling Meeting. Scores must be posted within 48 hours of the completion of the game or else DYHA will be fined. The only exceptions to the 48 hour rule are that final declaration round and regular season game scores must be posted by a specific time and date that may be less than 48 hours from the completion of those games.

Visiting team responsibilities:

* As the visiting team, you are responsible for providing an accurate roster for the scoresheet (either by handwriting it or providing pre-printed labels - once again, be sure to note any of your players who are suspended, injured or ill on the scoresheet) and complying with the locker room regulations of the ice rink. Lock your team’s locker room while the team is on the ice if appropriate.
* **Examine the scoresheet after the game and verify accuracy, particularly with penalties as outlined above,** If there is any question about what penalty the referee assessed, try to confirm politely with the referee. If a challenge is needed, the coach should consult with the DYHA Hockey Director to discuss options.

### MAIHA-YD tournament (Blue Note Cup)

After the end of the regular MAIHA-YD season (typically late February) there will be a single-elimination tournament for the teams in each division to determine league champions. The dates would have been known at the start of the season (and communicated to families early as to reserve the time), but the League will inform you of your team’s placement and specific schedule shortly before the tournament.

The format of the MAIHA-YD Tournament varies from year to year and within each age division and level based on the number of teams. You will receive information from the league about the tournament and schedule prior to the event. However, please note that the general schedule would have been known at the start of the season.

### AHAI State Tournament:

Around the end of the MAIHA-YD season various teams in the state are invited to play in a tournament sponsored by the state organization (AHAI). There are two tournaments - one for AA teams and one for A teams (except for mites). DYHA has not historically participated in this tournament. However, if your team is interested in participating, reach out to the DYHA Hockey Director for more information.

# Team Finances:

Managers are not expected to handle money on behalf of the team. Dues and payments will be collected via the DYHA website and processed by the Treasurer. DYHA’s insurance (bond) does not cover fraud or theft by managers so DYHA strongly discourages Managers and other non-bonded people from handling money.

As a manager, you may be asked to organize fundraisers on behalf of the team. DYHA has strict team fundraiser guidelines and fundraisers must be pre-approved by the Board or President. Please ask the MoM, President, Hockey Director, or Treasurer for a copy of these rules if you do not have them. Any funds raised (checks or cash) should immediately be given to the Treasurer for deposit and crediting as necessary.

# Season End Activities

### General End of Year verifications

* Verify all scoresheets and game results have been filed
* Review all scoresheets and identify any player that had a shutout as goalie, had 3 or more assists in a single game, or had 3 or more goals in a game. These players will be eligible for Shutout, Playmaker, and Hat Trick patches from AHAI. The DYHA Registrar will ask you for this list at year end.
* Verify that the total you spent on Tournament registrations is within your budget or that your team was appropriately charged the overages.
* Understand what the year-end party budget is per player; check with the MoM or other DYHA Board Member to get this information.

### Coaches & Managers gifts

It is ordinary and customary for a parent on the team to collect funds from other parents on the team to purchase a gift for each coach and manager. Sometimes the team manager will coordinate coach gifts, but is easiest if another parent or parents coordinate all gifts, so that parents don’t end up polled for donations separately.

### End-of-season party

At the end of the season, it is customary to have a party either in a party room or a dinner at a moderately-priced restaurant where you can have your own banquet room. Encourage the coach to say a few words about each player and celebrate the accomplishments and progress of the team through the season

* Reflect on the good things that were achieved during the season in order to send everyone off with a positive feeling, no matter how difficult the season may have been.
* DYHA Board will help organize and purchase trophies, coins, or other mementos to hand out to the players.
* DYHA Board will allocate a certain additional amount to be used as desired at the end of year event. This money can be used for player gifts/trinkets, food, etc.
* DO NOT USE STATISTICS. Remind the coach of this policy before the party. However, it is a good time to hand out the Shutout, Playmaker, and Hat Trick patches to those that earned them.
* Remember to get some kind of award or present for the coach and any assistant coaches to present at this party. It is appropriate also to have a small gift for the team manager and other parents that have played a major role in running the team.

# Appendix

## Clock Instructions

**Startup**

1. Power switch is on right side of machine
2. It will ask “Do you want to start where you left off?” Press **NO**
3. It will ask “Do you want to use an auto start program?” Press **NO**
4. Enter your model code **0083261**
5. It will ask “Do you want to use shot clock”, press **NO**
6. It will ask “Do you want to use penalty time out?” press **NO**

**Time**

**Warmup**

1. Press **SET**
2. Press **TIME**
3. Enter **3:00**, press **YES,** and then enter “**0**” for the period number.

**Period**

1. Press **SET**
2. Press **TIME**
3. Enter **[see chart at right]**, press **YES,** and then enter period number (**1**, **2** or **3**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period Length | Warmup | Period 1 | Period 2 | Period 3 |
| 8U/10U | 3:00 | 12:00 | 12:00 | 12:00 |
| 12U | 3:00 | 12:00 | 12:00 | 13:00 |
| 14U | 3:00 | 15:00 | 15:00 | 15:00 |
| 16U/18U/HS | 3:00 | 15:00 | 15:00 | 15:00 |

Notes:

* Use switch on hand controller to start/stop clock and to stop horn at end of period.
* Stop the clock anytime a whistle is blown.
* Start the clock when the puck is dropped in a face-off.
* Mercy rule (Make sure referee knows when triggered): In 3rd period with goal differential of 7 or more, clock runs except if directed to stop by referee. Maintain no more than +7 on scoreboard but do record all goals on scoresheet.

**Score**

**To ADD score**

1. Press HOME OR GUEST SCORE
2. Press **1.** Scoreboard will automatically increment by 1. (During subsequent goals, still only enter 1 each time. The display will show “Home/Guest Score *x*+1” on the display and scoreboard will show the new total.)

**To RESET or CORRECT score**

1. Press **SET,**
2. Press **HOME SCORE or GUEST SCORE** andthen press **0** (or the correct score)

**Penalties**

**NEW Penalty**

1. Press **SET**
2. Press HOME OR GUEST PNLTY.
3. Enter penalty length (see chart; 1:30 is most common)
4. Press **YES** followed by the 2-digit player number. (if player #3 – enter 03 or 00 if unsure).

|  |  |  |  |
| --- | --- | --- | --- |
| Penalty Length | Minor | Major | Misconduct |
| 8U/10U/12U | 1:30 | 4:00 | 8:00 |
| 12U | 1:30 | 4:00 | 8:00 |
| 14U | 1:30 | 4:00 | 10:00 |
| 16U/18U/HS | 2:00 | 5:00 | 10:00 |

**CLEAR / EDIT Penalty**

1. Press Home or Guest PNLTY
2. Press PNLTY CLEAR
3. To Edit a penalty, press **Home or Guest PNLTY** as many times as necessary for it to show the correct penalty (identified by time and player #) and then press **PNLTY EDIT**. Can only edit time, not player #.