

Littleton Hockey Association



2025-2026

Team Manager's Manual

August 1, 2025

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I. INTRODUCTIONS

Dear Team Managers,

Thank you to each Team Manager for taking on the lead role for the off-ice responsibilities. Managing a youth sport is incredibly rewarding, educational, and requires some dedication and work on your part. The Team Manager is fundamental to a team in serving as a liaison and creating the flow of communication both within the team (coaches, players, and parents) and outside the team (tournament directors, other team managers, level representatives, etc.). The manager is responsible for ensuring that all off-ice responsibilities are completed. This is a very big job but does not mean that the manager must do it all. A manager needs to delegate duties to other volunteers from the team. This allows the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual will provide all information to help team managers in the smooth operation of a successful season, including key topics and appendices to help the team manager in planning and organization. Please contact me with any questions regarding the Team Manager Manual.

Beth Lindemann - Registrar
registrar@littletonhockey.org

Team Managers,

Thank you for volunteering for such a tough, but very important job. You may find this job to feel as though it is thankless at times, but there is nothing further from the truth. You are the most critical part of the team management setup. You will be involved in scheduling (practices/games), budgets, tournaments, parent expectations/behavior, travel, meetings, sending necessary information to families in a timely manner, distributing team gear, , the middle person between the coaching staff and parents, and many other things. This may seem overwhelming, but it is worth it.

One note: The spouse/partner of any coach will not be allowed to volunteer for the role of the team manager or team treasurer of said team so as to maintain separation of duties.

A few notes regarding key Manager tasks:

1. Managers act as a buffer between Parents and Coaches
2. Always support your coaches in public; if you disagree with them, please speak privately.
3. Both follow and encourage the chain of command (parents and coaches).
4. Assist the Registrar with actions as needed related to the finalization of USA Hockey Rosters

5. Ensure that Travel Permits are filed in a timely manner.
6. We are all on the same team; please encourage kind and fair behaviors and interactions.
7. Get to know CAHA's, LHA's and 14ers websites- these will be helpful resources during the season
 - a. a. <http://www.caha.co>
 - b. b. <https://www.littletonhockey.com>
 - c. c. <https://www.14ershockey.com>
8. 8) If any coach or parent is removed from a game, please contact me via email with a cc to the Discipline Committee and your level representative, within 24 hours of the game.

If you ever need assistance, my door is always open. Thank you for filling such an important role within the club.

II. RINK INFORMATION

Littleton Hockey Association

6623 S. Ward Street

Littleton, CO 80127

Website: <https://www.littletonhockey.com/>

Edge Ice Arena

6623 S Ward St, Littleton, CO 80127

Phone: 303-409-2222

Website: <https://www.ifoohills.org/edge-ice-arena/>

The Ice Ranch

841 Southpark Drive

Littleton, CO 80120

Phone: 303-285-2110

Website: <http://www.theiceranch.com>

III.

BOARD OF DIRECTORS/STAFF/VOLUNTEERS – 2025-2026

POSITION	NAME	PHONE	EMAIL
PRESIDENT	Phil Heinrich	303-901-6554	president@littletonhockey.org
VICE PRESIDENT	Mike Lyons	(651) 261-5660	vp@littletonhockey.org
SECRETARY	Jessie Gallant	303-902-9628	secretary@littletonhockey.org
TREASURER	Jen Thompson	303-819-0254	treasurer@littletonhockey.org
DIRECTOR - COACHING	Stuart Logan	617-785-0460	coaching@littletonhockey.org
DIRECTOR - PROGRAMS	Todd Barrs	202-253-8244	operations@littletonhockey.org
DIRECTOR - MEMBERSHIP	Damian Krebsbach	406-546-2969	membership@littletonhockey.org
INTERIM HAWKS DIRECTOR	Jason MacPherson	720-219-9387	jason.macpherson@littletonhockey.org
14ERS HOCKEY DIRECTOR	Hannah Westbrook Garrett	307-760-4078	hannah@14ershockey.com
REGISTRAR	Beth Lindemann	720-289-2717	registrar@littletonhockey.org
PROGRAMS DIRECTOR	Jason Gour	303-330-4034	jason@littletonhockey.org
SCHEDULER	Jeff Barrett	303-409-2216	J_barrett@fhprd.org
TOURNAMENT COORDINATOR	Kristi Stieduhar	303-905-3947	tournaments@littletonhockey.org
VOLUNTEER COORDINATOR	Kristi Stieduhar	303-905-3947	volunteercoordinator@littletonhockey.org
TEAM ACCOUNTING	Andrea Ramelow	720-308-6095	alraccounting@live.com
FUNDRAISING	Jeanette Gurolnick	773-230-8368	fundraising@littletonhockey.org
TOURNAMENTS	Luke Fulghum	303-557-8813	luke@littletonhockey.org
8U DIRECTOR	Harry Golden	720-440-3695	8Udirector@littletonhockey.org
8U COORDINATOR	Becky Seifried	760-271-5602	U8@littletonhockey.org
CRHL DIRECTOR	Jesse Shelton	303-981-8559	growthegame@littletonhockey.org
ELECTRONIC SCORING ADMINISTRATOR	Beth Lindemann	720-289-2717	registrar@littletonhockey.org
SAFESPORT COORDINATOR	Ryan Jones	720-217-2526	safesport@littletonhockey.org
USA HOCKEY RISK MANAGER	Ralph Bammert	303-961-5983	rtb7568@aol.com
REFEREE COORDINATOR	Dave Lowry	303-754-0564	dlowry@ssprd.org
DISCIPLINE COMMITTEE			dc@littletonhockey.org

IV. MANAGER AND LEVEL REPRESENTATIVE REQUIREMENTS

The following will detail everything that must be completed to be eligible as a Manager for the coming season. Once you have completed the following requirements, please email the confirmation pages to the **LHA Registrar** at registrar@littletonhockey.org.

USA Hockey Registration (Ice Manager/Volunteer): [USA Hockey Registration](#)

USA Hockey Background Screen: [USA Hockey Background Screen](#)

USA Hockey SafeSport Certification: [USA Hockey SafeSport Training](#)

- 1. USA Hockey Registration:** You must register with USA Hockey every season as a manager. There is no fee to register as an Ice Manager/Volunteer. You will receive an electronic copy of your registration from USA Hockey.
- 2. USA Hockey Background Screen:** Annual registration - \$30 fee. Effective April 1, 2021, USA Hockey has instituted a national background screening program. Volunteers who were last screened through CAHA for the 2024-25 season will not need to be screened under the new system until prior to the 2025-26 season. You need to make sure you select the Littleton Youth Hockey Association and the correct level you are managing. You will need to print a copy of your registration from CAHA.
- 3. USA Hockey SafeSport Certification:** This is a 90-minute video with tests. Once you have completed the Core SafeSport Course, there will be a Refresher Course available for individuals who have previously completed the core Safe Sport course and need to retrain.

NOTE: Spouses/partners of the coaching staff are not allowed to be managers and/or treasurers. Manager and treasurer duties cannot be performed by the same individual.

V. LEVEL REPRESENTATIVE

The role is essential for supporting coaches, sharing updates, fostering team culture, and guiding families and players through the season.

Key Responsibilities

- Coach Support: Monthly check-ins to monitor progress, address needs, and support team success
- Segment Reports: Submit monthly updates on team health, coach feedback, and notable issues
- HDOC Participation: Attend meetings to represent your level and contribute to program improvements

- Clear Communication: Share schedules, policies, and LHA announcements with coaches and managers
- Promote Culture: Encourage inclusivity, sportsmanship, and help resolve team conflicts.

VI. TEAM COMMUNICATION/VOLUNTEERS

The only things that can really sour the hockey season are the ill will and hurt feelings generated by poor communication. A major component of the manager's job is to ensure that each family gets all the information they need in a timely manner and to urge direct communication with the appropriate official should misunderstandings occur.

The Team Manager's responsibility is to pass on information about schedules, competition, monies needed, fundraising, social events, help needed and a myriad of other topics as soon as the information is known. The coach may also distribute information or ask you to do so. This information should be written, and a record kept (no matter how informal). Please keep a file copy of everything distributed to your team. Occasionally communication will need to be by phone call. However, this should be infrequent and followed up by written communication.

To avoid overwhelming your parents with information, you may want to send a weekly email to go over the activities for the week such as:

- Information on upcoming events (i.e. practices, league games, dry land, tournaments, etc.)
- Driving directions to away games
- Reminders for upcoming events such as team photos, team parties, etc.

1. TEAM MEETINGS

Team meetings are essential in the development of communication among the team and will encourage participation from the parents on the team. An initial team meeting should be scheduled shortly after the team has been formed. Ideally, the team manager should be in place before the initial team meeting. It is a nice opportunity for people that are new to the team to get to know each other, to ask questions about the upcoming season and for the Head Coach and Manager to set expectations for the year. The team meeting can be as quick as a gathering before or after a regular practice, or it can be an extra event that takes place at a separate venue. It is your responsibility to coordinate the meeting and to communicate the date and time to the parents. Be sure to relay the importance of meeting attendance to the parents.

The LHA SafeSport Coordinator and Hockey Director will need to coordinate a meeting with the team to review our LHA SafeSport Code of Conduct at the beginning of the season with the parents and players. It would be best to coordinate this with your team meeting to go over this with your parents. The SafeSport Coordinator and HOC Director will try their best to come to your team meeting, but if that cannot be arranged, you will need to find a time very soon after to complete this meeting.

2. LITTLETON HOCKEY ASSOCIATION TEAM WEB PAGE

The Team Manager will have access to their team's web page to add any information regarding their team such as rosters, tournament info, etc.

3. VOLUNTEER/DELEGATION

It is almost impossible for a Team Manager to do everything without help. It is suggested that you get people on the team to help in the following duties:

- Treasurer – All teams must have a Treasurer separate from the Manager.
- Tournament/Traveler Coordinator – Tournaments and travel arrangements (optional)
- Fundraising/Social Coordinator (optional)

4. MINOR OFFICIALS/VOLUNTEERS

Many parents will be prepared to volunteer in some capacity. Training for some positions may also be required. The Team Manager is responsible for setting up training sessions at the beginning of the season for positions such as clock and electronic scoring. Training tutorials can be found [HERE](#).

It is particularly important that one adult from each family train for electronic scoring and clock as each family will be required to volunteer during a tournament and during league games to run clock or electronic scoring. It is helpful to create a volunteer responsibility list to register for duties for the season for the league games. There are sign up programs out there that are helpful for this such as SignUpGenius (<http://www.signupgenius.com>). There is also a Volunteer feature on your Crossbar site, which allows for easy management of volunteer events, volunteer sign-up, and volunteer hour tracking. To utilize the Volunteer Feature, follow the steps below in [Utilizing the Volunteer Feature | Crossbar Help Center](#).

You can have each parent sign up and you will be able to oversee what spots are left to fill and who has not volunteered.

- The following minor officials need to be arranged for each home game:
 - Electronic scoring
 - Clock – See documents on LHA website for Game Clock Instructions
 - Penalty box for your team (all teams should have their own penalty box volunteer)

VII. TEAM UNIFORM/EQUIPMENT

1. LHA UNIFORM REQUIREMENTS

By the first league game, all LHA players should have a black helmet, black 'breezers' or breezer covers, and gloves (may be any combination of red/white/black)(if your team

has team gloves and breezer covers those should be worn for games). Goalies can wear any color helmet. You will need to pick up your practice jerseys from Total Team Sales.

2. TEAM MANAGER'S JERSEY RESPONSIBILITY

- All travel team jerseys, rec jerseys and 8U jerseys are the property of the member and the cost is included in the registration fees. For travel and rec teams, a home and away game jersey, game socks, and helmet decals will be provided. For 8U, one jersey colored by team, socks, and helmet decals will be provided.
- Jerseys should be carried on hangers to and from the rink. They can easily be cut by skate blades or other items of equipment or snagged by Velcro when thrown in an equipment bag.
- If a jersey is damaged or lost, the player will be responsible for the replacement cost.
- Each team will have a full team set of jerseys.
- Once the jersey numbers have been assigned, please update the roster on your team's Crossbar page.
- If you need replacement jerseys, you will have to contact Total Team Sales.
- Jerseys are to be worn for games only!

3. NAME BARS

Name bars will be allowed on all AHF/RMHF/CRHL teams. If a player receives a "C" or an "A" for their jerseys, it is the responsibility of the parent to adhere the captain's letter to the jersey.

4. 8U TEAMS – GOALIE EQUIPMENT

If your team needs goalie equipment, or has LHA Equipment which needs to be returned, please contact our 8U Coordinator.

5. WATER BOTTLES/PUCKS

WATER BOTTLES

Each player shall supply their own water bottle that they will be responsible for throughout the entire season. LHA does not supply water bottles. There will be NO sharing of water bottles.

PUCKS

Each Travel and Rec Team will be given a puck bag with 30 pucks in it for games and practices. The puck bag must be returned to LHA at the end of the season. Each 8U coach will receive a bag with 40 blue pucks. The bag must be returned at the end of the season. We hope that pucks will be returned as well.

6. LHA PINS

LHA pins are extremely popular for trading in other states – and are especially popular in Fargo where they are required at some tournaments. These pins are available upon request from the Board Vice President at vp@littletonhockey.org.

VIII. LOCKER ROOMS

Edge Ice Arena and The Ice Ranch management requires players to dress and undress in the locker rooms. There is a locker room schedule on the monitor in the entranceway. Please ask the rink personnel which locker room is assigned to your team if you are unsure. Players should not dress or undress in the lobby for a practice or game.

The following policies should be adhered to for both practices and games.

- Parents are not allowed in the locker room with one exception, the 8U level if a coach is present.
- If a team wishes to share ice with another team, the scheduler must be notified so that a locker room may be assigned. The rink will not provide a locker room to any team unless they have been asked to do so by the scheduler.
- Locker rooms should be left clean at the end of each practice or game. If the locker room is dirty when your team arrives, notify the rink staff so that the offending team before yours may be notified.
- **A locker room monitor must always be present in or outside the locker room.**
- If the locker room is damaged when you arrive, notify rink personnel immediately.
- Appropriate behavior is expected of all LHA players, siblings and guests in the lobby and other common areas.
- Keys to the locker rooms are available. A set of car keys is all that is needed to check out a locker room key. It is highly recommended that locker rooms be locked while your team is on the ice. Neither the rink nor LHA is responsible for lost or stolen items.

Finally, Edge Ice Arena and The Ice Ranch would like to ask that all hockey players take pride in their home arena. Please help them in taking the best possible care of the locker rooms and arena.

IX. LOCKER ROOM MONITORS

The presence of adults in the locker rooms is critical to maintaining a safe and positive environment. Over the past five years it has become clear that more than half of all SafeSport incidents reported each year occur in locker rooms. In all but a few cases, there was no locker room monitor present. **For all 8U, 9U, 10U, 11U, 12U, 13U and 14U teams, whenever players are present in the locker room, there must be at least one SafeSport certified and screened adult - the head coach, assistant coach or LRM - physically present inside**

the locker room to supervise and monitor conduct. Ideally, and when available, two certified and screened adults - the head coach, assistant coach or LRM - should be present inside the locker room to supervise and monitor conduct.

For all 15U, 16U, 18U and 19U teams, the head coach, assistant coach or LRM shall be stationed immediately outside the locker room door (within arm's length and so the monitor can sufficiently hear inside the locker room), frequently checking and communicating with the players so they understand they are being monitored.

At no time should there be a 1:1 child/adult ratio in a locker room.

Please review and refer to [LHA's Locker Room Policy](#) as well as [LHA's Locker Room Monitor Page](#) for more information.

X. RECORD KEEPING/DISTRIBUTION

The Team Manager is the keeper of the Team's personal information. Each National Tournament Bound (NTB) Tier II Team Manager will keep a binder to hold certified rosters, completed and signed forms (if necessary), extra blank score sheets (in case the scoring system is down), etc.

Please note: All consents and waivers were signed by parents/guardians and players upon registration. If needed, documents signed upon registration will be in PDF form for you and/or your families to view (if necessary) on the LHA Website at <https://www.littletonhockey.com> under the "Parent's Corner".

1. USA HOCKEY OFFICIAL ROSTER

- This form is handled by the LHA Registrar.
- You **MUST** have a certified USA HOCKEY 1-T official roster before playing any games (this includes "**non-league games**"). Please contact the LHA Registrar to get your certified official roster. This should be with you at all games, tournaments, etc. For Tier II rosters, an approved roster will be signed by both the Affiliate Registrar and the USAH Registrar. For all other rosters, an approved roster is signed by the Affiliate Registrar.

2. TEAM CONTACT LIST

At the beginning of the season, the Team Manager should send out a spreadsheet to each family asking them for information they want included on a team contact list. Let your team know that the information they provide should only be the information they want included on this contact list that will be distributed to the team and LHA Tournament Coordinator. The team contact list is a great tool to encourage open communication with the team.

3. ROSTER CHANGES AND NON-REGISTERED PLAYERS/COACHES ON ICE

ANY CHANGES OR ADDITIONS TO ROSTERS MUST BE SUBMITTED AND APPROVED BY THE LHA REGISTRAR. Contact the LHA Registrar if coaches are planning to add or delete a player (remember, all changes for Tier II must be submitted to USA Hockey by December 15th). If approved, the Registrar will get the appropriate paperwork to the team manager and will coordinate and contact the Affiliate Registrar.

Team managers should **NOT** be contacting the Affiliate Registrar. The LHA Registrar needs to keep his or her files in order and is responsible for player registration and insurance.

Only **USA Hockey Certified Coaches** can be on the ice or bench for games, all coaches must be certified to the appropriate level. It is important that you check the certification expiration date for each of your coaches. If their certification expires this year, please let them know.

If you have a player on the ice that is not on the signed 1-T USA Hockey roster or a coach on the ice or bench that is not on the signed 1-T USA Hockey roster, your team may be fined **\$1,000.00**/per incident from CAHA.

NO PLAYER SHOULD BE ON THE ICE PRACTICING WITH A TEAM IF THEY ARE NOT A REGISTERED OR A ROSTERED PLAYER WITH LHA.

PLEASE NOTE: No coaches, assistants, parents or other adults or children may be on the ice unless they are registered with USA Hockey - and therefore are insured.

XI. SAFESPORT PROGRAM - LHA POLICIES & PROCEDURES

Littleton Hockey Association is committed to improving the development, safety and welfare of its players and all members involved in hockey and our organization. Therefore, it supports the USA Hockey SafeSport Program and CAHA SafeSport Program and requires all players, coaches, and members to fully participate. All Team Managers are required to watch the SafeSport videos located at [Safesport Training](#). If you have any questions regarding the LHA Policies and Procedures SafeSport Program, please contact the LHA SafeSport Coordinator.

XII. COACHING CERTIFICATION LEVELS

All LHA Coaches must be registered on an annual basis with both USA Hockey and CAHA. This must be done before the start of the season. A coach's Coaching Education Program (CEP) Class must be completed by December 31st of the current year. Coaches may only take one level per year and must enter the program at Level 1.

EXCEPTION: Coaches of any 8U team may remain at Level 1 or the current level they maintain.

XIV. SCHEDULING

The game and practice schedule for each month will be posted as far in advance of the first day of the month as possible. Schedules will be posted on the LHA website. Everyone should check the team schedule on the website frequently.

It is inevitable that in the course of a month, changes will be made to the schedule. These changes affect the teams, the scheduler, the treasurer, the rink manager and rink personnel. To ensure that the process flows smoothly, the following policies and procedures apply. The Manager and Coach should check the schedule weekly. The team manager and/or coach must give notice by email.

1. CHANGES INITIATED BY SCHEDULER

- Examples of when this occurs are:
 - The rink makes a request
 - Games are canceled
- The procedure is:
 - Scheduler will make changes to the master schedule
 - Crossbar will be updated so coaches and team managers need to have their notifications turned on for Crossbar.
 - It is the responsibility of the team manager or the coach to give parents ample notice of the change

2. CHANGES INITIATED BY TEAMS

- Examples of when this occurs are:
 - Teams wish to swap ice times
 - Teams wish to share ice-time with another team
 - Teams attend unscheduled game or tournament
- Procedure is:
 - Coach should notify players which team they swapped with so they can go to the locker room assigned to the original team
 - If the swap is for more ice or less ice, team manager or coach notifies the scheduler via e-mail, who will in turn make changes to the master schedule
 - It is the responsibility of the team manager or coach to notify parents
 - It is the responsibility of the SCHEDULER to notify the rink
 - It is the responsibility of the scheduler to notify the treasurer

- If the change involves cancellation and replacement of ice-time, it is the responsibility of the scheduler to find the ice
- If the change involves swapping with other teams, the team managers and coaches are encouraged to work on their own
- If a team wishes to share ice with another team, the team adding the practice must notify the scheduler. It is the scheduler's responsibility to notify the rink so a locker room can be assigned
- The rink will not provide a locker room to a team unless they have been notified by the scheduler

PLEASE NOTE: Littleton Hockey Association pays for all ice at The Ice Ranch and the Edge before the third day of the month for ice used during that month. The scheduler and treasurer are responsible for reconciling this billing and coming up with correct ice chargeable to teams. The main source for this is the schedule posted on the board. If you make changes to this schedule and do not notify the scheduler, your team will be billed for the ice shown on the schedule.

Teams wishing to cancel assigned practices must contact the LHA scheduler as soon as you know. The scheduler will try to give this ice to another team. If the scheduler cannot find another team to take this ice, you will be responsible for payment of this ice. Reasons for change must be legitimate such as a tournament or game conflict with a practice. Wanting to cancel practice because it is too early, i.e. 5:30 a.m., is **NOT ACCEPTABLE**. Teams who do not contact the scheduler will not have that practice rescheduled, will be charged for the ice AND will lose a future hour of ice. With our ice allocation at a premium, cancellation is unacceptable.

3. TOURNAMENTS

The schedule for Colorado tournaments is typically available by early October. Coaches generally select the tournaments their team will attend, so planning should begin as soon as the team is selected.

The LHA Tournament Coordinator assists with the tournament registration process. To register for a tournament, contact the Tournament Coordinator and provide the link(s) to the tournament(s) your team wants to attend. Because tournament spots fill quickly, it's important to submit applications promptly to secure acceptance.

The LHA Tournament Coordinator typically handles registration for most local tournaments in advance. You will be notified at the start of the season regarding the tournaments your team has been registered to attend.

The link of local tournaments can be found [HERE](#).

Since entry fees are typically paid with the applications, funds will need to be available at the start of the season. It is also recommended that any travel arrangements - air, car/van, and hotel reservations be made as early as possible. The team may wish to have a "travel person" designated to coordinate these arrangements. Please be aware that your Coach may wish to have the team arrive a day early for a tournament and may wish to schedule additional ice time at the tournament site.

As soon as tournaments have been selected the manager MUST:

- If the tournament is outside of Colorado, you must apply for a CAHA Team Travel Permit from the Affiliate Registrar. If the tournament is in Canada the manager must apply for a CAHA Travel Permit and a USA Hockey Travel permit. If the tournament is outside of the US and Canada the manager must apply for a CAHA Travel Permit and an International Competition Permit from USA Hockey. At least 30 days are required for USA Hockey Travel Permits and 90 days for International Permits. Please log online to the CAHA website [here](#) to fill out the application.

4. TOURNAMENTS IMPACT PRACTICE AND GAME SCHEDULE

There are no rigid guidelines here. The scheduler will notify you in September with a calendar for your coach to black out tournament dates. Every coach or team manager should try to update the black out calendar as soon as possible as to which tournaments the team will attend so the scheduler can schedule around these dates.

5. CONTRACT ICE

If a team wishes to buy more ice in addition to what is allocated, the scheduler will make every effort to accommodate them. Keep in mind that LHA may have limited contract ice available as we try to schedule all the hours The Edge and The Ice Ranch gives us. All teams wishing to buy contract ice-time will have equal opportunity.

6. CURFEW GAMES

Be sure to check the amount of time scheduled for your games. Games take precedence over practices.

Tier II games cannot be curfew unless the rink has an emergency.

Many times, you will have 1 hour 15 minutes scheduled for games. Please complete your games in no more than 1 hour 20 minutes on those days.

It is the scorekeeper's responsibility to let the referee know how much ice time the game can use and have the coaches initial the score sheet to show they have been warned beforehand about the curfew game. Coaches tend to move the game along when they know there is a

curfew in place. If we all work together, there should be very few times when games need to go to a running clock.

REMEMBER: YOUR TIME BEGINS THE MINUTE THE ZAMBONI DOORS CLOSE, SO HAVE BOTH TEAMS READY TO PLAY

The rink managers, Edge's Alec Hines and The Ice Ranch's Matt McGregor can always overrule our times and shorten our games.

7. CHECKING YOUR TEAM'S ICE ALLOCATION

At the beginning of the season, you will know the approximate amount of ice your team will be allotted during the season. It is advisable for your team treasurer to check your team's ice allocation monthly for the following reasons:

- a. To be sure that the ice your team is charged is the ice your team has used
- b. To be sure that your team's ice allocation is spread evenly throughout the year
- c. To be sure that you know ahead of time if your team will be scheduled for more ice than the registration fees cover, resulting in ice bills during the season.

Keep track of the hours that your team practices.

8. GAME/SCRIMMAGE ELECTRONIC SCORING

It is the responsibility of the manager to ensure someone is present to score (electronic scoring & clock) each home league and/or non-league game. These games must be uploaded to the electronic scoring system within 24 hours of the end of game. LHA will provide an electronic device (iPad) to score home games live.

The LHA Scheduler is responsible for scheduling Referees for all Home RMHF/CRHL/AHF League games.

XV. NON-LEAGUE / NON-TOURNAMENT GAMES

If your coach would like you to set up a non-league game with another team, you will need to do the following:

- Contact the LHA Scheduler to schedule the ice or if you are using your team's practice time let him/her know that you have scheduled a game and locker rooms will be assigned. He/she will change the calendar to show that this is a "non-league game" and not a practice.

- Contact the LHA Scheduler to schedule referees. If you schedule referees for a non-league game, you are responsible for setting up the refs and paying the fees directly to LHA. These fees range from \$50 to \$280 per game depending on the level. When setting up a non-league game with another team, make sure you have communicated to that team who is responsible for paying for the ice and refs. Usually, if you invite a team over to play on your ice, the away team will pay for the referees, unless that team is going to reciprocate and invite your team to play at their rink.
- Remember to add your non-league game as part of your allotted games for the season. Non-league games do count towards your team game count.
- Contact the Registrar to have the non-league game set up in the scoring system as soon as you have the confirmation.

XVI. PLAYOFFS

CAHA conducts state playoffs only for those classifications for which USA Hockey conducts a National Championship Tournament, among them are:

- Youth 18 or Under – Tier II
- 16 or Under – Tier II
- 14 or Under – Tier II

Tier II teams are eligible for CAHA's Tier II State Playoffs and USA Hockey's Regional and National Championship Tournaments. All other travel and recreational LHA teams are eligible for league playoffs and the CAHA end of season tournament.

XVII. SPECTATORS & CHILDREN

Please remind your parents that NO CHILDREN or parents are to be in the following areas during practice, scrimmages, games or tournaments (except assigned Minor Officials):

- Both Home and Away Benches
- Both penalty boxes
- Score box
- Locker rooms (except for 8U locker rooms when a coach is present – one parent may assist their player in the locker room)
- Spectators should be in the viewing stands only!

XVIII. CONFLICT RESOLUTION

The Coach runs the team. Parents do not. The Team Manager works with the coach. Although team functions are usually divided as follows, most coaches and team managers consult frequently with each other.

- Coach – Coaching, competition, and player development
- Team Manager – Communication, bookkeeping, fundraising, social events, team travel arrangements and minor official staffing, SafeSport
- Level Representative - Serve as the liaison between coaches, families, and LHA leadership

Should a misunderstanding arise, it is suggested that the aggrieved parties deal directly with each other, after a 24-hour cooling off period. If it is a coaching issue, the coach should resolve it. The Team Manager should not try to explain coaching issues unless asked to do so by the coach. Likewise, manager issues must be resolved by the manager. Both should act in the best interests of the entire team. **The coach holds the final responsibility for the team and may appoint another manager if necessary. This includes, but is not limited to, decisions made for the wellbeing of the team when on trips.**

If the conflict is not resolved, or if assistance is needed, the following LHA officials may be contacted in this order:

- Level Representative
- Segment Leader
- Hockey Director
- HDOC (Hockey Development & Operations Council)
- Board of Directors

XIX. ACCIDENT & INSURANCE REPORTS/MISCELLANEOUS FORMS

In the case of an accident, a report must be submitted immediately following the incident or injury to the HDOC Director. The injury or incident reports are located on our webpage under “Manager’s Corner”. If the family needs the USA Hockey Insurance paperwork, please contact the Registrar at registrar@littletonhockey.org.

The following forms may be requested from you at any time during the season or that you may need to fill out. They are the Grievance Report, Injury Report, Incident Report and Praise and Thanks.

XX. COACHES STIPEND

Coaches and managers gifts: We rely on volunteers to operate our club in the most cost-efficient manner possible for our members. This includes scorekeeping, clock, penalty box and is not only limited to coaches, managers or treasurers. Please

remember if having a parent coach, they volunteer because they love the game, and want to help, not for the gifts. The coach(s) travel expenses are paid for by the team.

Coaches will be reimbursed as follows:

TIER TEAM – GIRLS 19U , BOYS 18U , BOYS/GIRLS 16U, BOYS 15U & BOYS/GIRLS 14U

The team is responsible for reimbursement of up to three coaches when the team travels outside of league play, including:

- Roundtrip airfare, if the majority of the team is flying.
- Individual double occupancy hotel rooms for each coach
- One vehicle rental
- Per Diem of \$50.00 per day per coach
- If a team meal is organized, the coaches are included.

REC TEAMS – BOYS/GIRLS A, B, and BOYS 12U AA and BOYS 10U AA

The team is responsible for reimbursement for three non-dad coaches or two parent coaches when traveling outside of league play, including:

- Roundtrip airfare, if the majority of the team is flying.
- Individual double occupancy hotel rooms for each coach
- One vehicle rental
- A per diem of \$50.00 per coach per day
- If a team meal is organized, the coaches are included.

XXI. TEAM MANAGERS STIPEND

- Managers of 10U travel, 12U travel, 14U A/B and 19U/16U/15U A teams may choose to receive a one-time payment of \$250.00 to be funded from the team account **at the completion of the season**. Payment is to be shared equally among all players on the team.
- Managers of all Tier II Teams (Boys/Girls as previously noted). Airfare, hotel, transportation and meals are covered by the team's fees paid to the team account.
- Managers of CRHL and 8U teams do not receive a stipend.

If a manager intends to take the manager stipend, it must be made known at the start of the season and entered into the budget by the team treasurer. The manager may not choose to take the stipend at the end of the season, causing an increase in team fees for each individual player.

XXII. FINANCIAL GUIDELINES

LHA prohibits bank accounts outside the control of the LHA Treasurer for any team. Such accounts may jeopardize LHA's non-profit status.

Important Contact Information:

- LHA Treasurer – Karin Schamberger – treasurer@littletonhockey.org
- LHA Bookkeeper – Andrea Ramelow – alraccounting@live.com

1. LHA TEAM ACCOUNTING – TEAM LEVEL

- Each team has a bank account (8U's will have two, AB, CD). LHA's banking relationship exists with 1st Bank – Your team account has already been set up prior to the manager meeting. LHA's Treasurer will have all the information for you. You can make deposits at any 1st Bank.
- Tier II teams will be issued a credit card for manager, treasurer and head coach. All other teams will be issued a debit card for manager and treasurer (and head coach optional)
- Credit and/or Debit cards are to be used for all transactions.
- Team treasurer will maintain a team spreadsheet—stay on top of it. You will need to submit to Andrea Ramelow monthly.
- Team treasurer will collect funds.
- Team treasurer will be responsible for the financial activities of the team
- Team treasurer will be responsible to keep track of ice usage and compare at season end any differences that need to be reconciled.
- Team treasurer will reconcile with bank balance monthly and email to LHA's Bookkeeper on the 10th of every month the Team Accounting Spreadsheet with the Summary page complete. **Individual player account statements must be emailed monthly to each family.**
- Expense classifications
- Tournament registration, travel, team entertainment, team meals, ice assessment, uniform expense, pucks, fundraising (revenue)
- At end of season: All accounting packages must be returned to LHA's Bookkeeper with unused checks and receipts from season

2. LHA TEAM ACCOUNTING – HOW IT WORKS

- LHA Team Accounting—LHA Organization level
- Team bank accounts are established by LHA
- The team treasurer will be signer on each team account
- Each team account will be established in QuickBooks

- Financial activity from the team will be entered in via adjusting journal entry from the team treasurer's monthly account summary
- Directly to the team account
- Directly into the correct expenditure category
- Debit card charges are mostly self-explanatory
- Check amounts or payee will indicate how to classify
- Team will be provided a monthly ice usage report
- When teams are invoiced from LHA for jersey's, ice asses, etc. LHA will give the team approx. 30 days to reconcile any differences and LHA will transfer the funds from the team account to LHA account
- All accounts are closed with a balance of \$5.00 at end of season

3. LHA PLAYER FINANCIAL RESPONSIBILITY

- Expenses incurred by a travel team are team expenses and therefore the responsibility of all team Members. In addition, a player not participating in a tournament, home or away, is still responsible for the fees associated with the team's participation, i.e., Tournament Registration fee, coaches' expenses, etc. This does not include team meals, entertainment, etc.
- It is recommended that all AA, A, and B Teams at all levels below 14U collect \$600 per family at the beginning of the season.
- Additional funds may need to be collected over the course of the season based on your overall season budget.

4. LHA TEAM ACCOUNTING – ICE ASSESSMENT

- Actual ice usage was used to set the season budget AND cost included in registration fee (refer to the spreadsheet to see budget hours)
- Includes practice and home games
- If your team advances to the USA Hockey Nationals, LHA may help off-set the additional ice cost up to a certain number of hours
- It is still possible exhaust budget hours resulting in ICE ASSESSMENT at the end of the season
- Mid-season ice assessment MIGHT occur if usage trend shows overage
- LHA Scheduler for all scheduling issues

5. TEAM ICE HOURS

- 18U AA – 66 hours
- Minor AA 16U– 75 hours
- Minor AA 15U– 75 hours

- Girls 19UAA – 60 hours
- Girls 15U Comp - 40 hours
- Girls 15U Dev - 30 hours
- Midget CPHL – 40 hours
- Midget CRHL – 26 hours
- 14U AA – 75 hours
- Girls 14U AA – 55 hours
- 14U A – 50 hours
- 14U B – 45 hours
- 14U CRHL – 26 hours
- 12U AA – 70 hours
- 12U A – 50 hours
- 12U B – 45 hours
- Girls 12U Comp - 40 hours
- Girls 12U Dev - 30 hours
- 12U CRHL – 26 hours
- 10U AA– 57 hours
- 10U A – 50 hours
- 10U B – 46 hours
- Girls 10U - 35 hours
- 10U CRHL – 26 hours
- 8U Adv. - 90 hours
- 8U Int. - 90 hours
- 8U Beg. - 60 hours

Thank you for taking on such an important part of the team! If you have any questions regarding the accounting, please contact LHA's Treasurer at treasurer@littletonhockey.org

XXIII. FUNDRAISING GUIDELINES

FUNDRAISING COORDINATOR

Our Fundraising Coordinators are excellent sources for team fundraising ideas. All funds are to be provided to the fundraising coordinator after the program is complete. You can find more information on the LHA and 14ers website under [the Resources tab](#). For questions, please email fundraising@littletonhockey.org.

1. PHILOSOPHY

We encourage teams to participate in fundraising throughout the year. It is recognized that the funds raised are to be used for the betterment of the team and Littleton Hockey Association (“LHA”). When raising funds, members are also representing LHA and are encouraged to project a positive image of the LHA. All fundraising activities must adhere to these “*Fundraising Guidelines*”.

2. GUIDELINES

- Direct public support can be requested for the purpose of fundraising.
- All fundraising activities must be discussed and approved by the majority of parents.
- All fundraising activities must receive prior approval by the Fundraising Coordinator.
- All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review.
- Teams may join with other teams to collectively hold fundraising activities.

3. USE OF FUNDS

Teams use funds for the following purposes:

- Tournament registration fees
- Team apparel, equipment bags
- Coaching and Trainer supplies
- Travel expenses for recognized coaching staff. Parking at D.I.A. shall not be short term covered parking.
- Team meals
- Costs for year-end banquets, trophies and awards

4. OTHER FUNDRAISING ACTIVITIES

- Teams wishing to use funds for anything not listed in item 3, must receive permission from the LHA Fundraising Chairperson.

5. APPROVALS AND REPORTING

- All requests for fundraising must be submitted to the Fundraising Coordinator by completing **the Fundraising Request Form** located on the website at least 14 days prior to the event.
- A full accounting of each fundraising event is required to be submitted to the Fundraising Coordinator on the prescribed form within 14 days after substantial completion of the event.

6. LHA SPONSORS

- LHA actively raises funds as an Association. As a result, businesses and organizations have sponsored the Association as a whole. Teams are not to approach businesses or organizations that have sponsored the Association without approval. Visit the LHA website for a list of LHA sponsors.

7. LHA EVENTS

- All LHA members are encouraged to participate in LHA fundraising events.
- Teams are encouraged not to make commitments in conflict with LHA fundraising events.

8. REVIEWS

- All fundraising activities are subject to review by LHA.
- The LHA Fundraising Coordinator or Board may review fundraising activities at the request of team parents.

9. PROPERTY OF LHA

- All monies raised through fundraising are the property of the LHA and shall be promptly paid over to LHA. **DO NOT DEPOSIT THE FUNDS IN YOUR TEAM ACCOUNT.** LHA will then disburse funds to the Team for the Team account.
- 15% of funds derived from fundraising activities will be held by the Littleton Hockey Association

10. EXTENDED FUNDS

- Teams are not permitted to carry over funds to the next season

11. LIABILITY

- LHA shall not be held liable for any violation of this policy or any acts or omissions of the Team while performing fundraising activities.
- The individual Team shall be responsible for any losses or damages caused by their fundraising activities.
-

12. COMPLIANCE WITH HANDBOOK

- All fundraising activities are subject to the LHA Member Handbook and code of conduct.

XXIV. SEASON END

1. TEAM FINANCES

The final reconciliation ice bill will arrive in March. Your team may receive a balance due based on the number of hours of ice used over your allotted hours during the season. Before collecting the last of the team fees, be sure to check with the Coach to see if he/she may add more ice time to prepare for playoffs.

Once all the expenses for the team have been paid and you have reconciled with the bank, your Treasurer can provide a final account statement, along with a refund check (if any) to each player's family. You may be able to have all of this reconciled by the team party and have the checks ready to go there. If not, you can mail them to each of the player's homes.

XXV. SUMMARY

The Team Manager's role is key to the success of the team's season. The ability to communicate and work well with others, while maintaining a fair outlook are important attributes to have to perform your duties as Team Manager. This Manager's Manual may seem overwhelming as you read through it, but please realize that you have the support of your team through delegation. Focus on the organizing, planning and overseeing of the many of these duties and you will have a successful season.

LHA would like to THANK YOU and we really appreciate you stepping up and taking on the Manager role and if you ever have any questions or need any assistance during your season, we are here to support you!

If you have any suggestions or feedback on the contents of the LHA Manager's manual, please email Beth Lindemann at registrar@littletonhockey.org.