

Section 1: Purpose

Section 2: Duties and Responsibilities

- Overview

Section 3: Communication

- Team Manager Meeting
- Parents & Players
- Team Updating
- Team Calendar
- Website
- Hockey Publications

Section 4: Roster

- Team Roster
- Background checks

Section 5: Team Budgets

- Team Assessments
- Expense Reimbursement
- End of Season Party
- Gifts

Section 6: Game Schedule

- Games
- Parent Involvement
- Scorebook
- Referees
- Fair Play Points (HEP)

Section 7: Uniforms & Equipment

- Practice Jerseys
- Uniforms
- Team Equipment
- Goalie Equipment
- Necessary Equipment

Section 8: Practices & Scrimmages

- Practices
- Scrimmages
- Referees
- Goalie Practices

Section 9: Tournaments

- Team Registration/Registration Book
- BYHA Home Tournaments
- In and Out of Town Tournaments
- Scheduling Tournaments
- District 5 Playoff Tournaments

Section 10: Player & Team Recognition

- S.K.A.T.E
- Trophy Case
- Banner Display
- Team Pictures

Section 1: Purpose

BYHA has created this handbook in an effort to provide general information and answer common questions for Team Managers. Please use this as your first source of reference prior to calling the Travel Team Manager Coordinator.

Section 2: Duties and Responsibilities of Team Manager

General Overview

The Team Manager position is meant to be the liaison between the Coach, Parents, Players and Association. You are expected to support BYHA and remember that you are an important representative of our association.

- Your goal is to keep your team organized through record keeping and communication. Your tasks may include but are not limited to:
- Soliciting volunteers for your games and Association work
- Having available the USA certified roster
- Providing written and oral communication to the team or association
- Handle team finances and provide periodic statements of expenditures
- Book and handle team travel and rink address/directions
- Promote fundraising
- Game record retention
- Help maintain parent crowd control
- Communicate team information to you sponsor (if applicable)
- Prepare and provide team information to the social media managers

Section 3: Communication

A. Team Managers Meeting:

BYHA holds a Team Manager Meeting immediately after teams are formed. All teams are required to send a coach or team manager to this meeting. At that time, the BYHA Team Manager Handbook, any changes for USA Hockey, Minnesota Hockey, District 5 will be reviewed and discussed.

This is also an opportunity for you to meet and get to know some of the other team managers. We are a great source of information for each other.

B. Parents & Players:

You are in charge of keeping everything going smoothly. Changes in games, practices, setting up tournaments, scrimmages and keeping parents up to date, is your responsibility. At the first opportunity, it's a requirement to have a parent meeting. This gives you and your coach the opportunity to talk to the parents regarding:

- Goals for the season
- Expectations of player and parents
- Coaching philosophy and practice strategy
- What help is needed from each parent to maintain a smooth season
- Tournament schedule
- Communication methods and specifically how information will be provided to players who miss a game or practice.

C. Team Calendar and Website:

A great source of upcoming events is in the BYHA newsletter found on the BYHA website. The website is www.buffalopucksystems2.com. Encourage your parents to read it.

The BYHA website has the Association's master calendar which has everything listed as to what's happening and when. The BYHA website also offers each team the ability of having its own homepage for a team roster, important date and calendar events. This is also where you can give an update on your team's progress through the season.

- Schedule changes can be put on the team website. You will have access to your team's webpage. You can also add events through the SE app.
- Create a group chat or use the SE app to chat with the team

Other sources of hockey information include www.district5pucksystems2.com, www.minnesotahockey.org, www.usahockey.org, other district team sites and our Buffalo High School website. These links are on the BYHA website.

Section 4: Player Roster:

A. Team Roster

Also known as the "USA Hockey Official Player Roster". After teams have been determined for the season, the Registration Coordinator will provide official copies of the roster to the team manager. This sheet is your official team declaration. Make sure that your coach's certifications are current. There is a December 31st deadline for all certifications to be completed or the coach will not be allowed on the bench for the remainder of the season.

B. Background Checks:

Anyone that comes in contact with the players must complete the USA Hockey background form filled out. The form can be found in the Travel Team Manager web page.

Section 5: Team Budget

A. Team Assessments

At the beginning of the year, talk to your coaches and players to determine what additional activities they would like to participate in outside of those covered by the initial registration fees. Examples would be:

- Team parties
- Team warm-ups
- Extra ice time
- Referees for scrimmages

- Once this is determined, work out how you will fund these things throughout the year. Options available:
 - Collect money from parents for each event
 - Collect money up front from parents for the year and then provide a statement of how the money is spent
 - You or someone else from the team prepay and then request payment from the parents
- Please remember a couple of things:
 - Payment for referees is due prior to the start of the scrimmage
 - Do not assume all parents can buy into the event or purchase; be discreet
 - Individuals and/or teams may not engage in independent fundraising activities without prior approval of the BYHA Board of Directors

B. Expense Reimbursement:

Any expense you incur should be reimbursed by your team and should come directly from the parents. You will need to track supplies, etc. If you want your team to reimburse you for such items.

Every “extra” needs to be paid by the team. There is no longer a “check request” option for this.

Non-parent head coaches will be reimbursed by the Board of Directors for the cost of hotel accommodations for two tournaments throughout the year. Reimbursement for any additional tournaments will be up to the discretion of the team and paid for by the team. Non-parent assistant coaches will receive one-half of the compensation amount of the head coach and one tournament hotel accommodations paid. For expense reimbursement form and any questions, contact the BYHA Treasurer.

We would like all managers to keep a spreadsheet of all money collected and how it was spent throughout the year. Parents should and can ask to see this at any time. The spreadsheet does not have to be in an Excel form but our BYHA Treasurer would like to see all teams have some sort of documentation of all team funds. This is for the manager's own protection.

C. End of the Season Party:

Most teams have an end of the season party. This can be very inexpensive by having it at the arena in one of the meeting rooms. Most parties consist of pizza or potluck with trophies or certificates and coaches gifts are presented at this time. Some ideas:

- Gift certificates to a restaurant and the local movie theater in an amount large enough to include the spouse
- Team photo albums from the season
- Team photo framed with each players signature on the matting

Section 6: Game Schedule

A. Games:

All district games are pre-scheduled and provided on the schedule you will find on your team website. For these games, referees have already been assigned and payment arranged. Some BYHA teams may end up playing outside of district 5 due to a lack of teams at a particular level. These teams will follow the game rules for the district that they are playing in, such as district 3 or district 10. Some of these districts have mandatory district manager meetings.

A certified and roster coach must be on the bench at all times. Remind the coaches that they will need to show the referee their coaching card during the pre-game handshake.

Home games require you to have volunteers available to work the penalty boxes and act as timekeeper. Require that each parent pull a shift by making up a schedule as soon as you receive your game calendar. Do not ask, just slot them in and hand out or publish on the website. Parents that cannot fulfill their shift must find their own replacement. Anyone working in the box must be over the age of 18.

The maximum number of games as set by Minnesota Hockey for Squirt/Girls U10 A/B/C teams is 35. This total must include all league games, non-league games, scrimmage games and tournament games. Failure to follow this rule could result in all BYHA teams being banned from post-season play. This is strictly enforced by BYHA and Minnesota Hockey District 5.

Minnesota Hockey defines a controlled scrimmage as “on ice instruction wherein coaches are using whistles to stop play for teaching purposes and no clock is used, no score is kept and no officials are involved”. Anything else is considered a game.

C. Parent Involvement:

Use your parents. They are a vital part of the team. They should be scheduled to run the clock, penalty box and scorebook for home games. Be sure to check in with your parents throughout the season to make it run as smooth as possible.

D. Gamesheets:

Managers will receive a code specific for their team. You will need to go onto gamesheets to register and use the code, you will receive a copy of your gamesheet after each game.

During home games, you are required to have someone keep the scorebook. This is done on an iPad through a program called Gamesheets. Head coaches from each team need to sign before the game and set the goalie for the game and update any jersey changes for the game. At the end of the game the officials will check everything over and sign the app. After they have completed that step, you need to upload the game. Training may be available for Gamesheets. USA Hockey/Minnesota Hockey recognizes individual achievement with a patch for these awards. You will need a copy of the official score sheet to turn in if your players earn the following patches:

- Zero Award = Goalie gets a shut-out
- Playmaker Award = Player makes three assists in one game
- Hat Trick Award = Player makes three goals in one game

E. Referees:

District 5 schedules the referees for all league games. It is a good idea to double check with the ice scheduler and/or referee scheduler if a game gets changed. If you have a complaint/issue regarding a referee, District 5 requires you to fill out a game report form which can be found on the D-5 website.

F. Fair Play Points (HEP):

The Fair Play Point is a point that is earned during a district scheduled game play for good sportsmanship and will count in the standings for District and Regional playoff games.

A team will earn their Fair Play Point by making sure all parents, coaches and players abide by fair play rules. To earn their point:

- No coach can be kicked off the bench during the game
- No parent can harass the officials or the players. An official will ask the coach to address their parents if necessary. If behavior does not change, Fair Play Point will not be earned.
- No team can exceed their allotted number of penalty minutes during the game. If predetermined minutes are exceeded, you will not earn your Fair Play Point.

This point has been put in place to encourage fair and clean play by all involved.

Section 7: Team Uniform/Equipment

A. Practice Jerseys:

Practice jerseys will be supplied by BYHA. Players will keep the jersey at the end of the year.

B. Uniforms:

All teams must use BYHA supplied uniforms for all hockey activities representing BYHA unless otherwise approved of by the BYHA Board of Directors. This consists of:

- BYHA jersey and socks. All teams will have home and away game socks
- Player provided black breezers for games
- BYHA colors are purple, black and white

Registration fees include the cost of the jerseys and socks.

The Equipment Manager orders the jerseys for all teams. Shortly after teams are set, you will receive a google form to fill out with 3-4 number selections for each player along with their jersey size. Jersey numbers will be based on what we have for size/number availability.

C. Team Equipment:

The following equipment will be provided to each team:

- Pucks
- Puck bag

If your team has not received this equipment it will be provided during uniform hand out or contact the Equipment Manager.

D. Deposit:

A \$150.00 deposit will be due at the time you pick up game jerseys, practice jerseys, pucks and puck bags. If all items are not returned at the end of the season, your equipment deposit will be cashed.

Section 8: Team Practices/Scrimmages

A. Practices:

1. Scheduled Ice Hours

- a. BYHA has two primary indoor rinks for its youth program both located at the Buffalo Civic Center.

b. Locker assignments are provided in the lobby. Please make sure your team adheres to the assignment. One team cannot take up two locker rooms or a locker room may not be ready for the next scheduled teams.

c. Players should be at the arena 20 minutes prior to practice to ensure they are on the ice at practice time. Ice is too precious to waste waiting for players to get on the ice. There may be times when your coach asks the ice not be resurfaced for practice as a means to get more unbilled ice time. If this happens you want the players ready to go on the ice.

d. We ask that teams and their families take ownership of the rink by treating it and its staff with respect and care. Pick up garbage, keep the locker rooms tidy and never deface the facility and generally take care of it.

2. Dryland

a. Dryland is practice time for players/teams to work on strength, endurance and skills. These sessions are conducted in our meeting room, weight room and old arena.

3. Additional Ice

a. During the season your team may feel they need more ice time for practices. You can call the arena to see what is available but keep in mind that your team needs to pay for this and the cost starts at \$225.00 per hour. You may also ask other teams to switch with you. Both teams may have shared ice together on 2 different days. If both teams agree, they could each have one full sheet of ice practice. Although these types of ice changes should be reported, they would not affect your final ice bill.

b. All ice additions, deletions and changes must be logged with the Ice Scheduler. Any time the change involves another team that team must sign off and receive a copy of the form as well as the ice scheduler.

B. Scrimmages:

If you would like to schedule play time against teams not scheduled you may do so.

- Use alone ice time on your schedule (this avoids additional ice time charges).
- Use ice time from the other team at their arena. Do this on a day that you have no ice scheduled to avoid ice change requests.
- Find times you are shared with other BYHA teams and schedule this time as scrimmage.
- Usually you use one of your ice times and the other team uses one of theirs. That way you both host a scrimmage and you don't have to pay for, and you gain an extra hour of ice time. If the coaches would like to have a referee, you need to make the arrangements and make payment to the referees.
- Pee wee and above are required to have referees unless:
- It's played as a Minnesota Hockey defined controlled scrimmage "on ice instruction wherein coaches are using whistles to stop play for teaching purposes and no clock is used, no score is kept, and no officials are involved". Anything else is considered a game.

C. Referees:

If your team chooses to have a referee at a scrimmage (required at Pee wee and above), you'll need to put the request in with the ice schedulers at least **7 days** ahead of the scrimmage. They will request refs

and communicate with you once they are scheduled. BYHA covers refs for a number of home scrimmages. Check with the ice scheduler to see how many your team is allotted each season.

D. Goalie Clinics:

BYHA offers goalie clinics to better educate coaches, increase player interest in the goalie position, and to develop goalie skills. Goalie clinics will be provided throughout the season for all goalies and coaches.

Section 9: Tournaments

A. Team Registration/Registration Book:

Most tournaments are scheduled in advance and a part of your monthly ice bill. Your coach may want to schedule additional tournaments. If this happens you will need to register your team and pay the tournament fee. You will need to collect this money from your parents individually.

Once you are scheduled for a tournament, you will be expected to check in at the arena one hour early for the first game to turn in the Registration Book you received from the registration coordinator at the beginning of the season.

This is the book that District 5 approved containing your official roster and information on your players and coaches. The book has the following information in it:

- USA Hockey Verification of Registration and Team Membership application
- Consent to Treat/Insurance information on each player

In most instances the association hosting the tournament will provide small gifts, pins, coupons, etc. You will be responsible to distribute to parents and players.

Identify the Tournament Director so you know who to go to if there are issues or you need assistance.

B. BYHA Home Tournaments:

The Team Manager is responsible for encouraging the participation of your team in helping at BYHA tournaments. Parents/Teams at all levels (Initiation thru Jr. Gold) are strongly encouraged to support our Association in staffing tournaments as the funding generated helps our entire program. This help is also needed when we host District playoffs, Regions and State tournaments.

About two to four weeks prior to a BYHA hosted tournament, volunteer shifts will be posted to the DIBS system to allow people to sign-up for various tournament shifts. If a family has one skater, a minimum of 14 hours of volunteer time is required. If a family has two or more skaters, a minimum of 18 hours of volunteer time is required. Any profits earned are returned to BYHA and helps to reduce membership fees. If adequate time has not been volunteered by the families on your team, the Volunteer Coordinator may contact you with the names of those parents not yet meeting the requirements in your support in recruiting additional volunteers.

C. Tournaments In Town and Out of Town:

Each team will have both an in town tournament and out-of-town tournament. The BYHA Tournament Coordinator will arrange for the registration and the communication of the information to the team. BYHA prepays for these tournaments. Any additional tournament your team decides to participate in must be USA/Minnesota Hockey sanctioned. It is strongly recommended that teams do not register in tournaments that require players to miss school.

Squirts/U10 must adhere to the 35 game limit and District Tournament games are included in the game totals. All participation in out-of-state tournaments requires District 5 approval prior to team entry. BYHA will contribute full payment of the registration fee for any team that advances to a post-season tournament (e.g. Minnesota Hockey/USA Hockey regions, state, nationals).

In Town Tournament Responsibilities:

- Communicate times of games and expected “at the arena” times.
- Provide maps and direction to all arenas involved in the tournament.
- Provide near-by entertainment and restaurant locations. There are times you will play more than one game in a day. Your parents will want to know places to go in between games.
- Set-up a “lunch” date with all interested families in between games.
- Provide pricing for the event.

Out of Town Tournament Responsibilities:

- Share hotel arrangements with parents as soon as you have them. The blocks that are set have an expiration date and families may not be able to book after that date.
- Make sure all players have a ride, if necessary help their parents arrange to be at the tournament.
- Arrange for a team get-together. Most times this is a pizza party or potluck in a hotel meeting room, by the pool or in one of the player’s rooms.
- Because tournaments usually schedule a morning and evening game on Saturdays, arrange for a team activity between games. Coaches like to keep the players out of the pool. Ideas could be a jigsaw puzzle race, making a photo album from pictures taken throughout the year, a game of Pictionary (parents against the players), everyone take in a movie at the local theater, everyone bring a \$2.00 prize and play bingo. The ideas are limitless.
- Provide parents with locations of hospitals, sporting good stores, discount stores, etc.
- Provide pricing for the event.

D. Scheduling Tournaments:

“Let’s Play Hockey” is a great source for the most current tournament information.

Some questions to ask the Tournament Directors you call are:

- Do you have space?
- What is the cost?
- What tournament format will be used (round robin vs. brackets).
- What lodging accommodations are close by, with/without pools?

Once you have chosen the tournament site, and before you sign the papers, call the hotels in the area to see if space is available. It’s best to request them to hold a block of rooms for your team. Then have each family call in their room request and credit card number to reserve their own room.

E. District 5 Playoffs:

District 5 decides which association /arena will host the different levels. These will be posted on the District 5 site along with standings of teams.

Section 10: Player/Team Recognition

A. S.K.A.T.E (Skaters Keep Achieving Through Education):

Skaters Keep Achieving Through Education (S.K.A.T.E.) is supported and endorsed by Minnesota Hockey. This academic achievement program recognizes the efforts of student athletes who play hockey. Look for specifics about this program on the BYHA website or contact the S.K.A.T.E. Coordinator.

B. Trophy Case:

BYHA has a trophy case located in the Buffalo Civic Center Arena lobby to display any team's trophy. Tournament awards by teams are rotated on an annual basis; however, district, region and state awards remain displayed yearly. The team manager/coach is responsible for contacting the equipment manager to coordinate display.

C. Banner Display:

Most teams have a team banner they put up at games recognizing their team, players and coaches. These are created and funded by the team. It is up to you to find someone to help with this and for the families to provide supplies or money for necessary supplies if your team does not already have a banner.

Teams participating at district, regions, state and national tournaments will be recognized with a banner in the new arena of the Buffalo Civic Center.

D. Team Pictures:

BYHA offers the opportunity for players and teams to have a team or individual photo taken while in their uniform. This takes place in November to early December. An additional cost will be assessed per player wishing to take advantage of this opportunity. More information regarding specific dates and times can be found on the website or by contacting the Picture Coordinator.

E. Social Media:

Managers should contact the social media coordinator if they need/want things posted to our social media pages. We want to highlight teams throughout the year and then be notified of tourney wins, advancements...etc.