**Pine City**

**Youth Hockey Association**

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Team Manager’s Manual

Updated August 2022

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**PCYH Team Manager**

Thank you for choosing to manage your PCYH team this season. Team managers play a vital role in the coordination and communication of each individual hockey team. As team manager you are the main liaison between the coaching staff, team and parents to ensure that the hockey season runs smoothly.

**How to Register as a Team Manager with PCYH:**

Once you have been declared a Team Manager you will need to complete the following:

* Register with USA Hockey as a Volunteer and PCYH as a Manager (you will need your USA Hockey Number when registering with PCYH)
* Complete the MN Hockey Electronic Background Screening. Background checks are good for (2) years. You will be reimbursed for your background screening once you have been CLEARED. Once cleared forward your screening to the PCYH Treasurer for reimbursement.
* Complete SAFESPORT Training. SAFESPORT Training is good for (1) year

\*\* The links to the above websites can be found online on the PCYH Website under Volunteers/Managers\*\*

**Managers General Duties:**

* Attend the Mandatory District 10 Managers Meeting. (Squirt/10U teams and above only)
* Serving as the liaison between Coaches, Parents, Players, Tournament officials and others
* Make Arrangements for Games, Scrimmages and Tournaments. (Creating a book/clock/penalty box schedule for games, locker room monitor schedule for practices, games and tournaments, submitting game scores to D10).
* Setup Coach/Parent Meeting at the beginning of the season
* Create and update your PCYH Team webpage
* The “Go To” person for the team, providing communication to the coaches and parents throughout the season
* Read and Review the PCYH Managers Manual

**District 10 Managers Meeting: (Squirt/10U teams and above only)**

You will be required to attend the D10 Managers Meeting, this is MANDATORY. As soon as the district announces the date and time of the meeting it will be communicated to you and your coaches. At this meeting you will Learn the D10 Rules and regulations that your team must adhere to as well as who your teams D10 League Coordinator will be for the season. The District 10 Handbook has a lot of useful information regarding the rules and regulations and can be found online at <https://district10hockey.org>.

**Parents Meeting:**

Once Coaches and Teams have been declared you will want to schedule a parent meeting to discuss the following:

* Introduction of the coaches, assistant coaches, and their backgrounds.
* Philosophy
* Player behavior and Expectations
* Absences
* Ice Time
* Introduction of team manager
* Discuss how team will communicate (email, text, remind, group me, etc.)
* Get up to date parent information for communication
* Volunteer expectations (score book, penalty box, clock, locker room monitor, dibs)
* Verification that the association has all the required documentation (birth certificates, misc. paperwork, etc.)
* Gather Jersey Information for each player (Jersey size and get 3 Jersey # requests, Jersey # requests are NOT guaranteed)
* Game Schedule/Tournaments
* Dates (if known)
* Hotel Information for Tournaments (if known)

**Communication:**

* Set up a method of communication for your team and inform your team of how you will be communicating at the parents meeting
* It is helpful to send out weekly updates to the parents regarding practice/game times for the week as well as any volunteer duties that are assigned or needed for the week
* Look at the PCYH calendar regularly to be able to inform parents of any last-minute changes to the schedule as needed
* Directions and phone numbers for arenas can be found at <http://www.rinkfinder.com>

**Team Webpage:**

You will have a team webpage for communication. You will be given access to edit and update your team page. It is helpful to include the following information:

* Contact information for coaches and team manager
* Tournament Dates and Hotel Information
* Volunteer Assignments (Score Book, Penalty Box, Clock, Team Concession Week)
* You can also input game score and stats on this webpage
* Snack Rotation (if you choose to do this for your team)
* Goalie Rotation (Mite Teams)

**Dibs:**

* As a Traveling Team Manager (Squirt/10U/Peewee/12U/Bantam/15U) **you satisfy your entire** **families events requirements** as part of your volunteering commitment to PCYH for the season
* As a Mite/8U/6U Manager **you will receive (3) Dibs** for your volunteering commitment to PCYH
* Parents can receive Dibs credits throughout the season for helping volunteer with the Score Book, Penalty Box and Clock. As manager you will be responsible for keeping track of these credits and turning them into the Dibs coordinator at the end of the season (Squirt/10U Teams and above only) A tracking form is available on the PCYH webpage under the Volunteer/ Managers Section – Managers tab

2 Score Book = 1 Dib 2 Clock = 1 Dib 4 Penalty Box = 1 Dib

* Additional Dibs credits will be posted throughout the season on the PCYH Website under the Dibs section for parents to claim to help fulfill their volunteer commitment to PCYH

**Team Concession Week:**

* Each Team will be assigned a week where they will be responsible to fulfill the concession stand shifts for the week their team is allotted. You will receive this information from the Concession Stand Manager and then you will need to have parents sign up for shifts, all shifts must be fulfilled. This is required as part of each player’s volunteer requirement. If you have parents that choose not to fulfill or participate in the team week their volunteer check will be cashed even if they have fulfilled all dibs. A tracking form is available on the PCYH webpage under the Volunteer/Managers Section - Managers tab.
* At the beginning of the season, we will make every effort to have a training session for parents who have not worked in the concession stand or need a refresher. PCYH will post these date(s) once available.

**Team Book:**

* Each team Manager will receive a team book at the beginning of the season. The PCYH Registrar assembles this book, and it contains your official PCYH/D10 team roster. You should have this book with you at all games/tournaments. You will be required to have this book with you when you go to check-in for tournaments, it is part of their registration process which allows you to participate in the tournament. It may also be requested at regular season games.
* At the end of the season, you will be responsible to turn this book back into the PCYH Registrar.

**Practice Time:**

* The PCYH Scheduler will assign all practices. If for any reason your team is not able to use this practice time you must let the PCYH Scheduler know ASAP. This way we can try and swap with another team or have another team take the practice time. If we are unable to swap or have another team take the practice time your team will still have this applied to their monthly dues.
* If you are receiving too many practices or need more practice time, please talk with the PCYH Scheduler to see if we can adjust this to your team’s needs.
* It your team decides to purchase last minute ice time directly from the Pine City Civic Center your team will be responsible for paying them directly before going on the ice.

**Games: (Squirt/10U teams and above only)**

* It is recommended to print off the D10 handbook from the D10 website. This handbook has valuable information regarding D10 Games, how to reschedule games if needed, appropriate communication with the referees, submitting games scores, etc.
* Set up Score Book, Penalty Box, Clock Schedule
* Scoring will now be done on the GAMESHEET APP. PCYH will provide IPADS which will be kept in the concession stand at the rink for all Home Games.

- Arrive early to get an IPAD from the concession stand and be sure that the IPAD is charged

and get the game setup and ensure that the rosters are correct.

- At the conclusion of the game the referees will sign off on the game and this will close out

the game.

- Once the game is closed out the HOME team will report the score to D10 via the

GAMESHEET APP.

* Home Game Responsibilities
* One Parent to Work the Penalty Box
* One Parent to Run the Clock
* One Parent to do the “official” score book on the IPAD.
* Away Game Responsibilities
* One Parent to Work the Penalty Box
* Reporting the “Official Game Score”
* **The Home team will report the “official” score to D10**
* The Score report should be **submitted to D10 after the referee has closed out the game to avoid PCYH receiving a fine from D10**
* Parents running the clock, working in the penalty box, or recording the game book should refrain from cheering, arguing etc. We want to represent our PCYH teams in a positive manner
* Game Misconduct

- Inform your D10 League Coordinator about this right away.

* **GAME ICE TIMES**

- 1 Hour Games – No Resurfacing and NO Times outs

Squirt - A,B1,B2,C \*\* 10U – A,B1,B2 \*\* Peewee – B2,C \*\* Bantam B2

- 90 Minute Games – No Resurfacing and NO Times outs

Bantam – B1 \*\* 15U – A,B \*\* Peewee – AA,A,B1 \*\* 12U – A,B

- 2 Hour Games – Includes Resurfacing and (1) 1 Minute Time Out

Bantam – AA,A

**Games: (Mite Levels)**

* Distribute current game schedules (wallet cards with games and rosters)
* Set up Snack rotation
* Set up Goalie rotation

**Scrimmages:**

* Team managers may be asked to help assist coaches in scheduling scrimmages.
* When scheduling scrimmages at home contact the PCYH scheduler to find available ice time. It is up to the PCYH team and the team they are scrimmaging as to how the ice time will be paid. Whether the PCYH team will be covering it all or if they will split the ice time fee with the team.
* You will also need referees for the scrimmage. Your team will need to submit a referee scrimmage request form. This form can be found on the D10 website under the forms tab. Once this is approved from D10 they will send you an approval form via email with your referee information. Your team will be responsible to cover the cost of the referee. Please contact the PCYH Treasurer for more information on this.
* District 10 only allows each team a certain number of games that can be played per season, please see the D10 handbook for the current information on this to avoid going over your total game allotment.

**Rescheduling Games:**

* This should be avoided if possible. The PCYH scheduler works hard to coordinate games and it is exceedingly difficult to reschedule games. When games are rescheduled, your team will be responsible for all fines incurred due to the rescheduling process.
* If reschedule is due to inclement weather, you will need to contact D10 and have the rescheduling procedure completed within (7) days of the postponement. Please see the D10 handbook for steps to do a game reschedule.

**Tournaments:**

* PCYH will try their best to get tournament dates set up before the season schedule is set with D10.
* PCYH will have a Hotel Coordinator reserve hotel blocks. If the team decides they want to stay elsewhere it is up the Manager to cancel the existing block and reserve a new Hotel reservation.
* Useful information to post on your PCYH team webpage:
* Hotel Block information
* Game schedule once you receive this
* Arena Information ([www.rinkfinder.com](http://www.rinkfinder.com))
* Restaurants in the area
* Extra thing to do:
  + Room signs
  + Team meals/potluck (some hotels will set aside a room for potluck)
  + Things to do in area (movies, etc.)
  + Special pins for parent/guardian or gifts for skaters

**Misconduct:**

* Misconduct by a player – Coaches will address any misconduct issues directly with the player
* Misconduct by the coach - PCYH Coach Coordinator will address any coaching misconduct issues
* Misconduct by a parent – Coach/Manager and/or PCYH Coach Coordinator will address any parent misconduct
* Misconduct issues that are not resolved will be handed over to the PCYH Board

**Jerseys:**

* 1st Year Mite D and 6U will get to keep their jerseys at the end of the season
* Beginning of the season (Early November):
* The Equipment manager will contact you to gather jersey size/number information for your team and arrange a time to pick up jerseys. We do our best to honor # request but this is NOT Guaranteed
* Jersey Deposits – Each manager will get a master list of players on their team in which you will fill in which size and number each player receives. When handing out the jerseys we will also have you get a signature from the parent of the player stating that if the jerseys are not turned in at the end of the season or are no longer in acceptable condition they will be billed as follows at the end of the season:
* Squirt/10U/Peewee/12U/Bantam - $100.00
* Mite A/B/C/8U - $50.00
* End of the season Jersey Return:
  + Last game of the season - collect all jerseys and garment bags (not all jerseys will have garment bags)
  + Make sure they are clean and on hangers (with garment bag if they received one)
  + Contact equipment manager to set-up a return time

**First Year Skater Equipment/Rental Equipment:**

* 1st Year skaters can use PCYH equipment for FREE for the first year. At the Beginning of the season, we will have an Equipment Try-on night where skaters can try on and receive gear. Parents will need to provide a check made out to PCYH for the amount required that season. This check deposit will be held until the gear is turned in at the end of the season.
* PCYH will also Rent out Gear to Mite skaters for the season. Payment for the Gear rental is required upon pickup of the gear. Parents can contact the PCYH Equipment manager for more information regarding this.

**Fundraisers:**

* Inform and communicate with parents the following fundraisers and the due dates. Information will also be posted on the PCYH Website. This is a wonderful way to earn money to help reduce the costs associated with PCYH
  + Calendars- received at In-Person registration
  + Fall Wreath Fundraiser
  + Spring Plant Fundraiser

**Picture Night:**

* Date and times will be given to managers and posted on the home page, be sure to communicate this early so parents can plan for this.
* Hand out picture forms ahead of picture day, these forms will also be posted on the PCYH website.
* Be there during your team pictures to help facilitate your teams’ pictures.

**Coordinate the End of Year Team Party:**

This is a wonderful way to recap the season highlights and honor the players and coaches.

* Discuss with families to determine an end of year party date and location
* Decide on appreciation gifts for coaches
* Collect money for gifts
* Work with the coach on making Player awards
* For Squirt/10U, Peewee/12U, Bantam teams - D10 has award patches that you can request for the following:
* Hat Trick – For a player scoring three goals in one game
* Play Maker – For a player registering three assists in one game
* Zero Award – For a goalkeeper playing a complete game without allowing a goal in

Information on how to request these patches can be found on the D10 website under the Forms Tab – Awards Request Form – You will want to request these from D10 early so that you receive them in time for your end of the year party

**End of Year PCYH Annual Banquet:**

* This will take place at the end of March/Early April
* This information will be posted on the PCYH webpage, and you will want to communicate this with your team

**Locker Room Policy:**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to Pine City Youth Hockey’s goals. Pine City Youth Hockey adheres to USA Hockey’s SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, Pine City Youth Hockey has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Pine City Civic Center there are five locker rooms available for our program’s use. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. Pine City Youth Hockey’s team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

**Locker Room Monitoring:**

Pine City Youth Hockey has predictable and limited use of locker rooms and changing areas (e.g., 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room.

Team personnel will also secure the locker room appropriately during times when the team is on the ice.

**Parents in Locker Rooms:**

Except for players at the younger age groups Mite/8U/6U, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

**Mixed Gender Teams:**

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, Pine City Youth Hockey will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

**Cell Phones and Other Mobile Recording Devices:**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. **Teams will be fined from D10 that do not comply with this.**

**Prohibited Conduct and Reporting:**

Pine City Youth Hockey prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in Pine City Youth Hockey may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

**Tips to Facilitate a Successful Season:**

* Parents
* Be available for them
* Give them your contact information
* Give them contact for all team members
* Set up training for doing books and clock (each should take a turn)
* Communicate via email, website, texting important dates, changes, etc.
* Refer them to the website for PCYH [www.pinecityyouthhockey.pucksystems.com](http://www.pinecityyouthhockey.pucksystems.com)
* Be the “buffer” between them and the coaches
* Refer them to the PCYH website for additional information and contacts
* Inform parents that they are not to be in bench area at any time during games or practice as well as younger siblings
* Siblings and other children MUST be supervised at the rink (home and away)
* No cameras, phones, etc. can be in the locker rooms
* Players
* Players must keep mouth guards in at all times during games. The refs can call a bench penalty if it is not followed.
* Appropriate behavior in the locker room/rink always
* They need to remember they represent PCYH wherever they are
* Coaches
* Take care of all “off-ice” duties so they can concentrate on coaching and teaching your skater the skills on the ice.
* They may want you to help set up scrimmages for your team
* Communicate with them any questions or concerns coming from your parents

Thank You for Volunteering your time as a Manager for PCYH!!!

If you have any questions at any time, please contact the PCYH Manager Coordinator