



# UPPER-LEVEL TEAM VOLUNTEER TRAINING

## 2023-24

*Last updated 10/25/23*

# TEAM VOLUNTEERS

## Positions

- Team Manager
- Treasurer / Scrimmage Manager  
*(Notice that these two positions were combined into one this year.)*
- Videographer



**Purpose:** By fulfilling one of these positions, you are allowing the coaching staff for your child's team the ability to focus their time and energy on the players & team development rather than administrative tasks throughout the season



**Volunteer Hours:** You will receive all your DIBS volunteer hours necessary for your family by taking on one of these positions, but you **MUST** complete your registration.



**Please work as a team with the coaching staff as well as the other volunteers on your team!**



# REQUIREMENTS



## ■ TO BE A TEAM VOLUNTEER YOU MUST:

- Have a **USA Hockey Number**.  
*(This includes all locker room monitors.)*
- Complete a USA Hockey **Background Check**.  
*Background checks are valid for two consecutive seasons, so if your last background check was completed prior to the 22-23 season, you will need to complete a new one.*
- Complete your **Safesport Certification** every season.
- Complete your **Team Volunteer Registration** every season.  
*In addition to validating Safesport & background checks. This registration is used to roster you as a Team Volunteer, track your volunteer hours, and communicate with you via email.*

[2023-24 Team  
Volunteer  
Registration Link](#)



- Follow Parent Code of Conduct
- Be a Team Player
- Represent CCHA in a professional & positive manner
- Follow all guidelines posted on Team Volunteer Page

# EXPECTATIONS





## **CCHA VOLUNTEER POLICY:**

- The following positions are exempt from the volunteer policy:

- Board Members
- Key Volunteers
- HDC Members
- D6 Board Members

The following team positions will receive Full-Family Credit:

- Head Coach (1 per team)
- Assistant Coaches (3 per team)
- Team Managers
- Treasurer / Scrimmage Manager  
(Upper Level Only)
- Videographer  
(Upper Level Only)

- For Families with more than one player in CCHA:

- Each family is required to complete the number of hours for their OLDEST child's level. (Maximum volunteer hours required by any family is 12.)
- Jr. Gold & Rookie Mites require 0 hours of volunteering.

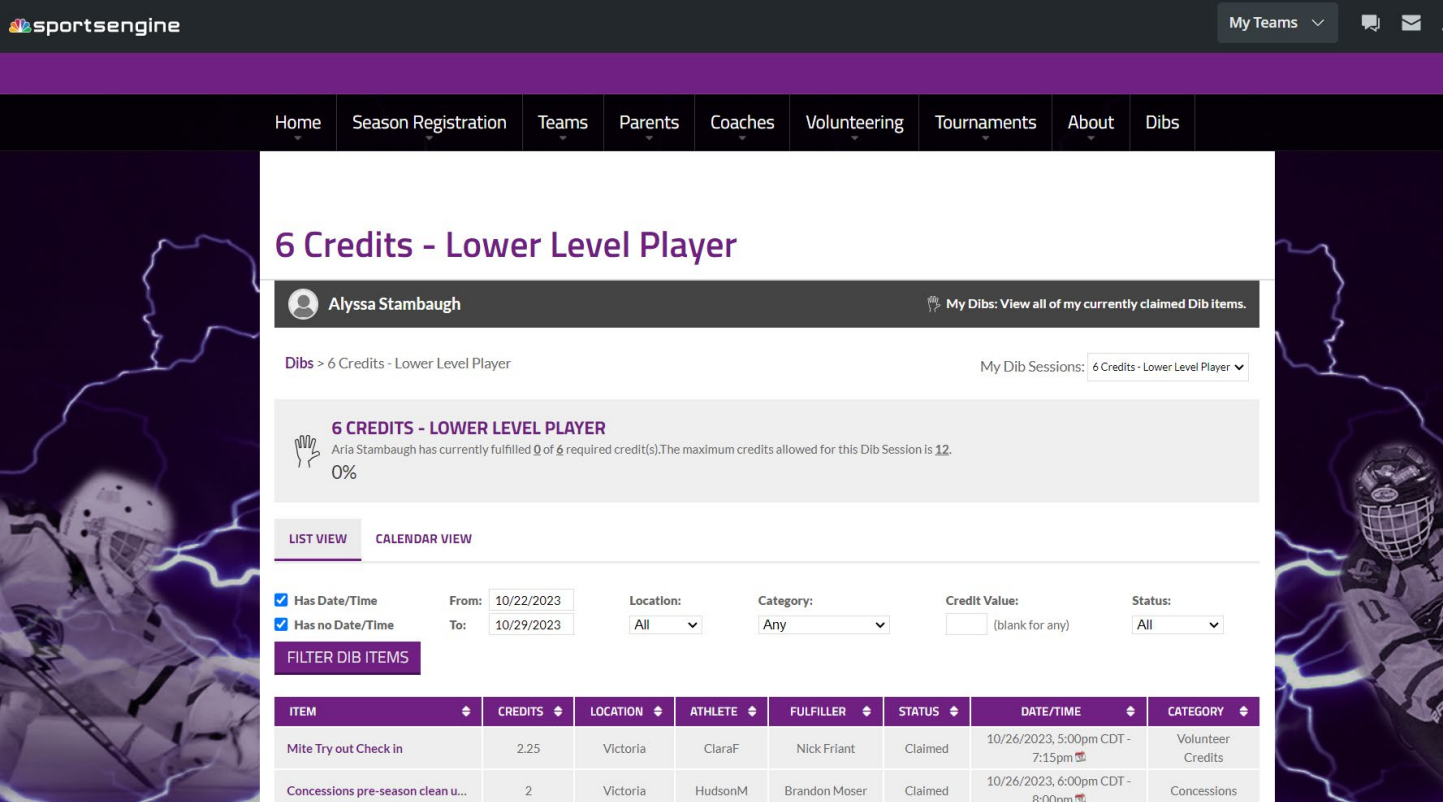


## ■ What is a DIB?

- A volunteer shift that is available for members to claim and when complete will be credited towards satisfying your CCHA Family volunteer hour requirements.

## ■ What is an Ice Credit?

- A concession stand shift that you are paid to work. The current rate is \$10/hr.
- The money earned for completed ice credit shifts is credited to your account and can only be used to offset the next season.
- Ice Credit shifts are not required and do not count toward your volunteer hours.



sportsengine

My Teams

Home Season Registration Teams Parents Coaches Volunteering Tournaments About Dibs

### 6 Credits - Lower Level Player

Alyssa Stambaugh My Dibs: View all of my currently claimed Dib items.

Dibs > 6 Credits - Lower Level Player My Dib Sessions: 6 Credits - Lower Level Player

**6 CREDITS - LOWER LEVEL PLAYER**  
Aria Stambaugh has currently fulfilled 0 of 6 required credit(s). The maximum credits allowed for this Dib Session is 12.  
0%

LIST VIEW CALENDAR VIEW

☒ Has Date/Time From: 10/22/2023 Location: Category: Credit Value: Status:  
☒ Has no Date/Time To: 10/29/2023 All Any (blank for any) All

FILTER DIB ITEMS

ITEM	CREDITS	LOCATION	ATHLETE	FULFILLER	STATUS	DATE/TIME	CATEGORY
Mite Try out Check in	2.25	Victoria	ClaraF	Nick Friant	Claimed	10/26/2023, 5:00pm CDT - 7:15pm	Volunteer Credits
Concessions pre-season clean u...	2	Victoria	HudsonM	Brandon Moser	Claimed	10/26/2023, 6:00pm CDT - 8:00pm	Concessions





# UNDERSTANDING THE HOCKEY HIERARCHY



USA  
HOCKEY



MINNESOTA  
HOCKEY



District 6



CCHA

# DISTRICT 6 ASSOCIATIONS



Bloomington Girls



Chaska Chanhassen



Eden Prairie



Edina



Bloomington Jefferson



Bloomington Kennedy / Richfield



Minnetonka



New Prague



Prior Lake / Savage



Shakopee



Waconia



# CCHA POLICIES & INFORMATION

Please review the CCHA policies & bylaws located on the CCHA website. This page also includes the CCHA code of conduct.

## FACILITIES

Chaska Community Center

Victoria Recreation Center

*(Owned by Eastern Carver County Schools)*

- All CCHA Members are required to respect the rules of these facilities as well as any facilities visited as a representative of CCHA during away games, tournaments, etc.
- No Alcohol is allowed at either facility. Teams & individuals can be banned if found in possession of alcohol.
- If you have a problem with team staff, players, or parents in relation to the alcohol policy, please do not handle the issue yourself. Contact your level commissioner.

## WEATHER CANCELLATIONS

General & Outdoor Ice

- **Notifications** of closed rinks will go to the membership
- Rink closures are rare.
- **School Closure:** Do not assume that because school has closed or delayed that this has affected rink schedules in any way.
- **Outdoor ice** – check the city website for updates and call their number for more information if necessary.

## ICE OCCUPANCY

- Only rostered players & coaches are allowed to be on the ice during all CCHA sanctioned ice time including warm-ups.
- **No team managers, siblings, high school players, or parents are allowed on the ice.**  
*This rule includes outdoor rinks!*
- No parent/kid games are allowed.



## CCHA APPAREL:

The association store is provided by EdgeTek.

### Ordering Windows:

Aug. 30 – Sept. 11 (closed)

Sept. 21 – Oct. 2 (closed)

Oct 12 – Oct. 23 (closed)

**Oct. 26 – Nov. 6**  
**(Christmas store)**

Nov. 16 – Dec. 1

### Questions:

Refer to the [Apparel & Jersey's](#) page on the CCHA Website or reach out to [Kacey Lorenzen](#), our [Apparel Coordinator](#).

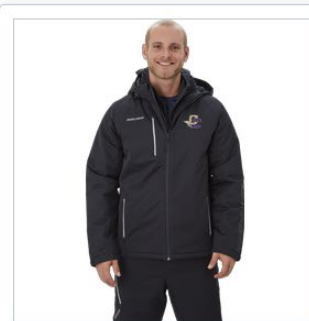


Logos New Items Player Suggested Hats More

Deadline: Monday, October 23, 2023 (11:59 PM CDT)

## CCHA Hockey 2023 Apparel Store #3

### Youth Player Apparel



Youth Bauer Supreme Heavyweight Jacket

\$125.00

2 Logos



FIT STOCK @ EDGETEK Bauer Youth Supreme Midweight Jacket

\$97.00

2 Logos



Bauer Youth Supreme Lightweight Jacket

\$84.00

2 Logos







# ROOM RENTALS

Chaska Community Center (no charge)

Victoria Rec Center (\$25 per hour)

- All room requests must be submitted **at least 2 business days prior** to the reservation. The employees that reserve these rooms do not always review requests over the weekend, so please be prompt with your requests.
- All rooms must be **booked by the Team Management Coordinator.** ([teammanagement@cchockey.org](mailto:teammanagement@cchockey.org))
- **Do not book a room by yourself** on behalf of CCHA
- When requesting a room please include:
  - **Team Name, Date, Start/End Time, Number of Attendees, & Preferred Location (if you have one)**
- No Food is allowed for these room requests.
- Room Requests are for team meetings only!  
*CCHA agreements & rates only apply to team meetings, parent meetings, disciplinary hearings, etc.*
- If you wish to reserve one of these rooms for a team dinner, party, etc. you must contact the facility on your own and pay normal hourly fees from your slush fund.





# SAFESPORT

- USA Hockey's SafeSport Program provides resources to ensure the safety of all involved in the game both on and off the ice.
- USA Hockey has **ZERO TOLERANCE** for abuse & misconduct.

- SafeSport Hotline: 800-888-4656
- SafeSport Email: [safesport@usehockey.org](mailto:safesport@usehockey.org)
- Safesport Web: [usahockey.com/safesport](http://usahockey.com/safesport)

# SAFESPORT

- **The USA Hockey SafeSport Handbook includes policies that apply to all USA Hockey member programs. These policies address:**
  - Sexual Abuse
  - Physical Abuse
  - Emotional Abuse
  - Bullying, Threats and Harassment
  - Hazing
- **The Policies also address areas where misconduct can occur and are intended to reduce the potential for abuse, including:**
  - Locker Room Policy
  - Electronic Communications Policy
  - Travel Policy
- **ALL Team Volunteers (Coaches, Team Managers, Scrimmage Managers, Treasurers, Videographers, & Locker Room Monitors) are required to complete SafeSport Training.**
  - Some form of SafeSport is required every year. You are required to complete the full course every other year and the shorter refresher course on opposite years.
- **SafeSport is intended to keep players SAFE and mentally ready to grow and learn.**







# LOCKER ROOM MONITORS

**USA Hockey requires that at least one (1) responsible adult be in all hockey locker rooms at all times when players are present.**

- All parents/guardians on your team of the same gender as the players must register as Locker Room Monitor.  
*(i.e., Dad's/Male Guardians register for boy's teams; Mom's/Female Guardians register for girl's teams)*
- Tip: Create a weekly rotating schedule of which parent will be locker room monitor for the week.
- Locker Room Monitor Registration is completed through the [Team Volunteer Registration](#).

## **District 6 Locker Room Violation Rule:**

Not having a certified locker room attendant always at the locker room will be a fine of:

- \$500 first offense
- \$1000 second offense
- \$2500 third offense and meet with the Director
- These fines are Association based and are **the responsibility of the offending team**

# ICE SCHEDULES

*The guiding principles*



Use all CCHA inventory



Meet Team Budgets



Best Hockey Development Practices



Assign Fairly to All Teams

# ICE TIMING PERSPECTIVE

We have limited times on Tuesday  
& Thursday nights.  
CCHA begins later on many rinks  
because of High School Practices.



Minnetonka – 4 HS Teams; 3 sheets



Eden Prairie – 4 HS Teams; 3 sheets



Edina – 4 HS Teams; 3+ sheets



Shakopee – 4 HS Teams; 2 sheets



CCHA- 11 HS Teams - 4 sheets  
(Chaska, Chanhassen, & Holy Family)

# ICE ALLOCATION PRIORITY





# ICE SCHEDULING

## Guidance

- Situations where **swapping ice** might be necessary
  - Skills Events
  - Coaches Ice
  - Scrimmages
  - Team Gone for Special Events, etc.
- Make sure scheduling additional scrimmages, practices, etc. is in line with **budget** with ice hours scheduled/used for the season based on team level (Squirt, Bantam, 12U, etc.).
- Teams should not touch the ice more than **5 days** in a row, if possible.

## 10U/Squirts

- Must be off ice by 9:00pm
- Max 5 touches per week (usually rotates between 4-5 a week)
- Try to do solo ice on weekends

## 15U B/Bantam C and 12U/PeeWee B2/C

- Max 4 touches per week

## 15U A/Bantam AA, A, B1, B2

- 5 touches a week (sometimes more, sometimes less)





# ICE SCHEDULING



## Ice After Dinner:

During the week you likely will not have any ice scheduled prior to 6:30pm due to high school practice & games.

There are 4 late night skates every night (9-10pm), so generally everyone will see a late night every week except Squirts.



## Ice Schedule Posting:

It is your responsibility to swap or give up your ice once ice schedule is posted. It will still be part of your allocated hours.



## Scrimmages:

If ice has not been assigned for a scrimmage, please contact [ice.coordinator@cchockey.org](mailto:ice.coordinator@cchockey.org) and we will work that into your future ice schedule



## Out of town:

(tournaments have been scheduled) – if ice has not been assigned contact [ice.coordinator@cchockey.org](mailto:ice.coordinator@cchockey.org) and we will work that into your future ice schedule

## HOW DOES THE **ICE COORDINATOR** SCHEDULE ICE FOR THE LOWER - LEVELS?

*All lower-level ice for the entire season is scheduled right away.*

- **MITES 3, 4, & 8U**
  - 2 weekend touches & 1 weekday touch
- **MITES 1, 2, & 6U**
  - 2 weekend touches
- **ROOKIE MITES**
  - 1 weekend touch
- Pond Hockey Tournament @ end of December (CCC)
- Holiday Hoopla in March (VIC)

*Most of this ice is booked on Rink 2 at CCC since that rink has the biggest locker rooms.*

## HOW DOES THE **ICE COORDINATOR** SCHEDULE ICE EACH MONTH?



1 - Pull a November calendar for each team  
*(all Bantam, Pee wee, Squirts, 15, 12, 10, & Jr. Gold)*

2 – Review Master Ice Schedule for the dates we are scheduling

3 – Select number of hours each day available to CCHA

4 – Reserve the amount of Squirt time needed.  
*(Typically, 24 hours for a given week)*

5 – Reserve two nights for Mite skills

6 – Reserve one night for Girls 8U/6U skills

7 - After we have reserved slots for Squirts, Mites, 8U & 6U, we begin with scheduling the team with the largest # of ice hour - AA,A, B I

8 - Once ice is assigned, schedules are entered on the team calendar.

# WEEK VIEW

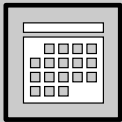
*(This is a representative sample of what a week's work of ice looks like)*

Monday 1/11	Tuesday 1/12	Wednesday 1/13	Thursday 1/14	Friday 1/15
Hours Available: 9	Hours Available: 7	Hours Available: 4	Hours Available: 2	Hours Available: 8
15A 15B Bantam A Away Game Bantam B2 (SH) Bantam C (SH) U12 A (SH) U12 B (SH) PeeWee AA (SH) PeeWee A - Away Game PeeWee B2 (SH) U10 A (SH) U10 B (SH) Jr Gold – Gold Mite East Mite West	Bantam AA (SH) Bantam B1 (SH) Bantam B2 (SH) U12 B (SH) PeeWee AA - Away Game PeeWee A PeeWee B1 (SH) PeeWee C Purple (SH) PeeWee C Gold (SH) Squirt A (SH) Squirt B Purple (SH) Squirt C Purple (SH) Coaches	15A (SH) 15B (SH) Bantam AA - Away Game Bantam A (SH) Bantam B1 - Home Game Bantam C (SH) U12 A - Home Game Squirt B Gold (SH) Squirt C Black (SH) Squirt C Gold (SH) Squirt C White (SH) Jr Gold Black - Home Game	PeeWee B1 (SH) PeeWee B2 (SH) Squirt B Gold - Away Game Squirt B Black - Away Game Squirt C White - Away Game Jr Gold Black	15A (SH) 15B - Home Game Bantam AA (SH) Bantam A - Away Tournament Bantam B1 (SH) Bantam B2 (SH) Bantam C - Away Tournament U12 A (SH) U12 B (SH) PeeWee AA (SH) PeeWee A (SH) PeeWee C Purple (SH) PeeWee C Gold (SH) U10 A (SH) U10 B (SH) Squirt A (SH) Squirt B Purple (SH) Squirt B Black (SH) Squirt C Black - Away Game Squirt C Gold - Away Tournament Squirt C Purple (SH)
11 teams practicing Mites	11 teams practicing 1 away game Chaska HS Girls (JV & V)	8 teams practicing 1 Away game 3 Home games	6 teams practicing Holy Family Girls (JV & V) Chanhassen Boys (JV & V)	16 teams practicing 1 Home game 4 Away games

# ICE SCHEDULING INSIGHTS



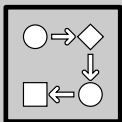
Calendars are carefully reviewed to be sure that there are not too many late night ice touches or conflicts with nights before tournaments.



We watch the number of days in a row that teams skate.



*The reason that Squirts, Mites, 6U & 8U are reserved first is because they have a small number of ice hours needed per week and they must be off the ice by 9pm.*



*This process is repeated each month to schedule ice for all teams in a fair manner.*





# MODIFYING YOUR SCHEDULE

## ATTENTION:

### Do Not Touch The Ice Schedule!

- If you have a change, cancellation, or addition to ANYTHING regarding your ice time, you must send it to the Ice Coordinator, Julie Eklund!
- If you want to add things to your team calendar, you can click “**Add Event**”, to add things like team parties, meetings, dinners, etc., but DO NOT alter anything relating to ice.

Julie Eklund  
CCHA Ice Coordinator  
[ice.coordinator@cchockey.org](mailto:ice.coordinator@cchockey.org)





## ICE EXCHANGE

*If your team has solo ice and they no longer will be using it (coach cancels practice, you are going to an away scrimmage, etc.), please post the ice on the ICE EXCHANGE spreadsheet located on the CCHA website.*

- Instructions:
  - Ice claimed from exchange **WILL BE** charged to receiving team.
  - Once ice is confirmed and rescheduled by Ice Coordinator, financial adjustments to team account will occur.
  - When ice is claimed by team, please email [ice.coordinator@cchockey.com](mailto:ice.coordinator@cchockey.com) with a cc: to the selling team's coach/manager identified in table
  - Disputes will be reconciled by CCHA Ice Coordinator and will be final.
  - *\*If you are picking up EXTRA ice, above your allotted hours for the season, then please talk with your FULL team first as this will ADD cost to your season's fees.*

[Ice Exchange](#)  
[Spreadsheet](#)





## TEAM VIDEOGRAPHER

### Purpose:

- Creates game film for coaches to review/use
- Role is NOT solely to broadcast game for viewing

### Responsibilities:

- Coordinate recording expectations with coach
- Record half the games and a handful of practices coordinated with the coach
- Recording must be uploaded in a format for the coach to use privately for team/individual sessions

You must get permission from all parents to broadcast on all public platforms such as Facebook, YouTube, Hudl), etc.

All Team Videographers must use their own recording device as these are not supplied by CCHA.

# TEAM TREASURER / SCRIMMAGE MANGER

Purpose: To maintain the team finances and be the liaison for scheduling & coordinating competitive scrimmages.

## Responsibilities:

- Owns the checkbook
- Maintain team budget/slush fund
- Share the budget/expenses worksheet – people want to know where their money goes
- Be an advocate for reasonable expenses
- Work with coaching staff to determine scrimmage needs
- Work with opposing Team Scrimmage Manager / Team Manager to plan scrimmage days, times, costs, & referees.
- Use Arbiter to reserve officials for scrimmages.
- Pay officials from Slush Fund (provide two checks, one for each ref) – **Always pay your referees before a scrimmage begins!**
- Communicate with Team Manager as they are responsible for effectively communicating with all team players & parents.
- Send all scrimmage information to the Ice Coordinator to put scrimmage on the team calendar **(Home & Away)**

Tip: Do not set slush fund hastily. Discuss the budget and meet with the coach prior to setting a slush fund.

Tip: Avoid reciprocal scrimmages, because not all teams can reciprocate, and official's fees vary by district.

## Checkbook:

- Old National Bank (formerly Klein) is our bank
- Please be respectful to bank associates. They do these extra checking accounts as a favor to our association.
- Checkbooks should be returned to the CCHA Treasurer by April 1st regardless of outstanding checks.
- Leave around \$5 in the account before returning checkbook
- At the end of the season, consider donating any extra balance to the Stormhawk Awards

## Schedule & Budget:

- There is a typical season schedule for this position & budget examples on the **[Team Treasurer / Scrimmage Manager site.](#)**

# SLUSH FUND

## THE GUIDING PRINCIPLES



A team slush fund is made up of expenses that are not covered by CCHA Registration / Player fees. *(The list below is not an exhaustive list but rather a typical example what is & is not included in a team's slush fund.)*



### Included:

Scrimmage costs – ice/referees

Tournament gate fees (usually already paid but check with your commissioner & tournament coordinators)

Hotel meeting/hospitality rooms

Costs for paid coaches – rooms, apparel, meals, etc.

Some things like room reservation fees for team parties and team events



### Not included:

Apparel

Team dinners



# SCRIMMAGE INFORMATION



Scrimmage Coordinators will usually be listed on the opposing team's website.

- If they are not listed, contact their coach or team manager.

## Communication with Opposing Team:

- Before requesting a scrimmage with a team, look at their schedule and see what days/times may work for both teams. This helps to keep your communication efficient.
- Discuss how costs will be split up in advance. Typically, the home team pays for ice and away team pays for refs. The home team will likely have to pay for the referees to secure their assignment, but then away team will reimburse the home team the ref fees.
- If you are the home team, inform the visiting team of the referee fees prior to scrimmage day. ([See 2023-24 Ref Fees](#))

A great time to schedule scrimmages is when you already have “solo ice” on your schedule.

District 3 only allows a maximum of 5 controlled scrimmages per season for Squirt & 10U teams.

- (Wayzata, OMG, etc.) (additional details on the [D3 website](#))

## District 6 Scrimmage Rules

- Only team managers or scrimmage managers should schedule scrimmages through the D6 website.
- 13.3.1: D6 referees **MUST** be used for all games and scrimmages on D6 ice
- 13.3.2: Any D6 games or scrimmages **MUST** use the [D6 Referee Schedulers](#) to assign officials.

Send all Scrimmage Information to the Ice Coordinator

- Both Home & Away Scrimmages are added to your team calendar by the Ice Coordinator, so please be diligent about communicating this information to them.

# SCRIMMAGES



## CONTROLLED SCRIMMAGE

- The head coach from each team must be on the ice as referees
- No clock  
*(it **MUST** be off - no exceptions - not even to keep track of time. If the clock is on it counts as a game, even without refs)*
- The score is not kept
- No score sheet is used
- Coaches can/should stop play as needed to educate players (positioning, off-sides, strategy)
- Squirt and 10U teams will typically choose to have coach-controlled scrimmages over referee-officiated scrimmages, because they do not count toward their 35-game limit per season.

## SCRIMMAGE

*(i.e. – “regular scrimmages” - officiated by referees)*

- All coaching staff stays on the bench since there are paid referees.
- Time will be kept using the gameclock.
- Score is kept
- Gamesheet is used for score sheets.
- Officiated scrimmages do count toward your game count per season.

# ARBITER SPORTS

## CREATE AN ACCOUNT

Go to [Sign In | Arbiter Sports](#) to create an account.

## CONTACT TERRI LOKEN

at ([D6refereescheduler@gmail.com](mailto:D6refereescheduler@gmail.com)) D6 with your email address and team, and she will connect you to your team in Arbiter. Once she links you to the team you can log into Arbiter, see your team, and click on games and see the D6 schedule.

## TO SCHEDULE A SCRIMMAGE:

Fill out the form at the bottom of the page linked here

<https://www.d6hockey.net/page/show/96192-schedule-a-scrimmage>

**A 5-DAY Notice is needed for scheduling of a referee assignment.**

## COMMUNICATE:

Notify the Ice Coordinator for both Home & Away scrimmage, so that they can add them to your Team Calendar.

Notify your coaches & team manager know about the scrimmage. The Team Manager is responsible for notifying the team & parents.

Confirm with the team a few days prior that the scrimmage that they will be participating in the scrimmage.

## CONFIRMATION:

Once the 5 days window closes, if you have no officials assigned to your scrimmage call Terri Loken ASAP.  
If they can't find two refs, D6 may have to cancel your scrimmage (in this case Terri Loken will notify you).

## CANCELLED SCRIMMAGES:

The league scheduler must be given a **48-hour notice**, or a game fee will be assessed against the team who set up the scrimmage.

**Pay Refs with 2 separate checks & put scrimmage number on the memo of the check.**

**2023-24 REFEREE RATES**

**TERRI LOKEN**

*D6 Referee Scheduler*

[D6refereescheduler@gmail.com](mailto:D6refereescheduler@gmail.com)

**612-723-1479**

# TEAM MANAGER

**PURPOSE:** TO COMMUNICATE AND ORGANIZE ALL NECESSARY ADMINISTRATIVE EFFORTS FOR THE TEAM

## RESPONSIBILITIES:

### Weekly Communication to your team

#### Schedule:

- **Verify all games & scrimmages are correct on the CCHA Team Website, the D6 website, & Arbiter.**
- *(Discrepancies between schedules can result in issues such as no officials, a team not showing up, multiple teams on the ice at one time, your team goes to the wrong location, etc.)*

### Team Site

- **Manage your teams CCHA sportsengine website & calendar.**

### Game Day Duties

- **Schedule a rotation for parents to run the scoreboard, gameclock, & penalty box**

### Schedule Locker Room Monitor Rotation

- **Per USA Hockey Rules, Locker Room Monitors are needed for all games & practices**

### Load Team Roster into Gamesheet

- *(You may have to load the opposing team prior to scrimmages before rosters are approved by USA Hockey & D6 at the beginning of the season)*

### Write Newspaper submissions when necessary

- **(Form & contact information on CCHA Team Volunteer page)**

### USA Hockey Awards

- **Maintain player stats through the season**
- **Submit USA Hockey Awards typically at least twice a season.**

### Tournament Logistics

- **Reach out to tournament directors.**
- **Book hotels for away tournaments (if not done by commissioner)**
- **Plan group means & outings**

### Organize Team Events, Parties, & Service Events

- **Work with Treasurer to be sure all necessary details are budgeted & paid for.**





# TEAM COMMUNICATION

## Methods of Communication:

- Create and maintain distribution list through CCHA website.
- Team Page
- Team Center
- SportsEngine App
- Email
- Texting
- Phone Calls
- GroupMe or TeamSnap (optional, but useful)

Families must OPT IN for GroupMe or any other group messages.

Do not distribute their contact info without permission.



# GAME DAY DUTIES

*Performing team game day duties **does not** fulfill required DIBS volunteer credit. It is best to train all parents and set a rotation for these duties so that you have enough people that know how to do each task on a given day.*



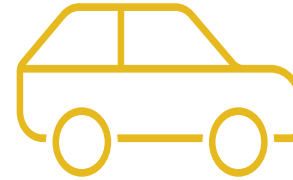
## HOMETEAM

Gameclock

Gamesheet

Penalty Box

Locker Room Monitor



## AWAY TEAM

Penalty Box

Locker Room Monitor

*Clock & Gamesheet training can be provided by reaching out to the [\*\*Team Management Coordinator\*\*](#) to arrange.*

*Reminder: ALL locker room monitors must be registered, have a completed USA Hockey background check on file, & have completed their annual Safesport certification.*

# TEAM FOLDER

Your team folder should go with you to every game and every tournament

## Contents:

- Official USA Hockey Roster
  - You will get your team's Official USA Hockey Roster link sent to your email once it is approved by D6. Print this out in **COLOR** and keep a couple copies in your folder.
  - Print another new roster after 12/31/23.
  - Printout of games from Gamesheet



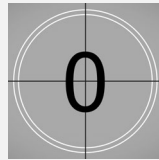
# USA HOCKEY AWARD PATCHES

## **RULES:**

- The recipient is a registered player.
- The game was in league competition (not a scrimmage), a sanctioned tournament, or a MN Hockey playoff game
- Game was officiated by USA Hockey referees
- All Squirt/10U and above are eligible.
- Limit ONE of each award per player each season.

[Patch Request Link](#)

*It is recommended that you submit requests for USA Hockey Award patches 2-3 times a season.*



**ZERO AWARD:** For a goalkeeper playing a complete game without allowing a goal.



**HAT TRICK AWARD:** For a player scoring three goals in a single game.



**PLAYMAKER AWARD:** For a player registering three assists in one game.



# STORMHAWK SERVICE NIGHTS

- Teams participating: Squirts, Peewees, I2U Girls, & I0U Girls
- Teams will be assigned a Chaska/Chan High School hockey game concession stand shift to work. Shifts will be for boys & girls JV & Varsity games.
- As a team – you will run the concessions and take care of the rink for the evening.
- This does not count towards volunteer hours. This is a required team service project, to bond, support our high school hockey, and to give our kids ownership of their rinks.
- You will get instructions and guidance for your night.
  - You will need to divide the kids and 1-3 parents,  $\frac{3}{4}$  will work the window and handle the food area. The other kids can walk around and pick up trash and police the game areas for trash, they can trade halfway through or however you as a team decide to structure this.
- If your team CANNOT do the game you are scheduled, it is then your team's responsibility to trade with another team. Our Ice coordinator will do the best they can when assigning these games.



# TEAM PAGES

## Calendars

- Do not edit any events uploaded by the ice coordinator. If anything relates to ice – Do Not Touch It!
- Add your tournaments to your calendar as events.
- If your calendar events disappear, try again in 15 minutes. Periodically the system updates and items will temporarily disappear.

## Team Center

- Roster information – review this and make changes as necessary throughout the season

Pages are public, so please post wisely.

Don't post personal information on your team site, such as phone numbers, addresses, email addresses, etc.

Pages are monitored by the webmaster, your commissioner, as well as other members of the board.

- Any inaccurate or inappropriate content will be removed immediately.

## Parental Consent

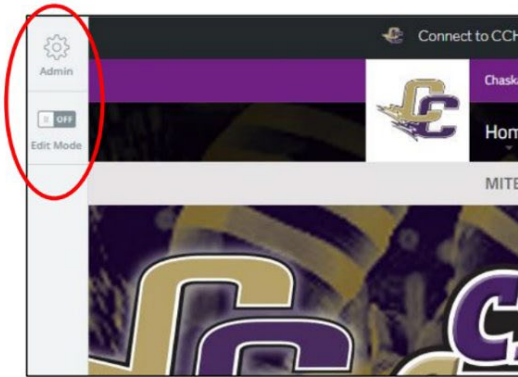
- Make sure all parents give consent to having their child's pictures posted on the page.

THERE IS NO UNDO KEY.

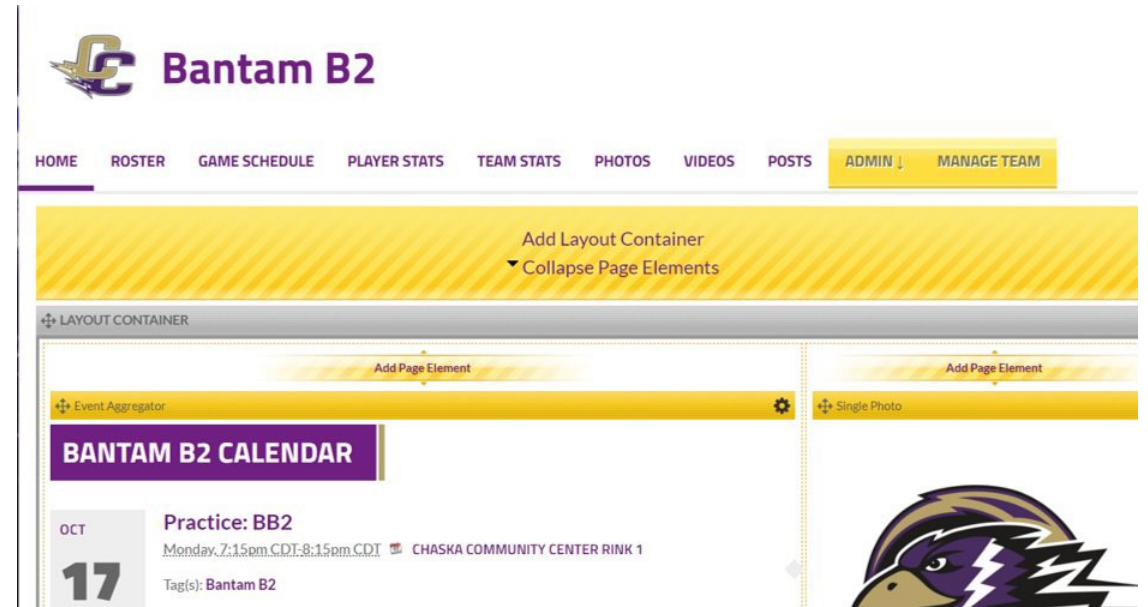
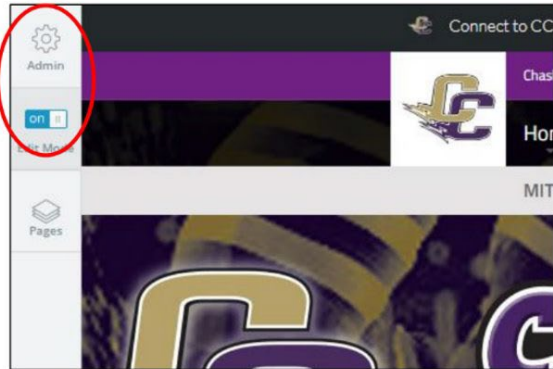
- Be care! If you delete something, it cannot be restored.

# EDIT/MAINTAIN PAGE

Logged in, Not in Edit Mode



Logged in, Edit Mode



## EDIT & MAINTAIN YOUR TEAM PAGE

- Adding/editing content
- Construction yellow means are in edit mode
- Edit page element or add page element
- Layout container
- Click “manage team”



Bantam B2  
CCHA | 2022-23

Schedule

Roster

Chat

Apparel Store

Settings

Go to team page

## Schedule

Games & Events

Calendar

RSVPs

< > October 2022 All Games & Events ▾

+ NEW EVENT

+ NEW GAME

<input type="checkbox"/> EVENT	DATE	TIME	LOCATION
<input type="checkbox"/> Practice: BB2	Oct 1	2:00 pm - 3:30 pm CDT	CCC 2
<input type="checkbox"/> Practice: BB2	Oct 2	11:45 am - 12:45 pm CDT	Victoria E
<input type="checkbox"/> Practice: BC, BB2	Oct 3	8:45 pm - 9:45 pm CDT	CCC 2
<input type="checkbox"/> Practice: BB2	Oct 5	7:15 pm - 8:15 pm CDT	CCC 2
<input type="checkbox"/> Practice: BB2	Oct 7	4:45 pm - 6:00 pm CDT	CCC 2
<input type="checkbox"/> Practice: BB2	Oct 8	2:30 pm - 4:00 pm CDT	Victoria E
<input type="checkbox"/> Parent/Player Meeting	Oct 8	4:00 pm - 5:00 pm CDT	Victoria Recreation Center, Kochia Lane, Victoria, MN, ...
<input type="checkbox"/> vs. Eagan	Oct 9	10:00 am - 11:15 am CDT	Victoria Ice Arena East
<input type="checkbox"/> vs. Wayzata Blue	Oct 10	7:30 pm - 8:45 pm CDT	Victoria Ice Arena East
<input type="checkbox"/> Practice: BB2	Oct 11	8:30 pm - 9:30 pm CDT	CCC 2

Need Help?

\*Click "Roster" on the left to be able to send messages





Bantam B2

CCHA | 2022-23

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[Go to team page](#)

Players

Staff



Search



MESSAGE

EDIT ROSTER



<input type="checkbox"/>	NAME	NUMBER	POSITIONS	STATUS	MESSAGES
<input type="checkbox"/>		#7		Member	Opted-In
<input type="checkbox"/>		#40		Member	Opted-In
<input type="checkbox"/>		#17		Member	Opted-In
<input type="checkbox"/>		#22		Member	Opted-In
<input type="checkbox"/>		#30		Member	Opted-In
<input type="checkbox"/>		#9		Member	Opted-In
<input type="checkbox"/>		#64		Member	Opted-In

- In edit mode, click the gear symbol by the calendar.
- Then click “Add Event” to enter team meetings, photo times, tourney dates, etc.
- Always **“Add Event”** – don’t alter the ice at all.

on Edit Mode

Pages

Add Layout Container  
▼ Collapse Page Elements

LAYOUT CONTAINER

Add Page Element

Event Aggregator

**BANTAM B2 CALENDAR**

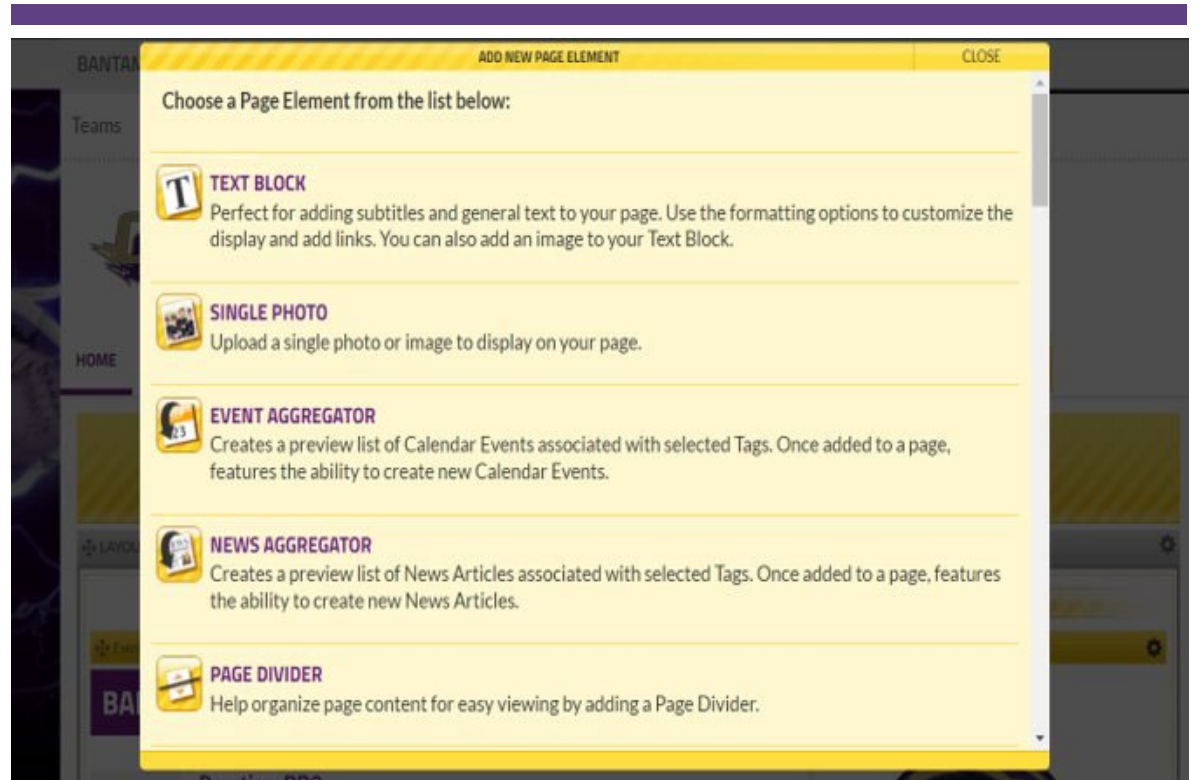
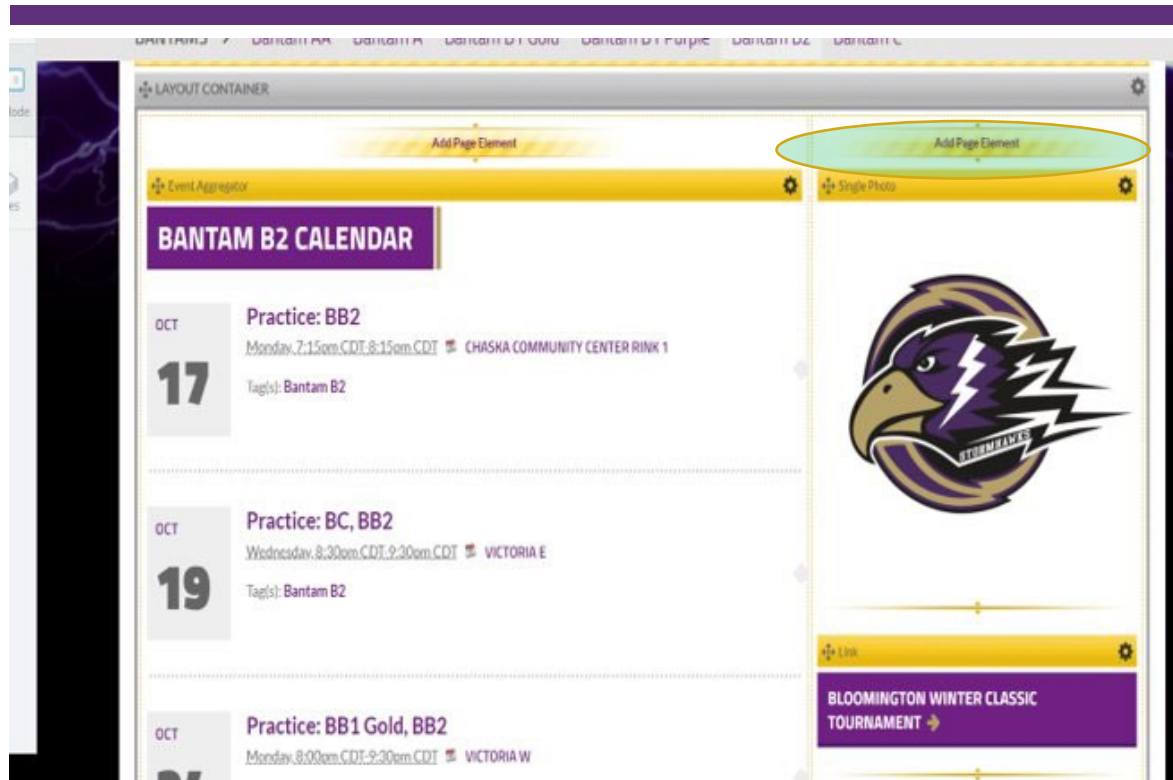
OCT 17

**Practice: BB2**  
Monday, 7:15pm CDT-8:15pm CDT CHASKA COMMUNITY CENTER RINK 1  
Tag(s): Bantam B2

OCT 19

**Practice: BC, BB2**  
Wednesday, 8:30pm CDT-9:30pm CDT VICTORIA E  
Tag(s): Bantam B2

Copy  
Move  
Add iCal Feed  
**Add Event**  
Edit  
Delete



Click **“Add Page Element”** to add text blocks, photos, links, documents, countdowns, and more.

# SPORTSENGINE MOBILE APP

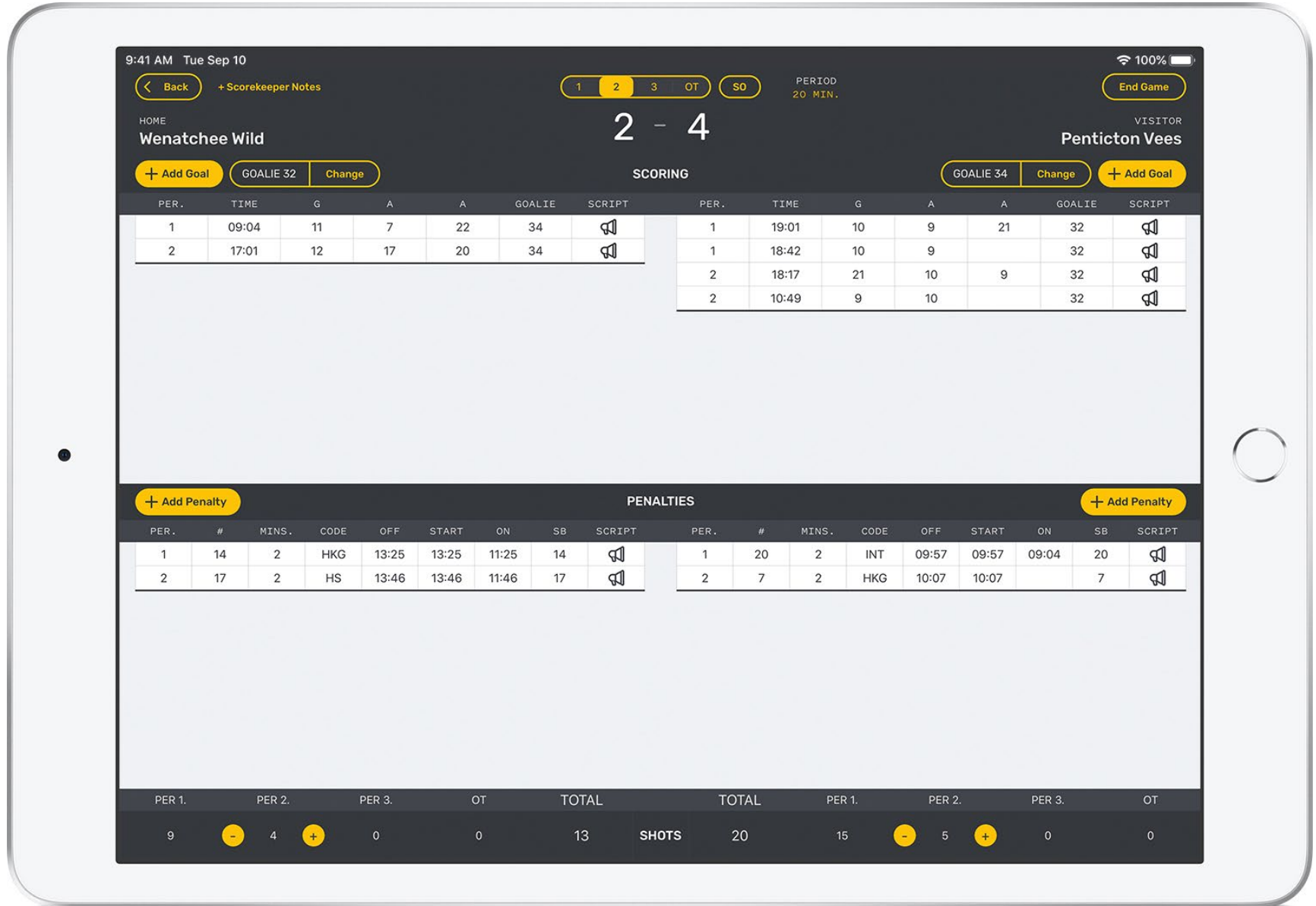
- ◉ Adding an event with the App
  - Open the SportsEngine app and log in
  - Tap Teams from the menu at the bottom
  - Select your team then tap Schedule
  - Tap the + icon at the top right of the screen
  - Select New Event
  - Enter the Event Details
  - Tap Save
- ◉ Send a message through the App
  - Open the SportsEngine App and log in
  - Tap the Teams tab
  - Select the team to message
  - Tap Messages
  - Tap the + (plus sign)
  - Select the recipients in the "To" field. Choose All Players and Staff to send the message to the entire roster.
  - Type the message and tap Send (arrow in top right corner)
- ◉ You can also chat with your entire team from the Chat tab of the mobile app.





- All upper-level teams must score their games using Gamesheet on iPad (not on phones).
- Each rink has an iPad in the locker in the scoreboard; Games must be scored on an iPad in the scoreboard and NOT in the stands.
- Each team has their own access code – should have received in an email and it's also posted on Team Volunteer page.
- Load your roster ASAP. As a best practice you should load your roster in through a browser via the “Dashboard Website” the first time. After the initial upload you can continue to update your roster through the iPad Scoring app.
  - Note from the Gamesheet website:  
The iPad Scoring app loads the latest rosters from the Dashboard when a new game is created. Any changes made to rosters via the iPad Scoring app are only synced with the Dashboard when the completed game is uploaded.

## • Gamesheet Page



The screenshot displays the Gamesheet iPad Scoring app interface for a game between Wenatchee Wild (HOME) and Penticton Vees (VISITOR). The score is 2 - 4. The interface includes sections for Goals, Penalties, and Shots.

**Goals:**

PER.	TIME	G	A	A	GOALIE	SCRIPT
1	09:04	11	7	22	34	
2	17:01	12	17	20	34	

**Penalties:**

PER.	#	MINS.	CODE	OFF	START	ON	SB	SCRIPT
1	14	2	HKG	13:25	13:25	11:25	14	
2	17	2	HS	13:46	13:46	11:46	17	

**Shots:**

PER 1.	PER 2.	PER 3.	OT	TOTAL	PER 1.	PER 2.	PER 3.	OT
9	4	0	0	13	15	5	0	0



# ROSTER STICKERS

n Name)	 (Insert Team Name)	 (Insert Team Name)
ime)	(Playe (Insert Player Name)	(Playe (Insert Player Name)
ime)	(Playe (Insert Player Name)	(Playe (Insert Player Name)
ime)	(Playe (Insert Player Name)	(Playe (Insert Player Name)
ime)	(Playe (Insert Player Name)	(Playe (Insert Player Name)
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ime)	(Playe (Insert Player Name)	(Playe (Insert Player Name)
ime)	(Playe (Insert Player Name)	(Playe (Insert Player Name)
ch Name)	HC: (Insert Head Coach Name)	HC: (Insert Head Coach Name)
Coach Name)	AC: (Insert Assistant Coach Name)	AC: (Insert Assistant Coach Name)
Coach Name)	AC: (Insert Assistant Coach Name)	AC: (Insert Assistant Coach Name)

- Roster stickers are intended to be used on paper scoresheets so that you don't have to fill out each player's name & number by hand. The need for these has decreased significantly now that District 6 requires that all scrimmages & games are recorded using the Gamesheet App. In general, you should only need roster stickers in cases where Gamesheet cannot be used, and a paper scoresheet is necessary (i.e. - out of state games/tournaments).
- This template is formatted to be printed with Avery 5163 labels that are 2" x 4 ".

## ■ Roster Sticker Template

# CONTACTS

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& Room Scheduler

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Additional contacts can be found on the [Contacts page](#) of the CCHA website.

