

# Forest Lake Hockey



**Managers Handbook**

**2023-24**

# Introduction

If you're reading this manual, congratulations! You've decided to take an active role and support of your son or daughters love of sports. Managing a youth sports team is incredibly rewarding, educational and it requires some dedication and work on your part. So, what exactly does a team manager do? The team manager's job is to serve as a liaison between players, parents, coaches, tournament officials and others. This manual helps you understand what needs to be done and provides guidance for specific tasks, so you can feel good about your contribution and your team will be happy with the job you do. Keep in mind that all activities do not have to be handled by the team manager – some can be delegated and some are “nice to have” items but are not mandatory. The more you can do to keep your team organized and running smoothly, the better everyone will be for your effort.

# High School, FLHA, USA, MN and D2

The Forest Lake Arena is owned and operated by the Forest Lake High School. Forest Lake Hockey Association, FLHA, is their biggest tenant. The FLHA is a volunteer run association which has meeting once a month that all members can attend. The board of directors has many positions some of which are Mite, Squirt, Pee wee, Bantam and Girls directors along with other committees.

Each of our teams are run by a head coach, assistant coaches and manager/s. We encourage you to help out in any way you can, whether on the board, a committee, a coach or a manger.

At the Mite level we need a lot of coaches on the ice. You do not need to be a D1 level hockey person to be a coach. It's a lot of fun to be on the ice with your children!

USA Hockey is the ruling body that oversees hockey. MN Hockey is their local branch. Within MN Hockey we are in District 2. District 2 consists of Forest Lake, Stillwater, White Bear Lake, Mahtomedi, Roseville, Moundsvew, St. Paul, Chisago. At the Squirt/10U and above levels, we do play some Wisconsin teams throughout the year. These teams are Hudson, Somerset, River Falls and Baldwin.

At the Mite/8U Levels, games are played at half ice or cross ice and are called Jamborees. The games at this level only use the clock to keep track of periods and change on the buzzer for line shifts. The Mite/8U levels usually have coaches on the ice to referee. The Jamborees at this level are only within our district unless prior approval is obtained. No out-of-town tournaments

# Levels

**The Mite program is designed for boys but girls are allowed to play on their teams. The 8U program is designed for girls only on a team. The letter U stands for Girls' Team**

**Mite / 8U Level 1 This level is generally for 1st grade/ 5-6 yrs old**

- Practices will be held indoors typically 1-2 times per weekend. There will be some pre planned games and jamboree days throughout the season.

**Mite / 8U Level 2 This level is generally for 2nd grade/ 6-7 yrs old**

- Practices will be held indoors typically 2 times per week and possibly outdoor at team discretion once the weather permits. There may also be some planned game days and jamborees. Teams will be formed by area, skill consideration and coach input.

**Mite / 8U Level 3 This level is generally for 3rd grade/ 7-8 yrs old**

- Practices will be held indoors typically 2+ times per week and likely outdoor ice availability as weather permits. Outdoor ice will usually not be structured time and be for creative and game play time. There will be predetermined ice time at the Lumberyard in Stillwater for games as well as full ice games. Teams will be formed by skill consideration and coach input. This level will provide **all** necessary skill building tools for children to move up to Squirts/u10.

**Mite / 8U Level 4 This level is by evaluation only. Advanced 3rd grade/ 7-8 yrs**

- If your child does not evaluate onto a level 4 team they will be placed on an appropriate team at a lower level. There will be **NO** refunds given if a child does not get placed onto a level 4 team. There will be advanced fees associated with this level to cover ice time and other fees not budgeted in. Practices will be held indoors typically 2+ times per week and likely outdoor creative ice once weather permits. There will be predetermined ice times at the Lumberyard in Stillwater as well as full ice games near seasons end.

**Squirts/10U 4<sup>th</sup>. and 5<sup>th</sup> Graders**

- Tryouts are conducted at the beginning of the season to determine rosters for A team, B teams, and C teams.

**Peewee/12U 6<sup>th</sup>. and 7<sup>th</sup> Graders**

- Tryouts are conducted at the beginning of the season to determine rosters for A team, B teams, and C teams.

**Bantam/15U 8<sup>th</sup> and 9<sup>th</sup> Graders**

- Tryouts are conducted at the beginning of the season to determine rosters for A team, B teams, and C teams. This is when checking is allowed.

# What to do after teams are picked

- Register with USA Hockey
- Complete your background screening and Safesport if you are due
- Register as a manager with FLHA on the manger resource page
- Attend the manager coach meeting
- Attend mandatory D-2 Managers meeting
- Consider setting up a separate hockey email to separate things form personal email
- Create a group email for your team
- Craft a parent email introducing yourself
- Work with head coach to set up parent meeting
- Create small roster cards and laminate them to hand out to parents
- Get set up on FLHA Website for your team page
- Get set up with Sports Engine App to post schedule
- Consider setting up a team private Face Book page
- Work with treasurer on how to handle team financials
- Look into scheduling Jamboree's (Mites/8U) from other D-2 Teams. Do this right away before they are booked full.
- Squirt/10U and above Forest Lake Hockey will schedule you 3 tournaments in advance. Most teams will choose to add a 4<sup>th</sup> tournament at the cost of the team
- Decide on fund raising options for you team
- Ask parents to help you with finding sponsors
- Make sure coaches are certified, passed background checks and have Safe Sport done
- Try to get several parents signed up for Locker Room Attendants if necessary
- Go over Dibs for parents, Mite/8U Level 2 and above
- Go over concession stand duties when your level is assigned. (Mite/8U Level 3 and above)
- Assist your coach in obtaining Equipment, Pucks, 1<sup>st</sup> Aid kits
- Consider team apparel IE: Sweatshirts or hats, find source, get kids sizing
- Roster labels are required to be put on score sheets for all games and scrimmages.
- Find someone to be a scrimmage coordinator for your team
- Squirt/10U and above, parents will need to do game duties – consider making a sign up genius to have parents sign up

# Coaches/Locker Room Attendants

## Coaches

- Before a coach can step on the ice, they must have passed a background check
- Coaches also need to complete SafeSport and Concussion modules
- Coaches also need to get certified through USA Hockey for levels by Dec 31.
- CEP Course are offered at various locations and coaches can register on USA Hockey Web Page
- The courses are 1 day, ½ classroom and ½ on ice.
- CEP level 1 is good through Mites/8U
- After Mites/8U coaches need CEP level 2

## Locker Room Attendants

- Gender appropriate locker room attendants are required for all teams
- For Mites this might be co-ed if there are girls on the team.
- Recruit more than 1 locker room attendant
- They need to pass a background check and complete SafeSport Training
- Background checks can be found on the MN Hockey Web Site
- Any fees for these will be reimbursed by Forest Lake Hockey
- No phones are allowed in the locker rooms
- Be sure that they know that they must be the first one in the locker room prior to kids arriving and they need to be in the locker room a few minutes before practice or game ends. This is when most of the problems happen, since coaches are still on the ice putting nets away or talking with refs.
- They should stand outside the locker room if only 1 kid is in the locker room. Prop the door open if possible
- If a coach has to have a private talk with a kid in a locker room, then 1 other adult should be present

# Web Sites

## **FLHA Website –**

- Each team has its own page on FLHA's website. Your team page is a great way to handle communication, post contact information for yourself and coaches, list the roster, team calendar, post announcements and create a mass email list

## **Sports Engine**

- Encourage families to download the Sport Engine app right away for the most efficient communication.
- You are able to switch between multiple teams for family's with more than 1 team.
- You will be able to update it on your phone

## **Face Book Page**

- Consider setting up a private Face Book Page
- Let parents know to join and invite their family and friends (especially those out of town)
- Great place to post pictures/stream live games

## **D2**

- Team standings can be found here
- More detailed rules and forms are here.

# Finances

Each team will be given a checking account from the Teams Treasurer. Only one manager is able to have access to this account through US Bank.

## **Funds**

- Each team is responsible to raise money for various team events like Jamborees/tournaments, apparel, events/end of the season party, etc.

## **Sponsors**

- Ask parents to find team sponsors.
- Often these are from parents on the teams' businesses
- Be sure that sponsors are listed on the team pages
- Be sure to write thank you letters to your sponsors and/or send them team photos

# Jamborees, Scrimmages and Ice Times

## Jamborees (Mite/8U Level)

- Forest Lake does their own Mite/8U Jamboree.
- D2 Hockey has strict rules that Mite/8U hockey shall be played in Cross Ice or Half Ice games
- Jamborees can only use the clock to keep track of periods and change on the buzzer
- No scores are kept
- Jamborees are also to be kept in our district. No traveling unless pre-approved
- FLHA does their own Jamboree. It is up to the team to schedule more.
- There is a limit to how many you can play in a season
- Some Jamborees are outside at various locations like Meisters in Scandia

## Scrimmages

- At Mite 8U Level 3 and 4, you are allowed 6 full ice games after Dec 31<sup>st</sup>
- At Squirrels/10U you are allowed 35 total games a year, district, scrimmage and tournaments.
- This number can change each year, so check with Minnesota Hockey for current number.
- Look at your practice schedule for solo ice
- Reach out to other teams to have a scrimmage
- Home team is responsible for scorebook, clock and 1 penalty box
- Home teams schedules ref, visitor team pays for the ref, home team pays for ice.
- Must be a D-2 Ref.
- You need to let ice scheduler know that a team is coming so they can be assigned a locker room
- If you are invited to another team's ice for a scrimmage and you have home ice that you will miss, it is up you to sell your ice or if shared ice, let the other team know that they will have solo ice so they can adjust their plans.

## Selling Ice

- If you get invited to another team's arena for a scrimmage or won't be at your scheduled ice you are responsible to sell the ice, trade the ice or give to another team
- Your manager should reach out to other teams and/or put it on the ice store section of FLH web

## Gear

- Your team will get pucks, 1<sup>st</sup> aid kit and loaner goalie gear (lower levels)
- The goalie gear is to be rotated through the kids
- No designated goalies until Mite/8U Level 4
- You need to collect and turn this in at the end of season

## Team Pictures

- The association will schedule pictures early in the season.

## Trophy's

- If your team should bring home a trophy, keep it and bring it to the year-end party
- After that, you must drop the trophy off at the ice arena's office
- The staff at the ice arena office will put trophies in the display case.

# District Games

## D2 Hockey will schedule games

- Home team wears white, away team wears dark
- Home team supplies one volunteer for clock, one for scorebook and one for penalty box
- Visiting team supplies one volunteer penalty box
- Anyone in the scorekeeper/penalty box must remain impartial. No cheering or coaching.
- No children allowed in scorekeepers area.
- At the end of the game the referee will sign scorepad
- Scorebooks are on I Pads; FL Hockey will have at rink.
- If Paper is used for scorebook, then white copy stays in scorebook, yellow copy home team, pink copy visiting team.

## Rescheduling District Games

- Sometimes district games need to be re-scheduled. (Due to Covid, Tournaments, etc)
- It is up to the team manager of the team that needs to reschedule to reach out to the other team.
- If the game was on home ice, then the manager must find options for the new game at our rink and convey those options to the visiting team. If the game was an away game, then the opposing manager will have to supply options for their rink.
- Once that portion is complete, you will need to fill out a Game Reschedule form from D2 site
- D2 will then cancel refs for the original day.
- It is up to the team cancelling to pay for any reschedule fees. Around \$100.00
- If you have a short window, (covid hits your team) there is a different procedure
- This procedure is found on the D2 site under Game/Ref Request.

## Team Standings

- Team standings can be found on the D2 Site
- Sometimes there is a time lag as to when teams turn in scores for it to be updated.

## Year End District Finals

- Each level Squirt/10U and above will have district finals at the end of the season
- Locations for each level are different each year.
- Based on seeding 1,2,3,4, etc.
- Wisconsin teams games count for your record, but WI doesn't play in our district finals.

## Regions and State

- Regions and State are possible at Peewee/12U Bantam/15U B1 and above
- Teams that come in first and second out of district move onto regions
- Locations for regions and state move around each year and are on the D2 Site
- If you win regions you can go onto state.

# Dibs and Concession Stand

## Dibs

- Dibs are required for each family at the Mite/8U Level 2 and above levels
- Families are required to fulfill 8 credits per player max 12 per family
- There is a DIBS section on the FLHA web site
- To log in you MUST use the email the you registered your player/s with as keeping track of DIBS is linked to the email you signed up with
- It is a good idea to log in and get familiar with what the DIBS are.
- There are a lot of different items in DIBS, Tryouts: Handing out jerseys, locker room attendants, running a bench gate, clocks, numerous other things throughout the season
- Highly recommend to get them done sooner rather than later
- If you sign up for Tryout DIBS, you cannot be in the same level as your skater/s IE: If you are a Squirt parent, you can't sign up for Squirts Tryout DIBS.
- When DIBS are posted and email will go out saying DIBS are posted.
- They usually get eaten up fast.
- FLHA does collect a volunteer check from you for DIBS. If you complete your DIBS, the check is ripped up, if you don't complete them your check is cashed
- The DIBS site will show you your current status of fulfillment

## Concession Stand

- Concession is different than Dibs
- Generally, each family is asked to work 2-3 shifts per child per season
- Starts at Mite/8U Level 3 and above, usually your team will be assigned a month
- Hats must be worn by all working per MN Dept of Health
- Kids are not allowed in concession stand while parents are working
- There is a "Guide Book" in the concession stand.

## Coaches and Managers Dibs get covered as follows

- Team hours are distributed as such (these are NOT transferrable and cannot be split):
  - Head Coach – 12 Hours
  - Assistant Coach, up to 3 per team – 8 hours each
  - Single Manager – 12 hours
  - Co-Managers – 8 hours each
  - Single Manager and Single Scrimmage Coordinators – 8 hours each
- Team managers are required to provide the names/roles to the DIBS Coordinator by December 1<sup>st</sup>
- All Managers/Scrimmage Coordinators must be registered on FLHA website and complete official USA Hockey requirements (background check and SafeSport)
- All DIBS must be reconciled by end of the season, not adjustments will be made after the season has ended.

# Concussions

If you suspect a player has a concussion, you should take the following steps:

1. Remove athlete from play, keep him/her supervised, and alert the athlete's parents of the signs and symptoms. **This is required of youth coaches and officials by Minnesota State Law.**
2. Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents of Minnesota Hockey's suggested "Return to Play" guidelines
4. In the event of a concussion, there is a form on the D2 Hockey Webpage to be filled out before player can return:
  - a. Go to D2 Hockey Webpage to obtain most current form
  - b. Click on Forms and Documents
  - c. Find Minnesota Hockey Concussion Clearance Form

(Example)

## MINNESOTA HOCKEY CONCUSSION REPORTING AND MEDICAL CLEARANCE TO RETURN TO PLAY FORM

Minnesota statute §121A.38 requires that a youth athlete must be removed from physical participation in an athletic activity if they exhibit any signs, symptoms or behaviors consistent with a concussion or is suspected of sustaining a concussion and shall not return to physical activity until he or she no longer exhibits the signs, symptoms or behaviors consistent with a concussion and has been evaluated by a provider trained and experienced in managing concussions and has provided written clearance to participate in the athletic activity. Any onsite retained medical personnel shall have the final say on whether player can participate in a game. This form is to be used after an athlete has been removed from an athletic activity due to a concussion or concussion symptoms.

Player Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

District: \_\_\_\_\_ Name of person reporting: \_\_\_\_\_

Association and Team: \_\_\_\_\_ Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location of injury/arena: \_\_\_\_\_

Nature, extent of injuries, and symptoms: \_\_\_\_\_

Date athlete no longer exhibited symptoms: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Health Professional Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Clinic of Health Professional: \_\_\_\_\_ License number: \_\_\_\_\_

Note: An "Appropriate health professional" means a health professional who is licensed, registered, certified or otherwise authorized to provide medical treatment, trained and experienced in evaluating and managing pediatric concussions, and practicing within that person's medical training and scope of practice.

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I HEREBY AUTHORIZE THE ABOVE NAMED ATHLETE TO RETURN TO ATHLETIC ACTIVITY FOR PARTICIPATION AS FOLLOWS:

\_\_\_\_ Pursuant to the return to play protocol attached (if this option is selected the player will need to return to an Appropriate Health Professional and obtain a form with the without restrictions boxed checked after completion of the protocol).

\_\_\_\_ Without any restrictions.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Awards

**Players can get awards (patches) for Shut out, Hat Trick or Assists**

Available for Squirts/10U and above

- **Zero Award:** For a goalkeeper **playing a complete game** without allowing a goal.
- **Hat Trick Award:** For a player scoring three goals in one game.
- **Playmaker Award:** For a player registering three assists in one game.

Player awards are distributed under the following conditions:

- The recipient is a registered and rostered player.
- The game was in league competition (not scrimmage or exhibition), a sanctioned tournament or a MN Hockey playoff involving only USA Hockey registered teams.
- The game was officiated by registered USA Hockey referees and they have signed the score sheet.
- Eligible player categories: All players Squirt/10U and above.
- A readable, unaltered copy of the score sheet with the players listed is required with the application.
- A copy of the official signed roster must be included with each request.
- Limit of ONE of each award per player per season - i.e. one Hat Trick, one Playmaker and one Zero
- Please batch your requests and send them in 2 or 3 times per season – not every time an individual has earned a patch.

**AWARDS ARE NOT AVAILABLE TO BE PICKED UP – THEY ALL ARE MAILED.**

Form can be found on MN Hockey Website.

Type Player Award in search bar

# Grievance Policy

Remember that FL Hockey is run by volunteers. If a situation does arise FL Hockey requires that you have a 24 hour “cooling off” period.

It is required that all parties involved in a dispute observe a 24 hour “cooling off” period before contacting anyone within FLHA. The exception being any form of harassment or physical or sexual abuse (Section I. C. Non-harassment) in these cases contact shall be made immediately.

All grievances should be brought to the coach’s attention prior to any other source. If the coach is part of the issue the next contact is the team manager.

If the issue cannot be resolved at the team level, then the Level Director should be contacted. The Level Director will have the complaining party fill out the FLHA Ethics Code Violation/Corrective Action form.

The Level Director will attempt to resolve the issue by having an informal meeting with all parties involved. This meeting will be facilitated by a member of the FLHA Rules and Ethics Committee.

Should an informal meeting not resolve the issue a grievance committee will be formed which will consist of the Level Director, FLHA President, and the Ethics and Rules Committee Chair. This committee will attempt resolution and will be authorized to issue suspensions as outlined in the disciplinary guidelines below and/or recommend corrective action. Should there be a conflict of interest with members of this committee the Level Director and/or FLHA President will appoint replacements.

FLHA will follow the USA Hockey grievance process.

More information can be found on the Forest Lake Hockey Webpage  
At the time of this writing go to the Board Tab, then to Bylaws and Rules