

# Manager Duties and Details

HHA 2023-2024



# Table of Contents

- [Board Members](#)
- [Information Sources](#)
- [General Manager Duties](#)
- [Game Duties](#)
  - [GameSheet](#)
- [Locker Room Monitors](#)
  - [SafeSport](#)
  - [Volunteer Background Check](#)
- [Team Communication](#)
- [Team Fees](#)
- [Finances](#)
- [Parent Meeting](#)
- [Raffle Tickets](#)
- [Manager Bag](#)
- [Parent Contact List](#)
- [Tournaments](#)
- [Nekton Sports Performance](#)
- [Season End Activities](#)
- [Awards](#)
- [District 5 Website](#)
  - [Hazardous Weather Policy](#)

## Board Members

**President:**

Kati Katzenmeyer  
612-819-6339

**Vice President/D5 Rep:**

Eric Borstad  
419-206-8988

**Secretary:**

Josh Karg  
320-552-3513

**Treasurer:**

Meranda Wacek  
763-213-9528

**Director of 8U, Mites and Equipment:**

Josh Pearce  
612-423-6678  
Angie Gearey  
320-296-6668

**Director of Youth Teams:**

Amanda Nellis  
612-889-3391

**Director of Girls Teams:**

Jess Engelsmeier  
612-390-6760

**Director of Special Events:**

Erin Knudtson  
651-491-7465  
Melissa Campbell  
612-730-9629

**Director of Tournaments:**

Tom Larson  
320-260-0065

**Director of Hockey Operations/IT:**

Bob Struthers  
320-282-3065

## **HHA Support Functions:**

### **Registration Coordinator:**

Karen Solien

641-843-8238

Sara Thode

320-583-8663

### **SafeSport Coordinator:**

Eric Borstad

419-206-8988

### **Sponsorships:**

Jess Engelsmeier

612-390-6760

### **Volunteer Coordinator (Dibs):**

Sam Elbert

507-236-0717

### **Concessions Manager:**

Dayna Schmalz

320-296-6334

### **HHA Ice Scheduler:**

Bob Struthers

### **Webmaster and Marketing:**

Kati Katzenmeyer

612-819-6339

## **Player Development Committee:**

### **Coach In Chief:**

David Winn  
320-583-6550

Josh Knudtson  
651-491-7464

### **Board Rep:**

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612-423-6678

Angie Gearey  
320-296-6668  
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### **At-Large Reps:**

Ross Wendling  
320-583-8638

651-468-4406  
Adam Kaping  
320-583-5988

Matt Telecky  
320-224-3797

Andy Tufto

### **Information Sources for Managers:**

- District 5 Website:
  - <https://district5.pucksystems2.com/>
    - Great source of district specific information, particularly the D5 handbook.
    - Contains info regarding rules/regulations, playoff dates, game rescheduling procedure, hazardous weather policy, etc.
- Minnesota Hockey website:
  - <https://www.minnesotahockey.org/>
    - Affiliate of USA Hockey. Contains specific info regarding rules/regulations for youth hockey.

## **General Manager Duties**

Key Responsibilities:

- Coordinate locker room monitor schedule
- Coordinate box worker signup for district games
- Coordinate home tournament presence and workers
- Schedule scrimmages (coach preference)
- Manage funds
- Coordinate team outings/end of season party if applicable
- Collect and return jerseys at end of season to Director of Youth Teams  
\*All jerseys MUST be washed

## **Game Duties**

For each HOME game:

- Duties include penalty box, clock, GameSheet, and Music.
- Team managers will decide how many parents will be needed to complete these duties. Typically, one parent to run the clock, one for penalty box and music, and one for GameSheet. Although this may differ based on the level of play.

For each AWAY game:

- One parent for penalty box

Manager(s) will create a signup sheet or use the one provided in the Managers tab on the HHA website and set a signup deadline.

If a parent/guardian cannot be present on the date they signed up, it is their responsibility to find a replacement. Failure to provide game/scrimmage workers will result in a penalty fee by the district.

Music:

- HHA developed a playlist of songs that'll provide consistency in music for practices, games, and tournaments. These songs are found on Spotify and the Sports Audio DJ app. There are two new ipads; one in each arena, kept in the same lock box as the GameSheet ipads.
- To use the ipads:
  - Plug audio cord into '4', then into back of ipad
  - On stereo equipment, turn down all other volume controls, except 4 and master volume.
- List of music on Spotify. Spotify will be used for practices if wanted, as it will run continuously.
- During games or tournaments, you will use Sports Audio DJ app, which runs Spotify in the background.
- Sports Audio DJ
  - Once you've opened the app, you will see several tabs on the bottom of the screen. These tabs are National Anthem, pregame, in game, penalty box etc...
  - Select the tab for the appropriate music selection/timing.

- You simply click on a box with a song to play. When you want the song to end, click back on the box or at the clock/time in the right upper hand corner. The music will automatically fade out.
- You will be able to identify songs played because once the song box is selected, it'll change colors.
- At the end of the game, you can clear the list of songs played by going to the left hand side, clicking on the 3 lines and selecting 'clear played songs' from the drop down list. You will then be ready to play music for the next game.

Clock:

Instructions sheets should be available in both arenas near audio equipment. A video demonstration of the clock can be found here: <http://www.youtube.com/watch?v=4UGSAg5jva4>

10U East Clock Instructions Code is 4402

<b>Warm-Ups</b>	SET MAIN CLOCK	Type 5:00	ENTER + YES	START	Press START after both teams are on the ice		
<b>First Period</b>	SET MAIN CLOCK	Type 12:00	ENTER + YES	(Time will now display on clock)	START Press START when puck is dropped		
<b>Stop Time</b>	STOP	Press when whistle sounds	START	Press when puck is dropped			
<b>Goal Under HOME or GUEST</b>	SCORE +1			Shots on Goal Under HOME or GUEST	SHOTS ON GOAL +1		
<b>Between Periods</b>	DISABLE PENALTY CLOCKS	SET MAIN CLOCK	Type 1:00	ENTER + YES	START Don't enter time until horn sounds at end of period. Only DISABLE when a penalty will carry over into next period.		
<b>2nd &amp; 3rd Periods</b>	ENABLE PENALTY CLOCKS	PERIOD +1	SET MAIN CLOCK	Type 12:00	ENTER + YES	START Don't enter time until horn sounds at end of period. Only ENABLE when a penalty carries over from previous prd.	
<b>Add Penalty Under HOME or GUEST</b>	PLAYER PENALTY	Type Player #	ENTER + YES	2:00	ENTER + YES	Penalty time will display on clock	START Press START when puck is dropped if not in running time.
When the clock is running time, you can enter the penalty without having to stop the clock. Penalty time will appear on scoreboard when you press ENTER.						OR	ENTER + YES Press ENTER if the game is in running time.
<b>Clear Penalty – When HOME or GUEST has <u>only one</u> penalty or at end of game.</b>							
Under the HOME or GUEST button						CLEAR ALL PENALTIES	ENTER + YES
<b>Clear Penalty – When HOME or GUEST has <u>more than one</u> penalty.</b>							
DELETE PENALTY		MENU		Press the black arrow button above or below the menu button to scroll to the desired penalty. Clear the oldest penalty when a goal is scored.		ENTER + YES	

adapted from Brainerd Youth Hockey Association

## GameSheet:

Game scorekeeping is now done using an online digital scoring tool called GameSheet that replaces paper scoring. Manager(s) will need to set up an account. Manager(s) can contact HHA Director of Operations for questions regarding account setup and training if they have not previously used GameSheet. Manager(s) will be responsible for training the team's parents and will set up a team training meeting if needed.

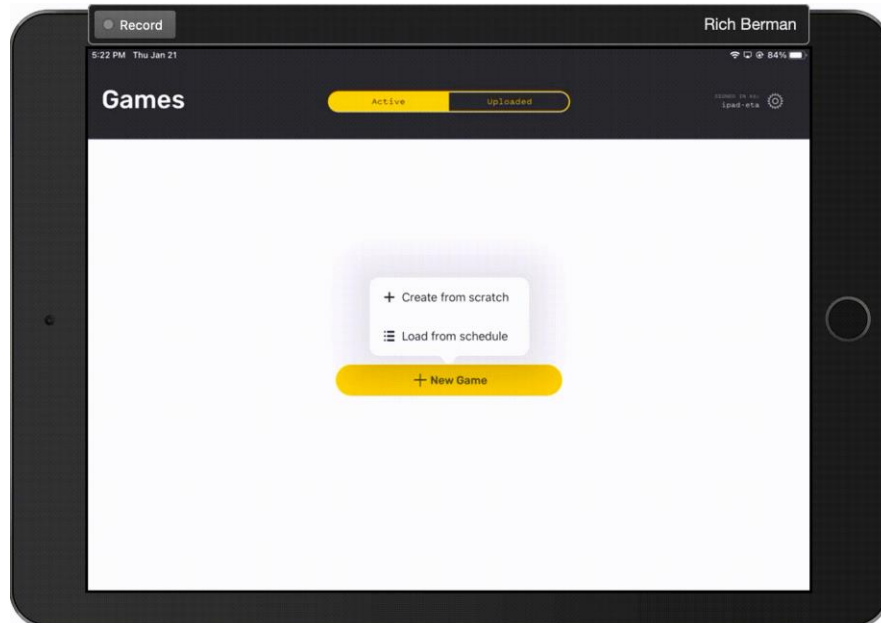
In the event GameSheet is down, scorekeeping will revert to paper. It is recommended to carry a pad of paper, a paper scorekeeping book, and one set of the previously used team stickers, in the manager bag.

### Quick Start Guide - Scoring a Game

The GameSheet Scoring app replaces the traditional paper scoresheet but follows a very similar workflow. Just like the paper scoresheet, the iPad will move from dressing room to dressing room as each team's coach reviews their lineup and signs, then it will be taken into the scorekeepers booth where it will be used to score the game. At the end of the game the iPad will be given to the referees for their post game report and sign off. Finally the game will be uploaded to the league.

#### 1. Load the Game

1. Open the GameSheet app on your iPad by tapping its icon on the home screen.
2. If the app is requesting a "**League iPad Access Key**", enter the key provided to you by your league / event organizer and tap "**Sign-In**".
3. Tap "**+ New Game**" and then "**Load from Schedule**".
4. Locate your game and tap the "**Load Game**" button. This will download the game to the iPad and bring you back to the Games page. If you do not find your game in the schedule, tap "**Back to active games**" and create a new game from scratch. Touch the game to *begin*.

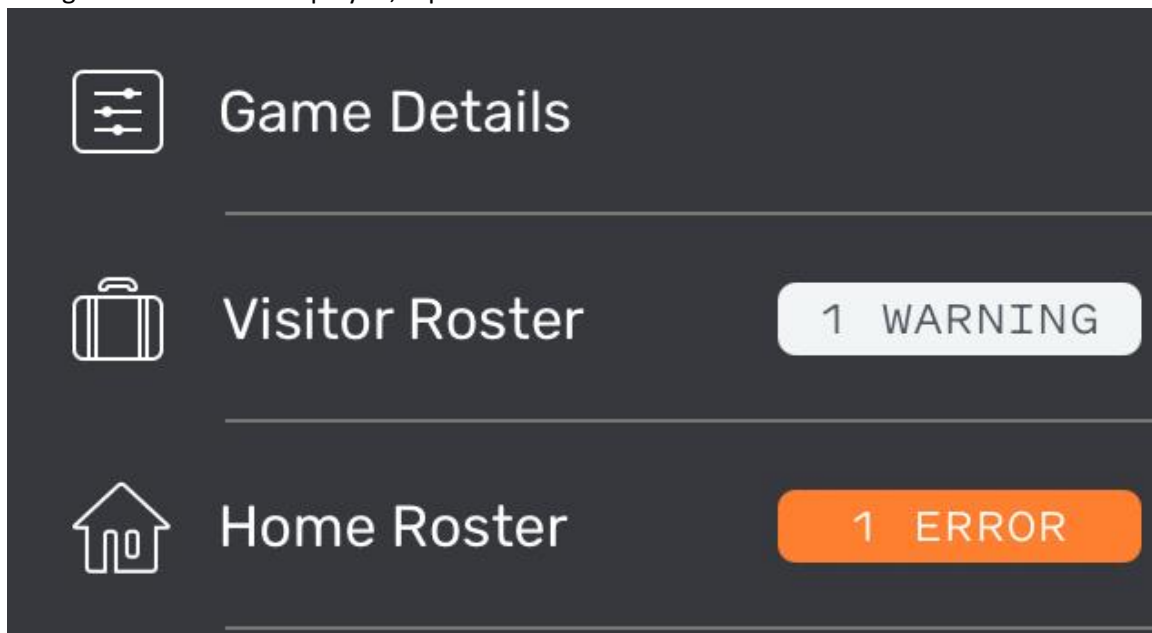




## 2. Confirm Lineups

Team rosters are downloaded when the game is loaded, so coaches should only need to make updates specific to the game's lineup.

1. Tap either "**Visitor Roster**" or "**Home Roster**" on the left side to load the team's roster.
2. Pass the iPad to the coach/manager and instruct them set their lineup.
  - a. Players can be set to *Starting*, *Playing*, *Sitting Out*, *Injured*, or *Suspended* by tapping on their status.
  - b. Editing of players and coaches can be done by tapping the content you'd like to edit and following the prompts.
  - c. When the lineup is correct, the coaches must sign before returning the iPad.
3. **Verify that there are no errors displayed beside the Home and Visitor Roster page titles.** If the orange Error button is displayed, tap on it to review the errors.



4. Repeat these steps for both the **Home** and the **Visitor** teams.

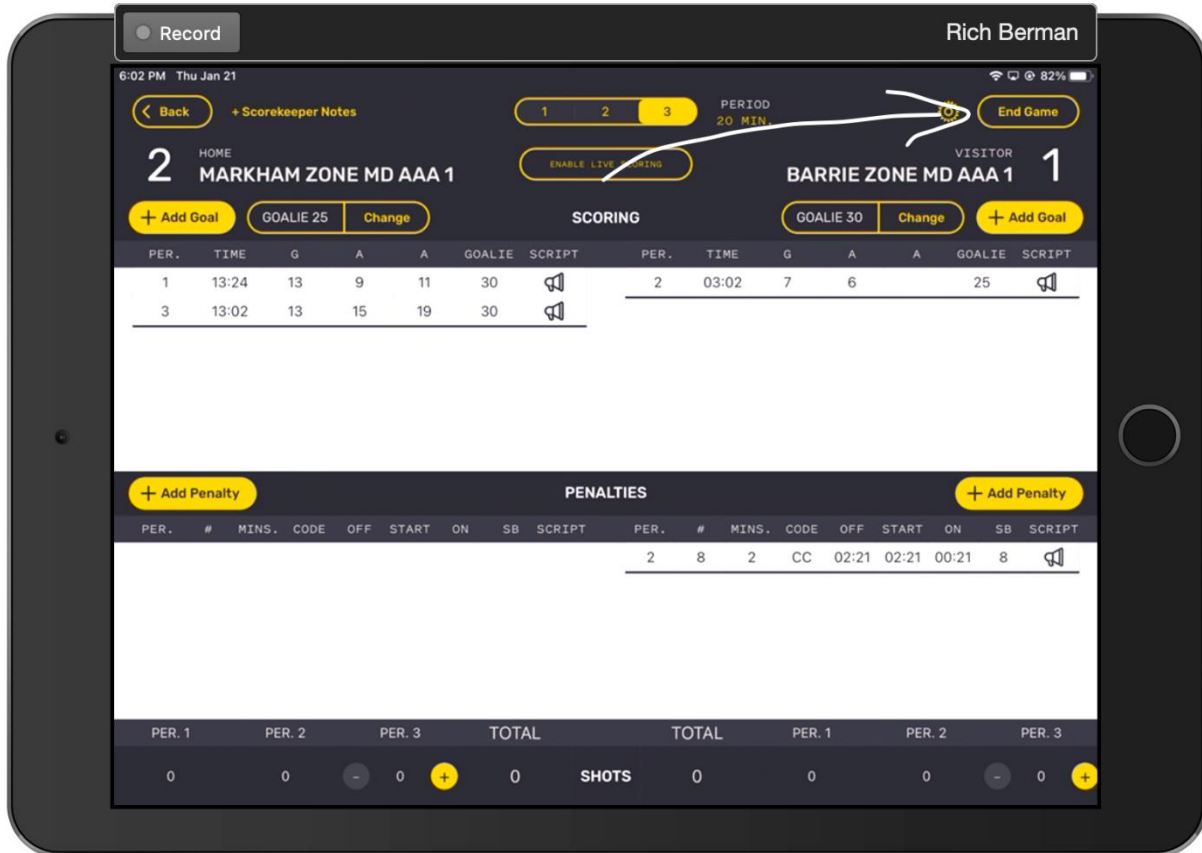
## 3. Score the Game

The pre-game setup is now complete and the iPad should be given to the Scorekeeper.

1. Tap "**Game Details**" on the left side.
2. Fill in any missing details and confirm the period lengths are correct.
3. Enter the "**Start Time**", e.g. 7:01PM, when the puck is dropped.
4. Tap "**Scoring**" on the left side to enter the game scoring page.
5. Record the game's events.

## Post Game

1. When the game is over, verify there are no errors on the Scoring page (shown in the top right) and tap "**End Game**" in the top right corner. This will load the Officials / Post Game page.

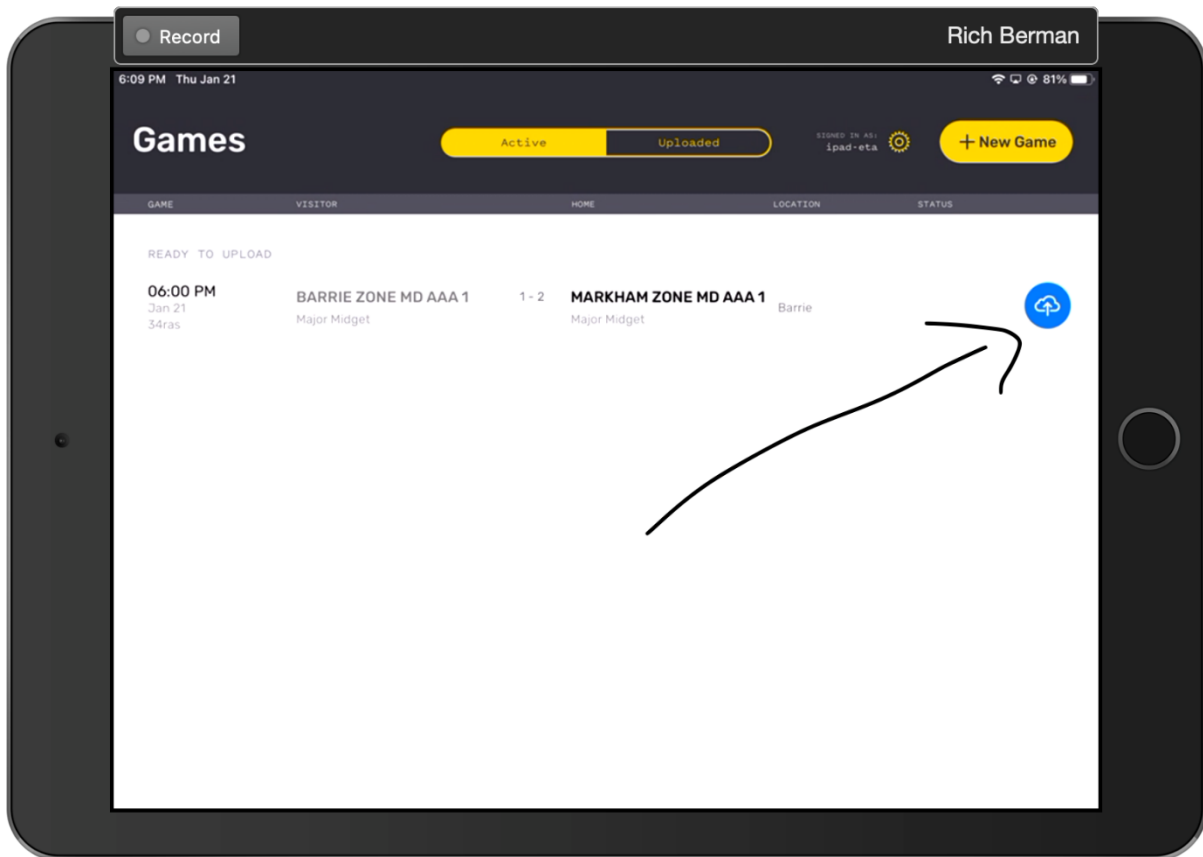


2. Verify that there are **no errors** displayed in the top right corner of the Post Game / Officials page. If the orange Error icon is displayed, tap the icon and then tap on the error to make the necessary adjustments. **Warnings** should be reviewed, but do not need to be addressed to upload the game.



3. Give the iPad to the referees to complete the Officials / Post Game page and sign .
4. Referees are expected to:
  - a. Add themselves to the game by tapping "**+ Add Referee**".
  - b. Review the penalties and confirm the codes and lengths have been correctly recorded. If any penalties are incorrectly recorded, the referee may edit them directly by tapping the "**Edit**" button above the penalties table.

- c. Add notes to major and misconduct penalties (if instructed to do so by the league).
  - d. **Sign**.
  - e. Lock the game by tapping "**Lock Game**" button.
5. After the referee has locked the game the app will return to the Games page and a blue icon will appear to the right of the game. **Tap the blue icon to upload the game**. Once uploaded the game will disappear from the Active games list, the league will have a copy of the game, the website will be updated and the managers and coaches of both teams will have been sent a copy of the scoresheet via email.



### **Locker Room Monitor Duties**

Prior to the first locker room monitor date, the parent/guardian **MUST** have completed:

- Registering with USA Hockey as a Volunteer (no cost)
- SafeSport Training
- USA Hockey background check (\$30 fee due every other year)

Each family is required to complete locker room monitor duties. Managers will determine how many spots each family needs to sign up for. Managers can use the excel signup sheet found under the Managers tab on the HHA website or create your own.

Dads/Male Guardians are only allowed to be monitors for the boys teams. Moms/Female Guardians are only allowed to be monitors for the girls teams. If a parent/guardian cannot fulfill their time slot, it is their responsibility to arrange for a replacement.

Locker room monitors should arrive 15 minutes prior to practice. Players cannot enter the locker room until a monitor is present. Monitors should expect to stay 15 minutes after practice, or until the last player leaves.

Locker room monitors need to actively monitor INSIDE the locker room. No cell phones are allowed. The door cannot be closed if the locker room monitor is in there alone with a player that is not their child.

### **SafeSport Training**

- **REQUIRED** to be completed by November 3rd. Players will not be allowed on the ice after this date until training is completed.
- Who needs to complete SafeSport?
  - Coaches, Board Members, Coordinators, Team Managers, and Locker Room Monitors.
- Follow the registration steps provided on the SafeSport tab on the HHA website.
  - Register with USA Hockey as a Volunteer (no cost)
  - Complete the training
  - Once completed, submit your USA Hockey number to the Registrar at [registrarhutch@gmail.com](mailto:registrarhutch@gmail.com)
- Full course is taken the first year, then a refresher thereafter.

### **Volunteer Background Check**

- In addition to the SafeSport certification, all volunteers, coaches, and locker room monitors must pass a background check. There is a non-refundable cost of \$30. Please submit your background check to the registrar as well.

### **Team Communication**

- HHA would prefer teams use Sports Engine as the preferred method of schedule communication. Sports Engine is directly tied to the HHA website with the most up to date schedule. Team managers can decide if another method is preferred for non-schedule communication, such as Team Reach, text, or other apps.

### **Team Funds**

Team funds are distributed by HHA to team managers. These funds shall be used to cover items such as:

- year-end event
- Coach appreciation gift(s)
- Miscellaneous supplies: manager bag items (tape, laces, etc), printer ink, etc.

Team funds should NOT be used for:

- Raffle related purchases for home tournament
- Lodging for away tournaments for non-parent coaches

All other applicable team fees are collected at time of player registration, listed below. Manager(s) should no longer receive an invoice from HHA at the end of the season.

- Registration fee
- Sock fee
- Nekton fee
- Referee fees
- Raffle Tickets

## **Finances**

Citizens Bank

- There's an account at Citizens Bank that should be open from the previous year. Manager(s) will need to switch signatures into their name. Two signers for the account will be needed.
- Use this account to deposit any applicable additional team fees. Manager(s) will pay for any miscellaneous costs such as parties, coach gifts, etc using this account.
- Manager will want to create an excel sheet to keep track of your debits and credits or use the excel sheet provided under the Managers tab on the HHA website. Keep bank statements as well.
- Manager(s) will get two free books of checks and can open a debit card as well if preferred.
  - Any checks deposited into the account should be written to Hutch (insert team) Hockey.
- Do NOT close the account at the end of the season.

## **Parent Meeting**

Manager(s) will need to set a date for a parent meeting as early in the season as possible. At this meeting topics will include:

- Team Communication App
- Locker Room Monitor Duties
- Game Duties
- Tournament Information
- Nekton Training/Schedule
- Parent Contact List
- SafeSport Training Completion
- Any other miscellaneous general season information pertaining to your team

Manager(s) duties for the parent meeting:

- Collect signed Nekton waivers; if applicable. If not supplied by HHA, reach out to Jake Larson for further guidance. Waivers only need to be signed if a player has never previously participated in NSP training.

- Have parents complete locker room monitor and game duty signup sheets and/or determine when this needs to be completed by.
- Schedule head coach to be present at the meeting if coach desires.

### **HHA Raffle Tickets**

- Every year HHA sponsors a raffle, with the proceeds benefitting the association. It is required by all families to participate. One raffle ticket booklet is distributed to each family. Each booklet is \$150, and a check should be written out to HHA. Checks are typically not cashed until early January.
- Raffle ticket checks should be collected at the time of registration by HHA, or shortly thereafter.

### **Manager Bag**

Director of Youth Teams/Director of Girls Teams will supply each team/manager with a manager bag. Each bag should contain:

- Extra jersey/socks, laces, mouthguard, helmet kit
- First Aid Kit
- Binder with the following documents in plastic sleeves:
  - Spreadsheet with Game Schedule, box, scoring, clock schedule and locker room monitor schedule
  - Scorekeeper Info Page
  - Team contact list
  - Paper scorebook, and rosters & stickers for scoresheets in the event GameSheet is down
    - Sticker/Roster templates can be found under the Manager tab on the HHA website

### **Parent Contact List**

- Manager(s) should either create a parent contact list or use the excel sheet list under the Manager tab on the HHA website. This should be filled out at the parent meeting and kept in the manager bag.

### **Tournaments**

Manager(s) can find tournament dates listed on the HHA calendar, by contacting the Director of Tournaments, or by the Director of Youth Teams/Director of Girls Teams board members.

Hotel blocks are typically reserved by the Director of Youth Teams/Director of Girls Teams. However, in the event not all hotel blocks were reserved, Manager(s) should reserve them ASAP for away tournaments once dates are determined and disperse that information at the parent meeting.

## Home Tournament

- Home Tournament Coordinator:
  - New role implemented in the 2023-2024 season. The objective of this role is to create consistency amongst HHA home tournaments and maintain compliance with gambling policies.
  - HTC Responsibilities:
    - Will serve to simplify the home tournament planning process with a centralized point of contact between team managers and the HHA Tournament Coordinator.
    - Specifically, the HTC will establish branding/signage, gambling, and apparel vendor presence for all HHA home tournaments each season.
    - Gambling:
      - Coordinate raffle prize selections with individual team manager
      - To stay compliant with the gambling policy, HTC will purchase all raffle prizes and coordinate team gambling funds between HHA Gambling Manager, HHA Treasurer, and team managers.
- Managers Responsibilities:
  - Manager(s) and team will decide if gambling and/or vendor presence is desired at their home tournament. If so, manager(s) will appropriately coordinate with HTC.
    - Gambling and/or vendors are not required
    - Any profits that result from these sales go back into your team funds.
  - Teams may still coordinate other compliant tournament features if desired; ie: Punch-A-Puck, Chuck-A-Puck, etc.
  - Manager(s) should create signup sheets for parent/guardian tournament duties and determine the number of hours each family needs to work. These duties are required by each parent/guardian to complete and do not count towards DIBS hours.
  - Game worker duties: GameSheet, both home/away penalty boxes, and clock workers
- Concessions:
  - Concession stand will be open and staffed during all home tournaments.
    - Teams may chose to sell additional food, however any item sold should not be in direct competition with items sold at the HHA concession stand, nor can it be a “hot” food vendor.
- Welcome/Registration desk:
  - Discuss with Director of Tournaments who will operate the registration desk. If the team operates the registration desk:
    - Position desk in the front lobby area of the East Rink.
    - You can get boxes for free from CashWise. Get 1 box/team. Include in box: shirt orders for whole team and team goodie bags (if applicable).
    - Collect roster/coach stickers from each team (if applicable).
- Trophies: HHA Director of Tournaments will order trophies. Display trophies at the entrance near the registration desk.
- Goodie Bag: If desired, goodie bags may be handed out to all players upon arrival to the tournament. Past bags have included: water bottles, treats, ice packs, local restaurant coupons,

etc. Can get goodies from donations or have as an assigned item for parents to supply. Goodie bags are not required.

- Conference Room:
  - Use as optional Ref and Coach Refreshment room.
  - Use as staging room for tourney
- Music: HHA will provide two iPads, one in each arena. We will use an app called Sports Audio DJ that will have a playlist for tournaments.

### **Nekton Sports Performance Training**

HHA partners with NSP to offer additional beneficial training to the players at a discounted fee of \$100/player. This fee was paid at the time of registration. HHA will cover the remaining cost in partnership with NSP. Each player may participate in 16 sessions with their team. If a player opts out of NSP training, the fee will be reimbursed once the team rosters are finalized.

NSP (Jake and Hailey Larson) will schedule sessions for each team, typically starting in November. Manager(s) will coordinate directly with NSP for schedule, including any schedule changes as needed.

### **Season End Activities**

At the end of the season many teams like to celebrate with an end of year party. Manager(s) should discuss with the team if this is something they would like to do. Ideas for parties include:

- College or MN Wild hockey game outing, pizza/bowling, Swine Barn skating party, and more.
- Can use excess team funds for party if available or divide cost up per family.

Teams also typically get the head coach and assistant coach gifts as a thank you for all the dedication given to the team throughout the season. Manager(s) should determine if there's available team funds to use or if each family will pay an additional fee for the cost of the gift, and then discuss as needed with the team.

### **Awards**

USA hockey sends a patch for players who accomplish a playmaker, hat trick, or allow zero goals in a district game or sanctioned tournament (cannot be a scrimmage).

Upon completion of the last district game manager(s) must complete the USA Hockey Awards Request Form for players who've earned awards. The request form can be found on the D5 website by following the link: <https://district5.pucksystems2.com/page/show/46216-district-forms->

Once on the D5 district forms link, scroll down and click on the USA Hockey Awards Request Form.

Then manager(s) should email the HHA president with the names of players who received awards. Discuss with the head coach where the awards should be mailed, i.e. to the coach or to the manager's home. Give awards to HHA president to distribute at end of year awards banquet.

### **District 5**

HHA plays in Minnesota District 5 Hockey. A comprehensive list of rules, regulations and district updates can be accessed at: <https://district5.pucksystems2.com/page/show/14681-home>



Hazardous Weather Policy:

<https://district5.pucksystems2.com/page/show/2264016-district-handbook>

Hazardous Travel:

If weather conditions seem hazardous for highway travel and a coach questions the feasibility of traveling within the District 5 area, the following procedures should be followed:

1. The traveling coach must call D5 League Coordinator, Bill Breeden 952.715.9605
2. The call MUST be made by a coach or team manager, NOT a parent.

League Coordinator will retrieve information on travel advisories and make a decision on the game in question. If it is decided that the game should be played, and isn't, the game will be recorded as a forfeit. The traveling team will be fined for not playing a league game.

**Any further questions for managers can be directed to Director of Youth Teams/Director of Girls Teams**