

CHELSEA HOCKEY ASSOCIATION



Manager Handbook

8U & 6U

<https://chelseahockey.pucksystems.com/home>

Updated: 8/30/2022

Introduction

Thank you for being the team manager. Often the unsung hero, the team manager is the key to a successful season. Team manager can be a lot of work as they take care of all the behind the scenes duties, but it can also be very rewarding and fun. TEAMWORK is as important for Parents as it is to Players. Don't feel like you must do it all; delegate and enjoy your child's hockey season too.

Responsibilities

1. Preseason
 - a. Complete all MAHA Volunteer requirements
 - i. Register with USA Hockey as Team Manager; ([Link: USA Registration](#))
 - ii. Complete a background screening with MAHA; ([Link: Background Check](#))
 - iii. Complete the Safesport training; ([Link: Safesport](#))
 - b. Meet with head coach to go over season
 - c. Schedule Parent meeting to go over season and answer questions
 - d. Roster Team with CHA Registrar
 - e. Get edit access to team website from CHA Secretary
 - f. Customize team website
 - g. Make sure all volunteers and coaches are credentialed
 - h. Work with Apparel Coordinator to get jerseys for all kids
 - i. Help coordinate picture day
2. On-Going: Throughout the season
 - a. Provide regular updates to families about association news
 - b. Ensure new coaches and players have proper paperwork filled out
 - c. Help new players get jersey and socks from Apparel Coordinator
 - d. Communicate concerns to the CHA Board throughout season
 - e. Coordinate jamborees and scrimmages with other associations and coach
 - f. Collect money for team functions
 - g. Work with Treasurer on team members' unpaid bills
 - h. Coordinate team functions outside of the rink
 - i. Update Calendar on website with changes or additions
 - j. Coordinate ice trades if necessary with other CHA teams
3. Finishing up the Season
 - a. Coordinate a Coaches gift if families want to show appreciation
 - b. Coordinate any team banquet by working with Treasurer
 - c. Order trophies

I. Communication

Communication is the most important part of being manager. You will be the connection between the coaches and the parents, CHA and your team, and all other sources from anywhere outside of your team. The team manager is not only a representative of their team but also Chelsea Hockey Association and thus should lead by example with a positive attitude.

The association will provide player information from registration; however, it is a good idea to create a complete record of all contact information for players as many families prefer multiple guardians be contacted with team info but don't enter the info when registering their child. Google forms or Excel are good tools for this.

You should hold a meeting at the beginning of the season to:

- Allowing parents to meet coaches and manager
- Coaches to discuss their coaching philosophy, team rules, and season goals
- Discuss additional volunteer opportunities for parents
- Answer questions any parents may have

It is recommended that periodic emails be sent reminding everyone of upcoming events with references to the SportsEngine app and the official calendar found on the website or app. Manually entering a list of dates and times can open the door for errors, hence the referral to the website.

II. Rostering (Resource: CHA Registrar)

All players, coaches, and managers must be rostered by USA hockey. No coach, assistant coach, volunteer, or player may be on the ice unless they are registered with USA Hockey and therefore insured. The following documentation is required:

Players: USA Hockey# + birth certificate. A new USA hockey number needs to be resubmitted each season. A physical or electronic copy of a player's birth certificate is a single submittal during the player's first year playing for an association and carries over annually.

Volunteers: Volunteers are Managers and Locker room monitors. All volunteers must be credentialed with a USA Hockey# + Safesport training + MAHA Background check.

Coaches: All coaches must be "rostered" and be USA Hockey certified. To become certified, coaches must complete all volunteer requirements as well as take a USA Hockey Age Specific Module training course and attend a USA hockey coaching clinic either in person or virtually online.

All costs for certified coaches are eligible for reimbursement by CHA. Simply submit the reimbursement form at season's end and a check will be written for the expenses.

III. Finances (Resource: CHA Treasurer)

Player Fees

All 8U and 6U player payments are made individually to the CHA. Costs can be set up monthly either online via credit card through SportsEngine or off line via check. Offline payments should either be paid in full or via a payment plan. Payment plans should use an Offline Payment Form (found on the CHA website). All checks are to be deposited in the drop box by the rink desk. Players who sign up late can pay a prorated amount.

Team Expenses

CHA will pay for player and coaches' training needs, league fees, tournament and jamboree fees, and end of year celebrations, based on that year's budget. Check with the CHA Treasurer for budget amounts at the beginning of the season.

6U & 8U MAHA jamborees are based on a per player amount. Other jamborees are based on a flat team fee. Should there be money available for a banquet and/or trophies, it is a good idea to start thinking of this in early February so you have plenty of choices and time to purchase trophies and set up a party.

CHA can purchase items directly or refund the buyer once receipts have been submitted. Please contact the CHA Treasurer if there are any questions about finances.

IV. Apparel & Equipment (Resource: CHA Apparel Coordinator)

Jerseys and Socks

The manager will work with the CHA Apparel coordinator to order and distribute game jerseys and hockey socks to players. Sizing information will be collected on Registration Skate by CHA; however, it will be up to the manager to collect any missing information from the team and submit back to the CHA.

When scheduling games and scrimmages with other associations, be sure players bring a light and dark jersey so the team can decide which to wear based on the opponents' colors. It is also a good idea to bring a few extra practice jerseys from the rack just in case a player shows up empty handed.

Equipment

Protective gear must be worn by all CHA participants as per USA Hockey and MAHA rules and guidelines. Additionally, mouth guards and neck guards must be worn by all ages when on the ice surface.

Spirit Wear

CHA Apparel coordinator will reach out to team managers to order warm up suits for players and spirit wear for players and families throughout the season.

For more Apparel information check out the Apparel web page on CHA's website.

V. SportsEngine (Resource: CHA Secretary)

Each head coach and manager will be given admin access to edit the team's web page on CHA's website; however, it is recommended that the manager be the main editor as it is an off-ice job.

To gain write access to your team's web page, contact CHA's Secretary. Once permissions have been granted, there will be an "Edit Mode" switch in the upper left corner. Clicking on it will turn on edit mode. When in Edit Mode, all page elements will turn yellow.

Some teams web pages can be very detailed while others remain simple. There are a lot of options for content and design. This is all up to you and the coach.

The team website is synced with the SportsEngine app. Some features are on both platforms, while others like Chat is only on the app. All families should use SportsEngine to RSVP to events so the coaches can prepare lineups and practice plans.

When entering or editing new events to your calendar, please label them with your team name. For example, "Practice" is not acceptable. "8U Practice" or "6U Parent Meeting" is correct.

A common parent question is "Can you add my spouse to SportsEngine? They are only a 'fan'." This can be done by the parent via "Add Guardian" in their SE profile or the SE app after clicking on their Player.

VI. Games (Resource: CHA House Director)

- 1. Equal Opportunity** – All scrimmages, jamborees or games must allow for equal play by all rostered members of the team. No players shall be excluded for competitive reasons or as a means for recruiting. As a courtesy to the coaches making rosters of equal skill level, please give parents a deadline for RSVPing to any jamboree or scrimmage.
- 2. Game Count**
While there is no limit to half-ice "games" at the 8U and 6U levels, USA hockey recommends a 2:1 practice to game ratio. As fun as games are, the emphasis at this level is on practices due to the increased puck touches and repetition. Traveling to other rinks can get tiresome if done every week or sometimes twice in one weekend. Enjoy the more relaxed schedule of this age while it lasts!
- 3. Locker Room Policy – All Games**
8U & 6U parents can help their skaters dress but players should be encouraged to dress themselves. Please limit locker room help to 1 parent per child; additional family should wait in the lobby.
- 4. Referee Scheduling – Home Games**
For the Mini-Mite levels, coaches act as referees as they need more instruction. At the 8U level, teams can schedule youth referees or use coaches. -- Contact the House Director.
- 5. Hotels – Away Games**
If you travel out of town for a two day jamboree, the manager should contact a hotel and reserve a block of rooms. Reservations would be up to the parents to make and pay for. The hotels will determine a cut-off date that all rooms must be reserved by.

VII. Ice Scheduling (Resource: Arctic Coliseum; Don Wright)

Scheduling Ice

The CHA will upload the initial home ice schedule. Any additions or edits to an event will be the responsibility of the manager. It is best to schedule events at other rinks on dates when there is no ice for your team. Contact other teams for away games. If possible, always try and return the favor to a host association by offering to host their team on another date.

Trading Ice

If your team cannot use ice, consider trading ice times with another CHA team. An email to all team managers asking if they would like to trade a sheet of ice with you should help. Ice times don't have to be equal, but it helps for an even swap. Contact information can for each manager can be found on individual team pages or the association's Contact page.

Additional Ice Time

Additional ice time can be purchased at the going hourly rates through Don Wright and the Arctic Coliseum. Contact Don and work on times and cost.

VIII. Team Pictures (Resource: CHA Secretary)

Picture day typically falls in mid-October to November. The CHA board will decide on a photographer and send information out to all teams, including an order form or website link. If paper forms are used, it is best to email the form to all parents and have a few paper copies on hand in case parents forget to bring them to picture day. Please be sure to work with the photographer to make the day run as efficiently as possible. He or she may need your help, or not, but please be available to help.

IX. End of Season

Team Party/Banquet

By mid-February, it is a good idea to start thinking about a team banquet to celebrate everyone's hard work. Brainstorm with the coach for venue ideas and party ideas. You can also work with the CHA Treasurer to see if there are team funds left over to help pay for the party. All CHA funds go back to the team, so this is where any surplus in funds are spent at year's end. Individual awards are not appropriate.

Coaches Gift

For the countless hours of prep work and time on the ice that the coaches give, especially the head coach, it is a nice gesture to collect funds from parents and give them a token of thanks from everyone.

Thank you for your time and effort managing the team. Good Luck!