

# **Welcome to the 2023 WBLAHA Manager Meeting**



# Meeting Agenda

- Introductions
- Website & Registration - Abby Kath & Ashley Hoit
- Manager Duties
- Team checkbooks/record keeping
- Parent Meetings (things to cover)
- Team Apparel
- Team Photos
- Coach Registration and requirements
- D2 Rep/Mandatory Meetings, D2 playoffs
- Locker Room Monitors
- Player/Parent cell phone policy
- Tournament Directors
- Dibs
- Sponsors & Fundraising
- Scorebook/GameSheets



## **Ashley Hoit-Team Manager Director**

([wblmanagerdirector@wblhockey.com](mailto:wblmanagerdirector@wblhockey.com))

-Point of contact for all Team Managers

## **Eric Johnson-Treasurer**

-Point of contact for all financial/banking matters

([treasurer@wblhockey.com](mailto:treasurer@wblhockey.com))

## **Jessica Jacksie-Treasurer**

([treasurer2@wblhockey.com](mailto:treasurer2@wblhockey.com))

## **Matt Ryan-Director of Administration**

([admindirector@wblhockey.com](mailto:admindirector@wblhockey.com))



# **Abby Kath-Website Administrator**

(admin@wblhockey.com)

# **Ashley Hoit & Abby Kath-Registrars**

(registrar@wblhockey.com)

-Insurance Manager

-Registration



# Treasurers

- The Treasurers have access to all team accounts.
- Do not direct invoice the association. All bills for teams must be paid directly by the team.
- Teams are responsible for paying NSF check fees.

Questions? Contact:

Eric - [treasurer@wblhockey.com](mailto:treasurer@wblhockey.com)

Jess - [treasurer2@wblhockey.com](mailto:treasurer2@wblhockey.com)



# Abby Kath-Web Admin

- Register to be a Team Manager on [wblhockey.com](http://wblhockey.com)
- Once registered you will receive a welcome email and website access
- Editing Your Team Page
  - Layout & Roster
  - Add games under 'Game Schedule' OR 'Manage Team' tabs (NEVER Calendar)
  - NEVER delete shared events



# Manager Registration

All Managers must:

- Register as a Volunteer with USA Hockey
- Register as [Team Manager](#) on WBLAHA website
- Complete Background Screening at MN Hockey (good for 2 years)
- Complete Safesport Training
- Email our Treasurers the background screening fee email for reimbursement



# Manager Duties

- Team Checkbook/Collecting Additional Fees
- Team Contact: Scorebook/Game Duties
- Fundraising/Sponsors
- Parties, team apparel, etc.
- Team Website
- Tournaments
- Scrimmages





# Managers Corner

- WBL Hockey page > Resources > Team Managers Corner
- Team Budget/Check register (google doc...copy and paste)
- Handbooks
- Important Forms
- Official logos
- Sponsorship Information



# Team Checkbooks

- Our association banks with Royal Credit Union (formerly Lake Area Bank).
- One checkbook per team is with Ashley/Eric/Jess
- Manager and head coach must go to WBL bank branch to sign documentation prior to writing checks.
- Each team needs TWO authorized signers (preferably Coach and Manager)
- Signers may not write checks to themselves or family members.
- Bank statements are available at Royal Credit Union.
- If you run out of checks, email Eric - [treasurer@wblhockey.com](mailto:treasurer@wblhockey.com).
- DO NOT ORDER ADDITIONAL CHECKS FOR YOUR ACCOUNT
- Every account has a starting balance of \$5 and must reconcile at The end of the season with \$5



# Manager Recordkeeping

Keep Ongoing Electronic Record Throughout Season of:

- Budget Form (Income/Expense)
- Team Fee Record
- Team Register: Memo to indicate details of all deposits and expenses.
- Take a picture or scan of all deposit slips, receipts and invoices.
- Google doc with register & team budget provided on managers corner

**\*\*\*\*Cash may never be collected or withdrawn from any team account for any reason\*\*\*\***



# Team Parent Meeting

- Budget
- Team Apparel
- Team Volunteer Opportunities
- Pictures (Nicole Giefer Photography)
- Team Website
- Team Get Togethers & events
- Upcoming Games & Tournaments



# Registration and Base Fees

Registration and Base fees collected through SportsEngine will be used by the Association to pay for the following expenses:

- Ice
- Player development
- Tournaments (3 per team or 1 in-house jamboree for mite/8U)
- District player and referee fees
- Coach reimbursements
- Jerseys and socks
- Team Pictures



# Additional Team Fees

Team will need to collect additional money from the players for the following:

- Scrimmage referees
- Additional ice or tournaments
- Apparel
- D2 reschedule fees
- Office or tournament supplies
- Team party/events
- Player end of year gifts



# Team Apparel

Teams may use any vendor they prefer but suggest sticking to local businesses. Ideas include hats, sweatshirts, pants, jackets, choppers.

## **SUGGESTIONS:**

Strauss (Team Manager Store)

Neill Design

Revolution

Hisdahl's

The Minnesotan



# Team Photos

## Nicole Giefer Photography

Location: Hippodrome

- Nicole and Ashley will work with team managers & coaches to get this information communicated. Dates TBD
- PLEASE make sure every family knows that package 1 is already paid for (1 - 8x10 Team photo, 1 - 5x7 player photo).
- **If families would like to order more photos, PLEASE make sure they fill out the order form and have payment ready BEFORE picture day.**
- If your team would like to order banners with sponsors, team gifts, etc. please make sure to let Nicole know NO LATER than picture day.
- Order forms will be emailed to managers.
- Order forms received after picture day (strongly discouraged) will be delayed from the team order.





## White Bear Youth Hockey Media Day Information

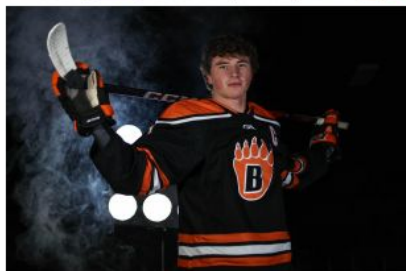
**General Info:** Have your athlete feel like the next superstar by throwing them in the spotlight with a fog machine and awesome background lighting! This photoshoot is being offered to all age levels of the association, open to letting your kids get hyped up for the season with unique and fun posed photos.

**Cost:** \$20 per player, this will guarantee your player 5 poses. These can be taken individually or with teammates/group who opted in as well. All photos will be looked through and put onto a gallery separated by team, and can be selected and purchased. Digital Downloads can be purchased at a price of \$5 per photo. Print, Magnet, Buttons, and other options will be available as well.

**How to set up:** Managers, please coordinate with parents to get a head count on the interest for your team. You can then reach out to me to schedule a day and time to have your team session.

**Location:** Setup will be at the Hippodrome, off ice.

### Examples of setup



< (old lighting equipment but example of hockey player)

# Optional Team Photography: Brennan Schachtner Photography

- Action Shots
- Hockey Media Day



# Coach Registration

## MANDATORY Steps to Become a USA Hockey Coach FOR WBLAHA:

USA Hockey Requirements (Must be completed before participating in any team activities)

- Register as a member of USA Hockey. (Cost is \$46 plus any affiliate fees if applicable).
- Complete the WBLAHA Online Registration.
- Complete the background screening.
- Complete the USA Hockey Safe Sport Training. (Required every year and cannot be added to a roster until completed).
- **Complete the Foundations of Player Development Pre-requisite.** (Coaches will need to complete the Foundations of Player Development module before purchasing their age-specific module. Once a coach completes the Foundations of Player Development module there will be a 15-minute window before they can purchase and complete their age-specific module).
- **Complete the online age-specific module(s)** for the age level of play you are coaching. (Cost is \$10 per module and only needs to be completed once per age level. Must be completed PRIOR to participating in any team activities and cannot be added to a roster until completed)
- **Complete CEP Class: Coaching Education Program (CEP) Certification Clinic Requirements MUST be completed by Dec. 31st each season OR YOU WILL BE REDLINED and not allowed on the ice.**

**\*\*IF THESE ARE NOT COMPLETE, THEY CANNOT BE ON THE ICE OR BENCH**



# Concussion Policy

- Each coach will provide a [Coach Concussion Certificate](#) each year.
- If a player receives a concussion, the coach is required to fill out the concussion form within 48 hours of being notified of the concussion.
- The team manager will give a copy of the report to the parents/guardian and the association president.
- Penalty for not completing the form and allowing the player to continue to play:
  - 1st offense, coach is suspended for the next 2 games.
  - 2<sup>nd</sup> offense, coach will receive a 2 week suspension.
  - 3<sup>rd</sup> offense, coach is suspended for full calendar year.
- [MN Hockey Return to Play form](#) needs to be completed by 3rd party health professional\*\*



# Rosters

- Rosters will be submitted electronically
- Need at least 5 days turnaround for roster approval
- NO ONE should be on the ice or bench unless they are on your team's roster! (Parents, coaches, players, kids, etc.)
- After roster is approved, any new player or coach is not allowed on ice/bench until new roster is approved
- Scrimmages/games/tournaments with team from an outside association - must have official roster
- Student Coaches - Must be registered with USA Hockey and be added to roster. Also, must be 1 age level higher than coaching



# District 2 Rep

Joel Starke

[\(d2@wblhockey.com\)](mailto:d2@wblhockey.com)

- **D2hockey.org**

- Please review District 2 Governing Rules & Bylaws
- All D2 games and standings will be posted
- Ref requests



# D2 Playoffs

- Every Squirt, U10, Pee Wee, U12, Bantam, Jr Gold team will be responsible for providing volunteers
- Association is fined if volunteers do not show up for their shifts
- Non-state eligible teams (B2, C) only top 8 teams in district go to District 2 playoffs



# Locker Room Monitors

- Process/policy is currently being reviewed by the Board and more details will follow

## **VOLUNTEERS:**

- Register as a Volunteer with USA Hockey
- Register as Locker Room Monitor on WBLAHA website
- Complete Background Screening at MN Hockey (email the receipt to the Treasurers)
- Complete Safesport Training



# Player/Parent Cell Phone Policy

The use of cell phones, iPods and tablets are strictly prohibited in any locker room.

- 1st Offense: One game suspension
- 2nd Offense: Two weeks suspension
- 3rd Offense: Removed from the team with no refund on team/registration fees





# Tournament & Volunteer Directors

Paul Stauff & Emily St. Martin - [tournaments@wblhockey.com](mailto:tournaments@wblhockey.com)

- Divisions hosted: 10U A&B, 12U A, PeeWee AA, Bantam A, Bantam AA and Jr. Gold B
- WBL Teams are required to pay half of the registration fee - payment can be submitted any time prior to the tourney
- Each team that hosts is required to have 1 or 2 point people available throughout the tournament. Let Emily & Paul know your contacts as early as possible but no later than 2 weeks prior to the start date of tournament.
- Teams are given an opportunity to work score table shifts at their tourney as a fundraiser. Workers are paid for each shift through monies collected by the association at registration.
- Unfilled shifts are offered to other teams or individuals but are ultimately the responsibility of the hosting team.
- Bantam aged and above can fill shifts. But must know how to fulfill duties before first shift.
- GameSheets is used for the book/scoring the games.



# Dibs

- \$45 Dibs fee paid at registration
- Team opportunity to fundraise by working tournaments
  - Penalty Box, Book, Clock, Announce & Welcome Desk
  - Amount is TBD (\$1000-\$1500)
  - Coverage of tournament duties will be in bulk.
- Shifts NOT covered by fundraising, will be the responsibility of the WBL team playing in the tournament



# Sponsors and Fundraising



# Association Sponsors vs. Team Sponsors

Association Sponsors are gathered by the Association and funds are used for misc items: ice scheduling software, new jerseys, mite boards, goalie equipment, etc. Association Sponsors are able to write off their donation as the Association is 501(c)(3).

Team Sponsors give funds that benefit individual teams. Businesses will need to talk to their CPA regarding tax write offs.



# Association Level Sponsors

**Squirt | 10U Sponsor**  
*Premium Partner*



**Edina Realty**

**STILL LOOKING FOR  
SPONSORS AT THE  
MITE AND JR. GOLD  
LEVELS!**

**Peewee | 12U Sponsor**  
*Premium Partner*



**Bantam | 15U Sponsor**  
*Premium Partner*

**FRANDSEN  
BANK & TRUST**



*Your Bridge to Financial Success for Life*



# Bear Trax Magazine

- Annual magazine
- Selling Ad space
- There will also be a printed version as a keepsake for each skater (and at the rinks possibly - depends how much advertising we can sell)
- No design charge if advertisers provide print ready artwork - or \$100/per ad design.
- This is what the online magazine will look like...

<https://indd.adobe.com/view/7163270b-e02b-4fb9-9eb8-91c18f3d7682>



# Team Sponsors

GOAL - When going out to local business that all teams are represented in the same fashion.

## Orange Level \$500+

- Name and Logo on Team Website
- Name and Logo on communication to team
- Name and Logo on Team Banner - displayed at all games/tournaments
- 3 advertising options to promote business - must email team manager for them to distribute
- 8x10 Framed team photo for your business to display

## Black Level \$200-\$499

- Name and Logo on Team Website
- Name and Logo on communication to team
- Name and Logo on Team Banner - displayed at all games/tournaments
- 8x10 Framed team photo for your business to display

## White Level \$50 - \$199

- Name and Logo on Team Website
- Name and Logo on Team Banner
- 5x7 Team photo

**\*\*SPONSOR LOGOS CANNOT BE ADDED TO ANY TEAM JERSEYS!**



# Fundraising

Fundraiser option is up to your team


- Burger Nights - Hugo Legion
- Chipotle
- Jersey Mike's
- Butterbraids
- Heggies Pizza
- Grandma's Bakery (hockey puck brownies)
- Bag groceries - Cub Foods
- Selling Pop Sockets, hats, candy, etc.
- Car wash cards

**\*\*Team sponsorships and fundraising activities must benefit the entire team.**






# Fundraising



**TIRED OF THE SAME OLD  
TRADITIONAL FUNDRAISERS?**





**You pick  
the price**

Sell top-of-the-line products while supporting small business owners!


Start by earning 30% at our base price.

Want to reach your goal in record time? Set your price and keep 100% of the increase!



**Delivery is a  
snap**

From shipping options across the country, to shelf stable products that require no freezer space, we've got you covered.



**Event Selling**

Shake things up! Consider selling at events, in addition to online or traditional offline sales.

Score big time at games and events with our delicious lineup of freeze-dried candy, fan bands, seasoned pretzels, and JoMamma's salsa.

**Tailor Made**

Think of us as your fundraising fairy godmother.

We'll join forces with you to craft a fundraising strategy tailored to your team, your mission, and your goal.

[VIEW DEMO SITE >>](#)



# Fundraising

It is ILLEGAL for teams to participate in any “gambling” activities.

Teams participating in gambling events could jeopardize the Association’s gambling license.



# Scorebook/GameSheets

- All D2 games/scrimmages will be scored electronically through GameSheets.
- Only use paper scorebook for emergency backup
- Every team will be provided with an iPad that team managers will be responsible for
- Training videos are posted on GameSheets website. Working on getting resources posted to our website



# Go Bears!

On behalf of the White Bear Lake Area Hockey Association, thank you for volunteering for this very important role and committing your time to make this hockey season a great success for your team.

## Thank you!!

