



# Team Manager 101



THANK YOU

# THANK YOU!!!!!!

Thank you for volunteering to be a Team Manager! As an all-volunteer organization, EPHA depends on our members to give their time in support of our association. Managers are critical in establishing the environment for a smooth season. The Coaches have the players on the ice but the Team Manager is their off-ice support and leader for the parents. While the manager role will require a lot of effort (mostly in the beginning of the season), remember that hockey is a team sport. All parents should be contributing to the responsibilities of the team. Delegate, delegate, and delegate whenever you can!





## EARLY SEASON PRIORITIES

### **Team Page & Calendar**

- Request access for you and any other parents helping to maintain the team page
- Ensure all parents subscribe to calendar
- Personalize page for your team, add Coach and manager information
- October practices have been loaded; all go forward practices/games will be added by the ice scheduler
- Managers add: scrimmages/tournament games/social events ....
- Managers add:
  - Home Games: POD/Clock/Scoresheet/Penalty box responsibilities
  - Away Games: POD/Penalty box responsibilities
- Contact Jason Barry [ice@ephockey.com](mailto:ice@ephockey.com) to add scrimmages and LR assignments
- Update team page as needed throughout the season

### **Team Communication**

- Set up GroupMe account
- Send weekly updates to team



## EARLY SEASON PRIORITIES

**Team Fund:** Team Treasurer is recommended. Full transparency of budget is required. Recommend utilizing a shared google form. Budget must be voted on and approved. Participation is required.

**Team funds should cover:**

- Mandatory hockey events; purchase of additional ice, scrimmage ref fees, incremental tournament expense
- Reasonable expenses for non-parent coaches; out of town hotel rooms, gas, meals ....
- Region/State Tournament fees (these are not covered by registration. Fees can be collected later in season, if/when needed.

**Team funds may cover:**

- Hospitality room for out of town tournaments
- Discretionary funds for team meals
- Discretionary funds for team goodies; treats, water bottles .....
  - As a suggestion, collect goodies for tournament gift bags by voluntary donation from each family. The variety and surprise is enjoyed by the players. And this is a way each family may be able to contribute from their own unique skills (crafts), or thru connections (businesses), or at their own monetary comfort level.
- End of Season Thank You gifts

**Team funds should not cover:**

- Expenses that are offered, but optional (Team Apparel, social events with optional attendance.
- Expenses that do not apply to each player equally



## EARLY SEASON PRIORITIES

### **Team Kick Off Meeting**

- Schedule a Team Meeting with the parents and coaches
- Eagles Nest is available for these meeting
- Create a sign-up to involve other parents in team planning and tasks
- Ensure that each family volunteers for at least one role or responsibility
- Reminder about Background Checks and SafeSport for ALL POD's

### **Code of Conduct**

- [Code\\_of\\_Conduct\\_2023 \(sportngin.com\)](https://sportngin.com)
- Collect signed Code of Conduct forms from all families
- Scan and send all returned forms to [secretary@ephockey.com](mailto:secretary@ephockey.com)

### **Manage Files**

- Once Approved, Michael Heller (Registrar) will provide a link to Official USA Hockey Approved Roster - print a copy and save electronically for instant access if needed.
- Make Roster Stickers (Tournaments only. Some may use Game Sheet. Info will be provided by tournament director.)



## APPAREL

**Registration Sweatshirt/Hat:** Round #1 orders are in the Eagles Nest - bagged by team. Rd #2 orders will arrive in early November. Pick up and distribute to your team.

**Practice Jerseys:** All teams should have.

**Try Out Pinnie's:** If your team still has them, please collect and deliver to the Eagles Nest (Collection boxes under the front table.)

**Helmet Sticks:** Will be delivered with Jerseys

**Team Apparel:** Exclusively for players and coaches. Order via order form emailed to you.

**Fan Shop:** The EPHA Apparel Store is open!! Place orders by 10/15 for a mid-November delivery.  
[Home Eden Prairie Hockey Apparel Store \(signatureconcepts.shop\)](http://signatureconcepts.shop)

**Sizing:** Sample sizes will be available in the Eagle's Nest. Please **do not remove** any samples from the Eagle's Nest. Managers should be present when teams are trying on sizes.

Orders will be shipped directly to families.

**Reminder:** All players play for Eden Prairie Hockey. Please **DO NOT** add team designation to any apparel items. Any additional products must be approved by Charlie (EP Communications Director). All designs must follow EPHA style guidelines and CAN NOT utilize the EP High School logo.

[Microsoft Word - Eden Prairie Hockey Association Brand guidelines.docx \(sportngin.com\)](http://sportngin.com)





## SAFE SPORT/BACKGROUND CHECKS

All Coaches, Team Managers, PODs must complete the following steps:

**USA Hockey Registration:** Register with USA Hockey for the current season. (A new registration is required EVERY season). Volunteers (such as Commissioners, Team Managers, PODs) are Free. Steps 2 and 3 below are tied to your USA Hockey Number, so you must complete this step first. [USA Hockey Member Registration](#)

**Background Screening:** Complete the Background screening thru NCSI. The cost is \$30 and good for 2 seasons. This cost is not reimbursable by the EPHA. If you completed a screen last season, you are covered this season and will be notified as such when trying to complete a new one. [Revolutionary Approach To Safety In Youth Organizations \(ncsisafe.com\)](#)

**SafeSport Training:** Complete SafeSport Online training every season. After completing the main course (~2.5hrs), only a refresher is required in subsequent seasons (~20 mins). [SafeSport Program Training \(usahockey.com\)](#)

**EPHA Volunteer Registration:** Register as an EPHA Coach or Volunteer. Provide your USA Hockey # to track compliance to requirements of USA Hockey.

**Key Contact:** Michael Heller [registration@ephockey.com](mailto:registration@ephockey.com)



# DEI Resources

## *Diversity, Equity and Inclusion Resources*

Managers and Coaches are encouraged to review and include DEI training/exposure to their team meetings throughout the year.

MN Hockey has provided resources for Associations to use. We have linked these resources to our [Association Website](#).

We will update resources as they are shared with us from MN Hockey!

Please reach out with questions!  
Rosie Rink  
Diversity, Equity and Inclusion Education Director

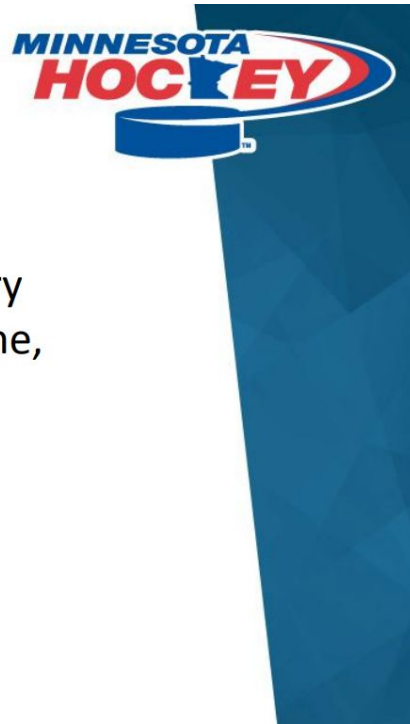




## Reporting Policy

If you hear discriminatory comments or see discriminatory actions take place during a game, practice, or in the locker room report it to

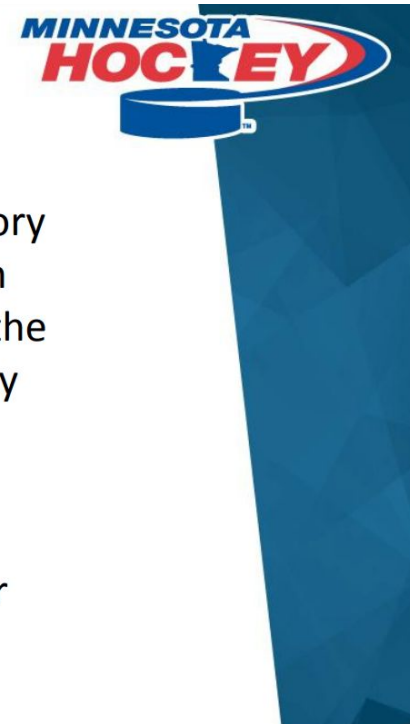
- A coach
- An official
- A parent or guardian



## Reporting Policy

If you make discriminatory comments or take discriminatory actions against another person during a game, practice, or in the locker room consequences may include:

- writing an apology letter
- suspension from practice or games
- removal from the team





### **Ice Draw:**

- Wednesday, 10/25 6:00pm
- 2-3 people per team
- Work with coach on ice time strategy
- Consider what team(s) you will want to share ice with

### **Game Scheduling**

- District Games will be booked for you and added to your team calendars
  - \$100 Fee if a Game needs to be changed
- Managers are responsible for adding tournament games to your team calendars

### **Scrimmage Scheduling**

- CONTROLLED SCRIMMAGE: An event involving two teams participating in an informal competition on the same ice; coaches on-ice throughout the session providing instruction on position play and game situations; no scoreboard or game clock may be used; no officials may be used; and, play may be stopped periodically for instructional purposes.
  - Book LR for opposing team
- SCRIMMAGE: An event involving two teams participating in an informal competition on the same ice; coaches not on-ice during the session; scoreboard may be used; 2 officials are required; score sheet will be utilized and, play may be stopped periodically for instructional purposes.
  - Book LR for opposing team
  - Book Refs
- Terri Lokken – [d6hockey.net](http://d6hockey.net) Ref scheduling contact



### **EPCC & Velocity Information**

- Remind your team when a practice is scheduled at Velocity - everyone is programmed to go to EPCC!

### **AWAY Games/Scrimages**

- Check with the hosting team to ensure you send your team to the correct rink! Many associations have multiple rinks.

### **Dryland**

- Calendar/booking is now available on [ephockey.com](http://ephockey.com)

### **Outdoor Ice**

- Jan to mid-February (weather permitting)
- Jason Barry/EP Ice Scheduler will communicate and coordinate times/locations



**ALL Scoresheets are Submitted using GameSheet. D6 games, scrimmages and most tournaments (new for 2023!) Training Session Information:**

<https://gamesheetinc.com/news/announcing-the-2023-gamesheet-training-sessions>

**Zoom Meeting Link:**

<https://us02web.zoom.us/j/83818074198?pwd=Q0xUZUUxMGI5cWlOSE1qS3Vja1lCZz09>

Here is the link to the User template:

<https://help.gamesheet.app/article/28-team-user-invitation-email-template>

GameSheet only works on iPads. Ensure multiple people on your team have iPads that can be used for games. Also, ensure multiple families feel comfortable utilizing the application.

All scrimmages should be tracked/scored in the Exhibition portion of the app.





## GameSheet Invitation Codes/Access Key

	Division	Invitation Code
Eden Prairie	Bantam AA	Zx2pHNSBFq
Eden Prairie	Bantam B1	oobMj4c36b
Eden Prairie	Bantam B2	uxgjsCk9Mb
Eden Prairie	Bantam C	PbiP8m62ju
Eden Prairie	Girls 10A	qfU6thhEgJ
Eden Prairie	Girls 10B2	eByFHEJ4o4
Eden Prairie	Girls 12A	f6Qkj4HeJp
Eden Prairie	Girls 12B2	BvWyCdVRCm
Eden Prairie	Girls 15A	fqV7w2egyc
Eden Prairie	Peewee AA	qCe59aGDSb
Eden Prairie	Peewee B1	5JJacwgmtX
Eden Prairie	Peewee C	Q8grJW8gpN
Eden Prairie	Squirt A	oRx4k2KhF4
Eden Prairie	Squirt B1	HG23BR4GUR
Eden Prairie	Squirt B2	6Xdc3RA9pu
Eden Prairie	Squirt C	pjLupsKyAA
Eden Prairie Black	Peewee B2	H69WNtJWmv
Eden Prairie Red	Peewee B2	FuZJiDKqAm

**League Access Key: ipad-mnd6rs**



### **Out of Town Tournaments**

- Contact tournament director and have communication transferred to your name.
- Determine if roster stickers are needed, or if GameSheet will be used
- Bring your official USA Hockey team roster.

### **Hotel**

- For all out of town tournaments, EPHA has established hotel blocks. Teams must stay in the designated hotel unless other arrangements are made through the EPHA Tournament Director. Contact the EPHA Tournament Director with any questions or concerns about tournament dates, locations, or hotel blocks. Teams are expected to reserve and pay for hotel rooms for non-parent Coaches (max 2 per team)
- Hotel Reservations - book fast! Give your families a deadline.
- Don't forget to book/pay for your non-parent coaches.

### **Buses**

- A team may decide to secure a bus for travel to an out-of-town tournament. The bus expense would then be shared among only those choosing to participate and should not be paid out of the general team fund (unless all families have agreed to participate equally).



### **PODs**

- A responsible adult needs to be present at all time; practices, scrimmages, games, dryland .....
- Unmonitored locker rooms are a violation Safesport; violation 1 is \$500 fee violations 2 is a \$1000 fee and a disciplinary hearing with D6. Fees ARE NOT paid for by the EPHA.

### **Cell Phones**

- Cell Phones are NOT banned, however they cannot be used by anyone to record content/take photos.
- Legal implications may result.
- REMINDER: locker rooms are not always secure.

### **Social Media/Group Chats**

- Coaches may NOT contact minor players via text or social media.
- Terms can create social media accounts (Instagram/Twitter ...) but must be supervised by an adult



### **Concussion Protocol**

- Each Coach is required to complete concussion training as part of their Coaching certification.
- The Coach in charge of any team activity who has knowledge of a Player sustaining a concussion or exhibiting concussion type symptoms must complete a Minnesota Hockey Concussion Reporting and Return to Play form relating to the injury.
- The form must be delivered to the Team Manager within 48 hours from when that Player sustained a concussion or exhibited concussion type symptoms.
- The Team Manager shall provide a copy of the report to the Player's parents.
- Until the completed Return to Play portion of the form is received by the Team Manager or Coach, the Coach and Team Manager shall ensure that the Player does not participate in any team physical activities.





## **Pictures**

- Schedule time, add to team calendar, share date and key info with parents
- All ordering done online, after pictures are taken
- Manage group on day of pictures
- 11/19 for Travel Teams
- 12/3 for Mite Teams



**Policies & Procedures** The EPHA Policies & Procedures guide everything we do as an association and is good resource for questions beyond this manual.

[Policies & Procedures \(ephockey.com\)](http://ephockey.com)

**Sample Documents** A variety of sample documents are available in the Manager section on ephockey.com, including Manager Example Documents which provide templates for Roster, Budget, Volunteer Assignments, POD Schedule, Volunteer Sign Up, Scoresheet Labels.

[Documents \(ephockey.com\)](http://ephockey.com)

### **Game Streaming**

- **Season Cast**
- **NEW Sports Engine** - if interested, contact Charlie Gerszewsk  
communicationdirector@ephockey.com



### **2023-2024 Commissioners:**

**10U** – Linn Buchanan [linn.buchanan@gmail.com](mailto:linn.buchanan@gmail.com)

**12U** – Jessica Englestad [jcengelstad@yahoo.com](mailto:jcengelstad@yahoo.com)

**15U** – Jenn Penney [jenn.penney@gmail.com](mailto:jenn.penney@gmail.com)

**Squirt** – Teri McDowall

**PeeWee** – Ashley Turner

**Bantam** – Joe Sullivan [joesullivan287@gmail.com](mailto:joesullivan287@gmail.com)

**Commissioner / Manager Director** – Mike Sarazine [volunteerdirector@ephockey.com](mailto:volunteerdirector@ephockey.com)

\*Manager Group will be a GREAT resource for Questions!

\*If it is specific questions, not related to the full group - please use COMMISSIONERS as YOUR FIRST POINT OF CONTACT WITH QUESTIONS.



## RESOURCES

**Apparel / Jerseys:** Emily Ailie [secretary@ephockey.com](mailto:secretary@ephockey.com)

**Equipment:** Patty Walters, Equipment / Growth Director, [growth@ephockey.com](mailto:growth@ephockey.com)

**Ice Scheduling:** Jason Barry, Ice Scheduler, [ice@ephockey.com](mailto:ice@ephockey.com)

**Diversity/Education/Inclusion:** Rosie Rink [legacy@ephockey.com](mailto:legacy@ephockey.com)

**Manager and Volunteer Dibs:** Mike Sarazine [volunteerdirector@ephockey.com](mailto:volunteerdirector@ephockey.com)

**Tournaments:** Eric Langaard Tournament Director [tourneys@ephockey.com](mailto:tourneys@ephockey.com)

**Communications:** Charlie Gerszewski Communications Director, [communicationdirector@ephockey.com](mailto:communicationdirector@ephockey.com)





MITE NIGHT AT THE WILD

SAVE THE DATE



**EPHA NIGHT @ THE  
MN WILD**

DETAILS TO FOLLOW

FEBRUARY 13, 2023 - 7 PM  
XCEL ENERGY CENTER

Thursday, January 25th



ADDITIONAL QUESTIONS

Questions?