

**VMHC
Team Managers
Handbook**



2022-2023



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Welcome to New Managers

Hello and thank you for volunteering as a Team Manager. There's a lot to do and even more to organize, but this handbook will provide the necessary guidance and structure to help get you going.

If you can't find what you need here, ask a fellow manager - chances are good that they have valuable insight. Then make a note here so we can add necessary detail to this living document.

Team Managers have two functions: administration and social directors. The team manager works closely with the Head Coach and is the first line of contact for parents.

Team Manager Roles & Responsibilities

The primary role of the Team Manager is to assist the team coach by handling off-ice administrative and organizational activities for the team. A well-organized manager allows the coaches to devote time to their players and concentrate on coaching. Below is a brief list of the responsibilities of the Team Manager:

- Maintain a notebook of team and player documents, and USA Hockey--required forms.
- Possess a USAH T-1 roster and contact list of team players that includes birth dates, parent names, phone numbers, addresses, and other pertinent information.
- Coordinate with the Association's Registrar concerning registrations, rosters, add-on players and other registration matters.
- Act as a liaison between parents and coaches and between parents and the Directors to facilitate the exchange of information and assist with conflict resolution.
- Communicate practice/game schedules, tournaments, social events, skills clinics and other pertinent information.
- Coordinate parents to serve as scorekeeper, timekeeper and penalty box supervisor for all games (as needed).



Manager's Team Book

This is a book created by you and maintained by you for your team. The book must be present at every league and non-league games and tournaments. The book should be organized into at least three categories: Coaches, Manager, and Players.

Two documents are required in your manager's book (details for how to obtain documents are provided below):

1. Your **official USA Hockey T-1 Roster** for your team
2. **Signed Code of Conduct form for all players and parents**

1. **Official USA Hockey T-1 Roster** - This document is provided to you by our local Registrar affiliate. You must be in possession of this roster prior to your first game.

IMPORTANT: Only players on the USA Hockey official roster may play in games/scrimmages for the team. If another player is needed, a roster addition must be made for the situation. This is very important and must be strictly adhered to. The deadline for roster additions is Wednesday at 12:00 pm. No roster changes will be allowed after 12:00 pm. Any coach who sits on the bench must also be on your roster. Max four coaches in the players' box per game and twenty players per roster.

VMHC Roster Contact: registrar@vailmountaineers.org

- a. **Required Documents for Coaches to be added to USAH roster**
 - i. Proof of USA Hockey Registration for the current season
 - ii. Background Screening (required every two years) conducted by USAH
 - iii. Concussion Training Certificate
[-http://www.cdc.gov/concussion/HeadsUp/online_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)
 - iv. SafeSport Training Certificate (required annually)-<http://www.usahockey.com/safesporttraining>
 - v. Completion of Coaching Education Program (CEP) with correlating Level. Coaches have until 12/31 to complete/update CEP
 - vi. Online Age Modules. One time requirement per age level.
 - vii. Concussion awareness training (required annually).
- b. **Required Documents for Managers to be added to USAH roster**
 - i. Proof of USA Hockey Registration for the current season



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- ii. SafeSport Training Certificate
- iii. Background Screening conducted by USAH
<https://www.usahockey.com/backgroundscreen>

c. Required Documents for Players be added to USAH Roster

- i. The Registrar will confirm that each player has a valid USAH registration number, date of birth has been verified, proof of registration with Vail Mountaineer Hockey Club for the current season and coaches credentials have been completed.
- ii. After this has all been verified, the Registrar will email the Team Manager a link to the copy of the approved USAH roster. This link auto-populates updated information throughout the whole season. Carry the hard copy roster with you to games and save this link to your phone or laptop in an easy to find place as it reflects any changes.
- iii. The Team Manager is responsible for verifying the roster is accurate, collecting birth certificates for any players whose date of birth has not been verified and updating the Registrar of any changes.
- iv. Once uniforms are distributed, the Team Manager needs to send a complete list of player names and jersey numbers to the Registrar, please notate all goalies.

Tournaments

VMHC pays for a total of five tournaments per co-ed travel team and three tournaments for girls' teams. In the event of extenuating circumstances, the club may approve an additional tournament where appropriate. Extra tournaments will continue to be optional with registration fees covered by parents.

The co-ed travel A and B teams will each play in the following:

- Sportsmanship Tournament (hosted by VMHC)
- Two tournaments of choice,
- WCHL Playoffs, and
- CAHA Tournament (end of year)

Note: Teams may still choose to attend additional tournaments with registration fees covered by parents.



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The girls' hockey teams will continue to participate in:

- Adele Dombrowski Mountain Divas Tournament,
- MLK tournament (hosted by VMHC), and
- League playoffs.

Teams may choose ONE other tournament to participate in that will be paid for by the club. Choosing a tournament for your team is an early season priority, because tournaments fill up fast. Many of the tournaments are held during Presidents or MLK weekends. Please ask peers, coaches, managers for recommendations. You can find additional in-state options on the CAHA site:

<https://www.co.hockey/co-hockey-tournaments>

Teams can participate in additional tournaments if the team votes to do so and agrees to pay for it. In this case, a manager or coach pays for the tournament, then collects money from parents.

Team Managers are responsible for notifying the VMHC Executive Director and Director of Hockey about the tournament(s) in which they want to participate. Managers are also responsible for the application, communication and travel organization for tournaments. Travel out-of-state for tournaments is discouraged.

Tournament Policy - Out of State Travel

Per the VMHC Policies and Procedures, all teams traveling out of state shall have the Executive Director's approval and apply for a travel permit per CAHA's requirements. (See CAHA Policies and Procedures section 1 for Travel Permit Requirements). There is concern that out of state tournaments are a financial burden for some families, and the peer pressure surrounding the decision to attend these is unfair. The 2019-2020 parent survey indicated that many families were not happy about their team going to an out of state this past season. The Executive Director will take all families feedback into consideration when deciding whether or not to approve out of state games and tournaments.



Volunteer Credits Requirements and Tracking

Everyone wants his or her player(s) to have the best possible hockey experience. Parental involvement is essential to make this happen! VMHC is a volunteer organization, with paid consultants as the Executive Director and the Director of Hockey. VMHC recognizes ice hockey is an expensive sport. Registration fees cover 60% of the actual cost to run the program. The remaining costs have to come from Fundraising.

Each family will be required to post a \$300.00 Parental Involvement Security Deposit at the time of player registration. Families of all travel team players are required to earn a minimum of 15 volunteer credits per family throughout the season. (One credit equals approximately one hour of time.). Families may choose to complete the 15 credit volunteer requirement and get a full refund of \$300 once it is complete. The money collected will be used to pay the cost of "contract labor" needed to support VMHC Fundraising activities. This is not a substitution for participation in the direct fundraising campaign.

The Parental Involvement Security Deposit is only applicable to fundraising and approved activities. VMHC utilizes the Dibs program (through SportsEngine), SignUp Genius and input from the Directors, the Fundraising Director and Team Managers to track credits.

APPROVED VOLUNTEER OPPORTUNITIES

1. Board Members, Team Managers or Coaching
2. Running time clock or scorekeeping for tournament games (NOTE: penalty box shifts are not eligible for credit).
 - a. Tournament shifts are available via DIBS
3. Fundraising duties (must be pre-approved)
4. Discount Card Team Coordinator
5. Food donations during tournaments- when applicable (via SignUp Genius)
6. Other tournament duties such as Locker Room/Hospitality, Tournament Host, Hospitality Room Attendant (via DIBS)
7. Other opportunities may become available throughout the season and help is almost always needed for special projects. Talk to your division director, board member or team manager.



Vail Sportsmanship Tournament

Founded in 1979, The Vail Sportsmanship Tournament is one of our two flagship fundraising events. The tournament is held on the first three full weekends in November. Bantam (14U) teams play on the first weekend, Pee wee (12U) teams play during the second and the Squirt (10U) teams play on the third. We need everyone's help to make the tournament a success, which in turn helps pay for a substantial portion of your player(s) registration fees. Each weekend of our tournament sees roughly 25 Teams play over 60 games. When spectators and families are added to the total, the event brings over 5000 people to the valley before the big ski season rush!

Ways to Help:

- Hospitality Room Attendant – At Dobson each Saturday (via DIBS)
- Tournament Hosts (via DIBS)
- Organizing Volunteers – Need to cover Time Clock, Scoring & Locker Room/Hospitality, Concessions (at EPIR)
- Sponsorships/Donation Solicitation – Work with the Fundraising Chairperson - fundraising@vailmountaineers.org

Managers will be asked to ensure that families are signing up and to encourage families when they aren't. We need ALL HANDS ON DECK during the tournament. This is the primary opportunity to earn credits. There will be an online sign-up that will detail the jobs required and track participation. The teams participating each weekend are responsible for ensuring that all shifts are covered.

Vail MLK Tournament

2023 9th Annual 2023 Vail Girls' MLK Tournament
January 13-16th 2023

We will have 4 Divisions- 10U, 12U, 15U and 19U. We will have up to 5 teams per age group. Each team will have a 4 game guarantee. There will be games in Vail (Dobson Ice Arena) and Eagle (Eagle Pool & Ice Rink) beginning on Friday (PM), Saturday, Sunday and Monday (AM). The Championship games will be held Monday, January 16th.



Uniform Security Deposit

Parents of travel team players are required to give VMHC, via the Team Manager, either a post-dated check made out to VMHC (dated in March) or sign a credit card charge authorization in the amount of \$250.00 as a deposit on the return of jerseys at the end of the season. No jerseys will be issued without the required deposit. Players shall rent their jerseys and breezer covers from the Club at an annual rental fee of \$50.00. Jerseys and breezers are the property of the club. Loss or damage to issued jerseys are the responsibility of the individual/family to whom they are issued. Failure to return jerseys and/or breezer covers in good condition will be subject to forfeiture of jersey deposit and/or billed for damage repair or replacement jersey.

- Uniforms will not be provided until this form is collected by the Team Manager
- If there is an issue with non-participation by a family or uniforms are not turned in, the Team Manager should contact the Executive Director for support in executing the deposit.



Player Injuries

All injuries that occur on the ice (practice and games) which result in a visit to the doctor require that an injury report form be completed. This is the general rule. Use your best judgment and err on the side of caution.

- If a player is injured and cannot return to the ice, the player must be seen and released by a physician prior to returning to the ice (practice or game).
- If a player is suspected of having a concussion from hockey or from any other activity, it is MANDATORY that they receive a physician release prior to returning to the ice
- USA Hockey provides insurance to all players. The general rule is that this insurance only comes into play once the player's insurance has been utilized fully. For more details and forms visit:

<http://www.usahockey.com/page/show/837074--insurance--and--risk--management>



Game Responsibilities

The Home Team is required to provide a scorekeeper, time clock operator and penalty box coverage. Scorekeeping or running the time clock during REGULAR SEASON games does NOT count as involvement support activity (volunteer credits).

ScoreKeeper

All games must be scored on an iPad through the GameSheet app. It is also recommended that statistics are tracked on a paper scoresheet. iPads should be available at each rink for you to use.

To get to the game to score via the **GameSheet** app, first open the GameSheet app. If the app is requesting a "**League iPad Access Key**", type in **ipad-wchl-co** or **ipad-cghl-co** for League Games. For any exhibition/non-league games, enter **ipad-exh-co**. Next, tap **+New Game** and then **Load from Schedule**. Locate your game and tap the **Load Game** button. Tap on **Active** and choose your game to begin scoring.

Team Manager will be provided login credentials, which they must share their volunteer parents. If you don't have it, contact the Administrator.

Time Clock

The time clocks at Dobson and Eagle are a bit different. Directions and training videos are available online on the manager's page:

<http://www.vailmountaineers.com/managers>.

WCHL/CGHL Game Rules for Timekeepers

Warm-up: 3-minutes

10U/Squirts: 12 minutes stop

12U/PWs: 14 minute stop clock

14U/Bantam: 14 minute stop clock

Girls 10U: 12 minutes stop

Girls 12U: 14 minutes stop

Girls 15U: 14 minutes stop

Girls 19U: 15 minutes stop



*For all games, if there is a 5 goal differential the game will become run clock in the 3rd period only. If the goal differential is reduced to less than 5 goals, the regular stop clock is reinstated.

**During the run clock, the clock continues to run after a whistle and is only stopped in the event of an injury, a timeout called by either team (3rd period run-time only), or at the direction of the on-ice official

USA Hockey and CAHA Penalty Lengths:

For 10U and 12U minor penalty time is determined SOLELY by the length of the period. This is a USAH rule.

12 minutes or less periods = 1 minute minor (10U/Squirts and Girls' 10U)

Greater than 12 minutes, but less than 17 minute periods = 1:30 minor (12U/PeeWees, Girls' 12U)

17 minutes or longer periods = 2 minutes

For 13/14U and older, all penalties are 2 minutes NO MATTER WHAT THE PERIOD LENGTH. (14U/Bantams, Girls' 15U, Girls' 19U)

ALL AGE GROUPS have-

10 minute Misconduct

5 minute Major penalty

5 minute Match penalty

Game Schedule

As the manager you may need to make additions or changes to the game schedule for your team. If you want or need to add or change a game, here is a list of items you need to consider:

- Work with your coach to determine what time options work best
- Verify ice availability – there is a cost to this so try to keep home/away teams the same
- Contact the manager for the team you need to make changes with and work directly with them
- Once change is agreed upon, contact the Executive Director to make the change in GameSheet.
- Make sure officials are scheduled. Make sure ice is booked and change is noted with ice rink



Non-League Games and Scrimmages

As the manager you may be asked to participate or organize a non-league game and/or scrimmages.

- All teams that scrimmage MUST be registered with USA Hockey
- Arrange scrimmages per coach request
- Association websites are located on the CAHA site:
<http://www.caha.co/page/show/1311330--cdyhl>
- The home team is responsible for arranging referees for the scrimmage
- Communicate schedule to team and club administrator so it can be added to Mountaineer calendar.
- Provide volunteers for scorekeeping/clock and penalty box



Required Equipment

- HECC Certified Black Helmet with full-face cage or shield (within 3 years)
- Black Hockey Gloves
- Breezers
- Shin Pads
- Elbow Pads
- Hockey Skates
- Stick
- Protective Cup
- Socks
- Mouth Guard- Must be worn in the mouth at all times during games, except squirts. Dangling mouth guards from mouth or face guard can/will result in penalty minutes.
- Goalies must supply their own equipment - some is available to borrow from the club, but its provision and fit are not guaranteed

Chain of Command

Team managers are the first point of contact for parents with questions, concerns, and most all other issues. Please become familiar with the policies outlined in the Policies and Procedures, Section 16, pages 6-7. For Conflict Resolution, please see Section 16 of this document.

The coaches are in charge of each team, by extension (and while it may sometimes seem otherwise,) parents are not. The Team Manager works for and with the coaches. Although team functions are divided as listed below, most coaches and managers consult frequently with each other.

- Coaches: Responsible for coaching, competition and player development. Per USA Hockey Head Coaches are the ones held accountable for all actions or issues with a team.
- Team Manager: Responsible for communication, bookkeeping, social events, travel team arrangements and volunteer staffing.
- Should misunderstandings arise, it is suggested that the aggrieved parties deal directly with each other only after a 24 hour cooling off period.

Link to [VMHC Conflict Resolution Table](#)



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Vail Mountaineers Hockey Club Chain of Command / Grievance Procedure

Oct-20

Issue	Resolved by	If not Satisfied, then Resolved by	If not Satisfied, then Resolved by	If not Satisfied, then Resolved by	If not Satisfied, then Resolved by	If not Satisfied, then Resolved by
Parent upset with team selection	Team Manager	Head Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President
Parent upset with team roster	Team Manager	Head Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President
Parent upset with practice or game schedule	Team Manager	Head Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President
Conflict with Player and Teammate	Head Coach	Team Manager	Hockey Director	Disciplinary Chair	Board President	Board President
Conflict Between Parents	Team Manager	Head Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President
Conflict Between Parents and Team Manager	Head Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President	Board President
Conflict Between Parent and Coach	Team Manager	Head Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President
Conflict Between Coach and Team Manager	Age Group Director	Hockey Director	Disciplinary Chair	Board President		
Conflict Between Coach and Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President		
Conflict Between Team Manager and Age Group Director	Hockey Director	Disciplinary Chair	Board President			
Conflict Between Coach and Director	Disciplinary Chair	Board President				
Conflict Between Board Member and Director	Disciplinary Chair	HR Consultant				
All Others	Team Manager	Head Coach	Age Group Director	Hockey Director	Disciplinary Chair	Board President

Note: For more information, please refer to the VMHC Policies and Procedures



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