



# Falcons Team Managers Meeting

September 8, 2022

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Falcons Travel Team Managers  
Meeting







## WELCOME

**Michael Lucas - NIHL**  
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**Glenn Agrest - CSDHL**  
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**Nick Meo – Mites**  
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## TOPICS COVERED:

- Manager's Role and Requirements
- Team Structure/Volunteers
- Covid Policy (constantly being updated)
- Pre-Season Meetings
- Jerseys, Warmups, Equipment, SWAG
- Scheduling, CSDHL & NIHL Season Outline
- Documents & Forms
- Tournaments
- Dryland Opportunities
- Impact Baseline Testing / Concussion Protocol
- Falcons Website / GLASA / Misc Items





## **MANAGER'S ROLE AND REQUIREMENTS:**

- You act as the liaison between your team's parents and coaches.
  - It is better to over communicate, otherwise parents will complain. At times, parents or coaches may confide in you. Remember to keep these communications confidential.
- You act as the business manager, coordinator, communicator & administrator for the team.
  - Send an intro email at the beginning of the season with as much information that you have about uniforms, tournaments, to dos, etc.
  - Send an email on Sundays with specifics for the week ahead. Parents can get basic schedule info from the website.
- You are not a coach and are not involved in player coaching decisions.
- Any managerial questions please contact Michael Lucas.
- If a problem arises that can not be resolved quickly, please contact Nick Meo, VP Travel Hockey.





## MANAGER'S ROLE AND REQUIREMENTS CONT.:

- All team managers must complete the following REQUIREMENTS:
  - Squirt and above, register with USA Hockey  
<https://membership.usahockey.com/>
    - Send your USA # to Carol Jagadeesh ([registrar@falcons hockey.org](mailto:registrar@falcons hockey.org))
  - Mite Managers register with AAU (<https://aauhockey.org>)
  - ALL MANAGERS must Complete the online screening process on SAFESPORT (<https://safesporttrained.org/#/public-dashboard>)
  - ROSTERS - Rosters are created at the beginning of the season and will be sent to you by Carol or Nick Meo.
    - Once you are added to a roster you will receive an email from AHA! with a username and password. You will need this same login for ref scheduling and the AHA! State Tournament (Squirt and up)
    - When the roster has been certified by AHA! you will be able to download your team's certified roster from the AHA! website using your username and password. If you have questions, email Carol.





## MANAGER'S ROLE AND REQUIREMENTS CONT.:

- REPORTING GAME SCORES
  - CUHL and CSDHL use Game Sheet App; will need an IPAD at each game.
  - NIHL Teams: Input your Roster in both AHA! and NIHL websites.
    - Input your home game scores within 24hrs.
  - If there are any major penalties...
    - NIHL: Scan and email scoresheet to [rulesandethics@nihl.info](mailto:rulesandethics@nihl.info) and copy Michael Lucas and Glenn Agrest
    - Mites: Contact Nick Meo
    - CSDHL: Email Glenn Agrest





## **MANAGER'S ROLE AND REQUIREMENTS CONT.:**

- CHECK TO MAKE SURE YOU HAVE REFS BEFORE EVERY HOME GAME!!
- Squirt and up, do this at least two days before a home game at the same AHAI site you use for your roster.
- Take a photo of the screen showing the refs assigned to your home games. See scheduling slide for more information on refs





## TEAM STRUCTURE / VOLUNTEERS:

- Consider asking parents to volunteer for the following:
  - Team Treasurer
  - Event / Tournament Planner to organize team dinners, goodie bags, SWAG, etc.
  - Hotel Planner – to secure a room block at a hotel for CSDHL games in St. Louis, Denver, etc.
  - Score Sheet/Game Sheet (app) and Timekeeper (volunteer credit reimbursed at end of season) if volunteering for entire season for ALL home games; will need an IPAD.
  - Photographer/Videographer
  - Penalty Box for LFA & LFC





## TEAM STRUCTURE / VOLUNTEERS CONT.:

- **SLUSH FUND:**
  - Recommended that another parent volunteer to be the Treasurer and create a budget spread sheet for the slush fund. There is a sample budget on the Falcons' website, or create your own.
  - Set up a separate bank account for the slush fund and keep you records current. Every penny must be accounted for. **YOU ARE SPENDING OTHERS' MONEY – USE COMMON SENSE!**
  - Use Zelle, Venmo or check so that there is a record for all payments.
  - Provide parents a monthly update of the account balance and expenditures if requested.
  - Provide parents with an end of season balance and discuss party / refund if applicable.
  - If a parent is not paying slush, please notify Glenn Agrest as that player may be suspended.
  - Purchase a first aid kit (Amazon) and give to the head coach at the beginning of the season, or bring with you to all games.





## TEAM STRUCTURE / VOLUNTEERS CONT.:

- Expense Reimbursement (mostly applicable to coaches)
  - Book hotel rooms for coach and assistant coach for out-of-town tournaments, unless a tournament requires that the coaches book their rooms.
  - Check with each tournament as to whether they comp coaches' rooms.
  - Coaches are reimbursed for:
    - Food (alcohol is not reimbursed)
    - Gas (This is actual monies spent, e.g. you cannot use mileage and coaches should not submit gas receipts for "filling up" prior to leaving for a tournament; only for actual gas used.)
    - Plane tickets and a reasonable rental car.
  - Request receipts in order to be reimbursed; keep all receipts.





## COVID-19 POLICIES AND PROCEDURES:

- These policies and procedures are constantly changing.
- Check with other teams about any COVID policies their rinks may have in place.
- Please report any positive cases to Dave Bradley.
- Players may only use their own equipment and water bottles.
- Ensure that all participants have signed our waiver to participate.





## **PRE-SEASON MEETINGS:**

- First, set up a meeting with your coach to discuss expectations for the season (what your coach plans to do and what he/she wants you to handle).
- Second, set up an Initial Team Meeting (typically, after the first practice).
  - Set up the first parent meeting as soon as possible after teams are announced (one parent attending with player is MANDATORY).
  - Your Coach and the Manager will cover:
    - Coaches Goals and Objectives for the team
    - Attendance Policy
    - Team Rules and Expected Player & Parent Conduct.
      - 24 Hour rule; you may have to remind parents to oblige by this rule
    - MANDATORY Slush Fund – Recommend \$500.00 to \$1200.00 depending on your team and how many tournaments are expected for the year – NIHL vs CSDHL (if parents do not pay, please contact Glenn Agrest)
    - Jerseys and Equipment





## **PRE-SEASON MEETINGS CONT.:**

- Forms – Collect a birth certificate for each player on the team; shred at the end of the season.
- Volunteers – Ask for volunteers for treasurer to handle the slush, event planning, tournament and hotel planner, score sheet/timekeeper (reimbursed volunteer credit at end of season), photographer/videographer
- Tournaments – Coaches will discuss what tournament he/she is considering.
  - Most teams will travel 1-4 hours away for a tournament.
  - Higher level teams may travel further, but if plane tickets are involved, a team vote needs to happen. Central States is an exception.
  - Book team hotel rooms on time.
  - Parents are responsible for their children and behavior, NOT coaches.
  - Coaches will often give curfews for bedtime and rules on swimming and other activities, but parents are IN CHARGE of their children. Stress this to parents.





## PRE-SEASON MEETINGS CONT.:

- REPRESENTING THE FALCONS
  - Pre-game/Postgame
  - Players wear warmups and gym shoes to all games.
  - Game behavior – respect the other team, parents and referees.
  - If there are issues with behavior from players, it is the discretion of the coach as to suspend a player.
  - If there are issues with behavior from parents, it is the discretion of the referees or coach as to how to handle and whether a parent will be asked to leave a game (unfortunately, we have seen this happen on other teams).
  - Any locker room or parent issues must be reported to Rules and Ethics.





## JERSEYS AND WARMUPS:

- Jersey, warmups and shirt sizing is collected during conditioning skates.
- Managers will be given a list of their roster's sizing that was collected. They must confirm with parents if they are ordering jerseys and warmups and sizes prior to the order going through. Outline the cost of what they are purchasing. There is no charge for shirts.
- Confirm jersey numbers. In the case of a *new player* or a *number conflict* (based on seniority – the player that has been with the Falcons the longest gets the first choice) a new jersey will be supplied by the Falcons at no cost.
- ONE order is placed by the Falcons for ALL jerseys and warmups.
- Standard Jerseys are the White & Black.
- Patch information (where applicable for CSDHL) for jerseys. New jerseys will come with patch. See CSDHL.org for patch and helmet sticker locations





## JERSEYS AND WARMUPS:

- Jersey Costs:
  - If an existing Falcons player requires a new jersey due to *size* or *condition*, they will be charged \$250.00. If there is a number discrepancy, there is no cost.
- Warmup Costs:
  - Warmups are \$125.00/set (Jackets \$75, Pants \$50). CAN PURCHASE SEPARATELY.
  - CSDHL: Warmups are mandatory for CSDHL teams for the 2022-23 seasons.
  - NIHL: Travel Teams have the Coach's option to:
    - Wear Team Warmups or opt for alternative "team" look
    - \*\*FHA recommends warmups\*\*
    - Include embroidered last name, number and logo on jackets and embroidered number on the pants.
- Payments for jerseys are paid by the Manager in ONE PAYMENT directly to Falcons upon collecting from all families (Zelle at [treasurer@falcons hockey.org](mailto:treasurer@falcons hockey.org) or by check).





## **JERSEYS AND WARMUPS CONT.:**

- Take care of your Jersey!!!!
  - Falcons is encouraging teams to use jersey bags (or hangers) which are available on the Falcons On-line store, and NOT to throw them in the bottom of a smelly hockey bag. Please wash jerseys as needed. We are seeing color damage on jerseys due to lack of care.
  - Please wash in cold water, gentle cycle & hang dry.





## EQUIPMENT:

- Helmets, Gloves and Pants – MUST BE BLACK!!!!
  - Falcons Gloves are available for sale on the on-line store.
- Helmet Stickers – to be distributed to Managers for each team.
  - Falcons sticker on each side of helmet.
  - HP Strong Sticker MANDATORY.
  - Stickbandits.com – Order numbers for the entire team (white with red border); use slush money for this expense.
- Practice Jersey & Socks
  - Coaches will assign practice jersey colors to be worn at all practices.
  - These will be handed out in the beginning of the season in the “welcome bags” distributed to all teams by the Managers.





## SWAG:

- **\*\*Any use of the Falcons logo must be approved by Dave Bradley\*\***
- Water Bottles for each player are mandatory! There are no shared bottles!
  - Order from Teambottles.com which has several design choices for Falcons.
  - Kelly is our contact at [sales@teambottles.com](mailto:sales@teambottles.com) or 952-214-4073. Order for all players using last names and numbers.
  - Use the slush fund for this order.
- Any questions on items we supply players for anything other than water bottles, contact Dave Bradley.
- Online options will be available for various gear; encourage families to check them out on the on-line store.





## SCHEDULING:

- CSDHL – Scheduling has already been completed.
- NIHL Teams
  - 9/18 NIHL Scheduling Meeting at Westin, Lombard. Michael Lucas to send more info to individual NIHL Managers; 9/23 Seeding Round Play begins.
  - 10/25 – Regular Season Brackets Announced; scheduling will need to be completed by each Team Manager.
- CUHL for Mites (scheduling completed for seeding round); ask Nick Meo.
  - 9/7 – Seeding Round Grids Released
  - 10/29 – Mandatory Manager Meeting for Scheduling
- Blackout Dates when scheduling – ask your team if there are any dates players are unavailable; specifically, goalies!
- If possible, please schedule away games on the following dates: 9/25, 9/26, 10/4, 10/5
- Thanksgiving, Christmas, and New Years
- Website Calendar Changes
  - Contact Nick Meo for game or dryland changes or cancellations





## SCHEDULING CONT.:

- Scheduling Refs
  - Use your username and password for AHA!
  - You'll put in date, time and home rink for all home games.
  - Do this after your scheduling meeting and after you completed regular season scheduling.
  - You will also have to do this for the AHA! State Tournament.
  - Check weekly to make sure refs have been assigned for your games
  - Mites - Nick will send you info on this, but still call the people below with problems.
  - Main ref contact is **Mike Wagner:**  
**847-344-0067** or [wagsonice@hotmail.com](mailto:wagsonice@hotmail.com)
  - Secondary ref contact is **Glenn Agrest:**  
**847-217-7586** or [glenn.agrest@gmail.com](mailto:glenn.agrest@gmail.com)
  - You will be receiving your log-in shortly





## DOCUMENTS / FORMS:

- Create a contact sheet for your team and coaches
  - Wallet cards are recommended. Template is found under managers tab on website.
  - Sports Engine - Make sure everyone on your team has signed up for the Sports Engine app.
    - 1<sup>st</sup> person is registered via the parent who has the SE account – spouse/ other family members must be added as guardians.
- Birth Certificates
  - Get a copy of each player's birth certificate and keep it with you at all team events; shred at the end of the season.





## **DOCUMENTS / FORMS CONT.:**

- Score Keeper
  - Clock and Score Keeper (refund of volunteer credit if done for entire season for all home games)
  - Game Sheet App (CUHL and CSDHL)
- Score Sheet Stickers (Avery Form 8663)
- Injury Claim Form
  - \*NEW\* Concussion Management Return to Play Form
- FHA Zero Tolerance Policy
  - Any locker room or parent issues must be reported to Rules and Ethics
- ALL MITE FORMS/INFO WILL BE ON CUHL WEBSITE
  - Make sure all players AAU#'s are current





## TOURNAMENTS:

- Falcons may have prepaid for some of your tournaments. Reimburse Falcons out of slush fund. You will get an email with cost.
- All tournaments must be approved by your Coach.
- Contact Carol Jagadeesh for travel permits as soon as you know your schedule (except for Mites).
- Book and pay for your coaches' hotel rooms out of slush.
- If there is a parent assistant coach, they are not reimbursed.
- Collect receipts from coaches and reimburse for actual monies spent.
- Always bring:
  - Certified Roster
  - Travel Permit
  - Score Sheet Stickers
  - Birth Certificates





## **TOURNAMENTS CONT.:**

- END OF YEAR TOURNAMENTS (schedule TBD)
- NIHL Blackhawks Tournament or CSDHL Playoffs - 2 separate year end tournaments for each team before the state tournament
- AHAI State Tournament – Squirt and up
  - You will have tournament and ref fees for the state games
- In mid-January, you will start receiving information regarding the year-end tournaments. Please communicate with your coaches, and submit all required documentation promptly.
- MITES ARE CUHL; they DO NOT play in the AHAI State Tournament





## Dryland Options

- HPI at IBJI. This is the only option unless approved by Dave Bradley
- Contact is Cory Leman [cleman@ibji.com](mailto:cleman@ibji.com)
- Dryland is included for CSDHL and top team in each division.
- Ask your coach and take a team vote if they want to do Dryland if it is not included. If you elect to do dryland pay out of your slush fund.

## • IBJI Baseline Testing

- Kelly Trainor [ktrainor@ibji.com](mailto:ktrainor@ibji.com) of Illinois Bone & Joint Institute (224)765-5550





## FALCONS WEBSITE

- Check your team calendar often and have your team do the same.
- The website is continually being updated with news of upcoming events so look at the new content
- Team Pages
  - Teams will now be rostered on the website
  - This ties into the Sports Engine App for each team
  - SE App show calendar and has chat and notification features





## MISC ITEMS:

- Player Evaluations
  - Standard format will be updated and distributed to the coaches
  - Two evaluations will be done (coaches will sometimes act as Managers to create a schedule)
    - 1<sup>st</sup> around Thanksgiving
    - 2<sup>nd</sup> at the end of the season
- Game Limits (AHA hand out)



# FALCONS

## HOCKEY ASSOCIATION



*"Let No One Sit on the Sidelines!"*



**Falcons Hockey Association (FHA) and the Great Lakes Adaptive Sports Association (GLASA) partnered in 2007 to establish the GLASA Falcons Sled Hockey Team.**

**GLASA serves youth, teen and adults including wounded military personnel who have a primary physical or visual disability. Sled hockey is one of 35 adaptive sports offered at GLASA.**

**GLASA Falcons provide competitive and recreational sled hockey to GLASA athletes. Disabilities include amputee, cerebral palsy, paralysis, spina bifida, stroke, visual impairment and more.**





**GLASA Falcons serve over 50 GLASA athletes each year:** Youth Team, Adult Team and Tournament Team. The **Tournament Team is comprised of youth and adult players – our 2013 National Champions**, Adult Division, USA Hockey's Disabled Festival in West Chester, Philadelphia. **Congratulations GLASA Falcons!!!**

**GLASA athletes depend on community support to compete.** GLASA athletes pay nominal fees – a small portion of the actual cost to compete - and most GLASA athletes are on scholarship because their daily medical expenses leave little or no discretionary income for sports and recreation.

**FHA endorses GLASA's motto: *"Let No One Sit on the Sidelines"*** and encourages all FHA coaches, players and families to get involved.

**FHA manages all aspects of the GLASA Falcons, its program and teams:** rosters, schedules, uniforms, marketing, fundraising, etc.  
Tom Daily FHA's GLASA Falcons, [tdaily@glasa.org](mailto:tdaily@glasa.org)





# GLASA 2022-2023 GOAL

- Travel Teams must participate in one of the following
  1. Participate in sleds
  2. Adopt a GLASA Player
  3. Create a Fundraiser
  4. Donate a practice slot

**Thank you in advance for your generous support!** To schedule a game or learn more, please contact Tom Daily at [tdaily@glasa.org](mailto:tdaily@glasa.org)





# Thank you!!