

# EHA Team Manager Meeting - October 12, 2022

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## **\*Overall Manager Position**

- A good way to support the team and families for a smooth season
- EHA allows for either a single manager, or 2 co-managers, to use this position to fulfill volunteer hour requirements
- Key responsibilities include: scheduling practice, tournaments and team events. Keeping parents, coaches and skaters informed of team plans. Helping to facilitate decision making between families that occasionally can have a difference in opinion. Managing team finances, making financial commitments and reporting on funds to parents. Arranging for tournament transportation, hotel rooms, etc.

## **Suggestions to all Traveling-Team Managers:**

- Consider setting up an online banking account with free checking, debit cards and mobile deposits. You are free to choose your own bank for the team account.
- Schedule a few team events early in the season, consider an extra out of town tournament early if needed to build team and family relationships.
- Get support from other volunteers on the team to reduce some workload
- Schedule at least one team meal at/near the hotel ... managers have found "buffet style" and "per head" charges to work well for this. Rely on the slush fund to cover skaters and paid coach meal for this.
- Look for ways to use the "Bonus Ice \$" to pick up additional ice time in Dec-Feb. You will get a little more ice time in districts, regions or state if your team is advancing.
- Bonus Ice Program: Up to \$1,000 for bonus ice
- Can be shared/solo practices or scrimmages
- Cannot give up any home ice
- Send reimbursement requests for refs and ice to [treasurer@eaganhockey.com](mailto:treasurer@eaganhockey.com)
- When scheduling scrimmages, ask the visiting team to pay for referees on your ice time. This helps maximize your scrimmage options and helps with the \$. Also encourages the other team to offer an "away" scrimmage for you.
- GroupMe or TeamSnap are two great alternatives to SportsEngine in order to communicate as a team. Pick one and run with it.
- Get access to edit the team website and calendar early. Learn how to edit the Sports Engine web calendar. Keep it current and tell parents they can rely on it if they sync it with their device.
- Familiarize yourself with the various Forms on the D8 website:  
<https://www.minnesotahockeydistrict8.com/page/show/3525790-forms>

- Fill out your Roster & Coach labels/stickers using the templates on the EHA website ('Home'...'Manager Resources'...bottom right-hand corner of the web page). Keep in your vehicle as a just in case for tournaments or issues with GameSheet
- Register with USA Hockey to get a USA Hockey #
- Step 1: Sign up for a USA Hockey number
- <https://www.usahockey.com/usahockeyregistration>
- Step 2: Complete SafeSport Screening by 12/1/2021
- How: <https://www.usahockey.com/safesporttraining>
- Click the 'Access Required Core Training Here' button
- Step 3: Background check completed by 12/1/22
- Cost: Volunteers will need to pay \$30 fee which is reimbursable by EHA
- Who: All adult coaches, officials, board members, employees, volunteers, and anyone else who will have regular contact with, or authority over, athletes under the age of 18 are required to submit to a background screen before any such contact with those athletes.
- How: <https://www.usahockey.com/backgroundscreen>
- In order to get reimbursed for items that you paid in relation to the above steps, please send an email to Ryan Thomas, EHA Treasurer at [rthomas@eaganhockey.com](mailto:rthomas@eaganhockey.com) with a copy of your receipt & your home address.

### **Avario/Ice Scheduling - Stephen and Patricia Randall**

### **GameSheet - Contact [mlavine@eaganhockey.com](mailto:mlavine@eaganhockey.com) with any questions**

District 8 has adopted the GameSheet system to replace the paper scorebooks for regular season games. An ipad is locked up at each of the West and East rink scorer's tables. No more stickers for league games!!!

GameSheet tutorials and information can be found: <https://help.gamesheet.app/article/64-quick-start-scoring>  
If you need to put in a code for the iPads at the Eagan rink or any other D8 rink it is: **ipad-mg8garbsf**

Help Center: [https://help.gamesheet.app/?\\_ga=2.91402906.1897168448.1634577094-1448350637.1634577094](https://help.gamesheet.app/?_ga=2.91402906.1897168448.1634577094-1448350637.1634577094)

Quick Start Guides: <https://help.gamesheet.app/category/79-quick-start-guides>

### **\*Quick Start Checklist:**

- **Access to website**
- **Contact information**
- **First team meeting**
- **Slush fund**
- **Create groups of parents to be responsible for scoring and penalty boxes (minor officials)**
- **Review USAH approved roster**
- **Input information into GameSheet**

### **\*Access to Edit Website:**

If you don't already have access to the website, please go to 'Home' > 'Manager Resources' on the website, and find the '**REQUEST PERMISSIONS TO EDIT YOUR TEAMS PAGE OR CALENDAR**' section on the right-hand side to email the webmaster with this request.

### **\*Contact Info:**

Gather parent phone numbers and email addresses to aid in potential carpooling. Share these with the team. You can create cards if you wish, and use slush fund money for possible printing/laminating costs.

### **\*First Team Meeting**

Most coaches will set up a meeting with parents within the first 1-3 practices in order to do a meet and greet along with messaging their expectations for the upcoming season. Holding this meeting prior to a practice is a natural and convenient time. Many teams will huddle up in the area outside of the mezzanine area upstairs in the West rink. This meeting will last in the 10-20 min range.

### **\*Slush Fund:**

There are additional costs to being on a traveling hockey team outside of registration and try-outs. Traditional amounts range from \$100 to \$250 depending on what will be covered. This fee is not covered by scholarship.

- Get a slush fund established early...This will typically cover:
- Parts of a few team meals
- Optional: A cheap out of town tournament (\$600-\$800 each)
- Scrimmage referees (\$80-\$100 for Squirt and PW levels)... arranged through District 8 website (*make sure you get confirmation in advance of the scrimmage*)
- "Gift" for skaters and/or siblings at the tournament. Door signs, etc.
- Coach hotel rooms, transportation and meals are typically the responsibility of the team. Plan for it for tournaments. This plus the "team bus" decision are the two big unknowns in any given year. Some managers usually try to include coach rooms in the slush fund plan, and perhaps a "subsidy" for the team bus. That is often the hardest team decision. The best formula for the bus is often a "subsidy" from the slush fund, a fixed cost for each family to cover skater and one parent, and a "small amount" for each additional parent or sibling.

For the 2022-2033, EHA will again be making a contribution to the team's slush funds based upon the number of players on each team. Below is the breakdown by team and each manager needs to reach out to the EHA Treasurer or Level Coordinator (see EHA website – 'About', 'EHA Board' for contact info) individually to let him/her know your contact info, level and team (how many skaters and goalies) in order to provide your team with the appropriate funds.

EHA will fund the initial amounts (per registered EHA player) to travel team slush funds as follows:

- Squirt/10U- \$105 per skater, \$80 per goalie
- Peewee/12U- \$150 per skater, \$115 per goalie
- Bantam- \$150 per skater, \$115 per goalie 15U- \$120 per skater, \$90 per goalie
- Junior Gold- \$105 per skater, \$80 per goalie

Please allow 1-2 weeks in order to receive your team's check.

With the co-op teams, it is important to note that this contribution is only for players that registered through Eagan Hockey. Team managers will charge the Eagan players less for the slush fund than the other, non-Eagan, players on the team.

In order to issue a check please send an email to EHA Treasurer, Ryan Thomas @ rthomas@eaganhockey.com with the following details:

1. Number of Eagan Hockey players on team
2. Name to write check out to
3. Address to mail check to

Some managers run the slush fund out of their own checkbook, but we highly recommend checking with one of the local banks to see if they have a checking account tailored to youth team management which should include debit cards and mobile deposits. Another option is to leverage Ally Bank ([www.ally.com](http://www.ally.com)) as it's all online and free for a 'Mgr Account'. Keep good records and report on the balance periodically throughout the season.

- Send a financial update to the team in the middle and at the end of each season to help show transparency
- At the end of the season send a final financial report to all families and include a PDF version of the online account transactions from the banking website. This too will help with transparency.

### **\*SafeSport Locker Room Policy:**

Strict adherence to the policies listed at the above URL are required by your team and reduces the likelihood of misconduct and injury. Left to their own devices bullying, hazing, abuse and harassment can and will happen. Don't assume all is good. For boys teams, male coaches and male assistant coaches will be the locker room attendants.

For all girl teams, if the coaches are female then they will be the locker room monitors at all times; otherwise, the basic rule is **two (2) screened female adults in the locker room at any given time when players are present**. Get a number of female parents screened on your team for this purpose. It's free (requires a USA Hockey #) and required to be a locker room monitor. Coaches are already screened and should be fully aware of the locker room rules.

- How: <https://www.usahockey.com/safesporttraining>
  - Click the 'Access Required Core Training Here' button

## **Create groups of parents to be responsible for scoring and penalty boxes:**

**Split the team parents into 3 or 4 groups of minor officials to run the clock, scorebook, and penalty boxes for home games and scrimmages.**

Keep in mind that each group should have a **competent clock operator** and someone who knows how to count shots and mark the book/GameSheet properly. This is more of an issue at the Squirt and U10 levels. Remind the parents that if they are assigned these roles, they are, in fact, minor officials. **Cheering and yelling are not permitted and objectivity is required.**

## **\*Volunteer Requirement:**

Each family is required to complete 4 DIBS for the season. Board members, coaches (up to 4 per team), managers (up to 2 per team) and committee members are exempt from this requirement. Some families have already completed their hours for the season by volunteering or bringing food to tryouts, volunteering at the Eagan High School summer tourney or fall 3 on 3 games. Minor officials do not count towards fulfilling any DIBS requirement.

## **\*Injuries:**

Let us know when injuries occur in practices or games. We'll help you get the proper forms at that time. If your player is concussed, you will need to complete the following form with help from your doctor in order to return to the ice:

[https://cdn2.sportngin.com/attachments/document/0149/2121/Concussion Medical Clearance rev.Jan.2018.pdf](https://cdn2.sportngin.com/attachments/document/0149/2121/Concussion_Medical_Clearance_rev.Jan.2018.pdf)

## **\* Number of games/scrimmages allowed:**

At the Squirt / 8U level, there is a maximum of 35 games per season. This includes tournaments. Surpassing this number will result in sanctions against the team and the association.

There is no limit to the number of games at Peewee's and above, but as youth hockey is about skill development, there should be at least a 3-to-1 practice to game ratio for all teams. Try to aim for no more than 42 games. You're not doing your players any favors by playing more games than this.

Mite - The objective of this stage is to refine fundamental movement skills and begin to acquire basic sports skills. This is the time when a foundation is laid for future acquisition of more advanced skills. The focus is on the development of physical literacy. Fundamental movement skills should be mastered and motor development emphasized, while the participation in many sports/activities is encouraged. For optimal skill acquisition, the basic hockey skills of skating and puck control are introduced. FUN competitions are also introduced in a team environment.

8 & Under (Mites):

- 50-60 ice sessions
- 2-3 on-ice/1 off-ice sessions/ week
- 50-60 minute ice sessions
- 9-12 skaters per team

- 0 full-time goalies
- 34-40 quality practices
- 16-20 cross-ice game days

**District 8 webpage:** <https://www.minnesotahockeydistrict8.com>

### **Games and Tournaments outside of Minnesota:**

If your team is participating in a tournament outside of the state of Minnesota (yes, Fargo too), this must be approved by Rich Rakness from District 8 at least one week prior to departing for the tournament. There is a form on the District 8 website for Interstate Travel.

<https://www.minnesotahockeydistrict8.com/page/show/3755071-interstate-travel-request-form>

### **Game Rescheduling**

In the event a District 8 league game needs to be rescheduled, within 14 days of the scheduled game please fill out the game reschedule request form below and send the *required \$50 reschedule fee*. The change will not be posted until the fee is received. <https://www.minnesotahockeydistrict8.com/page/show/3677318-game-reschedule-form>

### **Substitute goalies or skaters:**

Contact your level coordinator to ensure you are following the proper protocol. There is a form on the District 8 website that needs to be completed every time you are using a substitute goalie.

<https://www.minnesotahockeydistrict8.com/page/show/3747166-substitute-goalie-form>

Substitute players rules and form: <https://www.minnesotahockeydistrict8.com/page/show/3755065-substitute-player-form>

### **Scrimmage Referee Scheduling:**

All scheduling of referees for scrimmages at Eagan or nearby should be scheduled on the link listed on the Manager Resources page: <http://www.eaganhockey.com/managerresources>.

### **Ice Scheduling - Stephen and Patricia Randall Purchasing additional ice:**

Eagan Hockey will reimburse each team up to \$1000 per season for the purchase of additional ice for any gaps in the practice schedule. If you purchase additional ice for practices, please submit your receipt with the team name to the EHA Treasurer for reimbursement. We recommend coordinating with another team to share a sheet of ice to maximize the ice time, but you can use it for solo ice if you wish.

### **District Playoffs:**

EHA pays the District Tournament entry fee for all teams and will reimburse for gate fees.

Per District 8 rules: All teams qualifying for district play-offs **must participate unless given permission not to participate by the District Director** .

Any team not planning on participating in the end of season District Tournaments must notify District 8 in writing before December 31.

Visit the D8 Playoffs page for more details on timing:

<https://www.minnesotahockeydistrict8.com/page/show/3559394-playoffs>

#### **\*Rostering:**

**No games or scrimmages with outside associations can happen until a team is fully rostered.**

Managers should have received an email from EHA Registrar, Liz Becker (lbecker@eaganhockey.com) with their roster. If you haven't seen it, let her know.

Please review the roster and make sure ALL your players and coaches are listed!

If you add any more coaches, please have them send me their 2022-23 USA Hockey member number to add them to the roster. I will contact you if I need your assistance in getting coaches to complete the requirements. SafeSport, age-specific modules and the background screening need to be completed in order to be added to the roster. If a CEP clinic is needed, coaches have until 12/31 to get those done.

Please have all your coaches complete the **Coach Concussion Certificate** Form and send those to me.

Link to the Minnesota Hockey coaching certification page:

<https://www.minnesotahockey.org/page/show/84413-coach-certification>

#### **Head Coaches Meeting:**

Dates for D8 **Mandatory Head Coach** meetings...*only need to attend one (1) session*. Team Managers and Assistant Coaches are optional.

**When: Oct 26, 2022 7:00 PM**

Topic: D8 Coaches' Meeting

Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_n5xIsaCmT4GJivJVQRp3iq](https://us02web.zoom.us/webinar/register/WN_n5xIsaCmT4GJivJVQRp3iq)

**When: Nov 9, 2022 07:00 PM**

Topic: D8 Coaches' Meeting

Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_VV4RHkhDTAaZI1F4TAGF\\_Q](https://us02web.zoom.us/webinar/register/WN_VV4RHkhDTAaZI1F4TAGF_Q)