

White Bear Lake Area Hockey Association

Manager's Handbook

Welcome,

Thank you for volunteering for the Team Manager position! The Team Manager is a volunteer who assists the parents, players, and coaches. Team Managers can be responsible for anything and everything having to do with the team. The Team Manager allows the coaches to do their job and keeps the team operating efficiently. This handbook details many of the functions a Team Manager may perform.

Getting Started

One of the first things you should do is sit down with your team's head coach and discuss expectations for the team, as well as what is expected of the team manager. The level of involvement among coaches does vary. At the initial meeting with your head coach, you should discuss:

1. The team budget
2. Tournaments
3. Team Fees
4. Apparel
5. Team parties
6. Fundraising/Sponsors
7. Required documents
8. Coaching philosophy
9. DIB Forms
10. Contact list
11. Team Pictures

Also, at this initial meeting you will want to set a date, time, and location for your first team/parent meeting. At this meeting you and the team's head coach should discuss with parents the expectations for the team. Volunteers make our association work, thanks for the gift of your time!

Preparing a Budget

A team budget of income and expenses will need to be established. Expenses to consider are ref fees for scrimmages, additional tournament costs, parties, apparel, pictures, game reschedule fees, etc. Income will come from team fees, fundraising, and sponsors. Each team will need to prepare a budget to determine how they plan to collect money to cover the additional costs for the season.

Projected Budget

You should provide your parents with a “projected” budget for the season at your first team/parent meeting. There may be circumstances (i.e., additional tournaments, team’s advancement to Regions, State, etc.) that may require additional team fees to be collected at a later date in the season. If a parent requests to see the team financial statements you are required to provide any bank statements in your possession.

Final Income and Expense Report

It is mandatory that team managers provide a copy of the final income and expense report at the end of the season to the association and to the parents. If you have any questions about creating a budget, you may contact the Treasurer for assistance.

Team Fees

Team fees are determined based on the projected team expenses for the season. The basic formula is to divide the team’s projected expenses by the number of players on the team. Once the team fees are set you must communicate a policy to your parents for collecting them. Managers must keep a record of the team fees they receive from parents. Please record name of player, check number, check amount, and date received. Do not keep copies of personal checks received.

CASH CANNOT BE ACCEPTED FOR PAYMENT OF TEAM FEES. Parents need to find an alternative other than cash for payment of team fees. NO EXCEPTION.

Bank Accounts

A checking account has been established at Lake Area Bank (White Bear Lake Branch) for each team.

Signers on the Account

There will be three signers on all WBLAHA team checking accounts. They will be as follows:

1. Association Treasurer, 2. Head Coach and 3. Team Manager. All signers must go into the WBL office of Lake Area Bank with valid identification (i.e. driver license, state id, etc.) and their social security number to sign the team's signature card before writing any checks on the team account. All signers will be verified through CHEXSystems (keeps records of previous checking accounts closed by a financial institution). Any person who is not approved will not be able to be a Team Manager. You must sign the signature card before you write any checks. It is the policy of the White Bear Lake Area Hockey Association that the team manager cannot handle team funds if they are the spouse or significant other of the head coach.

Checks for your Account

Checks are supplied to the teams by the Treasurer. If you think you may run out of checks, email the Treasurer. Additional checks are not kept at the bank. The Treasurer will make arrangements with you to pick up additional checks.

Check Register

Managers are responsible for noting all debits/credits and enter them into the provided electronic register. This will help assist with reconciling bank accounts at the end of the season and entering them into our accounting software. Deposits to the Account. When depositing checks into the team's account, the Manager should endorse the check on the back as follows: **"For Deposit Only, WBLAHA, team name and account number."**

Bank Fees

The checking accounts are set up to not incur any monthly fees for minimum balances, number of checks written, etc. Fees for Non-Sufficient Fund (NSF) checks are \$35 per item and the account will also be charged a daily overdraft (OD) fee of \$4 each day the account is overdrawn beyond the fifth day. The team will pay all NSF and OD fees incurred so make sure your account balance is up to date!

Checks to Reimburse Managers

Account signers cannot write checks to themselves. Checks cannot be made out to 'cash'. Any reimbursements must be accompanied by a receipt and turned in at the end of season. All items should be purchased with a team check. If a purchase cannot be made with a check, then the coach or manager must write a check to the person

needing to be reimbursed. Please put in memo on check and record memo on ledger to explain the reimbursement. Lake Area Bank provides images of all deposit tickets. Do not make deposits and receive cash back; no exceptions.

Year-End Record Keeping

A complete record of all team activities and expenses will be required to be turned in to the Treasurer by April 15. All information must be three-hole punched and placed in the three-ring Year-End Record Keeping Binder that has been provided to you.

The following information is required to be included in the binder in the following order:

1. Year-end Team Income and Expense Form (Electronic Version Provided)
2. Team Fee Record
3. Check Register with receipts stapled to it (Electronic Version Provided)
4. Bank Statements: Bank statements with deposit and check images should be three-hole punched and placed in the binder. All accounts will be audited at the end of the season so keep accurate records and balance all statements on a monthly basis.
5. Team Checkbook: any unused checks/deposit slips must be tucked into the front pocket of the binder.

Any reimbursements to families must be written out by March 31st. Deadline to cash refund checks are May 1st. Please notify parents to get their checks cashed when they receive them.

Suggestion: Rather than trying to scramble and piece everything together at the end of the season, it is much easier to start your record book at the beginning of the season and update it as your team incurs expenses.

Communication with the Association

Our association has a website, www.wblhockey.com that is updated with association information. If you would like your team to be recognized by the entire association, please send your request to admin@wblhockey.com for consideration. The association also has a Facebook page that is used as another way to get information and recognition of teams out to the members.

Communication with the Team

There is a Manager's Corner link on the website with templates for financial record keeping documents, coach and player rosters/labels, a copy of the Manager's Handbook and other information that may be helpful to you as the Team Manager.

Team Page on Website

Your team page on the Association's website, www.wblhockey.com, should be your primary form of communication with your team families. The team page includes contact information for your team's Coaching Staff and Team Manager, announcements, a team photo album, team roster, game/scrimmage record, team calendar and more. Contact the Webmaster Lisa Beecroft (admin@wblhockey.com) for an ID and password so that you can update your team web page. Please make sure the contact information for your team is accurate. Other associations use this page to contact you for scrimmages or when they need to reschedule games.

Schedule/Calendars

Update your team calendar regularly. Provide pertinent information such as tournament dates, hotel information and contact information. This will save time.

Team Jerseys

Teams will be provided with light and dark jerseys for each player. Players will keep their jerseys. In accordance with Minnesota Hockey (formerly MAHA – Minnesota Amateur Hockey Association) rules, all Squirt/U10 level players and above are required to have a "stop sign" patch prominently displayed on the back of their jerseys. It is the team's responsibility to ensure that each jersey has a patch. If patches are missing contact the **Brett Maas to obtain a replacement patch.**

Sponsors

The businesses that sponsor a team spend a lot of money on the White Bear Hockey program and deserve to be recognized during the year. In fact, sponsors who do not hear from their team during, or at the end of the season say so when asked to sponsor again next year. Some ideas for recognizing your team sponsor include:

- Send a Thank You card signed by all players and coaches
- Give them a framed picture of the team
- Trophies/plaques won at tournaments should be offered to the sponsor
- Send them a schedule of games/scrimmages
- Invite sponsors to local games/tournaments/team events (i.e. year-end party)

Team Pictures

Team pictures will be scheduled by the association and is paid for out of the base fee paid to the association.

Volunteer Hours/Dibs

A change to the 2020-2021 season has been implemented and the board has removed the requirement for Dibs hours and instead instituted a \$35 per player fee. This fee will be paid out to teams who wish to generate additional funds through volunteering for tournaments and other select events throughout the year. Please contact Carly Pederson by email: volunteer.coordinator@wblhockey.com with questions.

Team Fundraising

Individual teams may organize and conduct fundraisers. Fundraisers that involve gambling are not allowed. The WBLAHA will not be held liable for illegal gambling activities conducted by individuals or individual teams. The Association will not be financially responsible for any individual team fundraising, teams conducting the fundraising are solely responsible for any and all shortfalls. All proceeds, after expenses, must benefit all players/families equally.

Examples of team fundraisers include:

- Banner sponsor sales
- Candy bar sales
- Grocery bagging
- Trash can delivery
- Taco feed/spaghetti dinner

Please note: just like with team fees, no cash from fundraising events can be deposited into team accounts. A trustworthy person from your team will need to write a check to the team for the amount collected in cash which can then be deposited into the team's account.

Coaching Requirements

For full CEP rules and required documentation please visit the USA Hockey website at www.usahockey.com. All coaches listed on a team's roster must have ALL necessary coach certification documentation prior to roster sign-off for their respective level. If this information is not completed the coach or coaches who are missing information will be red-lined and not allowed on the ice with their team until all documentation has been secured and the district has signed off on their roster supplement. No roster changes or supplements will be allowed after December 31st.

Coach Registration

- Register with USA Hockey as a coach
- Register with WBLAHA as a coach
- Pass Background Screening
- Complete Safesport
- Complete Concussion
- Complete Current CEP Level Training
- Complete Age Level Modules for Each Level Coaching

Manager Registration

- Register as volunteer with USA Hockey
- Register as Manager with WBLAHA
- Complete Background Screening
- Complete Safesport Training

Coaches (head, assistant and student) and managers must register with the association by clicking on the respective link on the website at www.wblhockey.com . This will need to be completed within one week of a team's formation. Any coach/manager not registered through this system will not be eligible to continue in their respective position. Completing this step in a timely manner will aid the Registrar in the compilation of a team's official roster. Prior to registration, coaches will need to ensure they have met the new requirements laid out by USA Hockey and have submitted proof of their completion and compliance to our Association Registrar. It is mandatory that all training be complete prior to roster sign-off date or they will not be allowed on the ice.

Safesport for Players

All players age 18 or older must complete safesport training. Players are unable to be rostered until Safesport training is completed.

Parent Team Volunteers

For Squirt/10U teams and above, the Team Manager is responsible for getting parent volunteers from the team:

1. Home Clock or Away Book
2. One Penalty Box
3. Two locker room monitors (see the locker room policy below).

Each locker room monitor will need to do the following:

- Register as volunteer with USA Hockey
- Register as locker room monitor with WBLAHA
- Complete background screening with MN Hockey and email receipt to Chris Neill
registrar@wblhockey.com
- Complete safesport training

Locker Room Policy

USA Hockey has established a policy requiring that at least two responsible adults (i.e. parents) are present in team locker rooms at all times when players and/or players and coaches are occupying the locker room. Additionally, any meetings involving a single player and a coach held in a locker room need to be attended by another responsible adult. At no time are players to be left alone in locker rooms, nor are coaches and single players to be in locker rooms alone.

Locker Room Parent/Player Cell Phone Policy

WBLAHA is banning the use of all cellular phones or electronic devices inside locker rooms. Any coach, player or parent needing to make a phone call must do so from outside a locker room. Any photos taken of players must also be done outside a 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

Scorebook

Prior to each away game you must get the team roster from the visiting team for the scorebook. Contact the visiting team's Manager who will either provide you with labels to put in the book or they will write their team roster in the book. Prior to each home game you must provide the home team's Manager with your team roster – either labels or write the information in the scorebook. Scorebooks must have all labels in the book prior to teams going on the ice. If the the scorebook is not filled out properly and by this time teams could face an automatic penalty. The referees must sign all game sheets before separating the sheets. The referees receive the white copy and each team receives a copy for their own files. You will need the team copy for statistics. There are four copies available – the fourth copy can be discarded. Most games the referee will not take a copy unless there was a major penalty or someone was dismissed from the game. **A copy of the scorebook sheet must be sent to the D2 level coordinator within 24 hours of the game end or the head coach will be suspended from the next game.**

Team Roster

Rather than having to write your team roster in the Score Book before each game, print up labels with the player's names, numbers, and positions. Also print up labels with the Coaches' names and certification numbers. A template for these labels can be found under the Managers Corner link on the website, www.wblhockey.com . This template allows 8 stickers on each page. 4 for players and 4 for coaches. You will need one page per game.

Referee Fee Schedule

MN District 2 hockey's website updates the fees for referees for each level every season. Please go to www.d2hockey.org and click the D2 rules and bylaws tab. There will be a D2 governing rules document that states all the referee fees per age group.

Game Rescheduling

Certain circumstances may require that a team reschedule a District 2 game due to a conflict (i.e. tournaments, etc). You must fill out a request for reschedule on D2 website, www.d2hockey.org. You will need to contact the opposing team and agree on a reschedule date.

Note: Review your district 2 game schedule as soon as you receive it and identify any conflicts. There are specific guidelines and several steps involved in rescheduling a District 2 game. You should start the process as soon as possible to avoid any problems.

D2 reschedule fees are a team expense. Only time association will reimburse is if a game gets scheduled on a date submitted to D2 as a blackout date.

Scrimmages

Your Coach may want to schedule a scrimmage for your team. It may be the Coach who sets up the scrimmages, the Manager, or another parent assigned to help with this task.

Note: You can only scrimmage teams at your same level. A scrimmage is run just like a game. There are referees on the ice (which need to be scheduled), the clock is running and the game score is kept. Scrimmages – referees will be scheduled and paid directly to District 2 via the D2 website under Scrimmage Ref's link at www.d2hockey.org. This counts toward your level's game limit.

Controlled Scrimmages

In a controlled scrimmage there are no referees. The Coaches are on the ice as referees.

During a controlled scrimmage you cannot run the clock and you cannot keep score! If you do, the Coach will face a game misconduct and a monetary fine. If the other team insists that you run the clock and keep score – refuse. If they proceed anyway remove your team from the ice immediately. This does not count toward your level's game limit.

Out-of-Town/State Tournaments

If a team plans on traveling outside of the state of Minnesota for a tournament, you must contact your District 2 Level Director to obtain information on how to get a permit to travel outside of Minnesota.

Note: When registering for a tournament, verify with the Tournament Director that the tournament has been sanctioned and ask them to specify what level by age. Check twice to make sure that the tournament is for teams at your same level. For example, a "C" Pee Wee team cannot play in a "B" Pee Wee level tournament.

Once you have entered into an out of town tournament you should receive a list of hotels and restaurants in the area and local maps, or you may need to research this yourself. You will need to contact the hotel that you have chosen for the team and request that they block a certain number of rooms for your team families. You may wish to reserve a hospitality suite for one night to plan a meal with the team. Provide the hotel information to your team families as soon as possible and encourage them to make their reservations immediately. Usually the hotel will have a deadline for reserving rooms.

Suggestion: When determining the number of rooms to block for your team, take into consideration if you have non-parent coaches and/or divorced parents on the team who may need separate rooms. This will require additional rooms to be blocked. During a tournament, involve the parents. Example, have the parents bring a dish to share for a pot-luck so the team and parents can have at least one meal together. If you do not have a hospitality room at the hotel, try to block all rooms on the same floor and have a progressive meal. The Manager, or appointed team parent(s), should do some pre-planning before the tournament. Provide as much detail as possible as early as possible so families can plan accordingly.

Ice Schedule/Buying/Selling/Trading Ice

- Ice scheduler will input ice hours onto team calendars.

- Should you require a change to your respective ice schedule it will be up to you to find a team willing to trade ice.
- Additional ice can be purchased for your team at other arenas. You will be responsible for paying for the ice directly through your team account.
- Suggestion: Share your ice. You may share ice with any level if you keep the skaters separate. Teams that are on the same level can share the whole sheet of ice.

WBLAHA Injury Reporting

All injuries must be reported via email to girls, boys, or mite directors with a copy to the Association Registrar within 24 hours. It is the responsibility of the TeamManager and/or the Head Coach to report all injuries for players and coaches, no matter how slight or serious. Each injury is to be logged into a diary, so in the event of a possible insurance claim, a report is on file.

In the event of an injury, the player's insurance will be used first. Any remaining medical costs will be covered under USA Hockey Insurance for major injuries only. Any additional questions should be directed to the Registrar.

Concussion Return to Play

The Minnesota Hockey Concussion Reporting and Return to Play form will now need to be completed by a third-party health care professional. No coach, team doctor, team trainer, parent, guardian or relative can execute the Return to Play Form as a healthcare provider. The Minnesota Hockey Concussion Reporting and Return to Play form can be accessed here.

https://cdn2.sportngin.com/attachments/document/0136/9197/Reporting_Form.pdf