

Coon Rapids Youth Hockey

Manager's Handbook



Manager's General Duties

The coach's selection of a team manager is very important. A manager is responsible for the daily operations of the team and serves a vital role in supporting the coaches and the philosophy of the team in order to help maintain harmony and team spirit. The manager handles the business of the team, so that the coaches are free to develop the players.

The team manager's main duties include:

- Serving as a liaison between coaches, parents & players
- Serving as the team treasurer
- Making arrangements for games, tournaments and scrimmages

The first team parent meeting should be called soon after the team is formed. A suggested agenda should include the following topics:

- Introduction of the coaches, assistant coaches and their backgrounds
- Philosophy
 - Player behavior
 - Absences, school/church/social functions/family vacations
 - Ice time
- Introduction of parents and players
- Introduction of team manager
- Obtain Address, phone and **e-mail** information of the parents/guardians for:
 - Communication of Team Information (bills, schedules, tournaments)
 - Registering the players on-line for tournaments
 - Emergency Contact
 - Coordinating rides, etc.
- Volunteering needed by parents
 - Maintain Team Web page
 - Timekeeper
 - Scorekeeper
 - Penalty Box Officials
 - Concession Stand
 - 5 CRYHA hours required per family- all managers, head coaches and board members are exempt
- Budget
 - Review expenses
 - Assessment fees
 - Payment schedule
- Sponsors and/or fundraising activities
- Tournaments
 - Dates
 - On-line Registration
 - Hotel reservations
- Awards
 - Minnesota Hockey has patches available for (request form is at the end of this document):
 - Zero Award: For a goalkeeper playing a complete game without allowing a goal.
 - Hat Trick Award: For a player scoring three goals in a game.
 - Playmaker Award: For a player registering three assists in a game.

Team Manager as team treasurer:

Traveling team managers must provide a printed payment plan to each parent or guardian. The treasurer will provide you with an estimated bill at the beginning of the season. The bill will normally include such items as District 10 charges, CRYHA charges, estimated ice hours based on the prior season, etc. This bill will generally be provided around the 1st of November via e-mail to the team manager.

The format of the bill from the treasurer works well as the printed payment plan that needs to be provided to each parent or guardian (this format is available upon request in Excel):

Sample: Ice Bill Calculations				
	Number of Players	12		
ADD	Tournaments	Rate Per Player		Total
	Anoka	\$43.75		\$525.00
	SuperRink	\$37.50		\$450.00
	Fergus Falls	\$29.17		\$350.00
	Detroit Lakes	\$33.33		\$400.00
	Player Try-outs	\$20.00		\$240.00
	Player Socks Fee	\$18.33		\$220.00
	District 10 Referee Fees	\$42.83		\$514.00
	District 10 Assessment	\$25.00		\$300.00
	District 10 Tournament Assessment	\$12.08		\$145.00
	Team Expenses/Misc.	\$69.04		\$828.49
	Banner	\$109.12		
	Anoka Tournament CD	\$225.00		
	Andover Day	\$65.84		
	FF/DL Party Room	\$197.46		
	Party	\$231.07		
	Ice Fees (\$157.50/hour)		<i>Hours</i>	
	October	\$157.50	4.5	\$708.75
	November	\$157.50	7.0	\$1,102.50
	December	\$157.50	9.0	\$1,417.50
	January	\$157.50	8.5	\$1,338.75
	February	\$157.50	8.0	\$1,260.00
	March	\$157.50	1.0	\$157.50
			38.0	
LESS	Registration Fees	\$200.00		-\$2,400.00
	SEASON FINAL TOTAL			\$8,035.98
	DIVIDED BY 5 Monthly Payments (November - March)		5	\$1,607.20
	AVERAGE/ACTUAL PER PLAYER PER MONTH		12	
	November			\$145.00
	December			\$125.00
	January			\$125.00
	February			\$125.00
	March			<u>\$149.66</u>
	Season Per Player Total			\$669.66

The manager must maintain copies of all expense receipts and maintain current records of all revenue and expenses. The manager must be prepared to support an audit at anytime during the season, including the end of the season. This audit may be performed by selected CRYHA board members. At the completion of the season, the manager must submit an electronic file itemizing the team's payments and expenses. Payment data must be available for each family. This file may be submitted to the CRYHA treasurer.

Suggestions:

- Determine additional expenses while determining the team budget. Besides ice time...other items might include; additional ice time, scrimmages, referees, team apparel, memory book, team parties, off-ice activities, managers expenses (copying, paper, long distance calls, etc).
- Use a spreadsheet/database to keep track of players payments (Excel File is available)
- The team manager must make a copy of all checks before depositing them. It is also a good way double check if someone questions you about their bill.
- If parents are divorced find out who is responsible for paying the ice bill – make sure both sets sign the Delinquent Payment Acknowledgement Form.
- If a parent falls behind in paying his/her ice bill – see the next section.

Delinquent Payments

All responsible parents or guardians will be required to sign the Delinquent Payment Acknowledgement Form. If the parents or guardians maintain separate households a separate form should be completed for each household.

When an account goes unpaid by the 1st of the following month the team manger must notify the Vice President and Treasurer via e-mail of the player, responsible parent/guardian, their contact information, amount due, and when the payment was due.

An initial warning letter/e-mail that includes the information as outlined in the Delinquent Payment Acknowledgement Form, and above, will be sent from the Delinquent Payment Committee to the parent/guardian stating that payment or arrangements must be made by the 15th.

- The manager will notify the Vice President and Treasurer when payment has been made. If the Committee has not received notification that payment has been made, the Vice President will contact the manager by the 15th to check the status of the delinquent payment.

If the account remains delinquent on or after the 15th the child will not be allowed to participate as outlined in the Delinquent Payment Acknowledgement Form until the account is current or arrangements have been made. The committee will notify the coaches and the manager that the child cannot participate.

If the account goes delinquent 30 or more days a second letter will go stating the options as outlined above and in the Delinquent Payment Acknowledgement Form.

Payment arrangements must be approved by the committee.

Communication:

- Each team has a mailbox at Cook Arena. **Check it frequently.** This is where you will find your ice schedules and other important information. The upper box code is provided at the managers meeting. Much of the material will also be distributed via e-mail.
- Furnish parents with monthly ice schedules and be sure to keep all parents and coaches informed of any changes in the schedule. Ice schedules should include the games and scrimmages, practice time, name of the arena and other team activities. If possible please distribute at least one week ahead of time. Revisions should be sent as needed in writing. If parents are divorced give a copy to each parent.
- If a community has two arenas be sure the parents know which arena the game is being played at.
- Directions and phone number for arenas can be found at <http://www.rinkfinder.com>
- An email should be sent to team parents to inform them of any last minute schedule changes, arrangements, etc.

Team records and book:

- If the A Bantams or A Peewees will be participating in the Hall of Fame tournament, please notify the Registrar as soon as possible so an early roster sign-off can be scheduled. No other early sign-offs will be permitted.
- You are responsible for the team book which includes the official team roster and coaching certification cards. The book is assembled by the registrar. This book should be accessible at all times. This is the book you will be required to check-in with at tournaments.
- Handle completion of team records and registration for players and coaches as requested by the registrar. You are the contact person for the team. Check your emails often.
- All team staff must complete a staff registration packet. These packets are available on the website. These must be completed and given to the registrar as soon as possible. All coaches must be on the Official Roster. There can be no one on the ice or on the bench that is not on the roster. Managers are not allowed on the ice or the bench.
- The Official USA Roster must be signed in blue ink by each player, coach, and team manager. Do not make any corrections or deletions on the roster. Instructions will be included with the roster. If these instructions are not followed, a new roster will be run and you will need to make arrangements to get signatures again. Deadlines are crucial. Please have the executed, finalized roster to the registrar by the date requested. If the roster is not completed by roster sign-off, your team will not be able to play.
- Provide everyone with a list of player numbers, names and telephone numbers, a small roster with player number and name (approximately 2" x 4") is helpful for parents at the beginning of each season. On the back side, you might include the names of the parents. You are not allowed to copy the roster page located within the Team Book and pass out to parents!

Ice Time, Games, Scrimmages, Tournaments

Your team will be assigned ice at Cook and the Super Rink by the Ice Director. If for any reason, your team is unable to use any of these hours, it is the Manager's responsibility to trade them with another team, give them to another team, sell them to another team, or post them at Cook or the website for other teams to have the opportunity to purchase. You are responsible for paying for them. If you are receiving too many hours or need more hours, talk with the Ice Director before the next month's schedule is distributed.

Once your team has selected tournaments, let the Ice Director know so that ice time is not assign during a tournament.

If your team purchases additional ice directly from an arena, you are responsible for paying for it. It will not be billed through CRYHA and CRYHA will not pay for it if the Association is billed.

Games and Scrimmages

- At each game and scrimmage you will need to provide parents or volunteers for each activity.
Home team is responsible for furnishing a qualified timekeeper.
Visiting team is responsible for furnishing a qualified scorekeeper and District 10 score sheets
Each team should provide 1 penalty gatekeeper.
The timekeeper, visiting official scorekeeper, and gate keepers, **WHO MUST BE ADULTS**, are **MINOR OFFICIALS** and must conduct themselves accordingly.
Official scorekeeper must have the referees sign the official score sheet. The original is to be sent to the League Coordinator, unless the referee takes it due a game misconduct. The first copy is given to the Home team and the second copy to the Visiting team.
- You are responsible for the score book at away games. Rosters and Coaches CEP information printed on Avery shipping labels work well (8164) sample layouts at the end of this document – available via e-mail (in Word) upon request. You'll need four per game. Obtain the other team's roster from their manager before the game starts. At the end of the game, the referees need to sign the score sheet. The referees keep a copy; the other team also gets a copy.

- Report game scores as directed by District 10. The winner calls or emails in the score. In the event of a tie, the home team calls or emails in the score.
- Some coaches like to have the team manager fill the water bottles and take care of the first-aid kit.
- Each team may be required to pay a \$100.00 damage deposit for the locker rooms at Cook. Check the locker room prior to, and after all the players and coaches have left.
- Consider having a **hockey emergency bag** in your car at all times. Items to include might be the extra set of jerseys, pair of socks (each color), pucks, tape, helmet parts, screwdriver, score book, and an arena guide with phone numbers.

Scrimmages

Team Managers may be required to assist coaches in scheduling scrimmages. Some coaches prefer to do this themselves; others prefer the manager to handle the scheduling. Check out other associations web pages to find the name of the current coach or team manager. Try to arrange home and away scrimmages with the same team, that way, the ice time is a wash. If this isn't possible the hourly rate at the arena you are playing at is divided in half. Reconfirm your scrimmage at least a day a head of time.

If needed, ask our Referee-in-Chief to obtain a referee for you. Schedule referees at least a week in advance if possible. Referees need to be paid after the game, so don't forget your check book.

Tournaments

- In the consultation with the head coach, register teams for tournaments. Consider not scheduling a tournament every holiday. Leave one open for family functions.
- Send in the team roster by the requested deadline. Most tournaments have a tournament booklet.
- Reserve a combination of smoking and non-smoking rooms; remember to reserve rooms for your non-parent coaching staff; and to reserve a couple of extra in case other relatives want to attend. A couple weeks prior to the tournament ask your parents if they have made their reservations. Then you can release the unreserved rooms.
- Consider hotel/motel with a free continental breakfast, activity areas for the players, swimming pool, hospitality room for players and parents, restaurant, etc.
- Provide directions from the hotel/motel to the arena.
- You might consider making signs with the player's name for the doors (younger players like this)
- When the team is housed, obtain a list of names and room numbers.
- The coach might consider establishing a curfew. Many hotels now have security guards patrolling the halls for players and parents not in their rooms!
- Some teams have enjoyed pot-lucks, pizza nights, dinner or lunch together, visits to Hockey Hall of Fame, bowling, etc. (forget a potluck if it's just the dads going.)
- If your players have last names that are difficult to pronounce, share the correct pronunciation with the announcer prior to the game.
- If the tournament host has organized functions for the visiting teams (buffets, happy hour, etc.) encourage your players and parents to attend.
- Find out the hours and the location of the skate-sharpening services.
- Out of state tournaments need District 10 approval
- **Remind parents and players that they are representing Coon Rapids Youth Hockey and need to act appropriately, on and off the ice and that they are responsible for the behavior of their family and any players they are chaperoning for the weekend.**

Volunteering Requirements Defined

Volunteer Program Deposit

This deposit, of a separate post-dated check, covers the required 5 hours of CRYHA volunteer hours. Please keep in mind that you will also need your families to cover “team” hours for the concession stand, time clock, penalty box, and scorekeeping for each game. It is recommended that you add all “team” hours together and then list the requirements to be filled per family. For example, “each family must provide 13 hours of volunteer time to the team with a minimum of 9 of those hours to be filled by concession stand duty, the rest may be fulfilled by more concession stand hours, working the penalty box or clock or by keeping the scorebook”.

Mandatory

Mandatory volunteering requirements are family and team based.

Each Family must provide the following:

- 1) Team Hours- Concession stand, time clock, penalty box, scorekeeping, etc.
- 2) 5 CRYHA Volunteer Hours- please visit website for available opportunities

Optional

Optional volunteering requirements are individual based. To maintain and enhance the CRYHA experience and value, several opportunities are available to interested individuals. These efforts are focused on longer term program improvements as well as relieving work load on over burdened volunteers.

Examples of these optional volunteering opportunities include:

- | | |
|--|---|
| 1) Website management & development | 5) Fundraiser support (Hockey dance, etc) |
| 2) Advertising and sponsorship acquisitions | 6) Tournament Planning |
| 3) Gambling operations & continued development | 7) Special Program Planning (S.K.A.T.E., sportsmanship award, etc.) |
| 4) Facility improvements | 8) CRYHA/Team Photographer |

You can learn more about or apply for these opportunities by contacting your team volunteer coordinator or the Fundraising Directors.

Volunteering Deposit and Violations

Each mandatory volunteer violation (concession stand non-appearance) will result in a \$100.00 fine assessed to the team and payable to Coon Rapids Youth Hockey by the end of the season.

Year-end:

Remember that you will need to collect the jerseys and the last payments from the parents and players. It works best if you can schedule the year-end party or some other type of gathering at least a week or two after the season ends so that it allows you enough time to distribute the final bill and the parents enough time to wash the jerseys and get you their final payment.

Managers will be required to return all jerseys, checkbooks and team books in April. The date, time and place for this return is yet to be determined.

Avery Label 8164, Size: 3.33 in. x 4 in.

Coon Rapids LEVEL		
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Our Volunteer Hours Average 11 hours per Player (this average includes all 12 players) There are 113 Concession Stand Hours & 17 Penalty Box Hours

Date and Times		Notes	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5
Sunday Dec. 17	3:00 - 5:30 pm	Practice: 11:20 Pictures: 12:50					
	5:30 - 8:00 pm						
Tuesday Dec. 26	5:00 - 7:30 pm						
	7:30 - 10:00 pm						
Wed. Dec. 27	5:00 - 7:30 pm	Boys HS Game					
	7:30 - 10:00 pm						
Thurs. Dec. 28	5:00 - 7:30 pm						
	7:30 - 10:00 pm						
Friday Dec. 29	5:00 - 7:30 pm						
	7:30 - 10:00 pm						
Sat. Dec. 30	10:00 - Noon	U10A vs. Andover at Cook at 1:40pm					
	Noon - 2:00 pm						
	2:00 - 4:00 pm						
	4:00 - 6:00 pm						
	6:00 - 8:00 pm						
	8:00 - 10:00 pm						
Sunday Dec. 31	8:00 - 10:00 am						
	10:00 - Noon						
	Noon - 2:00 pm						
	2:00 - 4:00 pm						
	4:00 - 6:00 pm						
	6:00 - 8:00 pm						

Penalty Box, Clock, and Score Book Volunteers

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Team</u>	<u>Arena</u>	<u>Game #</u>		<u>Penalty Box</u>	<u>Clock</u>	<u>Score Book</u>
November 14, 2006	Tuesday	7:10pm	Chisago	Cook	1-02-C	Home			
November 26, 2006	Sunday	7:15pm	EWC	STMA	2-04-A	Away			
December 5, 2006	Tuesday	6:10pm	Blaine	SR7	2-06-D	Away			
December 8, 2006	Friday	6:00pm	Centennial	Cook	2-07-B	Home			
December 10, 2006	Sunday	2:50pm	Elk River	Cook	2-01-E	Home			
December 16, 2006	Saturday	3:50pm	Anoka	Anoka1	1-05-B	Away			
December 23, 2006	Saturday	11:10am	Champlin	Cook	1-08-A	Home			
December 30, 2006	Saturday	1:40pm	Andover	Cook	2-09-C	Home			
January 2, 2007	Tuesday	6:40pm	Buffalo	Cook	2-03-A	Home			
January 6, 2007	Saturday	2:50pm	EWC	Cook	1-04-A	Home			
January 8, 2007	Monday	7:00pm	Elk River	ER Barn	1-01-E	Away			
January 11, 2007	Thursday	7:50pm	Anoka	Cook	2-05-B	Home			
January 17, 2007	Wednesday	6:00pm	Blaine	Cook	1-06-D	Home			
January 24, 2007	Wednesday	6:00pm	Champlin	Ch. Forum	2-08-A	Away			
January 26, 2007	Friday	6:50pm	Centennial	SR8	1-07-B	Away			
January 31, 2007	Wednesday	6:30pm	Andover	And. Arena	1-09-C	Away			
February 1, 2007	Thursday	7:20pm	Chisago	Chisago	2-02-C	Away			
February 3, 2007	Saturday	12:00pm	Buffalo	Buffalo No.	1-03-A	Away			

Volunteer Hours Tracking

<u>Player Family</u>	<u>Expected</u>	<u>Concession</u>	<u>Penalty Box</u>	<u>Score Book</u>	<u>Clock</u>	<u>Total</u>	<u>Balance</u>	
A	11.0	7.5	3.0			10.5	0.5	
B	11.0	10.0				10.0	1.0	
C	11.0	7.0				7.0	4.0	Coach
D	11.0	10.0	1.0			11.0	0.0	
E	11.0	8.0	3.0			11.0	0.0	
F	11.0	8.5				8.5	2.5	Coach
G	11.0	10.0	4.0		1.0	15.0	-4.0	
H	11.0	10.0	4.0			14.0	-3.0	
I	11.0	11.0				11.0	0.0	Coach
J	11.0	11.0				11.0	0.0	
K	11.0	8.0	3.0			11.0	0.0	
J	11.0	11.0				11.0	0.0	
K	11.0	8.0	3.0			11.0	0.0	
L	11.0	12.0		9.0	9.0	30.0	-19.0	
M	11.0	8.0	3.0			11.0	0.0	
N	11.0	12.0		9.0	9.0	30.0	-19.0	
Total Met	176.0	152.0	24.0	18.0	19.0			
Total Hours Required		113.0	17.0					
Amount Remaining		-39.0	-7.0					

