

**AHSHA**

**Team Manager's Book of Knowledge**

**Guide to Team Management**

**2008**

## **INTRODUCTION**

This manual has been prepared by Managers who believe that by sharing the knowledge and experience they have, all Managers could benefit with additional information on how to manage their team(s). The intent is to outline all of the required and optional duties and responsibilities that Managers perform during the course of a year.

AHSHA policies govern all procedures and are available on the AHSH A website [www.thunderonice.com](http://www.thunderonice.com).

The manual is divided into Pre-Season, During the Season, and Post-Season activities. An explanation is provided for each section; however, the outline can be used as a checklist for Managers to use in considering if all responsibilities are being fulfilled.

Should anyone utilizing this manual have additional questions or wish to add tasks to the list, please contact the Manager's Committee. Contact information can be found at the AHSHA website [www.thunderonice.com](http://www.thunderonice.com). If the position has not yet been filled for the season, contact the League Administrator.

## **PRE-SEASON**

### **Required Pre-Season Tasks**

#### **I. Managers' Meetings**

Managers need to attend all monthly Manager meetings or have a substitute attend. It is important to attend the pre-season meetings. The meetings are critical to receive information from the league about registration, team formation, ordering jerseys, schedules for practices and games, etc. Additionally, the meetings allow you to meet and get to know other team Managers. Other Managers can be a good source of information and persons to ask questions of. There will be times during a season when you may need to contact other Managers to trade ice slots, sell ice, purchase ice, work around schedule conflicts, etc. It is expected that the Managers would not miss more than two (2) meetings per year and would send a representative of the team to any missed meetings. All AHSHA teams must be represented at each monthly meeting. As a result, you need to consider the following:

- A. Who is going to attend?
- B. Tasks associated with the Managers' Meetings:
  - 1. Print and review the agenda posted on-line.
  - 2. You should communicate a summary of the meeting to the appropriate people, such as team players and parents, Coaches, parent board, or school club to keep them apprised of league issues, deadlines, and events.
  - 3. Bring back all handouts and financial information. Make sure you check the team folders for handouts and financial information.
- C. Decide if you want your Assistant Managers and Coaches to attend.
- D. Decide for your club if it is better to have continuity and only one person attend regularly.
- E. The time commitment for attending the Managers' Meetings is two hours each month.

#### **II. Budget Report from AHSHA Treasurer**

Each month the AHSHA Treasurer will email the team financial account balance. You need to review the account balance each month, to verify the balance, and to determine what financial fundraising or budget is needed to pay for the year's expenses. The player registration fees do not cover all expenses that you will incur as a team. Examples of costs above the AHSHA fees might be additional practice ice, uniform customization, team building activities, end of season banquet and team awards. As a result, start reviewing the reports as early as possible during the pre-season. This will help you begin your planning for the upcoming season.

- A. It is important to see your financial statement starting with the pre-season.
- B. Check your team folder at the Managers' Meeting each month.

- C. Your team account may include positive or negative balances from the prior year. The details should be included in your statement and you can discuss this with your prior Manager or with the League Treasurer.

### III. Team Structure and Parent Board

There are several ways to structure a team or a club (if you have more than one team). Some teams prefer to have only one or two individuals make all the decisions (such as the Head Coach and Manager). Others prefer to make decisions by group consensus with formal parent boards that are created with by-laws and policies. The pre-season is the best time to establish the organization of your team/club and how it will be managed. If a team/club has received AHSHA approval of its by-laws or policies, then AHSHA will defer to club policies or by-laws on how each club desires to Manager their Coaching and Manager staff. However, if a club does not have written policies or by-laws regarding the hierarchy or reporting structure of the Coaching and Manager staff then the Head Coach is deemed to have the primary authority, decision making, and responsibility for the club. In the absence of the Head Coach, the authority, decision making, and responsibility shall be in the following order: Assistant Coach(es), Team Manager, and Assistant Manager(s). You may want to consider the following:

- A. Should management structure be formal or informal?
- B. Shall there be elected officers and/or board members?
- C. Who makes decisions regarding spending?
- D. Will there be formal policies, bylaws, a contract, or a *Code of Conduct* for the team?
  - 1. A note of caution: When creating policies that will govern your team, AHSHA policies take precedence over team bylaws and policies. A team's bylaws/policies should work within the AHSHA framework. If a team has a *Code of Conduct*, Policy Agreement, or Contract for the players and/or parents to sign to be on the team, the AHSHA Board of Directors or Executive Committee must first approve the document.
  - 2. USA Hockey requires an appeal process be included in a Team or Club *Code of Conduct* or Policy Agreement for parents and players. Be sure to include a method for appeals to be handled at the team level.
- E. Are there formal by-laws governing your Parent Board?
- F. How are discipline matters addressed?
- G. How are team issues (picking captains) addressed?
- H. What is the criterion for awarding varsity letters?

In addition to the above, schools and school district policies differ with regards to the affiliation of hockey clubs and teams. Managers should determine if the team is a recognized "club" at the school, if the team has a school moderator or sponsor, and what organizational club requirements need to be met. Most school clubs have their own requirements and policies to be considered clubs in good standing within the school (such as the creation of club bylaws, election of officers, attendance at school club meetings, having a school teacher/faculty moderator, and performing a community service project). Make sure that you

know and understand if your team is a recognized school club, what the requirements and school policies are, and develop a relationship with your school moderator. Sometimes you will need to communicate, even negotiate, with your school about the team and the league. Understand your school policies regarding the award of varsity letters, making announcements, and yearbook photos (some schools offer free yearbook pictures, others offer paid ones, and some do not allow yearbook photos at all). Most importantly, get to know your school moderator and establish a relationship between the moderator and the team. Understand what the moderator needs from you. Establish what roles and duties the moderator will perform. The moderator not only acts as your contact point with the school, they are a person that the players can go to at school if they have an issue they would like to discuss regarding your team.

#### **IV. Roles and Responsibilities**

- A. Communicate! It is important that the Manager communicate with the players, parents, and Coaches on a regular basis. Players will need to be reminded often about the practice and game schedule. Parents will seek answers to questions about the team, league, registration, etc. You will need to communicate with the Coaches about league policies and events. As early as possible, Managers should identify themselves so everyone associated with the team knows where to ask questions.
- B. Join the Yahoo! Managers Group online to receive communications from the league and other Managers. Managers may also join the Yahoo Coaches Group and the Yahoo AHSHA Call-up Group (particularly if your club has more than one team). Send an email to [AHSHAManagers@yahoogroups.com](mailto:AHSHAManagers@yahoogroups.com), [AHSHACoaches@yahoogroups.com](mailto:AHSHACoaches@yahoogroups.com) and/or [AHSHACallups@yahoogroups.com](mailto:AHSHACallups@yahoogroups.com).
- C. Define the roles of the Manager and Coach. Managers and Coaches need to work together to have a successful and harmonious team. Both the Manager and Coach need to work together to establish the roles, duties, tasks, and responsibilities that each will perform. Successful programs involve almost daily communication between the Manager and Coach to discuss the team, upcoming events, and what needs to be done.
- D. For those hockey clubs with multiple teams within the league, some clubs have only one Manager and one Head Coach who oversee all the players on all the teams. Other clubs have Managers and Coaches for each team. With multiple teams, you will be faced with multiple game and practice schedules. It is helpful if you can maintain a “group” mentality where all the Coaches and Managers can work together, to help each team out, and ensure that all games and practices are covered. This approach also allows you to bring in and mentor new Coaches and Managers who can work with the entire staff to learn the roles and responsibilities.
- E. You will receive administration access for the Team Page on the sPortability website. You may add your logo and team photos, send notes to update the team, send messages, add jersey numbers and player positions, export roster and player information and create fan cards from this access. Seek the help of an experienced team manager if you need

assistance. Contact the League Administrator to learn who within the league is willing and able to help you with the Team Page. Please do not edit the Coach or Manager information without contacting the League Administrator first as contact information changes need to be made in several places.

- F. As Manager, look for volunteers to help you. Look for volunteers who can become your assistant, who you can mentor, and who can fill in or take over in a seamless transition when you leave.
- G: As you define who will manage and Coach your team, remember that ALL Managers and Coaches need to submit an application to AHSHA each season. The application is an on-line form found on the AHSHA website at [www.thunderonice.com](http://www.thunderonice.com). First time new Coaches (both those applying for Head Coach or Assistant Coach positions) also need to submit to a background screening. This is conducted through the Arizona Amateur Hockey Association and entails submitting the formal name, date of birth and social security number. The person will be processed against a national database. Details on the list of reasons a person would be rejected due to a background check are listed in the AHSHA Policy manual.

## V. Financial Decisions

As a Manager of a team/club, you need to determine who makes and approves financial decisions regarding expenditures and budgets for the season. Understand that the AHSHA registration fee will only cover league practice ice, game ice, and basic uniform purchases. Any additional expenses such as water bottles, Coaching stipends, Coaching supplies, extra practice ice, etc., will need to be paid by your team. As a result, you need to determine if the parent board, the Coach, the Manager, a vote of the parents, or by other means, makes the financial decisions. When it comes to money, answer the following questions:

- A. Who is responsible?
- B. Who makes the decision to spend?
- C. Be aware that AHSHA maintains an individual account for each team comprised of uniform credits, private donations and sponsorships. Associated teams such as a Varsity and a Junior Varsity team will be maintained in a single account. Money within this account is available through the AHSHA Treasurer.
- D. You may decide that your team should have a separate account to handle fundraisers, extra ice, pucks, team uniforms, etc. Unless affiliated with a school club or booster club, AHSHA discourages bank accounts setup in personal names (AHSHA Policy XI.1). Some schools will have an account for each recognized club within the school. You may be able to use the school account to deposit and access funds. If you decide to use a bank, and depending on the bank used, accounts should be set up in the name of the club or as a "Doing Business As."
- E. A product such as Microsoft Works, or QuickBooks can aid in tracking money and producing reports for the parents.
- F. Separation of duties (who collects the money, who can sign checks, who reviews the expenditures) is recommended to provide a check and balance on the team financial matters.

- G. It is recommended that a team budget be prepared in advance of the season in order to be aware of the general idea of how the team intends to manage its funds.
- H. In addition to the above, you must be aware of and understand AHSHA policies on spending money for additional practice ice and off-ice events. AHSHA policy is that these additional expenditures and events are voluntary. You cannot force players to participate beyond the league program of practices and games. You cannot force players or parents to pay additional sums for these extra items. Refer to AHSHA policies.
- I. Additional team merchandise may be ordered, such as polo shirts, banners, and blankets. If a family orders team merchandise, it is expected that the family would fulfill the obligation to pay the listed price. It is important to have an order form completed and signed by the family, and collect the payment in advance of placing the order. This will reduce the likelihood of payment default and collection problems.

## VI. Registration

One of your main responsibilities in the pre-season is to ensure your players are properly registered with USA Hockey and with the league. You will receive access to a player list with contact information during the registration sign-ups. If you do not have this information, contact the League Administrator. We encourage Managers to begin the process of collecting and verifying the paperwork prior to the first official AHSHA practice session to reduce the amount of confusion and anxiety at check-in. Remember, players who do not have all of their paperwork turned in and verified will not be allowed on the ice. It is recommended that you avoid the urge to allow the player on the ice to practice when the paperwork is not completed. While it may be difficult at the time, it will avoid unpleasant situations when the player is held off the ice at a game. The following information must be collected:

- A. USA Hockey Registration. The USA Hockey membership is purchased prior to registering for AHSHA at [www.usahockeyregistration.com](http://www.usahockeyregistration.com). The parent is to provide the number during registration. If the registration number was incorrectly entered, or is missing, you may be asked by the League Administrator to help to collect this information. The player will be placed on temporary administrative suspension if this number is not supplied to hockey operations. You do not need to collect the document for the players who have registered before the start of the season. Players who register after the initial practice may need to bring the document to the rink if their name is listed on the Suspension list in sPortability. Keep in mind that the USA Hockey registration number can be accessed online at [www.usahockeyregistration.com](http://www.usahockeyregistration.com) by providing the player last name, date of birth, and address indication (this is currently a zip code but may change to a city in the future.) The address information is what was provided at the time the player registered. You need the number for the current season. A tip: the 4<sup>th</sup> number of the code is the last digit of the year. For example, if the 4<sup>th</sup> letter is an 8, the code is for the 2008-2009 season.
- B. Forms and documents to collect. Each Manager should first prepare a spreadsheet with each player's name, and each form required for

registration. As forms are turned in, the Manager can check off what forms are being turned in. Despite your best efforts, many players will forget forms, turn in partial forms, or have forms that need to be returned for signatures. As a result, it is best to have a spreadsheet to keep track of the forms. It is also recommended that all of the forms be placed into a Manager's Notebook (3-ring, separated by labeled tabs for each Coach and player is best). Alphabetic organization is the easiest format to use. Your Manager's notebook should include:

- Check off sheet.
  - *Consent to Treat and Medical History* Form. Even though the *Medical History* form may state it is optional, encourage parents to fill this form out. They may not be at every practice and game where an injury could occur. Coaches and Managers should also fill out and submit the *Consent to Treat and Medical History* forms. If the parent refuses to provide information, the parent should write "Refuses to provide details" on the form and sign it.
  - Individual Rink Ice Waiver and Release as may be applicable each year. These waivers are normally used for the US Airways and jobing.com Arena games and may not be available at the beginning of the season if the arena staff has not provided them.
  - A copy of each player's Birth Certificate.
  - A copy of each player's School ID (if it indicates the current school year) or a class schedule verifying attendance for the current year.
  - School Photo Release, if required.
  - Team *Code of Conduct*, if required.
- C. Again, you should have a team meeting prior to the first practice to organize the paperwork. Players will not be allowed on the ice without the full set of documentation. Remember that if a player is on the ice without being registered with USA Hockey, that player has no insurance coverage.
- D. After the team(s) are set and all paperwork has been submitted and verified, you may want to prepare and send a spreadsheet of information to all parents and Coaches. Include player, player jersey number, address, phone numbers, parents' names. A laminated wallet sized roster sorted by name and by number, and a wallet sized player, parent, phone number card are appreciated by the parents. The administration access that you receive for the team page on the sPortability website has an option for "Fan Cards" which will make this easy.
- E. Forms should be placed in a 3-ring binder and taken to every practice and game in the event the *Consent to Treat and Medical History* forms are needed for an injury, or verification of registration forms are needed. We recommend that each Coach and Manager be provided copies of all players and Coaches *Consent to Treat and Medical History* forms to ensure they are always available in the event of an injury. Another practice would be to place copies of the *Consent to Treat and Medical History* in the middle of the team Medical Bag. They fit quite nicely folded in half right in the center of the bag.
- F. When the season is over, the personal information should be shredded or returned to the parents (see Post-Season discussion).

## VII. Uniforms

If you are new to this process, you may have a lot of questions. Contact the AHSHA Uniform Coordinator to discuss these policies and to confirm that you are clear on all that needs to be done.

Along with registering your players, another important pre-season task is to order jerseys and socks through the AHSHA Uniform Coordinator and the AHSHA approved vendors. Have the jerseys customized before the season starts.

Things to consider for obtaining jerseys for your club:

- A. Each year you will get a team credit based upon the number of players registered. This team credit will cover two basic game jerseys (home (light) and away (dark)) and two pairs of socks (home and away) for each registered player. The actual amount of the team credit may change yearly and will be announced at the July Managers' Meeting.
- B. Managers order the jerseys through AHSHA uniform coordinator and the AHSHA approved vendors who have agreements with AHSHA. New or replacement jerseys should be ordered by the July Managers' Meeting.
- C. Before ordering additional jerseys and socks, check with the AHSHA Uniform Coordinator to see if your club has any of your team jerseys and socks in storage from previous years.
  1. If the team has any stock in AHSHA storage, that stock will need to be used before new quantities are ordered.
  2. The team received credit for uniforms and socks returned to AHSHA storage last season so when items are removed from storage the team is charged for those items.
  3. If the team decides to change uniform styles or colors they must:
    - a. check with the AHSHA Uniform Coordinator to insure that their changes will not be too similar to other teams.
    - b. purchase the "old" stock from AHSHA.
- D. How do you estimate how many?
  1. Order what you think that you will need, and then add a couple of extra. If not used, you can make them up for sale to the fans, or return them to the uniform coordinator to receive team credit for the jerseys and socks not used.
  2. Sometimes it is possible to order additional jerseys if you have more players sign up than anticipated depending on the vendor and delivery timeframes. But there may be a delay in getting the jerseys so we encourage you to try and plan and order enough jerseys/socks for your anticipated roster. Otherwise, you may have to order jerseys and socks at a retail outlet for a cost greater than AHSHA budgets.
- E. Jerseys must include four (4) inch numbers on the sleeves, ten or twelve inch (10" or 12") numbers and a name plate on the back, and a logo crest on the front. Numbers MAY NOT include 0, 00, 69 or anything above 98. Schools with multiple teams may not have players with identical jersey numbers to accommodate potential call-up situations.
- F. Socks. As indicated, registration covers the cost of two pairs of socks. Teams can order extra socks to sell to the players for replacement socks. Order extra long for players with long legs.

- G. New or same as last year? Early in the pre-season, you will need to decide if the club is going to keep the same style of jerseys from the previous season. If you are keeping the same style, then order fill-in jerseys for the new players and any replacements for existing players who may need a new jersey. Order by the July Managers' Meeting. If you are going to order new jerseys, you should decide as early as possible what style you are considering and check with AHSHA Uniform Coordinator for selection (to make sure you are not trying to purchase the same style as another club). Keep in mind the additional customization costs, the decision to collect additional money from parents or fundraising, and the cost of purchasing the old stock from storage.
- H. Customizing. The jerseys you will receive from the AHSHA approved vendors are blank. Your uniform credit should pay for the required minimum customization to the jerseys. (Ask at the Manager's meeting for the amount you will receive per player so that you know your budget. Enhancing your crest/logo, nameplates, numbers, and patches will require additional funding. Estimations were used to determine the budgeted amount, and changes to the vendor pricing may leave the team a little short on funding. Jerseys can be made economical with screen-printed logo, numbers, and names or can be upgraded with twill patches. Keep in mind that customizing jerseys can be expensive depending on the style and quality of the patches or numbers. You should check with embroiderer shops for pricing and consider the customization costs as a budget line item for the parents. AHSHA can provide a list of approved vendors (via the Uniform Coordinator) for customization. These vendors have working and billing agreements with AHSHA. The approved vendor will bill the league and the amount will be deducted from the team account and the bill paid. Teams will be billed for any amounts over the funds available in the team account. If a vendor outside of the list is used, separate billing arrangements will have to be made by your team/club. AHSHA will reimburse the team up to the amount of the uniform credit your team would receive. You can also submit a request to the Treasurer to use any additional funds in your team account.
- I. Mixed Teams of Multiple Schools. The AHSHA Uniform Coordinator will review combination of high school teams and determine the colors for the combined teams. Usually, one school will be designated to manage and Coach the mixed team. As a result, that school's jersey can be the uniform. Another option is to have a jersey with patches designating each school represented on the team. A third option is to get a separately designed jersey. If considering patches for each school, all patches must be approved by AHSHA. These can be submitted to the Uniform Coordinator.
- J. The Phoenix Coyotes display a dark (away) jersey from every high school team in their arena. If your team changes jersey style or logo style you should order an extra dark (away) jersey for the display. Most teams donate the jersey, but you may speak to the Uniform Coordinator if you need help with this cost.
- K. The team will also need letter designations for the captain and assistant captains. This is "C" or "A" on the front of the jersey. The same customization companies can make these letters and put them on after the Coach or team has selected the positions each season.

## VIII. Initial parent meeting

It is extremely important that you meet with the parents during the pre-season to discuss the upcoming season. Communication is the key to a well-run club. It is recommended that initial parent meetings in the pre-season be mandatory. Sign in sheets and attendance should be taken. If a parent of a player does not attend, contact them directly. Try to schedule more than one date where the parents can attend. Recommended topics to discuss with the parents include:

- A. Introduce staff (Coaches, assistants, Manager(s), parent board and provide contact information.
- B. Lettering criteria (if your club gives out varsity letters).
- C. Captain and Assistant Captains selection process.
- D. Fundraising ideas.
- E. Collect volunteers.
- F. Discuss and understand commitment level (rules for attendance at games and practices).
- G. Discuss and understand club rules, codes of conduct for players and parents, and especially disciplinary rules.
- H. Discuss the budget for the year.
- I. This would be a good time to collect the team paperwork.
- J. Provide the contact information and player information.
- K. Discuss the form of communication you will use with the players. Some players prefer e-mail and some prefer phone trees.

## IX. Scheduling

As Manager you need to provide input into the league schedule for practices and games, and then be responsible for reviewing and communicating the schedule to your team. The League Administrator generally sends out emails informing all parties of league changes in schedule. There are a few schedule issues that you need to be aware of, including:

- A. Do Not Schedule for homecoming. The teams will be asked to submit one date for a “do not schedule” request. If the homecoming is a multiple day event, you can request all multiple dates, or you may be able to supply a time when the team could play. For example, if the homecoming events are Thursday through Saturday, but the team could play on Saturday morning before 2PM, that information should be provided.
- B. Changes on sPortability. Occasionally, the league game schedule may change (may be due to rinks pulling ice for a tournament, rink ice problem, etc.). Continue to review the schedule on sPortability where changes in schedule will be listed. Notify your players, parents, and Coaches. Do not assume they will know about schedule changes. AHSHA sends email to all team participants regarding the changes and revisions when the information is updated on sPortability. When schedule changes are made, make sure you notify the team. Sometimes emergencies force last minute schedule changes. You need to be able to contact all players and Coaches on short notice.
- C. Game Swaps. The recommended method is the “Two Team Swap”:

1. Get the name of your game opponent, TEAM A.
2. Review TEAM A's schedule to determine which of their other game dates you are able to play. Make a list of all of the game dates and other opponents, TEAM B and TEAM C, etc.
3. Review the TEAM B schedule to confirm that they are not playing on the date that you want to trade. Continue with all teams to determine the list of potential swaps.
4. Contact TEAM B (etc.) to ask if they are willing to swap the game date and time. Present all options to the teams as you discuss.

Notify AHSHA if you have found another team to swap with your game. Teams that are able to accommodate change requests for other teams should strongly consider doing this as you may need the favor returned some day!

- D. Due to changes in schedules, develop a system with your team to make sure you constantly update your team on what the next schedule or practice day/time is. Make sure you constantly check the schedules, and e-mails, for changes. It may work well for your team to teach them how to verify the game schedule on your Team Page. It may be necessary to send a second set of emails (in addition to the ones produced by the league) as a reminder. Either process will work, and your team will need to address the specific needs of the group. Some teams are experienced with technology and automation. Some teams are new to technology and don't habitually check emails. You may need to "partner" non-email families with families with email access to make sure that no one is left behind due to the absence of a home computer. Good old fashioned "phone trees" work well. New technology has automated phone groups, Consider asking the players to explain bulk text messaging as a way to inform the entire (or a large of a large portion) of last minute changes.
- E. Team calendar. Because the league only schedules league practices and games, those teams who have additional practice ice, off-ice sessions, attend tournaments, have meetings, etc., may want to incorporate all league scheduled events, and team scheduled events onto a "Team Calendar" that can be updated and provided to the team.

## **X. Medical Consent to Treat Forms and Medical Bag**

At every practice, every game, every off-ice event, etc., you need to have the *Consent to Treat* and *Medical History* forms along with the AHSHA issued Medical Bag available in case of injury. As registration documents are turned in during the pre-season, Managers may want to make multiple copies of the *Consent to Treat* and *Medical History* forms and provide a set to the Coaches and other Managers. You should also include USA Hockey injury claim forms and rink incident report forms. These forms are available on the website in the FORMS section. One option is to store a copy of the *Consent to Treat* and *Medical History* form in the center of the AHSHA medical bag. They fit quite nicely when they are folded in half. You may want to double side print the forms.

## **Optional Pre-Season Tasks**

### **XI. Team Recruitment**

Each year you will probably want to recruit new players to the team to build your program or to replace players graduating or not returning. Ways that you can recruit new players include the following:

- A. You may want to canvas Junior High Schools in the spring for 8<sup>th</sup> graders that will be attending your High School.
- B. Be aware that some schools will not let you in to talk to students or make announcements. Ask to place notices in the school newspaper or put up posters at the school.
- C. Put notices in PTO newsletter (hockey parents will see the notices).
- D. Existing players know who plays hockey, ask them for names and contact information or for them to contact the players and give them your contact information.
- E. Consult the school moderator for permission to put up a booth on campus during the new student orientation held in July.

### **XII. Fundraising**

We all understand that ice hockey is an expensive sport. As a result, many clubs try to offset the costs through fundraising activities. The decisions you need to make with your parents include the following.

- A. Do you fundraise?
- B. How do you distribute the money collected?
  - 1. Credited to the player.
  - 2. Credited to the team.
  - 3. Combination of allocating the funds to both.
- C. Possible ideas include:
  - 1. Bumper stickers.
  - 2. Chocolate pucks.
  - 3. Custom clothing designs by players.
  - 4. T-Shirts, mugs, hats.
  - 5. Cookie dough.
  - 6. Entertainment books.
  - 7. Participate in the league Golf Tournament. See the League Calendar for the dates.
  - 8. Talk to other Managers and share ideas.
  - 9. Chuck a puck at the RoadRunners.
  - 10. 50/50 Raffles and Food Booth at Coyotes.
  - 11. Check with the AHSHA contacts for the RoadRunner and Coyotes to see if any other youth sports fundraising events are available.
- D. 501(c)(3) Issues. Some clubs have taken the opportunity to file for 501(c)(3) status as a non-profit charitable organization. This allows the club to receive donations from people/entities who desire a tax credit for the donation.

### **XIII. Merchandise**

Some clubs sell a variety of merchandise and products, including, t-shirts, polo shirts, turtlenecks, sweatshirts, baseball hats, blankets, seat pads, bumper stickers, window decals, warm up jackets. Product sales are a great way to raise money for the club and to encourage team spirit. A good time to kickoff the season is to market your products as players are registering for the league, during the pre-season parent meetings, during tryouts, and during the pre-season practices. Issues to consider include:

- A. How do you pay for this?
  - 1. Collect checks up front with the orders.
  - 2. Some vendors will do the order without taking money in advance.
- B. Possible vendors :
  - 1. Extreme FX.
  - 2. Antigua.
  - 3. Artcraft.
  - 4. Cleats.
  - 5. Behind the Mask.
  - 6. McCarthy Sorensen.

### **XIV. Practice Ice**

An optional task during the pre-season is to schedule practice ice to keep the players on the ice. As Manager you will have to contact the rinks for ice times that are available, pay for the practice ice and collect money from the club. Some points to consider include the following.

- A. AHSHA has developed policies regarding club purchase of additional ice. Please refer to the AHSHA policies manual before making any finalized ice purchases.
- B. Do you collect for the Ice ahead of time from the players or collect at the rink?
- C. To reduce the cost you may try splitting ice (and expense) with other teams.
- D. Ozzie Ice. Some Coaches like to have small ice practices. If so, Ozzie Ice is an option. The off-ice workout facility is an added bonus at Ozzie.
- E. You and the Coaches will need to determine if the practices are required, who is going to communicate the information to the team, and what the consequences are for players not coming.
- F. Be aware that pre-season practices scheduled prior to the beginning of the AHSHA pre-season practices (prior to the official team formation) cannot be billed through your AHSHA team account and must be paid by your team directly.

### **XV. Player Off-Ice Conditioning & Teambuilding**

Most Coaches will encourage off-ice conditioning. As a Manager you may need to help the Coach coordinate and schedule these events. Off-ice conditioning

does not just mean working out in a gym. Teams participate in a variety of activities. Teambuilding is open to the imagination. Ask your players for suggestions. Investigate the following options:

- A. Meet at a home to run.
- B. Practice fields at the school.
- C. Climb Camelback Mountain, Pinnacle Peak.
- D. Gyms with temporary memberships.
- E. Velocity Gym encourages teams.
- F. Private trainers with space for the team.
- G. Workout in the school gym.
- H. Ozzie Ice.
- I. Show and Tell Strategy sessions. Some Coaches will want off-ice time to meet and discuss the previous game or to discuss X's and O's. You may want to have a parent video tape the games for the Coaches to review with the players. Essential items to have for these meetings:
  - 1. Pizza and drinks.
  - 2. White board.
- K. Before/after a game runs.
- L. Getting players together for teambuilding events. Getting the team together away from the ice and workouts can be a good way to get the players to come together as a unit. Suggestions can be as simple as having the team over to one player house for movies on a Saturday night with the Coaches. Other suggestions include:
  - 1. Paintball.
  - 2. Bowling.
  - 3. A community service project by the team.
  - 4. Pick-up basketball tournament within the team.
  - 5. Laser tag.
  - 6. Flagstaff or Prescott trip.

## **XVI. Website**

Some clubs have created websites. If your club desires to have a website there may be parents and players who can help with server hosting, design, maintenance. Also, check with the school to see if your club website could be hosted on their server.

## **DURING THE SEASON**

### **Required During The Season Tasks**

#### **XVII. Managers' Meetings**

During the season Managers need to attend all monthly Manager meetings, or have a substitute attend. The meetings are critical to receive information from the league. Additionally, the meetings allow you to meet and get to know other team Managers. Other Managers can be a good source of information and persons to ask questions. There will be times during a season when you may need to contact other Managers to trade ice slots, sell ice, purchase ice, work around schedule conflicts, etc. It is expected that Managers would not miss more than two (2) meetings per year and would send a representative of the team to any missed meetings. All AHSHA teams must be represented at each monthly meeting as the team is greatly disadvantaged if important information is missed. Refer to Pre-Season section above for more information.

#### **XVIII. Budget Report from AHSHA Treasurer**

Each month the AHSHA Treasurer will email the team financial account balance. Review the account balance each month, to verify the balance, and to determine what financial fund raising or budget is needed to pay for the year's expenses. Refer to Pre-Season section above for more information.

#### **XIX. Special Events – Inform players**

The Manager needs to be aware of, and communicate with the team, all special events that will occur during the season. Managers must be aware of the All Star game nomination procedure and balloting. Managers need to be aware of which teams may be eligible for the Rocky Mountain District tournament. Managers need to understand the AZ Thunder team, its try-outs, and rules for playing on the Thunder team. During the season there are other special events including the Junior/Senior Showcase, All State selection and Chicago Showcase. Throughout the year at the Managers' Meetings and through AHSHA e-mails, each of these events is discussed. It is the Coach and Manager's duty to make sure the club, team, Coaches, other Managers, players, and parents understand the schedule and requirements for each of these events. More information about these special events can be found on the website. Detailed information is released closer to the date of the event.

- A. All Star Games. Check the eligibility requirements on the website. Make sure to let the players know that attendance and game behavior may impact their eligibility. There is no additional cost to participation.
  1. Nominations. Coaches will be notified by AHSHA when it is time to submit the nominations. Managers will be asked to submit a backup list if the Coach is not available. The requests for the

- nomination are normally in December after the last scheduled game.
2. Ballots. If a vote is required, ballots will be sent to the Head Coach.
- B. Rocky Mountain District (RMD) High School Tournament. This tournament is at the end of the season. The tournament requires that teams be comprised of students from the same school. The winner of the Varsity A division normally determines the team sent to the RMD, since all of these teams are comprised of pure teams. There are additional travel costs with this event.
  - C. AZ Thunder. This team is comprised of players who are registered with AHSHA. Team members are normally chosen in August through advertised tryouts. There are additional team ice and travel costs with this team.
  - D. All State Nomination and Selection. Check the eligibility requirements on the website. This event does not include a game. Players will be recognized with a plaque. There are no additional costs with this event.
  - E. Junior/Senior Showcase. This event is normally held in the Spring and is open to all players currently in their Junior and Senior year. Nomination is not required. There is a registration fee associated with this event.
  - F. Chicago Showcase. This event is normally held at the end of the season. The players must tryout to make the team. The team represents Arizona in the Chicago Showcase. There are travel fees involved with participation in this event.
  - F. Special Hockey events at Glendale Arena and US Airways Arena. Participation in games at these venues may have special requirements such as waivers (available on the website) and parking passes. There are normally no additional costs to these events unless additional tickets are wanted.

## **XX. Pictures**

Photographs will be taken early in the season. All players and teams shall have their photographs taken, even if a player does not want to purchase a photo package. The league wants the photographs for yearbooks, Junior/Senior Showcase games, All Star and All State participation, etc. As a result, you may need to assist the photographer session and coordinate the photographic session for the collection/distribution of photo envelopes and photographs.

- A. Be aware that they are/will be scheduled. Photos are scheduled through a contracted photographer and all efforts should be made to participate.
- B. Coordinate and be responsible for all photo envelopes.
- C. Remember that every player available for the photo shoot MUST get a photograph taken as these photos are used in the yearbook, awards, etc..

## **XXI. Scheduling**

Refer to discussion above in the Pre-Season section for more information.

## XXII. Games

Prior to every game instruct the players that they must notify the Coaches if they are going to miss a game. If the Coach is calling up players, you may be asked to assist by notifying AHSHA prior to the deadline in accordance with the league procedure for call-ups. When you arrive at the rink for a game, check in with the rink coordinator. The Head Coach must provide a full list of assistant Coaches on the bench for the game. Each Coach must provide his or her own CEP Level, number and certification date on the scoresheet. The Head Coach must sign the scoresheet and verify any call-up players. (Call-ups are added by the rink coordinators prior to the game.) While the scorekeeper is responsible for taking attendance and removing players who are absent, it is the team's responsibility to make sure that the scoresheet correctly reflects the players who were on the ice at the game. Other things to remember include:

- A. Managers and Coaches need to communicate prior to every game to ensure that the bench is properly staffed. Each team requires two Level 3 certified Coaches on the bench. See the AHSHA Policies for details on the lack of Coaches, causes for forfeiture, and associated team fees.
- B. Assign penalty box attendants. It is important that this person realize that he/she is an off-ice official and must remain neutral during the game. The referee may ask the penalty box attendant to leave the game for inappropriate behavior. If this occurs, you will need to quickly get a replacement to allow the game to continue.
- C. Remind the Coaches to inspect the locker room before and after every game. Please remind your team that while the main locker room door may be locked, it is recommended that the players leave all personal valuables at home. Cell phones, iPods, money, etc. are easily stolen when left in the locker rooms. Some of the locker rooms have access through showers or a second door to the locker room. Make sure that both of these doors are locked prior to leaving the locker room. Remind the players and parents that it is recommended that all valuables be placed in the locked trunk of the vehicle or left at home to avoid theft in the parking lot. The security and AHSHA staff not responsible for guarding the locker rooms. They are assigned to the fan area and the rink.
- D. Have the *Consent to Treat* and *Medical History* forms available in case of injury. Also download and have copies of league injury report forms, USA Hockey claim forms, and any rink injury form (that may exist) available to document the incident. These forms are available on the website in the FORMS section. In the event of any injury, you should try and obtain copies of all filled-out forms and keep them in your Manager's Notebook for the player. Additionally, if any player is injured, you should require that the player provide you with a Doctor's release to resume practices and games. Keep a copy of the release in your Manager's Notebook for the player.
- E. INJURIES: The Head Coach should report immediately to Hockey Operations any injury requiring emergency medical treatment. It is a very nice gesture of concern for the injured player when the Manager calls the family to ask about the health of the child. The Head Coach of an injured

player must complete an injury report form and submit it to Hockey Operations within 48 hours of the injury if:

- a. The injury causes the player to leave the game or practice and not return.
  - b. The injury requires the player be transported to a hospital or emergency facility.
  - c. The injury requires the immediate care of a physician.
- F. Water bottles. Make sure the team has a procedure or person who is responsible for bringing water bottles to the game.
- G. The Coach may collect the scoresheet after the game or ask the Manager to collect it. See discussion below for an explanation on the importance of keeping the game scoresheet.
- H. Tool kit. You may want to have a “quick-fix” tool kit available with laces, mouth guard, helmet snaps, stone, etc. for quick repairs on the bench.
- I. League Medical Bag. The league will check out a medical bag to each team. The bag should be on the bench for every game and practice. Make sure that the team has a procedure or person who is responsible for bringing the bag to each game. The supplies may be used for first aid situations that arise during a game. There is no medication in the bags on purpose. It is against the law to dispense medication without a license, so AHSHA does not allow the storage of any medications in the bag. All medications, including aspirin and Tylenol, should be dispensed only by the player’s parent. Inhalers should be clearly marked with the player’s name and brought to each game by the player. These are not to be stored in the medical bag.

### **XXIII. Player Attendance**

Remind players about the schedule for practices and games, and to notify the Coach when the players will miss a practice or game. Some things to consider:

- A. Who is responsible for receiving the information when players are going to be absent?
- B. Set up team procedures.
- C. Emphasize that the team suffers if a full roster is not present.
- D. Declare attendance rules early.

### **XXIV. Injuries**

Injuries are a reality of ice hockey. Anticipate that they will occur and be ready to handle an injury. As stated above, ALWAYS have copies of the *Consent to Treat* and *Medical History* forms available at practices, off-ice events, and at games. In addition, you should have available any:

- A. Rink injury/incident form.
- B. AHSHA injury form.
- C. USA Hockey injury claim form.
- D. The Head Coach should report immediately to Hockey Operations any injury requiring emergency medical treatment. The Head Coach of an injured player must complete an injury report form and submit it to Hockey Operations within 48 hours of the injury if:

- a. The injury causes the player to leave the game or practice and not return.
- b. The injury requires the player be transported to a hospital or emergency facility.
- c. The injury requires the immediate care of a physician.

## **XXV. Scoresheets**

All game scoresheets should be collected and maintained. If your club anticipates going to tournaments or to the regional playoffs, you will need to produce a copy of every scoresheet. Do not expect the League Administrator to have your scoresheets available. This is the Coach or Manager's responsibility. Only rely on the League Administrator as a backup. Additionally, it is important for the Coach to review the scoresheet before each game and make sure the roster is correct (cross off injured or absent players, and list call-ups). After each game, the Coach should review the scoresheet to make sure the score is correct and statistics are correct. If corrections need to be made, confer with the rink coordinator at game time. This will make it easier to remedy any errors. Therefore, scoresheet tasks include:

- A. After each game, the Coach or Manager should review the scoresheet for score, scoring statistics, penalty statistics, and goalie statistics. The scoresheet is the document of record and this is the appropriate time to notify the Rink Coordinator of any discrepancies. Note at that time if a player(s) or Coaches have received a game misconduct that will affect attendance at a future game. Look for 15 penalty game incidents (per team) to determine if the Head Coach will receive a game suspension and 5 game penalty incidents for individual players to determine if the player will receive a game suspension. Suspensions will be posted on the league website.
- C. Before the season starts, determine who will keep and file the scoresheets.

## **Optional During The Season Tasks**

### **XXVI. Game Time Bag**

Your club may want to put together a game bag for items that can be available at the bench. Items may include:

- A. First aid kit.
- B. Extra mouthpieces.
- C. Tools for quick helmet repairs.
- D. Tape/laces/screws.
- E. Water bottles.
- F. Pucks.

## **XXVII. Contact Local/Neighborhood Press**

Players like to receive recognition for their games. Having an article in a local or school newspaper is rewarding. Some thoughts about getting your club in a newspaper:

- A. Call local neighborhood papers.
- B. Work together with Managers from your local area for a combined story.
- C. Write an article and send it in.
- D. Send them the schedule to print in the paper.
- E. Forward articles to the AHSHA League Administrator.
- F. Include photographs.
- G. Have a player write articles for the school newspaper.

## **XXVIII. Fundraising**

Do you continue fundraising throughout the season? If so, see discussion above in the Pre-Season section regarding fundraising.

## **XXIX. Merchandise**

Do you continue to sell merchandise throughout the season? Product sales are a great way to raise money for the club and to encourage team spirit. Holiday gifts and merchandising are a great combination. Refer to discussion above in the Pre-Season section for more information.

## **XXX. Practice Ice**

Your Coaches may want to schedule additional practice ice during the season. As Manager you may have to contact the rinks for ice times that are available, pay for the practice ice and collect money from the club. You need to review and comply with AHSHA Policies before purchasing additional practice ice. Refer to discussion above in the Pre-Season section for more information.

## **XXXI. Continue with Player Off-Ice Conditioning and Teambuilding**

Most Coaches will encourage off-ice conditioning during the season. As Manager you may need to help coordinate and schedule these events. Refer to discussion above in the Pre-Season section for more information.

## **XXXII. Parent Meetings as needed**

Constant communication with the parents will help ensure a successful season. You may want to schedule a couple of parent meetings during the season to review rules and policies, discuss finances, and solicit questions and feedback.

### **XXXIII. Be Active With Your School**

Maintaining a good relationship with your school and school moderator is important. Know what requirements the school has for having a hockey club and what the club can and cannot do. Communicate with your school moderator frequently. Things you can do to obtain a good relationship and recognition at your school:

- A. Write articles for school paper.
- B. Give team merchandise to your moderator and the administration.
- C. Participate in club fairs and open houses.
- D. Perform a community service project on behalf of the club and school.
- E. Personally invite teachers and administration to games.
- F. Find out about requirements for getting your club into the school yearbook.

### **XXXIV. Club and AHSOA Yearbooks**

Start to collect photographs, articles, statistics, quotes, etc., for a team or club yearbook. Also, AHSOA collects these items throughout the year. If sending photographs to AHSOA make sure that you:

- A. Identify players.
- B. Include player numbers.
- C. Identify the captains and alternates.
- D. If team photos are sent in identify the players not shown.
- E. Don't forget to include Coaches and Managers.

### **XXXV. Tournaments**

If your team is interested in entering tournaments, you will need to locate them, arrange for payment, arrange for travel, and coordinate travel with your school. There are several local tournaments offered for high school aged teams. If the division make-up does not include a specific high school division, you will need to probably roster the team as an Under 18 Midget team. Know the ages of your players and USA Hockey rules for the division you can enter. You will need to contact the League Administrator to make any roster changes and obtain a copy of your certified USA Hockey roster.

### **XXXVI. Website**

Do you have a website? If so, make sure it is updated. Add new photographs during the season. Consider linking the website to FlexxCoach, to sPortability, and to [www.thunderonice.com](http://www.thunderonice.com) so users can have access to all aspects of the hockey club. Refer to discussion above in the Pre-Season section for more information.

## **POST-SEASON**

### **Required Post-Season Tasks**

#### **XXXVII. Retaining, Returning, or Shredding Registration Documents**

All personal information you received during registration should be shredded or returned to the parents at the end of the season based upon your team policy. You may want to consider keeping a copy of the non-graduating players' birth certificates. Should players return the following season, you will not have to collect another copy of the birth certificate.

The AHSHA issued medical bag must be returned to the league after the team's final game. You may return your medical bag to the Rink Coordinator after your team's final game. The bags will be inventoried and restocked by the League for the next season. If your team does not return your medical bag, AHSHA will charge the team \$100. See AHSHA Policy and Procedures. This amount will not be removed in the following season for a returned bag as a new bag will have been purchased. Do not consider keeping the bag because "it was never used" as the staff will still need to check it for expired items and update the supplies.

### **Optional Post-Season Tasks**

All post-season activities are optional. While we encourage Managers to stay active by attending the Manager meetings, many Managers, Coaches, players, and parents need some time away from the ice. As a result, we list the following as optional.

#### **XXXVIII Year End Parties**

At season's end, you will probably want to hold a team/club party or banquet. While the event is post-season, start to plan the event early in the season. Consider the following:

- A. Save some money throughout the year.
- B. Do you want to charge for the event?
- C. Determine a reasonable cost and charge for the event.
- D. Event can be a pot-luck, party at a home, or a banquet.
- E. Purchase trophies and awards.
- F. Is this the event where varsity letters are awarded?
- G. Coaches and Managers need to be prepared to speak to the audience.

#### **XXXIX. Merchandise**

Sell all unused inventory at the Year End Party.

#### **XL. Managers' Meetings**

During the post-season all Managers should still try to attend the monthly Managers' Meetings, or have a substitute attend. The meetings are critical to receive information from the league about the spring/summer league.

#### **XLI. Budget Report from AHSHA Treasurer**

Continue to receive and review your team financial account balances. You need to review the account balance each month, to verify the balance, and to start working on the budget for the next season.

#### **XLII. Practice Ice**

An optional task during the off-season is to schedule practice ice to keep the players on the ice. Refer to discussion above in the Pre-Season section for more information.

#### **XLIII. Continue with Player Off-Ice Conditioning and Teambuilding**

Does the Coaching staff want the players to participate in post-season conditioning or teambuilding? As Manager you may need to help coordinate and schedule these events. Refer to discussion above in the Pre-Season section for more information.

#### **XLIV. Team Recruitment**

As the season ends in March or April, you have time to start recruiting incoming players to possibly play in the AHSHA Spring Season, or simply to identify players for the following season. Refer to discussion above in the Pre-Season section for more information.

#### **XLV. Spring Season**

As the regular season concludes you will need to determine if your school is going to participate in the AHSHA Spring Season. Determine interest from your players and Coaches. If there are players interested in playing in the Spring Season, your responsibilities start over again and the season begins again.

#### **XLVI. Website**

Take time to clean up and update the website. Refer to discussion above in the Pre-Season section for more information.

## CALENDAR

**April** - Spring/Summer League starts. Make sure that you have paperwork for players that are new to AHSHA. Start recruiting for the fall season. Plan regular season year-end banquet.

**May** - Remind your Coaches that need updated certification to check the website for USA Hockey seminars. Start thinking about your team/club structure for next season and make changes if necessary to establish a parent board, create bylaws, etc.

**June** - Time to start thinking about the jerseys for the Fall Season. Fall registrations should open soon. Early bird registration includes the best price of the season and an opportunity to take advantage of an extended payment plan. This is a great help to your parents and an effort should be made to inform all families of these payment options. The extended payment plans do not include any interest charges, and do include a \$1 transaction fee charged by the banks. Contact your players from last year to have them take advantage of the lower prices. Work on a proposed budget for the upcoming season.

**July** - Order jerseys. Determine if your team will purchase additional practice ice and contact the rinks for available times and cost. Submit proposed practice ice schedule to AHSHA for approval. Set the budget for the upcoming season. Have players and Coaches register with USA Hockey, AHSHA, and start to submit registration paperwork. Make sure Coaches and Managers submit an application to AHSHA.

**August** - Teams will be determined based upon the registration volume at the middle of August. Make sure that your Coaches attend meetings pertaining to the Fall Season. Start thinking about fundraising for the Fall. Pucks, Puck bags, and Medical Bags will be distributed at the Managers Meeting soon. Submit your "Do Not Schedule for Homecoming", and "Agreement for AZ Thunder Exhibition Game" this month. Collect registration paperwork. Schedule a team meeting.

**September** - Start working on your Team Page on sPortability. The players' numbers need to be added. Upload a team logo. (Logos are used later in the year at various events, and in the yearbook.) Picture schedules will be starting soon. Make sure all of your players take a photo (even if they don't purchase) as they are used for the Junior/Senior Showcase and for other events. Final registration of players must be completed before the first AHSHA practice. Receive and customize your jerseys.

**October** - The regular season begins. Start regular game duties (assemble team bag, assign responsibility for the Medical Bag, scoresheet responsibilities, assign penalty box attendants, etc.).

**November** - Final rosters are due on December 1 and will be submitted to the League Administrator.

**December** - All Star submittals will be requested in early December. Voting may take place after the last game in December. The quicker we all work the sooner the announcements can be made. Final rosters due on December 1.

**January** - Varsity A teams start to look for Rocky Mountain District Tournament information. Make sure that your returned rosters are signed. Information about the Chicago Showcase should be out soon.

**February** - All State nominations will be requested near the end of the season.

**March** - Time to start thinking about the Spring/Summer season. Playoffs are taking place. Think ahead for the end of the season banquet. Pucks, puck bags, and Medical Bags should be turned in at the last game. If someone forgets to give these to the Rink Coordinators, bring them to the Manager's meeting. Be considerate of the other volunteers' time and follow the return schedule. It will save them, and YOU, a lot of time and driving.

**April** - Spring/Summer League starts. Make sure that you have paperwork for players that are new to AHSHA. Start recruiting for the fall season. Plan regular season year-end banquet. Breathe a sigh of relief that you have made it through yet another great opportunity to be actively involved in your child's life. You will long remember the experience and treasure the memory of your efforts. Hopefully, you have made some great friends and taken advantage of the drive time with your child.