

Burnsville Hockey Club



2009-2010 Team Manager Handbook

(As Revised October 2009)

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This Handbook was originally prepared in the Fall of 2008 by a committee of volunteers comprised of Petra Regino, Scott Klein, Barb St. Aubin, John Guy and James Susag.

On behalf of the Board of Directors (the “Board”) of the Burnsville Hockey Club (“BHC”), thank you for volunteering to be a team manager. Perhaps more than anyone else, you are the person that will keep the team operating smoothly and efficiently off the ice during the season. This Handbook has been assembled by a group of veteran team managers with input from the Board as a guide for frequently addressed topics and issues, as well as to provide forms for your assistance in managing the team.

I. BEGINNING OF THE SEASON DUTIES

The beginning of the season will be the time when you will need to put in the most time as team manager.

A. Duties at First Practice

When the teams are formed, the head coach will typically communicate the first practice date and time to his/her players and parents. Bring 20 copies of the attached player and parent information sheet to that first practice (see Tab 1).¹ Have the parents fill out the form and return it to you. Once you have this information, you can prepare a team roster (see Tab 2) with player and parent information. We also recommend that you send a test email to all of the supplied emails and request that each person reply to your email so that you know your information is correct. Once you have the roster prepared, send it by email attachment and ask everyone to verify their personal information. For further information on communications with parents and coaches including use of the team webpage, see Section II.D.1 of this Handbook.

B. Schedule and Conduct a Manager/Coaches Only Meeting

Talk to the coaches either before or shortly after the first practice. Schedule a manager/coaches only meeting. This meeting should take place as close in time to the beginning of practice as possible. At this meeting (we recommend allotting at least 1 hour for this meeting), bring a checklist of items (see Tab 3) and go through it with the coaches. Remember it is your job to coordinate all off-ice issues and activities (with the possible assistance of the assistant coaches or selected team parents).

Topics to be covered at the manager/coaches meeting will likely include the following:

1. **Philosophy for use of the Training Center** – some coaches will want to make extensive use of the Training Center; others will not. For scheduling purposes, identify the anticipated use of the Training Center during the season by your particular coaching staff. Note that your team’s first four Training Center practices may be scheduled with Brandon Steege so he can run those practices and provide players and

¹ Most of the forms referenced in this Handbook can be obtained electronically. Contact James Susag at jsusag@larkinhoffman.com for further information or if you need electronic copies of any forms.

coaches with ideas for the best use of the Training Center. (See Section II.A.1 of this Handbook for instructions for scheduling practice time at the Training Center).

2. **Philosophy for use of outdoor ice (and preferred locations)** – as with the Training Center, some coaches will want to make extensive use of outdoor ice (weather permitting), while others will consider all outdoor practices optional. Again, for scheduling purposes, identify the anticipated use of outdoor ice by your particular coaching staff. Identify particular parks and locations that are preferred for outdoor practices and whether the coaches will want Training Center time booked as an alternative to outdoor ice in the event of inclement weather.
3. **Scrimmages** – depending on the team practice and game schedule, there may be opportunities for scrimmages (that are equivalent to games) throughout the season. With the season practice and game schedule in hand, identify gaps in the schedule which may be used for scrimmages. Some coaches may want to use practice time for scrimmages. Others may prefer to purchase additional indoor ice time. Identify these preferences at this initial manager/coaches meeting so that you can quickly begin scheduling scrimmages as requested. In scheduling scrimmages, always be mindful of any season game limitations and plan accordingly.
4. **Scrimmage opponents** – if the coaches do want to schedule scrimmages, identify the types of opponents the coaches would ideally want to play. Some coaches may want to only scrimmage teams outside District 6. Others may want to scrimmage teams later in the season that they played in a tournament earlier in the season. Some coaches may want to schedule tough scrimmage opponents. Others may not. Identify these preferences early on so you can plan accordingly.
5. **Additional indoor ice** – some coaches will find the amount of practice time afforded by the BHC to be adequate. Some may not. With the practice and game schedule in hand, identify whether the coaches want to schedule additional indoor ice. If so, you will need to make arrangements for this practice time and budget and plan accordingly. The mechanics of scheduling indoor ice are discussed at Section II.A.2 of this Handbook.
6. **Tournaments** – some coaches will take tournaments very seriously and enforce strict rules (relating to lights out, swimming, etc.). Some will not. Talk to your coaches about their philosophy at the first meeting so you can plan accordingly. Tournaments are discussed in detail at Section II.C of this Handbook.

7. **Parties surrounding tournaments** – the out-of-town tournament is typically a good time to have a party with the players and parents. Talk to the coaches about ideas in terms of structuring and preparing for this event.
8. **Mid-year events** – some coaches will want to have off-ice team events (e.g., tubing at Buck Hill, bowling, etc.) to promote team unity during the season. Talk to the coaches about their philosophy on such events and then plan and budget accordingly.
9. **Team apparel** – ask the coaches if they have ideas for team apparel (sweatshirts, pants, hats, etc.) Again, plan and budget accordingly after receiving their input. Always confirm the sizing of team apparel with the parents before finalizing the order. Do not assume that the sizes selected by the players are correct. Team apparel can be purchased through Burnsville Hockey Moms.
10. **Coach jackets** – let the coaches know that you intend to purchase coach jackets for their use at practices, games and tournaments. Coach jackets can be purchased through Burnsville Hockey Moms.
11. **Coach cards** – make sure each coach has his or her coaching credentials updated and is at a proper level for the level of play (Squirts/U10; PeeWee/U12; Bantam/U14). Obtain a copy, front and back, of each coach card for the Roster/Tourney book.

A listing of the coach requirements by level is on the BHC website at:

http://www.blazehockey.com/Coaching_Info.html

12. **Keeping of statistics** – some coaches will want team and individual statistics recorded and summarized. Some will not. Find out their philosophy and plan accordingly.
13. **Use of Acceleration Minnesota or similar facilities** – some coaches will want to make extensive use of outside training facilities. Some will not. It is important to know this information early on for budgeting reasons (these facilities can be expensive). It will be difficult to revise the budget after it is distributed to the parents.
14. **Music at home games** – some coaches will want music played before home games, during stoppages in play and between periods. Find out the philosophy of your coaching staff on this issue so you can prepare the appropriate music prior to the first game.
15. **Team rules to be announced at initial parent meeting** – most coaches will want to announce team rules (such as how early players should be to practice and games) themselves at the parent meeting. This is

preferred. But, talk to the coaches at the manager/coaches meeting so you are aware of all such rules and can answer parent questions.

16. **Scouting reports** – some coaches will want you to view the website win/loss records of future opponents and provide a report before each game or before a tournament. Find out any particular preferences of your team coaches.
17. **Practice jerseys** – most coaches will want each player to bring a black, yellow and white jersey to each practice to set lines and defensive combinations. Again, find out this information so you can alert the parents accordingly.

C. Preparations for Parent Meeting

1. **Preparation of team roster and parent information** – prepare the team roster from the information supplied by the parents. Include player and parent information. Make copies and bring to the parent meeting. Sample forms for player and team goal setting and player information are at Tab 4.
2. **Input practice and game schedule** – input the practice, game and tournament schedule on the team webpage calendar. Bring a printed copy and hand out to the parents at the parent meeting. Schedules will be provided by the BHC ice scheduler either by email or in your team mailbox in the BHC clubroom. The BHC clubroom is located on the second floor of Rink 1, on the home side of the rink. The clubroom key can be checked out at the Burnsville Ice Center office.
3. **Tournament assignments and lodging for out-of-town tournament** – as discussed below (see Section II.C.2.), before the parent meeting, confirm your tournament assignments, cost information and lodging arrangements for the out-of-town tournament. If a block of rooms is reserved at a particular hotel, the parents will likely need to move quickly to confirm reservations. Make sure you have this information for the parent meeting.
4. **Team Budgeting and Billing** – perhaps the most important beginning of the season function that the team manager will perform is preparation of the team budget. The budget process starts by identifying preferences with the coaching staff as identified above. Once you have this information, you can prepare the team budget to input on the team webpage, and hand out to the parents at the parent meeting.

The BHC now allows parents to pay for ice and tournament costs by credit card through the BHC website. While this will be extremely helpful for the BHC in collecting these amounts from the parents, it will require that each team manager prepare two budgets, one budget just

for indoor ice costs and tournament costs and one for the remaining items such as team parties, apparel, referee costs, etc. It is recommended that you also prepare a third joint budget, showing the total cost per player for all budgetary items (see Tab 5). You will be required to collect funds for the non-ice items, as well as the indoor ice and tournament fees paid to you by check, rather than credit card.

Prior to the 2008-2009 season, the BHC would pay the City of Burnsville on the 20th of each month in the month following the ice usage. For example, the funds necessary to pay the BHC invoice for October ice would be collected from the teams in November, sent to the BHC and likely paid late to the City in November or early in December. This is no longer the process. Instead, the City is now requiring the BHC (and the Minnesota Valley Figure Skating Club, the other large user of ice time at the Burnsville Ice Center) to pay in the same month as the ice usage.

Each team manager should explain the revised policy to parents and let them know that monthly team bills will be due sooner. A schedule of payments is attached at Tab 6. Follow this schedule closely in announcing to the parents when team payments are due.

The following list contains the categories for each budgetary item, although certain teams may have additional or fewer items than listed below.

- (a) **Indoor ice (for practices and home games)** – attached at Tab 6 is the anticipated indoor ice amounts for the respective BHC teams for the 2009-2010 season. Take this figure and add to it any amounts for anticipated indoor ice purchases for practices and scrimmages. Make sure you budget high, because indoor ice will be the largest item in your team budget and estimating too low will likely result in having to seek additional funds later in the season (something the team manager should try hard to avoid).
- (b) **Tournament costs** – identify the tournaments your team is playing in and check the respective association websites to confirm the cost of each tournament. This information is typically available at the beginning of the season. Most association websites have a “tournament” link on their website where you can check pricing.
- (c) **Referee costs** – the cost of referees for league games (home and away) and tournaments are already included in your signup fees. You do not need to separately budget for referees. However, if you plan to hire referees for scrimmages, you should determine approximately how many scrimmages you intend to participate in and plan accordingly. A schedule of

referee costs can be found at http://s3.amazonaws.com/assets.ngin.com/attachments/document/0006/3630/referee_rates-1.doc. Keep in mind that depending on the level of play and the length of the game, referee costs can vary between \$50 and \$200 per game.

- (d) **Off-ice events** – depending on your team, plan to budget for off-ice events such as a team pizza party, tubing at Buck Hill, bowling, etc. A good starting budget for such events is about \$500.
- (e) **Office supplies and team banner (Photography costs, files and lamination, copies, binders, blank CD's, etc.)** – these are costs you will incur as team manager for various items throughout the season. Plan for at least \$250.
- (f) **Party at out-of-town tournament** – if you plan, for instance, to order pizza for the team at the out-of-town tournament, budget for this within the team budget. But, be mindful of parents and siblings. Plan for at least \$250-300.
- (g) **Team apparel** – depending on the items selected, team apparel can vary from \$60-\$120 or more per player. Always confirm the sizing of team apparel with the parents before finalizing the order. Do not assume that the sizes selected by the players are correct.
- (h) **Coach jackets** – coach jackets for rostered coaches (typically 3 or 4 coaches) can be purchased through Hockey Moms and will likely cost between \$40-60 per jacket.
- (i) **Year-end party** – plan for at least \$500 for the team party.
- (j) **Coach Gifts** – some teams will have stipends paid to the coach (a schedule of stipends per team is attached; see Tab 6). In addition to this amount, plan for at least \$50 per coach for a gift certificate or other item at season end.

5. **Setting Up the Team Bank Account**

A team bank account can be opened at nearly any local bank. It is highly advisable that you set up the bank account separate and apart from your personal checking or other accounts. Parents will feel more comfortable writing a check to a team account rather than your personal account.

When you go to your bank to set up the account, make sure you discuss with the banker the purpose of the account. Most banks are familiar with these types of accounts. The bank will likely require that

the account be secured by you personally, but make sure the account is identified and that the payment checks are written to the team, such as "BHC Squirt A" or "BHC Pee Wee B Black". Add your head coach or an assistant coach as an authorized account signor, in case you are absent and a check needs to be written out of the team bank account.

If you encounter difficulty opening up the account, you can direct the banker to the BHC website, where the BHC articles of incorporation and BHC handbook are located (also bring a copy of Tab 14 – the BHC Certificate of Exempt Status, to your meeting with the banker):

http://www.blazehockey.com/pdf/LIB1-1267709-v1-BHC_Member_Handbook_8-11-2009.pdf

Once the account is opened, you will pay for team expenses from the account. You are responsible for depositing parent checks and for reconciling the account.

6. Consent to Treat/Medical History/Medical Waiver Forms

Make paper copies of the Consent to Treat/Medical History/Medical Waiver forms from the BHC website and distribute the forms at the parent meeting (see Tabs 7 through 9 for copies of the forms).

<http://www.blazehockey.com/pdf/ConsenttoTreatandMedicalHistory.pdf>

<http://www.blazehockey.com/pdf/WAIVERFORM.pdf>

Once you have the set of three forms back from the parents, put them together in your manager file and bring them with to each practice or game. The purpose of these forms is to have medical information available should an emergency arise and a parent not be available to make medical treatment decisions or provide a medical history. Make sure you let the parents know at the parent meeting how vitally important these forms are to each player.

7. Parent volunteers

A sample parent volunteer form is attached at Tab 10. One of your tasks at the manager meeting will be to solicit and confirm volunteers for various jobs throughout the season. Emphasize to the parents that the coaches and the manager are already volunteering so you are looking to others to fill out the rest of the required jobs. Let the parents know that if you do not receive an adequate number of volunteers, that you will simply assign tasks to each parent.

The Board adopted a new volunteer policy effective for the 2009-2010 season. Team managers should familiarize themselves with the new

policy so that they can explain it to the parents at the parent meeting. The new volunteer policy tracks volunteer hours (for both individual teams and the BHC) on the BHC website.

D. Parent Meeting

The parent meeting should be scheduled no later than 7 to 10 days following the formation of teams. The best place to have the meeting is at the Burnsville Ice Center. Reserve the meeting room next to Rink 2 at the Rink office. You could also reserve a local library meeting room free of charge, or hold the meeting at your home.

At the meeting, the head coach and possibly the assistant coaches should first speak to the parents about on-ice issues. After this is finished, then you should address the off-ice issues. A sample agenda is attached at Tab 11.

It is important to keep in mind that you are informing the parents of decisions that have already been made and that you have been asked to implement in terms of budgeting, team apparel, etc. Do not open the floor for discussion about the team budget. Let the parents know what the budget is, what it is comprised of and why, but let them know the decisions have already been made.

Make sure you distribute paper copies of the following items at the parent meeting:

1. Team roster;
2. Practice, game and tournament schedule;
3. Information concerning out-of-town tournament and lodging;
4. Medical waivers/medical history/consent to treat forms;
5. Team budget; and
6. Volunteer signup sheet (after it has been filled out by the parents).

E. Beginning of Season Parent Party

At the parent meeting, have someone volunteer to host the beginning of the season parent-only party. This event is not mandatory. But, it is a good way, at the beginning of the season, for the parents to socialize and get to know each other better. The event is usually held at someone's home and can be pot luck.

F. Roster Stickers

Once you have your team roster and coaching staff finalized, prepare a set of roster stickers. The standard District 6 scoresheet (as well as the various

scoresheets used in other districts) is a four page form (see Tab 12), so you will need to have at least four stickers available for each game or scrimmage.

Roster stickers can be prepared using Microsoft Word software and 2-inch by 4-inch mailing labels (see Tab 13). You can purchase Avery labels #5263, which have 10 labels per page. Instructions for creating the template using Microsoft Word are included with the Avery labels. If you need further assistance, contact James Susag at jsusag@larkinhoffman.com, who can email you a copy of the proper Microsoft Word template.

II. DUTIES DURING THE SEASON

While the beginning of the season is often the busiest time for the team manager, there are numerous duties that must be performed once the season starts, and prior to and during each game. This section of the Handbook is intended to provide a summary of these duties, broken down by responsibilities surrounding practices, games and scrimmages, tournaments and other miscellaneous items.

A. Responsibilities Surrounding Practices

1. **Training Center**

Once you have determined the extent to which your coaches wish to utilize the Training Center, it is important to properly schedule it through the BHC website. Here is the link to the calendar scheduling webpage:

http://www.blazehockey.com/TC_calendar.html

The instructions for scheduling time at the Training Center are on the website calendar page.

There are several things to keep in mind in terms of scheduling time at the Training Center. First, you will want to examine your entire indoor practice schedule and game schedule, as well as the extent to which you want to utilize outdoor ice, in planning your Training Center practice schedule. Second, keep in mind that there is limited time at the Training Center each night. Do not schedule time you do not intend to use. Third, because the Training Center is scheduled on a first come/first served basis, you can only add Training Center time on the website calendar; time changes and deletions can only be made by Brandon Steege. Fourth, if you schedule time at the Training Center and cannot use the time because of a conflict, make sure that you let Brandon Steege know this by sending him an email as early as possible **prior** to the scheduled time (his email addresses are bqchockey2@aol.com and TC@BLAZEHOKEY.COM). By doing so, you are releasing the time and hopefully allowing another team to use it in your place.

2. Outdoor Ice

Once you have determined the extent to which your coaches wish to utilize outdoor ice, it is important to properly schedule it through either the City of Burnsville or the City of Savage.

In the past, the BHC ice scheduler will provide each team with an outdoor ice schedule, typically one hour per week on a particular night at a particular rink. It is important to remember, however, that the mite teams receive preference on outdoor ice scheduling and will have likely reserved the most popular outdoor rinks and times. The team manager for the upper level teams, therefore, needs to act quickly once the season starts to secure outdoor ice time.

Assuming that the ice time provided by the BHC ice scheduler is conflicting with indoor practices or games, or the coaches are seeking more outdoor ice, then you should contact either the City of Burnsville or City of Savage parks departments to reserve outdoor ice. A link to each City's website is listed below.

<http://www.ci.burnsville.mn.us/index.asp?NID=138>

http://www.cityofsavage.com/index.php?option=com_content&view=category&id=42&Itemid=283

Outdoor ice cannot be reserved over the internet. You should call the respective City's Parks and Recreation Department to reserve outdoor ice.

Traditionally, outdoor ice in the City of Burnsville has been better maintained than in the City of Savage. When reserving ice, make sure you note that certain parks have only one outdoor rink, while others have two or more (it is often advantageous to be at a larger outdoor facility, in case one of the outdoor sheets is in poor condition). Also, make sure you are aware of the staffing hours for the warming house to ensure the players have somewhere to change and warm up if it is cold. Finally, be aware that both cities typically close some rinks in early-February, while other rinks are kept open and maintained until the end of February. It is recommended to reserve outdoor ice at one of the rinks that stays open longer in the winter season, so you are not scrambling to find new outdoor ice in early February.

Both cities will close outdoor rinks if the weather is inclement or the air or wind chill temperatures exceed a certain threshold. Make sure you are cognizant of these issues so that you can alert the parents if necessary of any practice cancellations. On warm days, it is often a good idea to drive by the outdoor rink (or have another parent do so) and observe the weather conditions prior to practice. There is nothing worse than scheduling an outdoor practice, having everyone come to

the rink, and then find out it is closed or unplayable because of weather conditions. It is recommended for just these occasions that the players always wear or bring a pair of boots to practice, so that if the ice conditions are poor, the players can play boot hockey instead.

3. Scheduling Additional Indoor Ice

If you are looking to purchase additional indoor ice for practices or scrimmages, there are three places you can go to search for ice without randomly calling local arenas.

First, the BHC has an "Ice Swap" on the BHC website where teams looking to swap or sell ice will list dates and times.

Second, you can check with the Burnsville Ice Center directly. Ask at the Rink office.

Third, you can go to Rinkfinder.com. Rinkfinder.com (http://www.rinkfinder.com/ice_for_sale/ice_for_sale.asp) lists ice available by date, time and arena name for local arenas looking to sell ice. Ice costs can vary widely depending on date, time and location, but will generally be between \$140-\$200 per hour.

If you purchase ice, confirm the date and time by email. Also, when purchasing ice, make sure you let the contact person know that you are purchasing it on behalf of your team. This information will allow you to purchase tax-free. A copy of the BHC tax-exempt status certificate is at Tab 14.

B. Games and Scrimmages

1. Scheduling a scrimmage

The team manager (with the possible assistance of the assistant coaches or selected team parents) is responsible for setting up scrimmages with other teams. You will have covered this topic at the manager/coaches meeting, in terms of the preferences of the coaching staff in terms of the number of scrimmages, times and locations and scrimmage opponents.

There are several ways to schedule a scrimmage. If you or the coaches know the manager or coach of another team, you can contact that team and schedule a scrimmage at a mutually convenient date and time. You can also seek out scrimmage opponents by searching the Minnesota Hockey webpage:

<http://www.minnesotahockey.org/page/show/80570-districts-associations>

This webpage provides a link to other Minnesota hockey districts and teams. Keep in mind that your coaches will likely (but not necessarily) want to scrimmage teams that Burnsville does not regularly play during its District 6 league schedule (i.e., Lakeville, Eagan, Rosemount, Farmington, New Prague, etc.)

There are no set rules in terms of how the ice time for scrimmages is to be paid for by the respective teams. Some teams will offer ice time in exchange for payment of referee costs. Sometimes, you can split the costs. Or, you can have two scrimmages with each team paying the scrimmage costs for their home rink.

Each scrimmage is a separate negotiation of sorts, but it is highly recommended that once an agreement is reached, that you confirm the same by email to the other manager. Key items to confirm are the date and time, whether or not there will be referees and who is going to reserve and pay for them, how the ice time cost will be split and the color jerseys each team will wear. After confirming, print out a copy of the email and bring it to the scrimmage to make sure there is no confusion.

If you scrimmage another team at the Burnsville Ice Center or any District 6 arena (e.g., St. Thomas Arena, which is considered a District 6 arena), you must use District 6 referees. You cannot use referees from another district to referee a scrimmage at a District 6 arena. If your scrimmage is not at a District 6 arena, then you should place the responsibility on the other team to schedule and arrange for referees from their district.

When scheduling a scrimmage at the Burnsville Ice Center, send an email to Dean Mulso (the Burnsville Ice Center manager) at dean.mulso@ci.burnsville.mn.us informing him of the date, time and team involved with the scrimmage. This notification will allow the Ice Center staff to update the electronic signs at the entrances to the arena to assist the visiting team in finding the appropriate rink and locker room assignment.

Scheduling referees for a scrimmage at the Burnsville Ice Center or another District 6 arena must be performed online on the District 6 website. Here is the link:

<http://www.d6hockey.net/page/show/96192-schedule-a-scrimmage>

After you input the information, the online instructions inform you to check back in a day or so to confirm that referees have been assigned to your scrimmage. You will know this when you view your online schedule and the scrimmage is included with your regular league schedule. Make sure you schedule referees at least 96 hours in advance of your scrimmage date and time. District 6 is very good about

assigning referees to scrimmages when it receives proper notice. District 6, however, does not guarantee referee coverage if a scrimmage is scheduled with less than 96 hours advance notice.

Finally, you must pay the referees **prior** to the scrimmage. Some referees will not take the ice for a scrimmage without first receiving payment.

2. **Game Volunteers**

After obtaining the necessary parent volunteers at the beginning of the season parent meeting, make sure that your volunteers are in place for each game, home and away. You will need a minimum of two volunteers for each game. For home games, you need the scoreboard operator and penalty box monitor. For away games, you need the scorekeeper and penalty box monitor. Some managers schedule these functions, others let the volunteers rotate as needed.

3. **Game Responsibilities**

The following is a list of items the team manager is responsible for or must be aware of prior to every game:

- (a) Bring pens, roster stickers and your entire manager portfolio of documents to each game.
- (b) Do you need a key for the locker room? Get there early, find the key and open the locker room.
- (c) Make sure there is someone in the arena lobby telling players which locker room the team is in.
- (d) Make sure the team knows which color jersey and socks to wear for the game. White jerseys and socks are worn for home games; black jerseys and socks are worn for away games. Make sure you inform the parents to bring **both** sets of jerseys and socks to every game in case there is an issue with the other team in terms of jersey color.
- (e) If you are the home team, you will need to provide a scoresheet for the game. Make sure the roster stickers are on every sheet.
- (f) If you are the visiting team, you will need to provide stickers for the scoresheet. Bring enough for all 4 sheets.
- (g) Make sure all volunteers are aware of their role, and are present. Find replacements as necessary.

- (h) Do you have music for the game (as set forth below)? Do you have all of the plugs, cords, etc. necessary?
- (i) Meet the opposing team's manager. Resolve any issues (e.g., jersey color, roster stickers, etc.) prior to the game.
- (j) Check the locker room before the game. Do the players have neck and mouth guards? Do they have the right color jersey and socks on?
- (k) Know your team. Do they need an adult in the locker room to avoid any negative situations?
- (l) Inform the coaches of any absences (hopefully even before arriving at the game). This will impact their lineups.
- (m) If anyone is missing, you may need to call parents to locate. This is why it is especially helpful to have home, work and cell phone numbers.
- (n) Do your coaches want a "scouting report"? Opposing team record, record versus common opponents, leading scorers, etc. Have this ready for them, likely before the game.
- (o) Inform the coaches when the Zamboni is almost finished.
- (p) If the game is a District 6 league game or scrimmage, the winning team (or the home team if the game ends in a tie) is responsible for faxing the scoresheet to District 6 per the directions on the scoresheet form. You have 3 days from the conclusion of the game to fax the scoresheet, otherwise there is a \$25 fine. BHC team managers can use the fax machine at the Burnsville Ice Center office free-of-charge for this purpose.

4. Time-Clock Operation

Your team is required to run the time clock during games and scrimmages at the Burnsville Ice Center.

Make sure that 2 or more parent volunteers are properly trained in operating the time clock. While it is easy to learn, it is strongly recommended that you hold a training session for volunteers prior to the first game or scrimmage so that volunteers are not learning on the fly at the first game. Attempting to do so will be frustrating for the players, the visiting team, the spectators and the referees.

A copy of the instructions for operating the time clock at the Burnsville Ice Center are at Tab 15. The instructions and operation of the time clock is identical for Rink 1 and Rink 2.

5. **Music at games**

Assuming your coaches are in agreement with playing music prior to and during home games, then you should arrange to have a boombox (or iPod or MP3 player), some CD's and someone to operate the boombox at the game. Playing music in the arena at home games is a lot of fun. The players like it. The coaches like it. The fans like it. But, do keep in mind some important reminders about playing music at home games.

First, keep the music at a proper volume and obey the commands of the referees. Second, music should only be played during warmups, between periods and during stoppages in play. The person operating the boombox must know and follow these rules, and must always be paying attention to the game to follow stoppages in play. Third, your team is a representative of the BHC and plays its home games at a City of Burnsville owned facility. Make certain that the songs chosen are appropriate. Finally, make sure you have the proper hookups for your boombox. Rinks 1 and 2 require a certain sized jack extension for play over the arena speakers. Make sure you have this jack with you prior to games. If you are missing the proper jack, there is sometimes one available at the arena office. Our suggestion is that you test your boombox and connections at a practice prior to the first game.

6. **Rescheduling League Games**

League games must be rescheduled through the District 6 website.

<http://www.d6hockey.net/page/show/96191-game-reschedule>

Fill out the form provided on the website and submit it online. There is a \$100 fee to reschedule games. This is paid by the team requesting the change. Both teams must agree on the rescheduled game and location. All District 6 league games that need to be rescheduled must be finalized by December 31.

Example: Burnsville is playing at Edina and cannot make the game because they have a tournament or other conflict. Under this scenario, Burnsville is required to pay the \$100 fee for rescheduling the game. Edina receives the original ice time as practice time and must now give up an hour of their practice time for the new game time. After a new date and time is agreed to by both teams (as negotiated between the team managers), the Burnsville team submits the online form to District 6, sends the \$100 payment to District 6, and then checks the District 6 website to ensure the change is noted on the game schedule.

Forfeiting a game or simply not showing up are not allowed under District 6 rules. All games must be played. Thus, identify any conflicts early on so a game can be rescheduled if necessary.

7. Game Limits

According to District 6 rules, the maximum number of games, scrimmages and tournament games for Squirt and U-10 is 35. As team manager, it is vitally important you know and understand what constitutes a “game” and what does not. It is your job to ensure that your team does not exceed the game limits for the season. Your team, and the BHC as a whole, is subject to severe penalties for game limit violations.

When you receive your game and tournament schedule, begin by counting the number of District Six games. Then, carefully analyze your tournaments, and determine the total number of possible games you may play at each tournament. Be careful in counting tournament games, because some tournaments can be either three, four, five or even six games depending on results. You should ascertain the total number of tournament games you will play assuming you play the maximum number of games in each tournament.

After adding these two amounts together, determine if any post-season or end-of-season tournaments will count against your game limits. If so, add this number to your total.

Once you have your total, you can determine how many “scrimmages” or “controlled scrimmages” you can schedule and play without exceeding your season game limits.

No BHC team may play a number of games in excess of the maximum established by Minnesota Hockey or District Six. Scrimmages and “controlled scrimmages” are generally counted as “games” for this purpose.² For information on game limits, as well as the definitions for “games”, “scrimmages” and “controlled scrimmages”, see the District Six Rule Book at Sections 10.3 and 13.2:

<http://s3.amazonaws.com/assets.ngin.com/attachments/document/007/5904/district6handbook1118.doc>

The form you are required to complete at season end to verify your compliance with the 35-game limit is found at Tab 16 and on the BHC website at:

<http://www.blazehockey.com/pdf/squirtu10game0708.pdf>

² These are District Six rules. There are no exceptions. At the District Six level, failure to follow these rules will result in all BHC teams being barred from post season play. If post season play is completed when these rules are broken, all teams could be barred from the next season’s playoffs. Failure to follow these rules will result in the disqualification of the BHC coach for the following season.

After completing the form, return it to the BHC president by leaving it with the office staff at the Burnsville Ice Center with direction that they put it in the president's box. Do not send it directly to District 6.

8. Website Record and Scores

The team webpage allows you to enter scores for league, tournament and scrimmage scores. Try to update the scores immediately after each event. The scores are then circulated to the general BHC website and will scroll across the top of the BHC website for a few days.

C. Tournament Responsibilities

Preparing the team and coaches for tournaments is one of the primary and most important tasks of the team manager.

1. Roster/Tourney Book

Each manager should put together a tournament book for their team, and it should include the following:

- (a) Official Team Roster (supplied by the BHC Registrar);
- (b) Copies of Coaches Cards (supplied by the BHC Registrar);
- (c) Players Birth Certificates (supplied by the BHC Registrar);
- (d) Consent to Treat Forms (distributed at the team parent meeting);
- (e) Waiver of Liability forms (distributed at the team parent meeting); and
- (f) Medical History forms (distributed at the team parent meeting).

The tournament director will ask for this information at check-in. Your team may not be allowed to play without it.

Get in the habit of bringing this book with you to every game.

2. Responsibilities Before and During Tournaments

Once you receive your tournament schedule from the BHC, the team manager should do the following:

- (a) Contact the tournament director (you can locate his or her contact information through the host Association website) and

confirm your team's involvement in the tournament, change the contact information from the BHC to yourself, and ask any questions you may have.

- (b) You will receive information regarding the tournament from the tournament director and/or the tournament website. This information typically includes the following:
 - (1) Tournament rules (Review these carefully and distribute them promptly to the coaching staff. Game rules will often be different than regular game rules in terms of stopped time versus running time, overtime procedures, shootouts, etc.)
 - (2) Game schedule (check the brackets carefully and distribute promptly to the parents by email).
 - (3) Most tournaments pre-print programs. You will be asked to provide team names, jersey numbers and positions to the tournament director prior to the tournament, likely by email. Check with the parents and players as to how they would like player names (e.g., Bradley versus Brad) to appear in the program.
 - (4) T-shirt order form (if applicable). Tournament t-shirts are generally available through pre-order only. Distribute the order form to the parents, collect the amounts and orders prior to the tournament, and write a single check for the entire team order.
 - (5) Entry fee information (player is free, parents/families typically have to pay). Prepare your parents for this so they have cash available.
 - (6) Number of coach/manager passes (you can ask for additional ones, but it may not be granted).
- (c) Provide directions and other information to the parents at least 1 week prior to the start of the tournament.
- (d) When you arrive at the tournament, check-in your team and locate your locker room key. Check with the tournament staff for any additional information.

3. Fargo Tournament

The Squirt A and one Squirt B team will play in the annual Fargo Flyers International Tournament. Here is specific information for this tournament:

- (a) Website: <http://www.fargoflyershockey.com>
- (b) Contact: Al Hintz
P. O. Box 11255
Fargo, ND 58106
(701) 730-2936 Cell
(701) 293-0845 Home
E-Mail Address
fargoflyershockey@msn.com
- (c) Hotel: Holiday Inn 877.282.2700
- (d) Big pool and open area for team meetings, pizza parties, etc.
- (e) Pool has a "pirate ship" in it, kids love it
- (f) Door Tags. Have a volunteer create door tags for each of the kids, and post them on the doors. The hotel is willing to provide the room numbers for you.
- (g) Team Room. This is not necessary, but if you want one, get one by the pool. The hotel will remove the beds from the room. The cost is high, so it may not fit in the budget. Know your cost going in! Many teams have these, and use them to play cards, etc., after the hotel staff clear the pool area around 11:00 p.m., but it is expensive. Budget for this item at the start of the season.
- (h) White Board. It is important to have a central room with a white board. Write meeting times for games, game times, dinner meeting times, etc. Bring a set of dry erase markers and an eraser to the tournament. This is invaluable for your team!
- (i) Blocked Rooms. The hotel does an excellent job of keeping teams together in blocks of rooms if you book your rooms on time. The hotel is easy to work with and will confirm for you who has booked rooms.
- (j) Pin Trading. PIN TRADING IS HUGE! There is pin trading occurring all weekend long. Plan on approximately 25 pins per player, in addition to the pins you trade with the teams you play (approximately 20 per team). You may consider having the team buy a certain number of pins out of the budget, and providing the option for parents to buy additional pins for their kids at an additional price. The best time to trade the largest number of pins is at the Squirt Olympics, when all of the teams are present. Otherwise, trading will occur at each

game, and at the hotels. The kids LOVE this activity, and it gives them a great souvenir from their big weekend.

D. Miscellaneous Items

1. **Communications During Season with Parents and Coaches**

It is vitally important to communicate with the team parents and coaches throughout the season about practice and game schedules, schedule changes, driving directions, outdoor ice, off-ice events, etc. Most of this communication will be made by email. Make sure the parents are aware that communication will primarily be by email, and to check their email frequently for updates. Some managers like to send a primary email one time per week with a summary of weekly events, and then send supplementary emails as necessary. Other team managers send a separate email for each item as it arises. There is no “correct” way to do things in this regard.

If a last-minute issue does arise, it is best to call the parents in lieu of relying on email. Some parents will check their emails more often than others. Some will only have a work email, others only a home email. When in doubt, a phone call is the best bet to communicate a last minute schedule change or other such issue.

As noted previously, make sure team parents are subscribed to both the general BHC email notification system (which can be performed on the BHC homepage) as well as the specific email notification on the team homepage.

2. **Collections**

Parents should be paying ice, tournament and other team related costs according to the team budget. The schedule of these payments by team is attached at Tab 6, which allows for 4 even monthly payments throughout the season.

When you pay invoices as the team manager, make sure you keep a copy of the invoice and your check confirming payment in your file in case of a later discrepancy. Also double check the dates, times and amounts to assure accuracy.

Payment can be made to the BHC treasurer by leaving your check at the Burnsville Ice Center office. Ask the rink staff to place the check in the box for the BHC treasurer.

If you have difficulties collecting from a particular parent or parents, talk to them first about it. If the situation persists, inform the level director.

3. Website Calendar Maintenance

The practice, game and tournament schedule should be loaded onto the team webpage immediately upon receipt at the beginning of the season. After this, it is important to keep the calendar current and up-to-date, because it will be a reference point for all team parents. It is a good idea to send out an email to all parents each time a scheduling change is made.

4. Volunteer Requirements at BHC-Sponsored and Other Tournaments

The BHC sponsors a Thanksgiving Tournament each year and will often host other tournaments, such as the District 6 playoffs. Your team may be asked to provide a slate of volunteers for a tournament. If so asked, check your volunteer sheet and determine which parents have not volunteered yet and ask them first to fill a time slot. Volunteers are typically needed for the front gate, penalty box, timekeeper and scorekeeper. For timekeeper and scorekeeper, please make sure that the persons performing these tasks are properly trained in doing so prior to the tournament.

Note that if your team does not fill its required time slots, it can be fined by the BHC.

5. BHC Team Photographs

The BHC will announce a date for all teams to have individual and team photographs taken. This session is typically held at the Training Center. Make sure the parents are made aware of this date and the specified time for your team as soon as you receive notice from the BHC. Put the time and date on your website calendar.

You are responsible for distributing order forms prior to picture day, and collecting the forms and money to provide to the photographer. Check with the coaches at least one week before picture day as to what they want the team to wear to pictures. Some want white jerseys, some want black jerseys, some want warmups and hats, etc. Let the parents know exactly what the player should wear for pictures.

If your team has a game, tournament or practice scheduled on the designated picture day, inform the BHC Fundraising Director so that scheduling accommodations can be made.

6. Team Pictures

If your team has a designated volunteer or volunteers taking pictures throughout the season, make sure you receive copies of these pictures for posting on the website and for delivery to the parents during the

season and/or at the end of the season. A CD of team and individual photos is a great end-of-season gift for each player.

7. BHC Fundraisers

The BHC upper level teams (Squirt/U10 and above) participate in the Raffle Fundraiser. The Team Manager is responsible for collecting all the raffle ticket stubs and turning them in to the Fundraising Director.

The BHC has also held the Spaghetti Dinner fundraiser for the last three years. This event is held the first weekend in March. All teams are required to furnish a silent auction basket and to sell a certain number of tickets per player over and above the tickets allotted to each player/family. Details on this event will be sent by the BHC to the team managers during the season.

It is highly recommended that as a team manager you receive volunteer assistance from another parent or parents with respect to BHC fundraisers.

8. Website Photographs

You can load pictures onto the team webpage. If you load several pictures, the pictures will rotate as parents view the webpage. Beware, however, that loading pictures onto the team webpage can be time-consuming, especially the first time you do so. Follow the instructions on the website and be advised that you will have to do some resizing and cropping for the pictures to fit the system requirements.

9. Bloom Fund Scholarships

Through the Bloom Fund, families who apply and qualify can receive financial assistance with ice fees. As a team manager, you are not required to participate in the application process and will not likely know about a player receiving scholarship assistance until sometime during the season. If you receive notice that Bloom Fund dollars will be used to offset ice fees, you will need to confidentially confirm this information with the BHC Treasurer (contact information for this person can be found on the BHC website) and then apply the amount received against the final ice bill. We recommend confirming this process by email, so that you have a record of the transaction for later. Also, applications for and recipients of Bloom Fund assistance should be kept strictly confidential and not shared with anyone, including coaches or team parents.

III. END-OF-SEASON DUTIES

A. Jersey Return

The home and away jerseys provided to each BHC player are the property of the BHC and are reused for several seasons prior to being replaced. Near the end of the season, the BHC will send out an email announcing instructions for jersey return. Make sure these instructions are sent to all parents. When the season actually ends, arrange for a date and time that the parents can drop off the jerseys (washed and prepared consistent with the instructions provided by the BHC). It is our suggestion that you do this close in time to the end of the season so that you can promptly arrange for the jerseys to be stored for the next season.

B. End-of-Season BHC Survey

Near the end of the season, the BHC will send out an email announcing that all parents should complete an end-of-season survey. By separate email, encourage your team parents to complete this online survey. Each parent (not just one per family) should be encouraged to complete the survey.

C. Final Budget Reconciliation

At the end of the season, it is your responsibility to reconcile and pay all team expenses and ensure all ice, tournament and other bills have been paid. As stated before, if you have properly budgeted you should be just slightly over budget for the season. This remainder should be returned pro rata to the parents or, if the parents consent, donated to the Bloom Fund. If you are in need of additional funds from the parents, you are strongly urged to identify this shortfall prior to the end of the season and collect accordingly. Do not wait to collect a shortfall until after the season when you will no longer be in regular contact with the team parents.