



AFTON  
AMERICANS

**AFTON HOCKEY CLUB**  
**Team & Managers**  
**Handbook**

## Contents

Getting Started	4
Team Manager Role	4
Schedule a Team Meeting	4
Background Check	4
USA Hockey Registration	4
SafeSport Training	4
SportsEngine Registration	4
Collect Initial Fees	4
Set up a Bank Account	4
Collect Contact Information	5
Collect Document(s)	5
Build a Binder/Bag for Gameday	5
Recruit Volunteers	5
Collect Coach Information	5
Missouri Hockey Key Contacts	5
Tournaments	5
Minimum Tournament Recommendations	5
Club Tournament Policy	6
Travel	6
Travel Permits	6
Non-Parent Coach Expenses	6
Tournament Resources	6
Tournament Preparation	6
Tournament Other	7
Plan Team Outings	7
Door Posters	7
Goody Bags	7
Volunteers	7
Fundraising	7
Finances	7
Coach Reimbursement Funds	7
Paying for Officials	8
Financial Statements	8
Finance Tracking	8
Game Management	8
Team Binder	8
All Teams	8
Squirt & Above	8
Roster Stickers (Squirt & Above)	8
Home Game Responsibilities (Squirt & Above)	8
Prior to each home game	8
Scoresheets	9
Scheduling	9

Declaration Season	9
Phase 1: Initial Games	9
Phase 2: Declaration Weekend	9
Phase 3: Optional	9
Regular Season	9
Playoffs	9
Game Scheduling	9
Scheduling Practice Games	9
Scheduling Declaration Games	9
Scheduling Regular Season Games	10
Scheduling Playoff Games	10
Entering Games on Missouri Hockey	10
Referees	10
Rescheduling a Game	10
6U/8U Game Scheduling	10
6U/8U Practice Ice Times	10
Ice Times – Practices & Games (Squirt & Above)	10
Ice Trades	11
Off-Ice Practices	11
Miscellaneous	11
Set up Email Groups	11
Weekly Update Email	11
Team Accomplishments and Activities	11
Player Patches (Squirt & Above)	11
Team Building	12
Parent Volunteer	12
Team Supplies	12
Team Volunteering	12
Parent Info Cards	12
Team Website	12
End-of-the-Season Party	12
Pictures	12
Affton Logo Use	12
Conduct	12
Parent's Code of Conduct	13
Player's Code of Conduct	13
Spectator's Code of Conduct	13
Team Voting	14
Links & Forms	14
Links	14
Forms	14
FAQ	14

## Getting Started

### Team Manager Role

The team manager plays an important role on any hockey team. You are the coordinator, communicator, organizer and all-around support for the team. The most important role is being the liaison between the coaches and the parents and communication is key between all parties. The team manager also helps the coaches with the administration functions of off-ice activities, tournaments and general team needs. This allows the coaches to focus on preparing and running practices and games.

This role is a big job, so we hope that by providing you this Getting Started list we'll get you on the right track. These are the items that you should get done in the next couple weeks.

#### Getting Started Checklist

### Schedule a Team Meeting

Work with your coach to pick a time and place after a practice to introduce the coach, yourself, the players and parents. Let the coach discuss expectations and any important details he wants to cover.

[Click Here for a Sample Team Meeting Agenda 1](#)

[Click Here for a Sample Team Meeting Agenda 2](#)

### Background Check

A background check is required every other year per USA Hockey for each coach, assistant coach and team manager. [Background Check](#)

### USA Hockey Registration

USA Hockey requires all team managers to register with USA Hockey. Each team is also responsible to purchase the coach's renewed USA Hockey number or IMR for up to 3 coaches. [Click here for USA Hockey Registration](#)

### SafeSport Training

This online training, offered by USA Hockey and the U.S. Center for Safesport, provides an overview of facts, principles, and strategies to provide a safe and positive sport environment. The 90 minute course must be completed by all Coaches, Managers, and volunteers, as well as players age 18 or older. Annual refresher training is also required. You must have a USA Hockey number prior to completing your SafeSport training. [Click here for link to Training](#)

### SportsEngine Registration

Managers must be registered to have access to update the public team pages on SportsEngine. If Coaches also want administrative access, they need to complete this registration. This registration is also required for 6U & 8U team managers/coaches. Coach/Volunteer Registration links can be found on the [registration page](#).

### Collect Initial Fees

At the start of the season, you should collect a minimum of \$100 from each player to start your team account.

### Set up a Bank Account

As a team manager, you are required to have a dedicated bank account in your name separate from other personal accounts. Usually, your existing bank will offer free checking. Ask about minimum balance at the bank to keep the account open. Make certain you get checks and a debit card for the account to pay for team expenses.

## Collect Contact Information

Collect names, phone numbers and email addresses from each of your parents. This isn't only for yourself, but to share with other parents on the team who may need help getting rides to practices or games. You may request this information from the Affton Hockey Office Manager at [afftonhockey@sbcglobal.net](mailto:afftonhockey@sbcglobal.net) or take a poll from parents by creating a [Google Form](#).

## Collect Document(s)

Birth Certificates must be collected for each player. Your team meeting is the perfect time to do this. A good way to collect and store documents is to create a [Google Drive account](#).

You can send a copy of the birth certificates to the MoHockey registrar to have player information marked as verified on the official roster.

## Build a Binder/Bag for Gameday

The documents you collect must be brought to each game, it is recommended that you set up a binder for your team.

Purchase for your Binder & Bag:

- 1-1.5 inch 3-ring binder with pockets
- Binder Dividers: [Example](#)
- A clipboard with storage: [Example](#)
- Pens/pencils
- Binder 3-hole punch: [Example](#)

## Recruit Volunteers

Some team managers spread out responsibilities to other parents on the team. Possible positions are a Treasurer to manage finances or a Fundraising Coordinator. [SignUp Genius](#) is a great way to manage volunteer signups. Responsibilities should be clearly defined. Some team apps, like TeamSnap also allow for tracking volunteers.

## Collect Coach Information

From each coach, collect their CEP#, their certification level and their USA Hockey number. Please email the Club Registrar and include all coaches and team manager USA Hockey numbers. This is to create your team's official USA Hockey roster. You can search for USA Hockey numbers here: [https://www.usahockeyregistration.com/duplicate\\_request\\_input.action](https://www.usahockeyregistration.com/duplicate_request_input.action). You can search for the CEP # here: <http://www.usahockey.com/page/show/893024-cep-list>

## Missouri Hockey Key Contacts

<https://www.mohockeyyd.org/team-manager-resources/league-key-contacts/2211>

## Tournaments

### Minimum Tournament Recommendations

Level of Play	In-Town	Out-of-Town (under ~400 miles)
A (All Levels)	2	2
B (All Levels)	2	1
C (All Levels)	1	0
8U/6U (All Levels)	3	0

Tournaments do not require a vote and are coaches' choice. It is recommended that availability is determined prior to registering for holiday weekend tournaments such as Thanksgiving, Christmas and New Years Holiday.

If a coach opts out of choosing a tournament(s), the process defaults to the Club Tournament Policy. Tournaments may be proposed by the Manager or an Assistant Coach.

#### Club Tournament Policy

For non-coach decisions, all tournaments require 75% of the team to vote yes, to participate in a tournament. The coach retains the ability to make the final decision.

You may not pull players from other teams to participate in a tournament, even lower level teams. The only exception is if a goalie is needed and you must have permission from your team, the chosen goalies coach and this must be a goalie from an even or lower level team. This roster update must be approved by the club registrar. MoHockey may also need to approve so check with the Club Registrar.

## Travel

Every family, even those who don't play in a tournament, are responsible for their share of tournament fee and coach costs (applies only to teams with non-parent coaches).

If a team decides a tournament is optional, but they have enough players to play in the tournament, players who are not participating are not required to pay toward any costs.

#### Travel Permits

If a team travels outside of the Missouri Hockey district, they must obtain a travel permit from Missouri Hockey. The cost for the permit ranges from \$10 to \$30 depending on when you order the permit.

#### [Missouri Hockey Registrar Website](#)

#### Non-Parent Coach Expenses

Like all other parents, parent coaches are responsible for their own travel expenses. However, if team books enough hotel rooms, a coach's room may be comped by the hotel.

Non-parent coaches travel expenses must be provided for coaches for any travel event of 100 miles roundtrip or greater.

**Meals per Diem:** \$75 per full day, \$50 for less than a full day

**Mileage Reimbursement:** aligned with the IRS standard mileage rate for the travel date. For 2024, the rate is 0.67 cents per mile.

**Lodging Reimbursement:** 100% of all nights of required lodging for the event, if not comped by the tournament company/hotel.

## Tournament Resources

Most tournaments are hosted by a few large companies, linked below. Take time to look into discount programs for each of the tournament companies! Beyond these tournaments, some clubs host their own tournaments.

- [Big Bear Tournaments](#)
- [HockeyTime Productions](#)
- [MyHockey Tournaments](#)
- [Ultimate Tournaments](#)
- [Hockey in the Heartland](#)
- [TCS Hockey](#)
- [Showdown Tournaments](#)
- [HockeyTournaments.com](#)
- [HockeyFinder.com](#)

## Tournament Preparation

Once your team has agreed on a tournament, you will need to do the following things:

1. **Complete Tournament Application** - You should submit your tournament application ASAP so space doesn't fill up. Never assume that you are in the tournament just because you sent in the application. Always verify with a human that your spot in the tournament is secured.
2. **Submit Your Down Payment**
3. **Submit Hotel Preferences** - Most tournaments require you to stay at a tournament-approved hotel. You should send those to the tournament director ASAP.
4. **Collect Hotel Reservation Information** - Some tournaments handle this differently, but most require the team manager to enter parent/player contact information which the company then uses to send the hotel reservation information to directly.

## Tournament Other

### Plan Team Outings

Often teams will plan dinners or activities while out of town. This is an excellent opportunity for team building. Also consider looking into getting a banquet room one night at your hotel for your team to gather. If they are unused, the hotel will often give you one for little to no cost.

### Door Posters

Most teams prepare door signs for each player. This helps the kids and parents locate each other's rooms. If you're doing multiple out of town tournaments, make sure you collect them before everyone goes home so you can re-use them. Etsy or local craft pages are good resources for these. It is recommended that you not use last names as this is how reservation is stored. Parents have the option to not display signage.

### Goody Bags

When you have early games the kids may not have time for breakfast so you may ask the parents to donate healthy snacks like granola bars for a quick bite before or between games.

### Volunteers

Tournaments provide workers for running the clock and keeping the scoresheet. You may need to provide a volunteer for the penalty box.

## Fundraising

Your team may decide to do a team-wide fundraiser. Participation in these events is voluntary and the money raised (minus expenses), must be applied evenly to each participating player's ledger.

Although Affton is a 501c3, individual teams are restricted from using the organization's status for their teams fundraising efforts.

## Finances

The players' fees that are paid to the club cover your team's ice allocation and officials for regular season and playoff games. The following is a list of expenses that your team will probably incur over the course of the season.

- Officials for Practice & Declaration Games: (\$50-\$80 per game)
- Tournament Entry Fees: (\$1000 to \$2000 per tournament)
- Jamboree Fees (8U/6U only): (\$150 to \$500 per jamboree)
- Travel Permits (\$10-\$30 per out-of-town tournament)
- Coach Travel Costs (for non-parent coaches only)
- \$75/day per diem, up to 2 non-parent coaches
- One hotel room per night of travel needed (may be comped depending on hotel rules)
- Mileage for travel, one car per team

- Trainer (Midget level)

## Coach Reimbursement Funds

The club provides each team with a set amount of money for team expenses, such as:

- Coaching Clinics
- Coach USA Hockey Registration
- Coach USA Certifications
- Coach Background Checks
- Supplies: additional pucks, whiteboards, cones, etc

Receipts must be emailed to the club treasurer & office manager and will be paid either directly to the coach or to the team treasurer for disbursement. Please collect all receipts and send in one email per season..

## Paying for Officials

You will receive a bill from the club treasurer or office manager each month (if applicable) for officials your team used in both practice games and declaration games. All teams are responsible for paying referee fees. You can estimate this cost at \$70 per game.

## Financial Statements

Parents/guardians put their trust in the team manager/treasurers that funds will be spent appropriately. It is best to be transparent and proactive when it comes to questions regarding team fees/funds.

Best practices include sharing financial statements with the head coach and providing details as requested by the parents. Individual player finance information should only be shared with the players family and/or head coach.

## Finance Tracking

Keeping track of fee payments, expenses and budget status is a vital part of treasurer duties. The use of tracking sheets or excel files is a best practice. See the template below for a starting file:

[Finance Tracking File](#)

## Game Management

### Team Binder

As the team manager you are required to bring a number of items to every game. To make your job easier, we recommend that you put together a binder that includes the following items.

### All Teams

- Every Player's Birth Certificate
- USA Hockey Official Roster (copy)
- Contact info for MO Hockey age level commissioner, opposing team coaches and managers (available on MO Hockey's website when logged in)

### Squirt & Above

- Scoresheets
- Roster Stickers (More information below)
- [Directions for filling out score sheet](#)
- Directions for the Time Clock
- Pens, scratch paper
- Patch form



## Roster Stickers (Squirt & Above)

Rather than fill out your roster and coach information on every scoresheet, you should make roster stickers. The best size stickers to use are Avery 5163 labels (10 to a sheet). Information that should be included on these labels should be: Team Name, Player #'s with first and last names, Coaches name and CEP number, and Team Manager contact/email.

[Sticker Template Found HERE](#)

## Home Game Responsibilities (Squirt & Above)

Prior to each home game

- Check Referee Schedule: [Missouri Ice Hockey Officials Association](#)
- Schedule a scorekeeper and a clock manager.
- It is best to make a schedule and have every family take a turn.
- Younger teams will also need someone to open penalty box doors

Scoresheets

- Apply your team's roster stickers.
- Find the visiting team manager and apply their roster stickers.
- Have both teams' coaches sign prior to the game.
- After the game:
  - The referees will sign the scoresheet.
  - Get the scoresheet back from your volunteer.
  - Give the pink copy to the visiting team manager. Some managers will take a photo of the top copy as the pink/yellow sheets can be difficult to read.
  - Keep the white copy. The yellow copy can be discarded.
  - Enter the score on MO Hockey's Website ASAP and upload an image of the scoresheet.

## Scheduling

For 6U & 8U teams, scroll to the bottom of this section.

The Missouri Hockey season is broken into three parts.

Declaration Season

Declaration Season consists of 3 phases. These games are used to determine if teams have been correctly placed within their age level. Declaration season typically runs from early October until early November.

### Phase 1: Initial Games

Typically consisting of 3 weeks for teams to play 3 games against opponents of their choice, typically within their declared level.

### Phase 2: Declaration Weekend

Declaration Festival Weekend allows for teams to play 2 games each, as assigned by the MAIHA-YD Commissioners to ensure proper placements.

### Phase 3: Optional

Teams may be asked to play additional games by the commissioner to determine final team placement.

Regular Season

Starts soon after declaration season and runs until mid-February.

Playoffs

Typically start the weekend after President's Day and last until the first weekend of March.

[The exact dates are listed on Missouri Hockey's Important Dates page.](#)

## Game Scheduling

### Scheduling Practice Games

A practice game is a game against another team that a) includes refs and b) does not fit into any of the Missouri Hockey seasons. When you schedule a practice game, you do not need to notify Missouri Hockey, but you must sign up for officials on MIHOA's website. You will find instructions for that below.

### Scheduling Declaration Games

After the MO Hockey Coaches meeting prior to declaration season MO Hockey representatives will provide guidelines on how many games to schedule and might even instruct you to play games against teams at different levels. Plan to attend this meeting with your coach. Have your initial ice schedule printed and with you so you can set up games. You can schedule games on any full ice practice sheet that is assigned to your team. [mohockeyyd.org/team-manager-resources/yd-league-information-dates/1976](https://mohockeyyd.org/team-manager-resources/yd-league-information-dates/1976)

### Scheduling Regular Season Games

MO Hockey will hold a scheduling meeting between the end of declaration and the start of the regular season, your age level commissioner will hand out the final division placements for each team along with instructions on how many regular season games you will be required to play against each team. Once these divisions are handed out, you will be able to schedule your regular season games. Once again, you should attend this meeting and bring a printed out copy of your schedule to the meeting to schedule games. This may also be held virtually. You are free to start working on your game schedule but you may not know the number of required games per opponent until after the scheduling meetings.

### Scheduling Playoff Games

Every team in Missouri Hockey qualifies for and is required to participate in the Blue Note Cup playoffs. MO Hockey will handle the scheduling of the games. Late in the season a bracket will be available that outlines where each seed plays.

[MoHockey Blue Note Cup Website](#)

## Entering Games on Missouri Hockey

Teams are required to enter their home games into Missouri Hockey's website.

<https://www.mohockeyyd.org/team-manager-resources/website-instructions/2520>

## Referees

The Missouri Ice Hockey Officials Association (MIHOA) is the organization that provides referees for each of your games.

Any game you enter into Missouri Hockey's website will be shared with MIHOA for scheduling referees. Check MIHOA's website to verify that officials are assigned to your game. If not, you may have to reschedule a game or contact MIHOA.

For practice games, you will need to schedule your own officials on MIHOA's website (NOT MoHockey).

[Click here to Log into MIHOA's Website](#)

[Click here to Register for MIHOA's Website](#)

## Rescheduling a Game

If you need to reschedule a game for any reason after your schedules have been finalized, you must fill out a Game Rescheduling Form

Typically rescheduling a game results in a \$100 fine by MIHOA, but in some circumstances the fine can be waived. If a team no-shows for a game, they will be fined \$1000. This includes weather-related no-shows for games not canceled by Mo Hockey. A Coach or Team Manager is not able to make a decision to cancel a game even if the other team is in agreement.

## 6U/8U Game Scheduling

6U/8U games are scheduled by one person within Affton Hockey. These are not entered on MO Hockey's website but will be entered on the ADM Main Schedule.

If referees are needed, the designated person who is scheduling games will take care of making the request to MIHOA.

## 6U/8U Practice Ice Times

Practice ice scheduling is completed by the Affton scheduler.

## Ice Times – Practices & Games (Squirt & Above)

Managers are responsible for monitoring the rink calendars for ice time assignments for practices and games. It is a best practice to check the rink calendar often for any changes that can occur.

[Rink Calendar - Calendar View](#)

[Rink Calendar – List View](#)

Practice Times are shared with other teams. Ice Times that list an individual team are used for home games. Remaining ice times should be used for full-ice practice. Open Ice Time slots listed on the rink calendars as "OPEN" can be reserved on a first come first serve basis by contacting the ice scheduler.

## Ice Trades

You are responsible for trading any ice your team has been assigned by the Club and is unable to use. Ice can be traded by connecting with other team managers individually, or by sending a group email to all managers. If you are unable to trade, notify the ice scheduler as soon as possible prior to the date of the ice. You will not be given additional ice for ice you are unable to trade.

## Off-Ice Practices

Off-ice training is provided for each team Squirt and above, typically once every other week for 1 hour at All American. The off-ice schedule will be emailed to team managers once the schedule is determined. It is your responsibility to communicate these times to your team and notify the scheduler if your team has a conflict. Coaches are not required to attend off-ice sessions.

## Miscellaneous

### Set up Email Groups

Most email providers allow you to set up Groups or Contact Lists. You'll save yourself some time if you start off creating groups for the following:

- Your team parents
- Team Managers
- Other club team managers
- Coaches
- Other team coaches

Most providers also allow you to set up Folders, having a designated Folder for all team related emails not only helps you stay organized throughout the season but allows you to easily find emails from previous seasons if necessary.

## Weekly Update Email

It is a best practice to send your team an email at the beginning of every week to remind them about the practices and games the week ahead. This is also a good time to follow up on any other items such as money owed or tournament information.

## Team Accomplishments and Activities

When your team wins or finishes 2nd in a tournament, take pictures and share with the board communications chair for posting on social media and the clubs website. Other activities can also be shared through social media such as volunteering, team building/bonding, etc.

### [Club/Board Contacts](#)

## Player Patches (Squirt & Above)

When a player gets credited for a hat trick, 3 assists in a game or a shutout, he or she gets a patch for the accomplishment from Missouri Hockey. Each player is only eligible for one patch of each type per season. Generally, team managers wait until the end of the season to order these. Don't forget to save your score sheets from each game to send in with the form. This is not applicable for 8U/6U players.

You can download the form from Missouri Hockey's website [here](#).

## Team Building

Getting together as a team at someone's house, a park or planning a group activity such as bowling or roller skating can be a great way for your players to get to know one another. It's generally a good idea to schedule something early in the season.

## Parent Volunteer

Parents are required to assist as needed during home and away games as scorekeeper, clock and penalty box attendants. Managers can create signups or auto assign, depending on response from parents.

## Team Supplies

The club provides first aid kits, puck bags and pucks (up to 20) to all teams. If coaches/teams do not have them from a previous or need replacements, you will need to contact that office manager for these supplies.

## Team Volunteering

It's a good idea to have your team do community service at some point in the season.

## Parent Info Cards

Once you've collected contact information from all of your parents and kids (for older teams), it's a good idea to print out a wallet sized card to distribute to your parents. They usually include player name, jersey number along with both parents' names and mobile numbers. Laminate the cards so they last longer. Some apps (such as TeamSnap) can be used to communicate this information.

## Team Website

Team managers will be given access to manage your team's page on the club website (SportsEngine). Head coaches and team managers must complete the Affton Hockey volunteer registration to be rostered to the team page. This is a non-monetary registration and you will need a current USA Hockey number. You can request access by emailing the Club Communications Chair. This will give you the ability to enter news and scores.

We recognize that some teams may prefer to use other similar platforms. Teams are still required to use SportsEngine to add contact information, game schedules, and rosters, to ensure other teams can use it to coordinate schedules and contact key members.

## End-of-the-Season Party

Teams often have end-of-season parties. These could be a party at someone's house or just getting together somewhere for something such as bowling or laser-tag. Many teams VOTE (see below) to use leftover team funds. Some teams decide to purchase small team gifts for the players such as custom pucks or T-shirts. Coaches gifts are often purchased as a thank you at the end of the season. Ask for donations from families that are interested. Ex. \$25-\$50 gift cards are common.

## Pictures

Club sponsored team pictures are communicated and organized through the club. Each team is required to participate in club pictures. Sign ups will be communicated via email to each team/manager. Picture opportunities are also available at many tournaments.

## Affton Logo Use

The use of the trademarked Affton Americans Shield logo is prohibited unless given permission and authority from the Affton Board. Any questions about this policy should be directed to the Affton Board.

## Conduct

Share the following with your parents.

### Parent's Code of Conduct

Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.

Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.

Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.

Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.

Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.

Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.

Recognize the importance of volunteer coaches. They are important to the development of your child and the sport.

Communicate with them and support them.

If you enjoy the game, learn all you can about hockey – and volunteer.

### Player's Code of Conduct

At the beginning of the season have each player personally sign the Code of Conduct. [Click for Form](#)

Use this time as an opportunity to discuss expected behavior not only on but also off the ice. Discuss rink rules such as no stickhandling off the ice and locker room behavior.

- Play for fun.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time.

- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with an official's decision.

## Spectator's Code of Conduct

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

If any parents or players are breaking the Code of Conduct or if you have any issues with conduct related to club members or Coaches, please contact our SafeSport/Compliance Manager. Contact information can be found on the Organization tab of the club website.

## Team Voting

There may be times where coaches or managers want to vote on decisions for the team. In these instances, coaching staff retain the authority to make final decisions for the team within the guidelines of this document and many other matters. Below are details regarding when voting should or should not be used.

Items that require no vote for the use of team fees including:

- Purchasing of basic office supplies needed for running team (up to \$50)
- Reimbursement USA hockey numbers for up to 3 coaches
- Fees for refs
- Mileage reimbursement for one car, per diem for up to two coaches, one room hotel per each day of travel, if the coach is not a parent.
- Change in tournament location if unforeseen circumstances keep you from that tournament (e.g. it's full) as long as the new location is within a similar distance.
- Fees to open accounts or buy checks
- No vote is needed if funds are available (if money must be collected; it's a 75 percent vote or individual pay):
  - Team outings (limit of \$300)
  - Team Parties (Note: Goal jar money is to be used for team parties at manager's discretion.)
  - Coaches gifts (limit of \$50 per coach)

Items that require 75% percent vote:

- Anything that requires every team member to make a purchase (e.g. third jerseys). Third jerseys MUST also be approved by the club Board of Directors.

## Links & Forms

### Links

[Missouri Hockey \(MoHockey\) Youth Division Website](#)

[MoHockey Manager Resources Page](#)  
[Missouri Hockey Login](#)  
[Missouri Hockey Important Dates](#)  
[MIHOA Login](#)  
[MIHOA Registration](#)  
[Missouri Referee Complaint Form](#)  
[Affton Board and Staff Contacts](#)

## Forms

[Code of Conduct](#)  
[Consent to Treat](#)  
[Waiver of Liability](#)  
[Missouri Hockey Forms](#)

## FAQ

Q: Can I use the room above the rink for team meetings, events, etc?

A: This room is owned/operated by the Affton Athletic Association (Baseball) and is not controlled by Affton Hockey. You will need to reach out to AAA to inquire about the use of this room.