

AFFTON AMERICANS HOCKEY

CENTRAL STATES DEVELOPMENTAL HOCKEY LEAGUE



TEAM MANAGER

2024-2025

AFFTON AMERICANS HOCKEY TEAM MANAGER MANUAL

The Team Manager plays an important role on any hockey team. He or she is 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 administrative functions of off-ice activities, tournaments, team finances, and other team needs. This allows the coaches to focus on preparing and running practices and games. Taking on this role is a big job, so we hope that by providing you this manual it will get you on the right track.

If you need anything during the season or have a question, please contact reach out to the Team Manager Coordinator, Jeni Gardner jeni.gardner@yahoo.com or (314) 882-1642 or one of the Affton Americans Midget CS coordinators:

- Don Arias - donald.ariasjr@gmail.com - (314) 972-3396
- Sean Hazelton - hockeystop@sbcglobal.net - (314) 309-5292
- Brian Gardner – briangardnerstl@gmail.com - (314) 583-3665

Once your team is selected, you should work with your Head Coach to schedule a team meeting as quickly as possible. The agenda for this meeting should include the following:

- Coaching staff and Team Manager introductions
- Team expectations (for both players and parents) outlined by the Head Coach
- Key information from the Manager
 - o Overview of team communication
 - o Travel plans
 - o Season budget
- Club-wide information & updates (e.g., Golf Tournament, Banner Fundraiser, etc)

REQUIREMENTS FOR COACHES AND MANAGERS

1. [Background Checks](#): These checks are required each year per USA Hockey. Please note, any screenings done after April 1st, 2020 are now good for two years. All coaches and managers will need to have this done and submitted to get your team roster certified.
2. [USA Hockey Registration](#): USA Hockey requires all team managers to register with USA Hockey. You must collect all coaches' USA Hockey numbers or IMR, to be submitted for the team roster.
3. [SafeSport Training](#): A Program offered by USA Hockey, training to prevent abuse. A 90-minute course that must be completed by all Coaches and Managers on USA Hockey.
4. Roster Creation: From each coach, collect their CEP#, their certification level, their USA Hockey number, and SAFE SPORT certificate. Please email all this information to Sean Hazelton (hockeystop@sbcglobal.net) so that your team roster can be created. You can search for [USA Hockey IMR #'s here](#) and [CEP #'s here](#).

GATHERING TEAM INFORMATION

1. Collect Contact Information: Collect names, phone numbers and email addresses from each of your parents. This is not only for the team staff, but also to share with other parents on the team who may need help getting rides to practices or games.
2. Collect Documents: The following documents must be collected for each player. Your team meeting is the perfect time to do this.
 - Midgets Contract (player and parent signed)
 - Copy of Birth Certificate
 - USA Hockey Registration number
3. Make a Manager Binder: The documents you collect must be brought to each game, so we recommend that you set up a binder for your team. Check out the Game Management page for more information.

SEASON EXPECTATIONS

1. Parent Expectations:
 - Pay all team dues in full and on time.
 - Get their player to the rink on time for all Affton events.
 - Contact the COACH if a player will miss a practice or game.
 - Volunteer to help team with keeping score, running clock, working the penalty box, and any team fundraisers.
2. Player Expectations:
 - Bring all equipment to the rink for all games and practices.
 - Get dressed and be ready on time for all games and practices.
 - Behave appropriately in the locker room and on the ice, remember you represent the Affton Americans Hockey Club.
 - Do your best always.
 - Encourage your teammates as much as possible.
 - Honor your coach and listen to them.

TEAM WEBSITES & FACEBOOK PAGE

1. Team managers will be given access to manage your team's website on the [AFFTON main website](#). This will give you the ability to enter news and scores. You are **REQUIRED** to keep all your team's information accurate and up to date on the Affton Hockey website.
 - a. Affton teams **SHOULD NOT** use other apps like TeamSnap. SportsEngine is already paid for by the club and does everything you will need to do and that can be done in TeamSnap. Using another program is not only double work for you, but also a duplicate expense. If you need assistance using SportsEngine, you can contact Jeni Gardner.

2. The Affton Americans Facebook Page should be used to post pictures and updates of games or other great happenings within our program. Amy Zimmerman (314-960-3474) runs the page and posts can be sent to her.
3. The [Central States website](#) is important tool as well. Please make sure your team's page is up-to-date and that games and scores are accurate.

TEAM FINANCES

1. **TEAM DUES:** Parents are responsible for \$400 monthly payments from August through January for a total of \$2,400. You should collect the first month's dues from each player to start your team account by August 1st. The team account will cover tournaments, coaches' fees, ice fees and/or ref fees for practice games, coaches per diems, team supplies, and any other team event or expense. **Parent coaches are required to pay monthly team fees.**
 - a. Dues are collected for 6 months, and all teams **MUST** collect dues every month for the entire length of the contract, without adjustment. Even if fundraising money is received, the team should collect all contracted dues. At the end of the season if there is extra money, it will be divided up amongst all players and refunded back to parents.
 - b. **DO NOT ADJUST THE MONTHLY DUES BASED ON ANY FUNDRAISING SUCCESS.** Make all those adjustments at the END of the season through the refund process.
2. **TEAM BUDGET:** Parents will receive a budget outline at the start of the season and one at the end of the season. This expectation should be communicated to the parents by the Team Manager and affirmed by the Head Coach at the meeting at the beginning of the season. The job of a Team Manager is complicated enough; it is unreasonable to expect financial statements to be distributed more frequently than outlined here. See appendix for example on what will be used.
3. **TEAM BANK ACCOUNT:** As a team manager, you are required to have a bank account separate from other personal accounts. Usually, your existing bank will offer free checking accounts for this purpose. Ask about minimum balance at the bank to keep account open and make sure you get checks and a debit card for the account to pay for team expenses.
4. **COACHING PAYMENTS:** Each coaching staff earns **\$20,000** per year. The Head Coach is responsible for dividing the amounts, please talk to him and discuss when and how he would like his staff to be paid. Coaching payments can happen any time after Dec 1st.
5. **COACHING EXPENSES:** The team also covers all hotel rooms, gas, and food for any out-of-town game (league or friendly) or tournament. When booking a hotel, ask about comp rooms to help save your team money. Each coach on your staff should receive a per diem of \$60 per day (cash prior to the trip) when out of town to cover their food (\$15 breakfast, \$20 lunch, \$25 dinner). This per diem is intended to provide for any

expenses during the trip (like a snack or cup of coffee) and coaches should not be required to return receipts or unused per diem cash. Coaches should be given the option to be reimbursed for gas (with receipts provided) or mileage at the current IRS mileage refund rate. Please encourage coaches to share rides and, if possible, hotel rooms if more than two coaches are going out of town.

TEAM UNIFORMS

1. All Affton Midget players are given a uniform as a part of their player package. No individual changes may be made to these uniforms. If a team decides to add something (e.g., a name or number) the entire team must participate, and it must be done identically.
2. Players must have a navy helmet. Players will be given, as part of their equipment package, Affton gloves and pants shell that must be worn for all games.
3. Helmet stickers will be provided, and all players **MUST** place stickers on exactly how instructed to do by the Affton Midgets CS coordinator team (ALL teams must follow instructions on helmet sticker placement).
4. Players should dress in Affton clothing to and from the rink on game days, for warm-ups, and off-ice. Each Head Coach may decide what specific apparel should be worn. All players should bring all jerseys and socks on game day, despite whether home or away.

GAME MANAGEMENT

1. Team Binder: As the Team Manager you are required (*) to bring several items to every game. To make your job easier, we recommend that you put together a binder that includes the following items.
 - Every Player's Birth Certificate*
 - Every Player's USA Hockey Number*
 - Scoresheets for home games*
 - iPad for digital scoresheet for CSDHL games, or
 - paper scoresheet for non-CSDHL games
 - Roster Stickers when using paper scoresheets (more information below)
 - Directions for filling out scoresheet
 - Directions for the time clock (should be at the rinks, by clock)
 - Pens & scratch paper
2. Home Game Responsibilities
 - Prior to each home game
 - Schedule a scorekeeper and a clock manager.
 - Someone to open penalty box door if needed.
 - Fill out the paper scoresheets or complete setup of digital scoresheet

- For digital scoresheets, have game loaded on iPad, coaches will sign digitally, mark starting goalies, and scratched/injured players, make sure the iPad is ready to go.
- For paper scoresheets have both teams' coaches sign prior to the game, apply your team's roster stickers, and find visiting Team Manager and apply their roster stickers.

After the game

- Refs will sign the scoresheet
 - For paper scoresheets:
 - Give CANARY copy to visiting Team Manager
 - Keep WHITE copy for your records.
 - For digital scoresheets, complete the process to close out the game on the iPad
 - Enter the score on Affton team website ASAP, CSDHL Website will automatically be updated when scoring is digital.
3. Roster Stickers: Rather than fill out your roster and coach information on every scoresheet, you should make roster stickers. The best size stickers to use are address labels using [Avery Template 5613](#). (See appendix for sample)

SCHEDULING PRACTICE GAMES

A practice game is a game against another team that a) includes refs and b) does not fit into the CSDHL schedule. 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. Please copy Angie Bigogno (afftonhockey@sbcglobal.net) on emails scheduling practice games to ensure proper billing for referees, include your team birth year.

Practice games will require you to schedule your own officials on [MIHOA's website](#) (NOT Missouri Hockey). To request officials for friendly games each manager must get a login and password from MIHOA. <http://www.mihoa.com/youth-division-games.html>

Once you have a login, the [Missouri Ice Hockey Officials Association \(MIHOA\)](#) is the organization that provides referees for each of your games, once you request them.

REGULAR SEASON GAMES

Don Arias will forward each team's league schedule to MIHOA. However, you should use your login and password to ensure you have officials for every home league game.

AFFTON MIDGET CS FUNDRAISING

All Affton Midget CS teams will participate in club-wide fundraisers. The money raised through these fundraisers will be distributed to the teams and be applied to the overall team budget. Please note if your team doesn't participate, you will not receive the money earned.

Affton Midgets CS Golf Tournament

The 5th Annual Affton Midgets CS Golf Tournament is scheduled for Saturday, August 24, 2024 at Oak Valley Golf Course in Pevely, with an 8am tee time.

All teams will be expected to participate in the following ways.

1. Recruit golfers to participate, each team must have **at least TWO foursomes** registered.
2. Sell hole sponsorships, each team must sell **TWO HOLE SPONSORSHIPS**. \$100 per hole and they will have a custom sign made with the company's name and logo on it.
3. EVERY PLAYER is required to donate **one \$25 gift card** to be used in the PICK-A-PUCK. The gift card can be for anything or anywhere.
4. Provide items for raffles, each team must submit **ONE RAFFLE BASKET** for the tournament. Once your team decides on themes for your baskets, please email Jeni Gardner (jeni.gardner@yahoo.com) so that we have a variety of themes amongst teams.
5. We will again be having our **BOOZE-A-PALOOZA** raffle; beer, liquor, and seltzer donations will go towards this.
6. Provide volunteers to help with baskets and raffle stuff before the tournament and help the day of the tournament. (A sign-up will go out closer to the tournament)
7. We will need BEER, SELZTERS, and WATER donations for the actual golf tournament. Start asking your team now if they have connections.
8. Be on the lookout for larger donated items, tickets, sports memorabilia; the more we can gather up, the more money we make.
9. Please do not have parents go out and purchase items for the Raffle Baskets or Booze Raffle. See what items we can get donated or have available at our families' homes. We want to minimize the initial ask to our families.

Banner Sponsorship Program

We will again be doing the banner program, coordinated by Andrew Carter. All sponsors should be secured by September 1st so we can get player bags printed with Gold Sponsors in a timely fashion. Andrew Carter will send out more information on this program in the coming weeks.

Funds raised by the Midget teams stay with the individual teams. What you raise, you keep!

Other Team Fundraising

If your team would like to do additional fundraising, they are welcome too. However, all fundraising is done on your own, Affton will not provide any tax numbers or be involved at all.

AFFTON AMERICANS MIDGET CS HOCKEY APPENDIX

- *Sample Team Budget Outline*
- *Sample Scoresheet Stickers*
- *Scoresheet Instructions (Paper and Digital)*
- *Cheat Sheet for Score Clock*
- *Hotel Connection Sheet*
- *Sample Team Meeting Outline (Parent Info Sheet)*
- *USA Hockey Award Patch Request Form*

- *Golf Fundraiser Information*
- *Golf Sponsorship Forms*