



Resources for Team Managers

The following items are provided to assist team managers in performing their duties. If you have questions, please [let us know](#).

Required Screening

There are three things you need to complete before you can assist with the season ONLY IF you are going to have regular and meaningful contact with players. These are for your protection and for the protection of others on your team.

- [Volunteer Registration](#) (this is free and is good for one season)
- [SafeSport Training](#) (Required annually)
- [Background Check](#)

Once all three items are complete, please send them to the [LAHA Registrar](#).

Communication

The number one, biggest job of a team manager is to be the conduit of information between the coaches and player families, as well as between the LAHA Board and player families. Don't feel like you have to know everything. It's okay to say, "I don't know." But, know that you have resources and people you can ask. So, when asked a question you don't know the answer to, the best thing to do is to say that you will find out and get back to them. It is far better to do that than to take a guess.

A tool that can help teams with communication, especially about who will be attending games, etc., is an application called TeamSnap. This can be used online as well as downloaded to your phone. TeamSnap allows you to see your roster, assign

parents/family members to each player, keep track of your game schedule, note who will be going/not going, have a team chat, etc.

TeamSnap will be setup for each team by LAHA to ensure consistency and accuracy association wide. This will also allow for urgent communications to be sent out from a central source to all teams. Managers and coaches will be made admins of their individual team accounts.

Materials & Documents

As team manager, there are a handful of items you should keep handy at all times, as well as other items that you might just find helpful. Many of these items can be kept electronically; some find a binder or plastic folio envelope helpful.

- A 3-ring binder, 1.0" thick is a good size, or a plastic folio style envelope that can hold letter-sized documents
- Clear sheet protectors
- A 3-ring binder pocket envelope with 3"x3" sticky notes, pens
- Lined paper (sometimes coaches need paper and/or pens for games or practices)
- Blank scoresheets
- A copy of your official USA Hockey team roster
- A copy of your USA Hockey Volunteer registration
- A copy of your SafeSport completion certificate
- A copy of the [USA Hockey insurance claim form](#)
- A copy of your travel permit(s) for out of state travel
- A copy of your hotel block agreement(s)
- A copy of tournament schedules/details
- Parent contact list

Board Meetings

The LAHA Board meets once per month, typically during the first week of the month. Teams are required to have a representative attend these meetings and report on team activities, successes, concerns, etc. Your input is greatly valued and you are able to provide insight as to what is going on with your team and families. In addition, you will

be able to relay important information back to your team from the items discussed during the meetings. Board meetings are listed on the [LAHA Calendar](#).

Game Management

When your team is hosting another team at home, you are required to have volunteers for the following positions:

- Penalty Box Attendant
- Scorekeeper
- Time Clock
- Spectator Monitor

You will also need to prepare your scoresheet and have it signed by the head coaches of both teams.

Staffing the Penalty Box

When your team is hosting a game and oftentimes when playing away games, you will need to coordinate a parent volunteer to staff the penalty box. Sometimes, during tournaments, host organizations will staff penalty boxes for all teams but you should be prepared just in case.

When staffing the penalty box, all that is entailed is having an adult willing to sit in the penalty box for your team to act as a box supervisor. Children are not allowed in the penalty box nor are they allowed to serve as box attendants. He or she will be responsible for opening the box door to allow in players when assessed penalties. He or she is also responsible for making sure players get back on the ice on time when their penalties expire. There is no special training for this and volunteers for penalty box are not required to complete SafeSport or background checks.

Being the Scorekeeper

When you are the home team at your home arena, you are responsible for having a volunteer to keep score. This individual records the goals, penalties, and shots on goal for each team. SafeSport and background check is not required for this task.

Before the game begins, you will want to make sure the following is completed:

- Rosters are handwritten for both home and away teams
- All coaches are listed, along with their CEP numbers and expiration dates
- Both head coaches have signed their sides of the scoresheet
- The game date, time, location, and scorekeeper information is entered

After the game is over, you will need to make sure the following occurs:

- All game stats are entered correctly
- Both referees have signed off on the scoresheet
- You give the '**gold**' copy to the referees
- You give the '**pink**' copy to the away team coach or manager
- You give the '**light yellow**' copy to the home team coach or manager
- You give the '**white**' copy to the LAHA Board President

Running the Time Clock

When you are the home team at your home arena, you are responsible for having a volunteer to run the time clock. This individual records the goals and penalties for each team. Training for how to run the clock is highly recommended and you may want to have a few different people trained so you have backup if needed. SafeSport and background check is not required for this task.

Unless otherwise directed, games for LAHA run as follows:

- One 3-5 minute warm-up period (varies depending if refs and nets are on the ice as scheduled)
- 8U and 10U: three 15-minute, running clock periods, 12U and 14U: three 17-minute, running clock periods, 18U: three 20-minute, running clock periods
- One-minute breaks between periods
- Minor Penalties are 2 minutes, Major Penalties are 5 minutes
- If in the 3rd period, the score is 2 points or less apart when there is 2 minutes left, switch to stop clock
- Stop clock means you stop the clock from running with every whistle and you start the clock with every puck drop
- If the game is running long for some reason and having a 15,17, or 20-minute 3rd period would mean running past the one-hour mark, ask the refs if you should

shorten the period. If yes, set the time to the number of minutes that take you up to the one-hour mark. For example, if you are at 4:45pm and your hour is up at 5:00pm, you will have a 15-minute 3rd period instead of 17 minutes.

Scoresheets

You will need to keep with you a supply of scoresheets. In an average season, most teams will participate in somewhere between 16 and 30 games (including tournaments). You should keep roughly 15-20 scoresheets to get you through the season. To get scoresheets, let a LAHA Board member know.

All scoresheets are to be **handwritten**. No stickers are to be used. The reason for this is to ensure rosters are accurate on all copies of the scoresheet. Too often changes get made on the top copy but not on the sheets below. This causes significant issues when we need to verify the number of games players have played and if players have served suspensions, etc. when determining qualifications for state events.

Tournaments

Depending on the age division, teams may participate in up to two away tournaments and one home tournament (Ice Cup). Away tournaments are encouraged to be within a 200 mile radius of Eugene to keep costs down and so that you can have the most number of players able to participate. If your team wishes to attend a tournament that is outside this radius, you will need to seek approval from the LAHA Board. Note that popular tournaments tend to fill up quickly so you will want to register your team as early as possible (i.e. mid-late October or sooner).

The LAHA Registrar will process all tournament registrations and payments. Let the Registrar know which tournaments your team would like to register for and all of the information needed to complete your registration.

- [Oregon Tournaments](#)
- [Pacific District Tournaments](#)
- Travel Permit for tournaments outside of Oregon NO LONGER REQUIRED

- Travel Permit (for tournaments in Canada): Must be completed 60 days before travel. Contact the [LAHA Registrar](#) to get this permit.

Team Travel

As team manager, one of your other responsibilities is to coordinate the travel arrangements and permits for your families. When traveling for a regular season away game (non-tournament), you will want to call local hotels and ask for a block of rooms. Doing this will get you a discounted rate and oftentimes a unique web link so your families can make their reservations. When searching hotels, consider a mid-range hotel and national chain. Many families participate in points programs and may be able to benefit from this type of selection. The best type of rooms to get are double queens. Some chains may have you take a few rooms with king beds but try to get as many double queens as you can.

For tournament travel, it is normal for there to be designated event or "host" hotels. Chances are, you will be required to have the team stay at one of these pre-selected hotels or else face a significant fine/penalty from the tournament organization. Tournament hotels do fill up quickly so you will want to call early to reserve your block of rooms.

If your team is traveling out of state, you will also need to complete and submit a travel permit to the state association (OSHA).

[Travel Permit Download](#)

Player & Team Stats

While stats are recorded on scoresheets, LAHA encourages emphasis be placed on team accomplishments vs. individual player accomplishments. TeamSnap provides the capability to track stats. Please consider positive ways to share or discuss stats such that the team is the focus more so than the individual.

Locker Rooms

During the season, the coaches of your team will need help supervising players in the locker rooms. Per SafeSport, you need two adults in the locker room at all times. The only exception is when an adult is in the locker room with only his/her own child.

Coaches need to be able to be on the ice getting ready for practice which is why parent locker room monitors are so important. Furthermore, the vast majority of SafeSport violations happen in and around the locker room which is why monitoring is so vital.

Any adults who will be in the locker rooms more than 'once in a while' need to complete both their SafeSport training (this is free) and complete a background check. These two items are mandatory and are in place for the protection of everyone, not just the kids.

- [SafeSport Training](#)
- [Background Check](#)

Players are **never** allowed to be in locker rooms alone. No exceptions. Gear is to be dropped off in the lobby and then teams will enter the locker room together as a group.

Cell phones, cameras, and other recording devices are **never** allowed in the locker rooms. No exceptions. If an adult must take a phone call/text, they need to exit the locker room before answering.

If players just need to have help with tying their skates, they should come out of the locker room to have an adult help them. Adults who routinely enter the locker room without having their SafeSport training or background checks completed should be referred to the LAHA Board immediately so appropriate corrective action can be taken.

Conflicts & Disciplinary Issues

At times, you may encounter conflicts or disciplinary issues between parents, between players, or between teams. Never try to settle these issues on your own. Do not allow parents to take issues into their own hands either. The LAHA Board has a disciplinary

committee and a protocol for taking appropriate action to resolve issues as they arise. When in doubt, notify a LAHA Board member in writing and he/she can relay the details to the necessary body so resolution can be achieved.

Concussions, Other Injuries & Insurance

Like any sport, players run the risk of injury while engaging in hockey activities. The protocol, per USA Hockey, is that if a coach suspects a player has suffered a concussion or is otherwise injured and their ability to play is compromised, he or she is authorized to remove the player from participating. The player will be allowed to return to participate only with a clearance letter from a doctor who is not related to the injured player. Parent authorization, "my child is better" will not be sufficient in allowing the player to participate. The driver behind this policy is a commitment to player safety.

If a player sustains an injury during practice, a game, or at a tournament, take the appropriate medical action per the "Consent to Treat" waiver signed by the player's parent(s). This will designate where to seek treatment and who to contact in the case of an emergency. You should carry this form with you in your team binder or have quick electronic access to this document at all times.

- [USA Hockey Concussion Information](#)
- [USA Hockey Insurance Claim Form](#)

Handling Money

As a rule of thumb, team managers should not need to handle money from team members. All team tournament fees have been collected with registration and expenses can be paid for by the LAHA Treasurer. This has been designed for your protection and to minimize any loss or misuse of funds. If you do find yourself handling cash, keep all funds secure, count in front of a witness, and transfer large amounts to a LAHA Board member for deposit as soon as possible.

Team Celebrations & Awards

As you near the end of the season, team managers should coordinate with coaches about planning the team celebration/awards party. LAHA does not collect this money with the registration process. Team managers will need to coordinate with their coaches and families for what the team would like to do and collect the necessary funds to cover any expenses.

Typically, team celebrations have been held at the rink, although alternate locations are fine to use. If you wish to use the rink, you will want to coordinate the details with The Rink Exchange. No outside food/drink is allowed with the exception of a team cake/cupcakes.

As for awards, you have lots of options. In the past, teams have awarded a variety of items to the players and coaches. These have included certificates, trophies, personalized shirts, sweatshirts, etc. All LAHA asks is that the items given to players make sense for the age group and not be too outlandish. It's about celebrating the season, not getting gifts.