



Yellowjackets Hockey Team Manager Handbook

Welcome to the 2016/2017 Hockey Season! INTRODUCTION

Thank you for volunteering to be a Team Manager for the 2016-2017 Hockey Season!! You are an integral piece in having the season run smoothly. The Team Manager is the main liaison between the Yellowjackets coaching staff and parents. Any questions or concerns should be directed to Trish Bond, Director of Managers and Team Support, at trish.bond@firewagonhockey.com or (224) 623-9122.

VERY IMPORTANT – IMMEDIATE REGISTRATION AND SCREENING REQUIRED

Yellowjackets tryouts for NIHL end on September 10, and evaluations for NWHL end September 12. The NIHL seeding round games can begin as early as September 19, and the NWHL league games begin on September 30. *All team managers must be registered for USA Hockey, screened through Safesport, and be background checked before games begin.* Therefore, it is imperative that you complete the following as soon as possible.

REGISTER FOR USA HOCKEY- REQUIRED

All managers are required to register with USA Hockey. Go to www.usahockeyregistration.com, click “register now”, and select “Ice Manager/Volunteer” when prompted. This is a free registration for volunteers. Once registration is complete, print your registration confirmation. Email your registration number to the Registrar, Brittney Lopez at registrar@firewagonhockey.com.

MANAGER SCREENING- REQUIRED

Under the policy, USA Hockey will not authorize or sanction any employee or volunteer who has routine access to children unless that person consents to be screened and passes a criminal background screen conducted by the Affiliate or USA Hockey. Tier II, Girl's, and House League Coaches and Managers must be screened by following the process or they will be ineligible to participate in any team activities until they have completed the screening requirements.

Any coach/parent that participates in any on ice or locker room activity with your team **MUST** be on the roster, **MUST** be USA Hockey Certified, and **MUST** be screened.

Requests for screening forms will only be processed if they are sent by our registrar. Our registrar will complete the screening request form and submit it to AHAI. You will receive an email from AHAI to schedule your fingerprinting and complete your screening. The cost of the screening is covered by Fire Wagon Hockey for Managers, Head Coaches, and Assistant bench coaches only.

MANAGER SAFESPORT TRAINING- REQUIRED

As you know, our organization has been a leader in efforts to provide a safe environment for all our families. That evolution has continued with the implementation of the USA Hockey SafeSport Program,



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which combines long-standing policies with new initiatives aimed specifically at misconduct that occur off the ice. Our policies as outlined in our Rules & Regulations define policies prohibiting abuse, from sexual, physical or emotional, to bullying, to threats and hazing. More information on the USA Hockey SafeSport Program can be found at www.usahockey.com/safesport.

The training was produced by the United States Olympic Committee. The training is comprised of short video segments that take approximately 90 minutes to complete, however, not all training needs to be completed in one session.

To access the training:

1. You will need your USA Hockey membership number. If you do not know your USA Hockey membership number (confirmation number) you can access it from usahockeyregistration.com – under Member Options, click on “Request Duplicate Registration Confirmation.
2. To access the training, go to <http://training.safesport.org>. Click on the Register button on the bottom right hand side of the page. The registration coded needed to registrar is SAFESPORTUSA. You will then be asked for your email address as well as a password (please note that each individual taking the training needs a unique email address). You will then be asked for your membership number, which is your USA Hockey confirmation number. Next click on the red registrar button on the bottom left side of the page. You now have an account with SafeSport. You will only need to register the first time to set up the account. Once the account is set up, you will sign in using your address and password.

SCHEDULING

EITHER YOU OR YOUR COACH MUST BE PRESENT AT SCHEDULING

SATURDAY 9/17/16 FOR NIHL

SUNDAY 9/18/16 FOR NWHL

Before the start of the season, coaches and/or team managers will be required to attend the NIHL or NWHL scheduling meeting. At this meeting, you will meet with the coaches and team managers from the other clubs in your league and division to work out the season’s game schedule.

- For NIHL, there will be two different scheduling meetings, one for the “seeding” round (which is the level your team will be starting out at) and one for the regular season (once it has been determined what level your team will play during the regular season).
- For NWHL, there will be two different scheduling meetings, one for the “seeding” round (which is the level your team will be starting out at) and one for the regular season (once it has been determined what level your team will play during the regular season).



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Available home ice slots for the seeding round and regular season (NIHL and NWHL) are sent to coaches approximately two days before each scheduling meeting.

At scheduling meetings, NIHL and NWHL require managers to attend a quick training session immediately prior to scheduling. You will then meet with the managers and coaches from other clubs to schedule your home and away games. You are responsible before leaving the scheduling meeting to provide the Yellowjackets master ice scheduler, Teresa Rainey (who will be in attendance), with your home and away game dates, times, opponents, and any home ice slots not scheduled. This will help the rink assign locker rooms for both the home and away teams. Also, please communicate any home game changes to master ice scheduler via email throughout the season.

Please use your ice wisely. We recommend that you use the ice allotted to your team in the most efficient way possible. When scheduling, try to plan your away games that don't interfere with your team's home ice schedule. Never plan a game on a scheduled Skills night. Skills sessions cannot be made up.

After the scheduling meeting, ice schedules should be placed on Team Snap. This includes practices, clinics, games, and Tournaments for all teams. If you have any questions regarding Team Snap, contact Trish Bond at trish.bond@firewagonhockey.com or (224) 623-9122.

The master ice scheduler needs to be notified immediately of any ice not being used due to away games, tournaments, or any other conflicts. If you know you are not using a sheet of ice, please return immediately to the master ice scheduler in order to help others trying to schedule. Note that depending on availability of ice you may or may not get a sheet of ice in return. Additional ice is very limited and depending on the returned ice from a single team, any additional ice a team requests and receives at any time during the season may cost an additional fee that will need to be covered by the team.

REFEREES

NIHL: ALL NIHL MANAGERS MUST SCHEDULE REFEREES FOR THEIR HOME GAMES

When NIHL scheduling is completed, please log in to your AHAI/IHOA page to schedule referees for each of your home games. You will get this login from the Registrar once you are added to your team's roster. Once logged in, you will go to the 'Officiating Requisition' page. You will only have access to schedule for your team. Please make sure all games are entered with the correct time and rink the game will be played in. You are only responsible for scheduling referees for home games. Referees must be scheduled 5 days prior to any game. It is best to schedule all your referees right after scheduling is completed.

NWHL: NWHL schedules referees for you.

For both leagues, it is the Team Manager's responsibility to check the AHAI website 24 hours prior to the game to verify that the referees are scheduled. Also, check in the Crystal Ice House office 30 minutes



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prior to the game to verify that the referees have arrived. If referees have not arrived prior to the game, attempt to find a referee who has just finished a game, and ask him/her to stay for your game.

If there are any problems with referee scheduling, contact Keith Varkalis, Yellowjackets Referee Coordinator, at varkaliskeith@yahoo.com. If there is an absent ref from the scheduled game, after the game please notify Teresa Rainey at Teresa.rainey@firewagonhockey.com.

TEAM SNAP

Your team will be set up with a Team Snap account. You will be set up as the administrator for your team's site. You are responsible for entering your teams contact information and practice/game schedules. This is mandatory for all teams to use. You will get an email from Fire Wagon Hockey with your log in information. There is an app for smart phones that is very user friendly. Please recommend this to your teams. If you have any questions regarding Team Snap, contact Trish Bond at trish.bond@firewagonhockey.com or (224) 623-9122.

TEAM BINDER

You will be provided with a Team Binder. In this binder you will keep the following forms:

- Official certified roster (from AHA1 website)
- Signed copies of player "Code of Conduct" (to be collected at the Parent Meeting)
- Signed copies of player/parent "Zero Tolerance Acknowledgement Form" (to be collected at the Parent Meeting)
- "Consent to Treat" form (to be collected at the Parent Meeting)
- Player Contact Information Form
- Travel Permit (as needed, for tournaments only)

You will be required to have this binder reviewed for completion by Trish Bond, Director of Managers, by your first game. Please email her at Trish.bond@firewagonhockey.com to set up a time for review. Please bring this binder to all practices, games and tournaments. You may not need to show it to anyone, but you still need to have it with you. Team Binders must be turned in at end of season to Trish Bond.

PARENT MEETING

The parent meeting should be scheduled within the first week of practices. At the meeting, the head coach and assistant coaches must attend and should first speak to the parents about player expectations, team rules, etc. After this is finished, then you should introduce yourself as the team manager, let the parents know how to reach you (phone, email, text, etc.), and how they will receive the team schedule via Team Snap.



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Note: A member of the Yellowjackets HOAB must be present at the initial parent meeting. Contact Trisha Bond at trish.bond@firewagonhockey.com to schedule for a Board member to attend.

You will be collecting the following by your first practice:

- Signed copies of player “USA Hockey Code of Conduct”
- Signed copies of player/parent “Zero Tolerance Acknowledgement Form”
- Contact info for each player and parent (phone number, email address)
- USA Hockey Consent to Treat/Medical History Form

PLEASE BE SURE to cover the AHA! Parent/Spectator Suspension Rule (as described below).

“A game will be stopped by on-ice officials when the parents/spectators displaying inappropriate or disruptive behavior interfere with other parents/spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the parents'/spectators' viewing and game area. Once removed, play will resume. Lost time will not be replaced. **Violators will incur a minimum mandatory 3-game suspension from that team's games and may be subject to further disciplinary action by the local governing body.**”

TEAM PHOTOGRAPHS

Team photos are included in team fees. The date for all teams to have individual and team photographs is determined at the beginning of each season. This session is typically held on the ice on the Studio Rink. 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 Picture Coordinator. Put the time and date on your Team Snap calendar. You are responsible for distributing orders. Picture Day this season is October 15 for NIHL/NWHL teams and October 16 for Junior Jacket teams. **Do not schedule a game on this date.**
ANY ADDITIONAL PICTURES PURCHASED ARE A FUNDRAISER FOR THE CLUB.

PATCHES

LEAGUE PATCHES

NIHL and NWHL will be providing league patches for the players' jerseys. These are to be placed on the front of the jersey on the player's right hand side (both home and away jerseys). These patches need to be uniform across the club. Patches will be distributed when they are received from the respective organizations. You will also be provided with stop sign patches for each player. Stop sign patches need to be placed on the back of the player's jersey above the player's number.



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HELMET STICKERS

Helmet stickers are requested through the Director of Managers, Trish Bond. Players may need YJ stickers for the sides of their helmet and numbers for the back of the helmet. Please let her know how many of each you need as well as what numbers your team needs.

GAMES

SCORESHEET ROSTER STICKERS

For each game, the entire team roster (including coaches and manager) must be written on the scoresheet. This is most easily accomplished by pre-printing your team roster on Avery 5163 Shipping Labels. The roster can be downloaded pre-formatted from your AHAI login. You will need 3 stickers per game, one for each of the 3 carbon copies.

SCRIMMAGE GAMES

Scrimmage games can be scheduled on a team's full sheet practice ice. You must notify master ice scheduler of the scrimmage game. Generally, the visiting team of a scrimmage game is willing to reciprocate with an equal ice time at their arena for another scrimmage at a different date, though not required. You MUST schedule your own referees for your home scrimmage games.

The costs of referees for scrimmage games are not included in the team allocation and are the team financial responsibility. These fees can be found at www.ahai.org/page/show/223728-rules-andregulations.

GAME LIMITS

AHAI has a policy on game limits. The intent of this rule is to increase the practice to game ratio of all AHAI affiliate teams and to emulate the introduction of the USA Hockey American Development Model. Game limits include all league, tournament and practice games. All tournaments, both local and out of area, will count as three (3) games toward the teams game limit. All playoff games for USA Hockey and AHAI registered League, State and National competition do not count toward the team game limits. The AHAI team game limits are mandatory for Tier II and Tier III / House Recreation teams. Any team violating the AHAI mandatory team game limits will be subject to disciplinary action by the YJ and AHAI Rules & Ethics Committee.

Game limits can be viewed at www.ahai.org/page/show/223728-rules-and-regulations.

LEAGUE GAMES

It is the team manager's responsibility to schedule:

- One person to run the clock (home games only)



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- One person to fill out the scoresheet (person must be in the scorebox during the game, home games only)
- One person stationed in the penalty box (to open and close the door) for both home and away games (if required)
- One same-sex adult to monitor the locker room for every practice/game (the locker room monitor must be certified through SafeSport, screened and must be on your roster. This could also be performed by the Coach/Assistant Coach)

SCORESHEETS

HOME GAMES: After each game, the team manager is to keep one copy of the score sheet, give one copy to the opposing team's manager or coach, and give one copy to one referee (if requested). Make sure the referees have signed the score sheet at the end of the game. NIHL and NWHL managers need to enter the scores on their respective websites within 24 hours of the game. If scores are not posted within the required time frame, your team will be fined by NIHL or NWHL.

AWAY GAMES: Make sure you fill out the scoresheet prior to the game and get a copy of the scoresheet after the game is completed. You do not have to enter scores for away games. That is the home team's responsibility.

Note: Please keep copies of all the scoresheets throughout the season. They will be required by NIHL and NWHL at the beginning of the playoffs for verification of player eligibility. You will also have to fill out a player eligibility form at the beginning of playoffs. Team Snap does have a feature that will help you monitor this.

Suspensions / Game Misconducts

If a player or coach is given a penalty for fighting, a major penalty, or a game misconduct, please validate all information on the scoresheet, as this will be the **ONLY** official record of the incident. If something is not complete or is incorrect (jersey numbers specifically) please have the referee correct the scoresheet.

NIHL: For all games in which your team's player or coach has received a major penalty, game misconduct, or penalty for fighting, you must:

- Ensure that all information on the scoresheet regarding the incident is correct (jersey number, name, etc.)
- Have both coaches and all referees sign the scoresheet (in some cases, one referee will take their copy of the scoresheet)
- Email a legible copy of the scoresheet to NIHL Rules and Ethics (current email address can be found at www.NIHL.info), Ron Sherman (Fire Wagon Rules and Ethics, Rsherman13@sbcglobal.net), and Brian Giangregio (NIHL Representative, bgiangregio@gmail.com)
- On the next game's scoresheet where the suspension is served, be sure to cross the player's name off on the roster (using a single line), and write "SUSP" next to the name. Email a legible copy of the scoresheet to all email addresses listed above



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NWHL: It is imperative that you email a copy of any score sheet that has a game misconduct immediately to our Rules and ethics person, our NWHL rep, and NWHL. Rsherman13@sbcglobal.net brad.carr@firewagonhockey.com and nwhlrebecca@yahoo.com . After a game that a suspension is served it must be reflected on the score sheet and that sheet should also be sent to the three email addresses above.

TIME CLOCK OPERATION

Your team is required to run the time clock during games and scrimmages at the Crystal Ice House. Make sure that all 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 is typically in the score box in each rink, or a copy will be provided at the rink office.

TOURNAMENTS

TOURNAMENT ALLOCATION ACCOUNT

The organization has allocated an amount for tournaments for each team. The coach and manager will decide the tournaments your team will be attending. The amount the organization has allocated for your team is non-refundable, and may be only be used towards the cost of tournament registration fees. If your tournaments exceed your tournament limit that cost is to be covered equally by members of the team. The tournament cutoff date is February 28th.

Please note: The organization will not pay for any team entering AHAI's Blackhawk Cup; this is not considered part of your team's tournament budget.

<u>Level</u>	<u>Tournament Allocation</u>
Squirt.....	\$1900
PeeWee.....	\$1960
Bantam.....	\$1960
Midget.....	\$2100

TRAVEL PERMITS

If a registered team wishes to travel and to play teams outside of Illinois for tournaments, it is necessary to apply Travel Permit tournament or event. Please contact our registrar to request your 2016-2017 Travel Permits. If you have any questions or need clarification Brittney Lopez can be reached via e-mail at registrar@firewagonhockey.com. Note: these amounts come out of your team tournament allocation fund.



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Travel Permits: USA Travel Only.....\$50.00/Team
Travel Permits: USA and Canada.....\$100.00/Team

CHECK REQUEST

When you need to request a check, please follow the following steps below:

1. Fill out a check request form; please provide receipts on all check requests (where applicable). If requesting a check for a tournament, please provide a copy of the tournament flyer & document with proof of approved USA Hockey sanction number. If no USA Hockey Sanction number cannot be located, contact tournament director to inquire for documentation. Also, included completed envelope where check should be mailed (no postage).
2. Put the completed tournament registration form in a sealed envelope and drop it in the black YJ drop box at the Ice House, Attn: Teresa Rainey
3. An organization representative will email the requester when the check has been issued and mailed.

Forms can be found in the Managers Handbook and online at www.firewagonhockey.com

When you need to deposit money into the general account, please follow the steps below:

1. Fill out the Team Deposit form provided.
2. Attach all checks, with the deposit form. DO NOT deposit cash. Make checks payable to Fire Wagon Hockey, Inc.
3. Make a copy of the Team Deposit Form and checks for your files.
4. Provide the original deposit form and checks to the organization for deposit in a sealed envelope. Drop the deposit in the black YJ drop box at the Ice House, Attn: Teresa Rainey.

HOTEL RESERVATIONS

Most tournaments you attend out of town will require you to stay at a tournament-sponsored hotel. Be sure to get a list of hotels at the time of registration. The better hotels fill up quickly so booking a block of rooms should be done as soon as a tournament is chosen. You should make sure you have an opportunity to cancel, without penalty, should plans change.

NON-PLAYER COACHES REIMBURSEMENT

It is the intention of each team to reimburse a non-player Head Coach's and non-player Assistant Coach reasonable travel expenses relating to out of Area Travel with their team.

Out of Area Travel is defined as any travel that is over 80 miles one-way. Reasonable travel would include: travel: air, bus, or car (car rental not to exceed \$60 per day), lodging (only at designated team location), meals (not to exceed \$35 per day, alcohol is not reimbursed). The Internal Revenue Service has issued the 2016 standard mileage rate used to calculate the deductible costs per mile driven in service of charitable organizations. The rate is 14 cents per mile. Gas is not reimbursed in this case, just mileage reimbursement. All members of the team will divide the amount equally, even in the event one



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of the team members will not be making the trip, they will be expected to contribute. This cannot be taken out of the Team Allocation.

AWARD PATCHES

Patches will be awarded to players for the following:

- Hat Trick: 3 goals scored in one game by the same player
- Play Maker: 3 assists in one game by the same player
- Zero Club: A shut out by one goalie playing a full game

If one of these situations occurs in any game during the Fall season, please give a photocopy of that games scoresheet to Brittney Lopez (keep the original scoresheet for playoff purposes). Please highlight the players name and the goals/assists the contributed to the award. If it is a Zero Club award, please highlight the score and the goalies number.

MAKING THE GRADE

NIHL: Academic Excellence- This is done directly by the parent and NIHL. Visit www.NIHL.info and click on the link for Academic Excellence. Collect names from your team that qualify and send the information to Trish Bond so they can be listed on the Yellowjackets website.

NWHL: This is completed between the manager and our NWHL rep, Brad Carr brad.carr@firewagonhockey.com. He will request these in January. Please email him a scanned copy of all valid report cards.

Academic Awards (as many as eligible): (honors student athletics that reach levels of Honor roll and beyond in their respected class levels)

- **GRADE SCHOOL:** (through 8th grade) All A's. The only exception is Gym, PE or Art Class. Students are allowed to receive a B in these classes. If a letter grade is not given out by the school, it is up the club to decide if the player should be awarded the academic patch.
- **HIGH SCHOOL:** (9th through 12th grade) Attain "B" Honor Roll status during the first or second marking period of the current year.



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DEPOSIT

Team Level:

Team Manager Name:

Date:

Item#	Player/Payer	Check #	Amount	Comment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total			\$	



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Fire Wagon Hockey, Inc Check Request Form

Please complete fully & return to Yellowjackets mailbox located outside the front office of the rink	
Date:	
Team Level & Coach:	
Requestors Name & Contact Number:	
Purpose:	
Amount:	
Make Check Payable to:	
Date check is needed by:	
Signature of requestor:	

For Board of Directors Use only	
Date received request:	
Check Number & Amount:	
Executive Signature:	
Date Check Given:	

Required attachments for Tournaments:

- Copy of tournament flyer & documentation with proof of USA Hockey sanction number
If no USA Hockey Sanction number is found, contact Tournament Organizer to inquire)
- W-9 Form from Tournament Organizer
- Completed envelope to where check should be mailed
- Completed check request form

Reimbursement:

- Original receipt, for the amount requested
- Completed check request form



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