



2016 – 2017

TEAM MANAGER'S GUIDE

A quick reference of Team Manager responsibilities

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Who's Who in the Demons Organization

Chris Merkle
President

Chad Roberts
First Vice President

Marc Rosenfeld
Second Vice President

Peggy Payne
Secretary

Bernie Mitchell
Treasurer

Dave Gagin
Coaching Coordinator

Rob Resnick
Ice Coordinator/League Representative

Blake Lukis
Program Director

Michele Crowe
Registrar

Joshua Fournier
*Developmental Program Director,
Interim Equipment Manger*

Jason Breslau
Technology Director

Bill Gabriel
Transition Director

Michelle Scardino
Membership Director

Demons Website: <http://www.demonsyouthhockey.org>

Demons Mailing Address: Demons Youth Hockey Association
P.O. Box 203
Ashland, MA 01721

2016-17 Teams**Head Coach****Team Manager**

Mite 1	Dave Gagin	<i>Leigh Gagin</i>
Mite 2	Chad Roberts	<i>Terri Roberts</i>
Mite Black	Blake Lukis	<i>Sara Maida</i>
Mite Red	Scott Connolly	<i>Michelle Marzi</i>
Mite White	Chris Merkle	<i>TBD</i>
Squirt 1	Rob Resnick	<i>Michele Crowe</i>
Squirt 2	Steven Hickey	<i>Erin Antonacci</i>
Squirt Red	Bob Wade	<i>Laura Molfetas</i>
Squirt Black	Charlie Mika	<i>TBD</i>
PeeWee 1	Peter Feldman	<i>TBD</i>
PeeWee 2	Bernie Mitchell	<i>TBD</i>
PeeWee 3	Jason Breslau	<i>Natalie Breslau</i>
Bantam	Ivan Moore	Christopher Tocco

Coaching Coordinator	Dave Gagin	coaching@demonyouthockey.org
Team Manager Coordinator	Chad Roberts	firstvp@demonyouthockey.org
Ice Coordinator/League Rep	Rob Resnick	icecoordinator@demonyouthockey.org
Equipment Manager	Josh Fournier	equipment@demonyouthockey.org

Season 2015 - 2016:

Outstanding Fees

Registration fees are due prior to the season starting. If parents have not paid or express concern about being able to make their payments, please direct them to contact the Treasurer immediately. There are payment plan options. This information is on the website.

Website

The Demons website will help keep you informed throughout the season. Game and practice schedules will be posted there and each team will have its own web page. You have the capability to oversee a team-specific webpage for your squad if you are interested; if so, please contact the WebMaster at webmaster@demonyouthhockey.org to set up your account. If you have news to share with the overall membership (tournament results, hat tricks, shutouts, individual or team accomplishments, etc.), please coordinate with the WebMaster to publish a message. Bookmark the Demons website and check it frequently.

Fundraising

Merchandising/ Demonswear

A catalog of Demons themed sportswear and other products is accessible online at various points during the season. Suggestions for additional items can generally be relayed to any member of the Board of Directors. Recognize that we are a volunteer non-profit sports organization, not Model's.

Gala /Event

The Demons typically host an evening event drawing player parents as well as others friends in the community to help raise money for the organization. We are in the process of planning for this season and will reach out to Team Managers as appropriate for assistance. Fundraising is a critical component to the DYH budget.

Team Pictures –

- Team pictures are set up to take place in the early part of the season. A member of the Demons Board of Directors or their representative will contact all Team Managers with all the details as soon as they become available.
- Packets will be delivered to Team Managers with specific team picture time slots. Team Manager will need to hand these out to their teams.

District 8 Playdowns –

- Squirts, PeeWees and Bantams are eligible to participate in the District and State Playdowns. This is a single elimination tournament sponsored by MA Hockey.
- For Squirts and PeeWees, the first round usually takes place in early November and the finals are typically in mid-January. If additional rounds are needed due to the size of the division, other games will occur in between at dates and rinks to be determined. **If your team is participating do not schedule tournaments during State playdowns.**
- Bantam playdowns will be in October and November and will be completed by Thanksgiving; therefore Bantams can schedule tournaments beginning in December.
- The **1st Vice President** or his or her delegate will contact you and the coaches with specific dates of playdown games as they become available.

Player Rosters and League Communication for Misconducts or other on-ice issues

Any player misconducts must be handled and communicated by the Head Coach to the **Coaching Coordinator** and the **Ice Coordinator/League Representative**. Rosters are also handled by the Head Coach and the **Ice Coordinator**. The **Ice Coordinator/League Representative** is the Demons point of contact for all communication with North Star Youth Hockey League and the Valley Hockey League.

Getting Started

For the 2016-17 season, we are working to move to a self-service ordering platform for game and practice jerseys, replacement hockey socks and other items. There will be further information provided shortly as we iron out the details with locally based vendor. The end goal is to make the process more efficient for parents, while also preserving as much volume-driven cost savings as possible.

Practice Jerseys – All players should have at least one practice jersey.

- These jerseys have the Demons logo on the front and come with last name on the back. New players should be encouraged to order a practice jersey; as they are used in games when two teams have similar colored game jerseys, and they are also worn in practices.
- Starting in 2016-17, the Demons will be working with a third party vendor (Brine Sports in Sudbury) to provide members with an online option to place orders for practice jerseys. Details for how to access the ordering site will be provided by DYH to its members during the early weeks of the season.
- Player numbers are assigned by the Demons to each player based on his or her birth year and it is expected that each player keep that number while playing with the Demons to avoid potential challenges of players having the same number on the same team. Any deviation from this policy or requests to change player number must be approved by the Demons BOD.
- The DYHA will work with the vendor to facilitate potential additional practice jersey orders at other points during the season if there is a need among members to buy additional.

Goalie Jerseys – Goalies can order black practice jerseys, which can also be worn in games.

- These jerseys have the Demons logo on the front and also come with last name on the back. They are "goalie cut" jerseys, meaning they are made to fit better around goalie equipment.

Game Jerseys

- Game Jerseys will be ordered in a manner consistent with the process described above, except in cases where there is a separate arrangement for the Demons to order on behalf of a group of families (note that this exception will likely go away following 2016-17, where a handful of members paid for game jerseys as part of their registration prior to DYH solidifying its relationship with Brine Sports and planning an on-line solution for our families).

Expenses

- Prepare the parents that throughout the season you will need to collect cash contributions for different events. You may want to ask parents if they want to have one or two cash calls to cover pending expenses – tournament fees, parties, etc., or if they would rather pay for each expense as the team needs. This is obviously up to you, your coaches and parents. Example of expenses:

- **Tournaments:** Costs for “local” or “travel” tournaments should be split among the parents/players. Other costs during tournaments are discussed in the tournament section.

- **Parties:** Teams may like to have pizza party at the tournament or sometime throughout the year, an early-season and/or end of season party.
- **Gifts:** Coaches gifts – typically a simple memento; involve parents for ideas too. Also, see a member of the Demons BOD, for ideas (and possible discounts) on coaches’ gifts.
- **Example if you choose to collect up front:** An average team will have 2 tournaments and several outings. Two Tournaments at \$800 each = \$1600 / 13 Players = \$125 per player. Add some money for pizza/other, round up to \$170 per player. Any extra can go to end-of-year party. Or if short, have any additional collection for extra expenses and end-of-year party.

Throughout the Season

Game and Practice Schedule – All schedule information appears on the Demons website.

- The **Ice Coordinator** will email scheduling updates throughout the season so you know when new schedules are posted. This typically happens after each parity round.
 - As Team Manager, you should email this information to parents **as soon as possible**.
- Please inform parents that they can download the Demons schedule to their smart phone from the website. If they have trouble have them let you know and contact the Webmaster to help assist them.
- Most families have internet access/email but be sure to check if anyone does not. If someone doesn't, please make other arrangements to make sure they get scheduling information.
- Besides letting parents know when a new schedule is posted, it is extremely helpful to send out a weekly email (Sunday night/Monday morning works best) to let everyone know the schedule for that upcoming week. Be sure to double check times, rinks, etc. in those communications. Questions should be sent to the **Ice Coordinator**.
- Parents should make the Head Coach and Team Manager aware of any scheduling conflicts for their player. Please ask them to notify you and your head coach if they will be missing any practices or games. Coaches can arrange to have players from other teams called up to fill in for missing players, but they do need proper notice.

Injuries

- Any player or coach injury that requires medical attention, or may require medical attention, must be reported to the **1st VP** by the Head Coach. The Head Coach must fill out a USA Hockey injury form. This is not optional. All coaches and players have insurance coverage through USA Hockey that includes bodily injury in USA Hockey sanctioned competitions, games, practices, and events. The Board of Directors has the USA Hockey Summary of Insurance Coverages for Members document on file, which defines the exact extent of coverages. It's important to note that if an injury is not reported, USA Hockey insurance will not cover it in any way, including injuries that turn out to be problematic later.

Game Cancellations – Team Managers will be responsible for contacting the parents in the unlikely event of game cancellations. Remind parents that they should not contact rinks directly. The rinks will contact the coaches, and parents will be notified as quickly as possible.

Locker Room Decorum – Coaches typically like to have at least 15 clear minutes with the kids prior to games in order to assign positions and explain the game strategy.

- As Team Manager, you can help by reminding the parents to bring the kids 30 minutes prior to game time, to assist their player (Mites, Squirts) in getting ready, and get out of the locker room. Starting at the PeeWee level, parents do not go into the locker rooms.

- Locker rooms must be left clean and orderly.
- Players may not be left alone in the locker room without any adult supervision. Coaches are responsible for ensuring that at least one adult is present at all times.
- All coaches, team managers, board members and any parents who are watching kids in the locker need to fill out a CORI form. Forms will be provided.

Game Decorum – The Team Manager can assist the coaches by helping to keep the parents in the right “spirit” during the games.

- All parents are required to sign the USA Hockey code of conduct upon registration. The Demons expect our parents to abide by that code of conduct during all games, practices and team events.

Sounding Board – As Team Manager you are asked to get feedback to the coaches.

- You may find that throughout the season that you get feedback or hear concerns from parents during games, practices or in the locker room - **listen**. If you feel you can address their concerns directly, please do. You also may feel you need to get input from the coach. As soon as possible, communicate the situation either in a private conversation or in email. Then follow through with a response back to the parent (from either yourself or the coach).

Working with the Coaches – You can help the coaches a great deal by making sure that there is good communication about upcoming special events, practices, and games. Most coaches expect by default that all players are coming to every practice and game. As you well know, conflicts arise for families, and not every player is present. Helping facilitate communication around this goes a long way.

Scope of Responsibility – Keep in mind that the relationship between the Team Manager, the Head Coach, and the Assistant Coaches is intended to be collaborative. The team leaders must be involved in all decision making, and in the end the Head Coach is accountable to the Demons Organization for all actions and activities of the team.

Team Pictures – Pictures are planned to be taken early in the season. A member of the Demons Board of Directors or their representative will contact all managers with the details of picture day. Managers should inform parents as soon as possible about the dates so you can get as good turnout for individual and team pictures.

Player Development – The Demons offer clinics throughout the season. Information will come to you and the coaches via emails; please pass this information onto the parents as you get it, and encourage the parents to get their player(s) involved. Some of the clinics are free (covered by the Demons organization) and others may have a small fee. If you have any questions about clinics contact the **Program Director**.

Awards / Patches – See the end of the package for the awards / patches form.

- If a player records a hat trick (3 goals), a playmaker (3 assists) or a shutout (no goals allowed by a goalie), they are eligible to receive an award patch.
- There is a limit to one of each type of patch per player, per season.
- For each award, the form must be filled out and a game sheet must be attached.
- It is the responsibility of the team manager to fill out and send in these forms. It is requested these be bundled and sent only two/three times a year and not individually per patch. It is the responsibility of the Head Coach to provide the game sheet to the Team Manager.
- Award patches should be mailed directly to the Head Coach or Team Manager, this is a preference to be decided by the team leaders.

Team Building off the Ice – This section is a list of suggestions that team managers have used in the past. The kids and parents have fun and it's been successful to help the kids bond and enjoy being on the ice together.

- An early season get together/meet and greet party, typically at someone's house or at a facility like SkyZone in Westboro or Pinz in Milford.
- Movie Night – at theater (with coaches) or a home – gives the coaches and kids a chance to hang out together and get to know each other outside of the hockey environment. Parents can be invited too.
- Street hockey game – at a facility (TeamWorks in Northboro) or a home – gives the kids, coaches and parents a chance to hang out, let off some steam and get to know each other.
- Play during Providence Bruins intermission. This fun “field trip” is done often and the kids love having the crowds watch and cheer. Contact the **Membership Director** for help with coordination. The **Membership Director** has contacts and reserved spots at certain events, like the Boston Bruins, and can help with commemorative merchandise for the event.

Providence: <http://www.providencebruins.com/View/YouthHockey/Intermission%20Skates>

- An end of the season party.
 - **Tip:** Delegate Certain Tasks to Other Parents – There is enough work to go around. Feel free to ask for help from other parents on certain tasks!!

District 8 Playdowns –

Important: DO NOT SCHEDULE TOURNAMENTS DURING STATE PLAYDOWNS!

- Demons Youth Hockey is one of 9 programs which comprise District 8 of Mass Hockey. Each year Mass Hockey runs a State Tournament to crown a state champion at every level of youth hockey-except Mites. There are 10 Districts in Mass Hockey and each is allowed to send a representative to the State Finals, which typically take place in March.
- In order to accomplish the above, District 8 begins the State Tourney Process or Playdowns in September. During the Months of September, October and November, the District focuses on determining the winner for the District at the Squirt, Peewee, Midget and Bantam levels. Therefore, it is imperative that no Demon teams which are participating in Playdowns in these age categories schedule any away tournaments during this period. Again, if you can avoid scheduling an away tournament during this period, you will be eliminating any potential scheduling issues.
- Additionally, league games are not considered a conflict with the playdown process. Therefore, if there is an overlap, the affected coach needs to contact the **1st VP**, and the **Ice Coordinator**, to see what arrangements can be made. If a Demons team does not show up for a playdown game, the organization is potentially subject to fines and sanctions which can be imposed by Mass Hockey.
- Mite teams typically have an opportunity to play in a Mite Jamboree on Martin Luther King weekend. It's usually a fun and exciting event.
- The Demons Board strongly encourages all teams to enter the State Playdowns as it can be a once in a lifetime thrill to advance to the State Finals in March. Team Managers and their coaches should discuss whether they want their team to participate in the playdown process. If so, they should notify the Demons **1st VP** as soon as possible at the beginning of the season. The **1st VP** will, in turn, contact the appropriate Massachusetts Hockey District 8 representatives to schedule your team into the appropriate playdown tournament.

Tournaments

Tournament Directories – Valuable information can be found in many locations:

- The Demons website has a compilation of several popular tournaments, and contact information. Please see: <http://www.demonsyouthhockey.org>
- The Massachusetts Hockey website: <http://www.mahockey.org/sanctioned>

Tournament Reimbursement

- If your team decides not to participate in the State Playdowns, you will receive the entry fee (\$250) to put toward tournament fees.
- Team Managers will be responsible for collecting funds from the families to pay tournaments and requesting reimbursement from the Demons for \$250 if the team does not participate in Playdowns.
- Any questions, please contact the **1st VP** or the **Treasurer**.
- Mailing address for the **Treasurer**: Demons Treasurer, P.O. Box 203, Ashland, MA 01721
- Keep the email or mail confirmation that you have been accepted into the tournament and that you have paid.

Travel Permit – (*Note: Travel Permits are now only supposed to be required for travel outside the US, however, if there is a tournament where one is requested, procedure is as follows:*)

If your team is traveling for an away tournament outside of the US (including Canada), you must ask the tournament director if a Travel Permit is required. If so, one must be filled out and emailed or mailed to, the MA Hockey District 8 Registrar. Please coordinate this with either the **President** or the **1st VP**.

This process generally needs to be completed 3 weeks before your tournament, so plan ahead as necessary. There is no fee. Travel Permit is attached at the back of this booklet or available online at http://assets.ngin.com/attachments/document/0046/5772/Travel_Permit_12.pdf

What Tournament is Right for Your Team Level

- Feel free to email other Team Managers, Coaches or Board Members to see if anyone has information or experience with a particular tournament. There is a vast amount of experience available to help you determine which tournament is appropriate for your level.
- Determine what Tier level your team is: A is Tier II, B is Tier III, C is Tier IV. It is important to work with your head coach to determine an appropriate level tournament for your team.

Conflict Dates

- As soon as you have scheduled your tournament(s), please notify the **Ice Coordinator**. Once the schedule is made it WILL NOT be changed for a tournament game. The Ice Coordinator will keep you informed on deadlines to submit tournaments dates to avoid conflicts. You may be able to work with the Tournament Director to work around previously scheduled league games.

Lodging – Most tournament have hotel suggestions.

- Some tournaments require teams to use only the hotels they list. Determine which might meet your team's needs (you should confirm with them that you are a hockey team coming in for a tournament – some hotels have concerns with hockey groups coming in). Hold a block of rooms (usually for a period of time) as soon as you can. Don't use your own credit card for this; arrange with the hotel that each family will make their own reservation. Once you have rooms on hold, email the parents.
- Investigate the availability of a function room(s) or area for a “pizza” party, and “knee” or mini hockey (inquire with the hotel about their policy on this and inform the team of the “rules”). Having a designated area for the kids to hang out in (in addition to the pool) is helpful. The room may have a fee – ask if it could be waived, if not, let parents know there is a charge to be covered. Remind parents and players you are representing the Demons organization at the tournaments – be respectful to the hotel staff and other guests – as well as having as much fun as possible.

Areas of Interest – If possible provide the parents with area information; local restaurants, things to do, etc. This information may be available on the hotel website.

Exchanging Demons Pins – If you would like to participate in pin exchange with the other teams in the Tournament, contact the **1st VP**. At the younger levels, the kids love this. At the older levels, the kids tend not to want to participate.

End of Season:

Team Party – It's a great way to wrap up the season. Believe it or not you're going to miss everyone, and so will the kids! Coordinate with the parents to plan a fun way to finish the season. Possible locations include a coach's house, your house, TeamWorks (in Northboro), a restaurant, etc.

Coaches Gift – Your call as a team.

- The coaches have put in much time throughout the season. Typically the team manager will coordinate gifts for the head coach and assistant coaches. Some examples are as follows:
 - Gift cards
 - Small trophy or plaque
 - Team picture
 - Donations can also be made to charitable organizations on behalf of your team
 - Feel free to contact a Board Member for other ideas and possible discounts.

Forms/Links

- The Mass Hockey forms, as well as others, can be found on the Massachusetts Hockey website: <http://www.mahockey.org/page/show/745227-forms-and-documents>

Massachusetts Hockey

APPLICATION FOR TRAVEL PERMIT

Complete and email or mail to your USA Hockey Associate Registrar
(for their name and address see the Massachusetts Hockey Annual Guide or visit our website
<http://www.mahockey.org/annualguide.htm>)

Name of Program: **Demons Youth Hockey**

City/State: _____

Age Classification: _____

Name of Coach: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

TRAVEL INFORMATION

Proposed Game Dates: _____

Location of Games: _____

Host Contact Information

Name of Host Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

USA Hockey Status Member Non Member

For International Travel, other than Canada contact:

Stephen Palmacci
35 Walsh Ave
Stoneham, MA 02180
781-620-2140
spalmacci@mahockey.org

You must send a copy to your District Registrar:
Mark Boldrighini, District 8, 14 Snow Drive, Littleton, MA 01460

AWARDS (I checked these are still both correct)

HAT TRICK1 PER SEASON
PLAYMAKER.....1 PER SEASON
ZERO.....1 PER SEASON

Please attach a copy of the game sheet to this form.
(No patches will be sent if the game sheet is not attached)

Hat Trick3 Goals in a game
Playmaker3 Assists in a game
ZeroNo Goals allowed by goalie

PROGRAM NAME: _____

Date Award Accomplished: _____

Players Name: _____

Send Award to:

Name: _____

Street _____

City: _____ State: _____ Zip: _____

GAMES MUST BE PLAYED AGAINST A REGISTERED TEAM

Send form to:

Stephen Palmacci
35 Walsh Ave
Stoneham, MA 02180