

Traveling Team Manager Handbook

Welcome to Lakeville Hockey Association. Managers are an important position in our association and we hope this manual will guide you throughout the year and help answer questions that you may have as you begin managing your team. If you have questions that are not answered in this book, please feel free to contact the Association Manager. Contact information can be found on the LHA web site.

Table of Contents

LHA Team Manager Mission Statement	4
Manager Role Description & Expectations	4
Document Description	5
Check Lists.....	5
Season Start-up	5
Season	6
Season Close	6
Task Detail	7
Season Start-up	7
Items to Collect from Parents	7
Lakeville Hockey Association Web Page & Team Calendar	7
Budget	10
Checkbook	11
Game Book / Game Book Stickers/ HOME Game Volunteers	11
Changing League Games	11
Player & Parent Laminated Wallet Cards	12
Practice Jerseys	12
Jerseys & Warm-ups	12
Reporting Results to Stickstats	12
Collecting Payments	12
Paying Invoices	13
Fundraising	13
Meetings.....	13
First Meeting/Phone Call with Head Coach	13
Attend LHA Manager Meeting.....	13
Ice Draft – see handout	13
Parent Meeting/Party	14
Players Meeting	14
Team Registration / Official Roster.....	14
Communications	14
Mouth Guards	14
Concessions schedule.....	15
District 8.....	15
District 8 Game Scheduling Meeting.....	15
District 8 Team Manager Meeting.....	15
Equipment.....	16
Captains Patches (optional).....	16
Goalie Equipment (Squirts and U10 only).....	16
Processes.....	16
Tournament Planning.....	16
Understand Hardship Fund	16
Season	17
Manage Team Calendar	17
Track Planned Absences and Communicate to Coach	17
Midseason Evaluations	17
Outdoor Ice Schedule.....	17

Schedule Additional Outdoor Ice.....	17
Reconcile Ice Bill Monthly.....	17
Picking Up Extra Ice.....	17
Player Drop Out Process.....	18
USA Hockey Case Report and Accident Insurance.....	18
Season Close.....	18
Confirm All Invoices Have Been Paid.....	18
Collect Final Payment or Issue Refund.....	18
Turn in Team Final Payment to LHA Treasurer.....	18
Return Pucks & Jerseys.....	18
Return Goalie Equipment (Squirts & U10 only).....	18
Team Party.....	19
Coaches Appreciation Gifts.....	19
Memory Books/DVD.....	19
Communicate Coach Evaluation Process.....	19
Contact Information.....	20
LHA.....	20
Vendors.....	20
Information Sources.....	20

LHA Team Manager Mission Statement

The Team Managers of the Lakeville Hockey Association are a dedicated group of individuals that strive to positively influence the overall prosperity of their team. While their organizational and communication skills are extremely important, a successful manager needs to adhere to conduct becoming of their coaches, players, parents, fellow managers, District and LHA officers and personnel, other teams both within and outside of our association, referees, and everyone in between. Through delegation and encouragement, a cooperative and successful team environment and the quality associated with our community can be achieved.

Manager Role Description & Expectations

Thank you for volunteering!


The Team Manager is a critical role to our hockey association. Time, organizational and communication skills, commitment, delegating, and bookkeeping are just some of the responsibilities you will have as your team's manager. Outlined in this handbook are detailed descriptions of tasks you will be required to perform, protocol to follow, systems and templates for you to use, and optional information for your consideration. Again, we want to thank you for volunteering for this very important position.

You are appreciated!


Document Description

Check Lists


Season Start-up

Complete 	Task
	Meetings
	Season kick-off meeting with coach
	Attend LHA manager meeting
	Parents meeting
	Players meeting
	Team Registration
	Copies of coach CEP certification
	Copies of coaches/managers background check forms
	Copies of players birth certificates (first year squirts or new players)
	Turn in team roster to LHA Registrar
	Communications
	Team checkbook
	Team budget
	Mouth guards
	Team wallet card rosters
	Receive and communicate team web site ID and password
	Add coaches and manager information to the team website
	Communicate team web site information to team
	Confirm all parents received fundraising information
	Concessions schedule
	Game book stickers
	District 8
	District 8 team managers meeting
	District 8 game scheduling meeting
	Equipment
	Jerseys and socks
	Warm-ups
	Practice jerseys (optional)
	Captains patches (optional)
	Goalie equipment (squirts only)
	Processes
	Tournament planning
	Understand hardship fund
	Review district game book guide
	Review outside ice scheduling process
	Reminders
	All purchases should be made via the team manager and receipts kept

Season

Complete 	Task
	Attend ice draft
	Manage team calendar (ongoing)
	Track planned absence and communicate to coaches (ongoing)
	Coaches complete mid-season player evaluations
	Collect 1 st payment from parents
	Send in 1 st team payment to LHA Treasurer
	Receive outdoor ice schedule
	Schedule additional outdoor ice
	Reconcile ice bill monthly
	Pick up extra ice (ongoing)
	District playoff payment (if your team qualifies)
	Process dropped out player

Season Close

Complete 	Task
	Collect final payment or issue refund
	Turn in team final payment to LHA Treasurer
	Return pucks
	Return goalie equipment (squirts & U10 only)
	Team party
	Coaches appreciation gift
	Confirm all invoices have been paid and have supporting receipts
	Communicate coaches evaluation process

Task Detail

Season Start-up

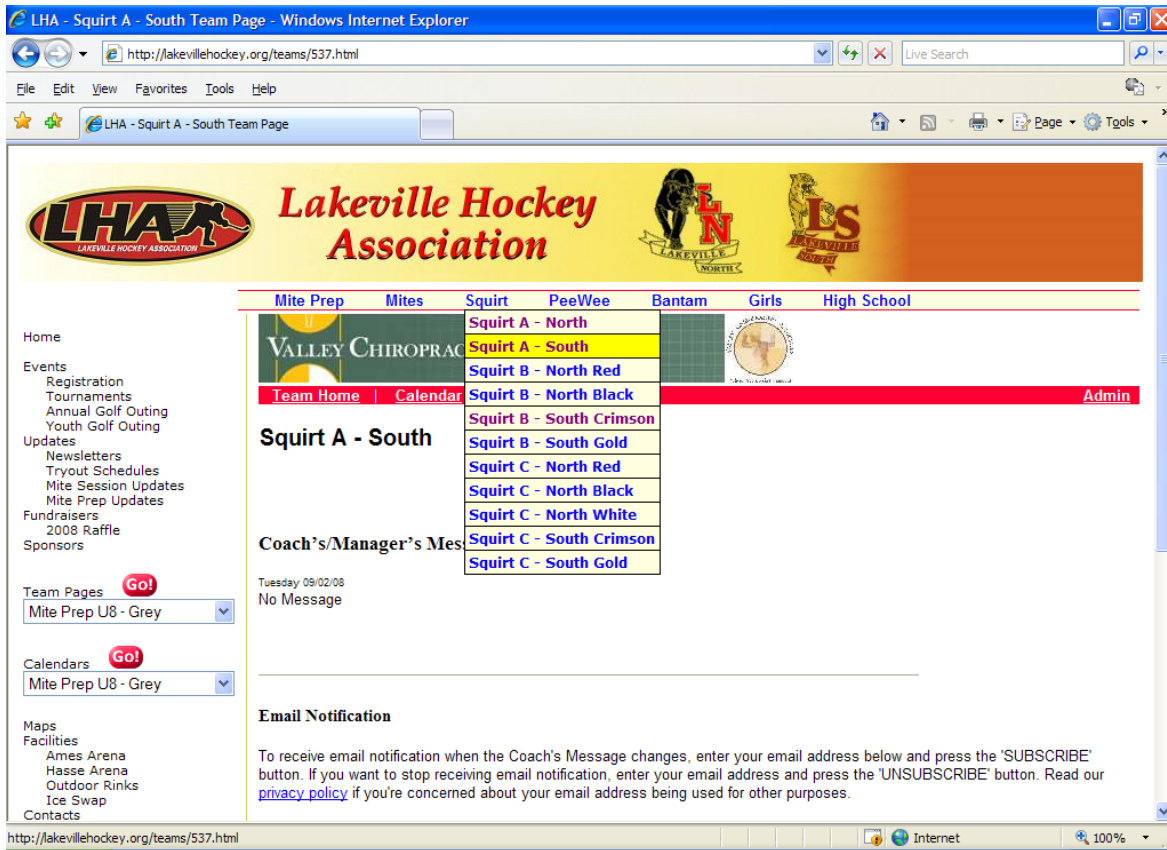
Items to Collect from Parents

- Birth Certificates to verify age & eligibility (Registrar to have returning players birth certificates)
- Consent to treat forms - will be in your managers folder or given to you by the level director
- Verify all contact and phone number information as well as email addresses for the official communications list

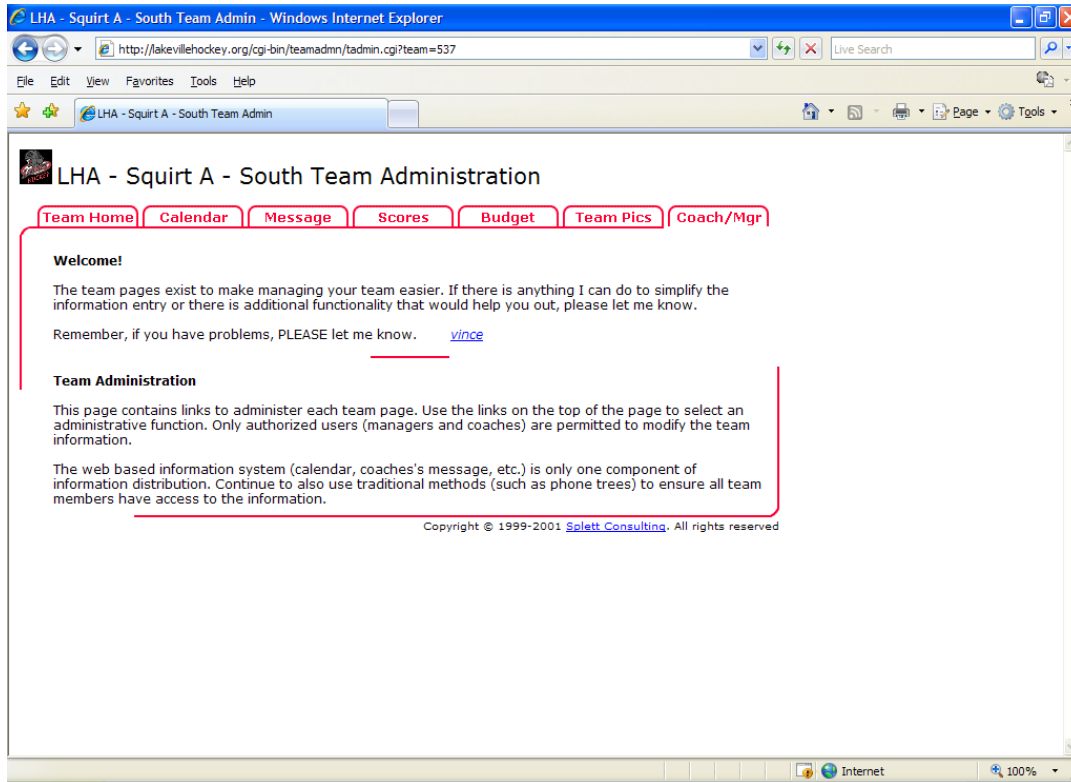
Lakeville Hockey Association Web Page & Team Calendar

Each team will have their own team page on the LHA website, www.lakevillehockey.org

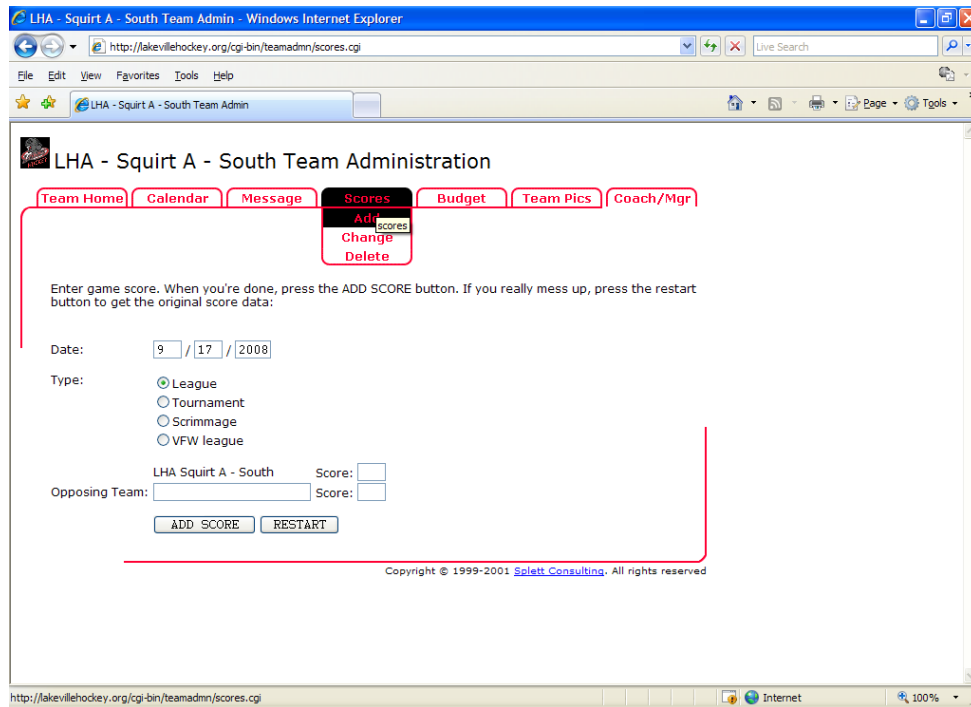
- You will receive a user name and password to input your team’s information. (This is confidential to be kept between the head coach and yourself.)
- Select your team page from the Team Pages drop down menu on the left side of the page.



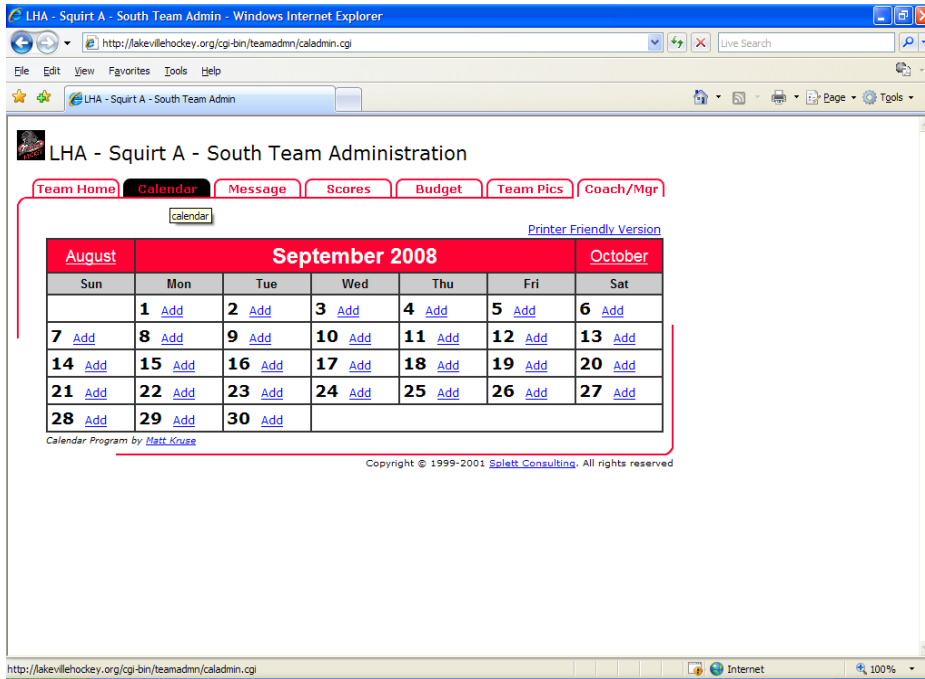
- Click on ADMIN at the top right corner of the team’s Home Page to get to the sign-in screen.
- Input your user name and password and click OK. This will bring you to the administration page for your team.



- From the administration page, you can navigate throughout the input screens with the tabs at the top of the page. Input your information as desired.
- Add coach and manager names and contact information, and click CHANGE to store the information.
- If you have information to get to the parents you can add a Coach/Manager message that will update to the team home page and send an email to the parents. Parents must register their email address on the page in order to receive these emails. There is also an option to update the home page without sending out an e-mail. Add your information and click UPDATE to save and send.



- The SCORES tab on your home page allows you to keep track of your team's win/loss record. Enter the date, type of game, opponent and score. Click ADD SCORE to save the information. If you make a mistake you can restart, change or delete the information you have entered.
- LHA's website allows you to enter generic pictures on your team webpage. The picture will need to be on the computer that you are using or on a flash drive or a picture CD.
 - Click BROWSE to find the picture file. Click on the file to select it and then click UPLOAD PICTURE. If you receive an error message, read the tips and restrictions in regards to size and format for the picture that you would like to upload.
 - LHA is very concerned about children's privacy. The coaches and managers need to strictly adhere to the wishes of the parents. If you plan to publish ANY pictures in the community newspaper, Let's Play Hockey or LHA's website, get a written authorization from the parents prior to submission to any publication.
 - Ask your parents to add their e-mail address to the e-mail notification on the bottom of your team home page. This will ensure they receive any new messages. This WON'T automatically notify them of any calendar changes. You will need to e-mail your team directly, every time you make a change on your team calendar.
- Ask your parents to check their e-mail and team calendar daily to ensure they have the latest information and are aware of any changes that have been made.



- Click ADD to enter the information on your calendar including date, time, type, place (location) and description. Click on ADD to save the information.
- You are responsible for uploading your calendar with your teams allocated ice hours.

Budget

You will be responsible for developing and managing a team budget throughout the season. A budget template has been provided within the manager website links. Items to include in your budget are as follows:

- Ice hour allocation
 - This is the number of hours of ice your team will be allocated by the Ice Director throughout the season, as directed by the Hockey Development Committee.
 - Check with your coach to determine if they want you to add additional ice hours to that total.
- Tournament costs as provided to you in your manager folder. All teams are allowed to have three tournaments (scheduled for you). Any other tournaments must be voted on by the team with a majority vote.
- District Dues costs as provided by the LHA Treasurer at the manager meeting.
- District and Regional playoff fees (to cover expenses should your team make it to Districts and/or Regions)
- Other miscellaneous optional costs including: referee fees for scrimmages, practice jerseys, captains letters (if your team chooses), jackets, t-shirts, hats, trophies, awards, coaches gifts, team gatherings, money for a year-end party, etc.
- Add all of the expenses and divide by the number of players and you will have your preliminary payment per family. Goalies are now eligible (Squirt/U10 & up) for a \$300 equipment credit which will be applied to their 2nd ½ season payment.

- Collect ½ of the entire budget at the beginning of the season so that you have enough money in the account to pay all start up costs and your initial ice bill that will be emailed to you on or about November 1st.

Note: It is generally better to overestimate vs. under estimate on your budget as it is much easier to provide a refund to each family at the end of the season than to have to collect additional dollars as the season comes to a close.

Checkbook

Each team manager is strongly encouraged to open a free checking account, from Provincial Bank in Lakeville, for your team. More information will be given at the managers meeting.

- It is also a good idea to keep parents informed on the banking activity by sending them the monthly bank statement.

Game Book / Game Book Stickers/ HOME Game Volunteers

All home and away league games are recorded in an arena game book. You will be responsible for developing game book stickers (player roster stickers and coach stickers), preparing the game book for home games and providing stickers to your opponents Team Manager for away games. Game book sticker templates have been provided within the manager handbook and online.

- The game books for home games can be found in the gray cabinet at Ames Arena and in the bin in the scorekeeper box at Hasse.
- There are 16 District Games and you will need four coach/player roster stickers for each game as the game book sheets are carbon copies. Make extras for tournaments as well.
 - Purchase 2”x 4” labels. The templates provided include all information that is needed on the stickers.
 - You will need to arrange for at least (3) parent volunteers for each HOME game. One parent will run the score clock, one parent will keep the scorebook and one or two will be responsible for running the penalty box doors during HOME games.
- For HOME games you will need to find the opposing team manager and get their stickers and prepare the game book.
- Give the book to the person on your team who is the scorebook volunteer.
 - The referee needs to sign the book before distribution. The scorebook volunteer should distribute copies to your coach, the opposing coach, and to the ref at the conclusion of the game. Remember to accurately mark in penalty times for HEP point distribution and mark on game sheet.
 - The original sheet should be kept in the book, as that will be the most legible sheet.
- For AWAY games you will need to find the other manager and give them your team stickers and they will prepare the game book.

Changing League Games

There is a district fee associated with changing league games. If you and your coach properly plan for the game scheduling meeting, game conflicts should be the exception. However, if a conflict arises that forces you to make a game change, contact the appropriate coach or manager to reschedule the game.

- If the original game is scheduled at Lakeville you will need to use one of your solo practice hours for this or contact the Ice Director for availability of solo ice time.
- Once a replacement game date and time are determined, complete a game change form for District 8. This form can be found on www.Stickstats.com website under Forms.
 - Complete the form and send the game change fee check to the name and address provided in the instructions.
 - **There must be at least a 2 weeks notice of this change or the district may not approve it and it could result in a forfeit.**
 - Contact the appropriate arena (Ames or Hasse) and the Ice Director to inform them of a home game change so they can have locker rooms available for the rescheduled game.

Player & Parent Laminated Wallet Cards

Informational wallet cards can be developed as a handy reference for player and parent names and numbers. A wallet card template has been included within the manager handbook. Input information into template, print, laminate, and distribute a couple cards to each family.

Practice Jerseys

If your team orders team practice jerseys, contact the Sponsorship Director to determine if any sponsors are looking to have their name/logo put on the jerseys. LHA will pay the fee for the sponsor logo/name printing. Player names/numbers are to be paid for by the team.

Jerseys & Warm-ups

LHA will handle the ordering of jerseys and socks. You will receive an e-mail when they are available for pick-up.

Warm ups are up to the discretion of each family. Players are strongly recommended to have a warm up, but it is not required.

Reporting Results to Stickstats

The winning team is required to fill out a score form at [Stickstats.com/District 8/Coaches Results Form](http://Stickstats.com/District%208/Coaches%20Results) OR call in the score of each league game to Stickstats within 24 hours of the game. If the game results in a tie, the home team is required to report the score.

Collecting Payments

You will be responsible for collecting payments according to your team budget from parents.

- The first payment should be collected from parents at the beginning of the season so that you have enough money in the account to pay all start up costs. The second payment should be collected around January 1st. A third payment may be required if your expenses exceed your budget. Careful planning and over estimating on your budget will help minimize this risk. Let your parents know of the dates in advance so they can plan accordingly.
- In the event you may have a disgruntled parent or someone unable or unwilling to make a payment, refer them to the LHA Treasurer. The LHA Treasurer is available to assist you with these delicate financial situations.

Paying Invoices

You will be given invoices for first and second half ice payments due for your team's hours by the LHA Treasurer. The ice usage by team will be reported on a monthly basis throughout the season from the Ice Director to the Treasurer. A team invoice will then be generated and the invoices will be distributed via e-mail to the team manager. It is a good idea to reconcile monthly to stay current on your team's usage.

Fundraising

You will be supplied with fundraising information as the Association determines the appropriate fundraisers for the season. Depending on the specifics of the fundraiser, packets which contain raffle tickets, coupon sheets and/or any additional instructions will be provided for each child on your team by the Fundraising Director. Please distribute to the PARENTS of each child on your team. All fundraising checks should be made **payable to LHA**. Please label your team envelope as follows:

Team Name (South Bantam A)
Managers Name & Phone #
Number of Players on your team
Total money collected

LHA has a two child fundraising maximum. There will be no additional charge for families with more than two children playing for LHA. The LHA Fundraising Director will inform you if you have a "third or fourth child" on your team whose family has already met their fundraising obligation.

Meetings

First Meeting/Phone Call with Head Coach

It is best that you and your head coach discuss expectations of your role before the season starts. This will create alignment of expectations and eliminate communication breakdowns once the season has begun. Most coaches want to do all of the work ON the ice and have the manager do all of the work OFF of the ice. Discuss if the coach wants you to attend the District 8 Game Scheduling Meeting.

Attend LHA Manager Meeting

This is a **mandatory** meeting that will outline many of the topics covered in this handbook. The meeting will help you with the basics on starting out the season. **You must attend in order to be credited for your volunteer hours.**

Ice Draft – see handout

Parent Meeting/Party

Schedule a parent information meeting and/or party to introduce yourself and the coaches to the parents. Go over the team budget, tournaments, jerseys, and get the contact information for the parents i.e. address, home phone, work phone, cell phone and emergency contact information. Most of the Parent/Player information can be collected on a master tracking sheet that you may keep in your book for future reference. Your coach will also want to provide an overview of expectations for the season at this meeting. This is also a good time to circulate a volunteer schedule to solicit volunteers that will be needed throughout the season.

Players Meeting

The Head Coach will facilitate the player meeting as an opportunity for the players and coaches to meet one another and establish expectations for the season. Your coach may ask that you help coordinate the date and meeting room. The Ames conference room is available for such meetings and can be booked by calling Ames directly to reserve the room.

Team Registration / Official Roster

You will be responsible for ensuring all information required for team registration is compiled and provided to the LHA Registrar. This will ensure your team has their Official Roster prior to any tournament or league play.

- E-mail the LHA Registrar all of the player's names on your team. (You will receive more information on this in your file at the Ames Arena.)
- The LHA Registrar will place a printed roster in your team folder at Ames.
 - Review the roster for player information accuracy
 - Each player must sign the roster next to their name
 - Return the roster to the Registrar's file in Ames Rink 1 in the gray cabinet marked Registrar, along with the following:
 - a copy of every player's Birth Certificate – Registrar will let you know which players they have on file and which you need to collect
 - a completed criminal background check form for you and all of the coaches and managers – this form can be found on the LHA website
 - NOT NEEDED for 2011-2012 - a copy of each coach's current CEP card front & back.
 - ALL of the paperwork must be turned in before a roster can be submitted to the district for finalization. If there is missing paperwork a player or coach may be deleted from the roster.

The LHA Registrar will get the roster certified by District 8. Upon certification, the Registrar will contact you and will have a pick-up location at Ames. (no longer being put in the team folders)

Communications

Mouth Guards

Arnold Orthodontics, Cosmopolitan Orthodontics and Lakeville Orthodontics have all been gracious enough to offer custom-made mouth guards to the players through LHA. Each orthodontic office has their own procedures for providing the mouthguards, so keep an eye on the LHA website for the

specific details for each provider. It is your job to notify the players and parents when this will occur. Mouth guards are mandatory for every player at every level within LHA.

Concessions schedule

Concession Duty is Mandatory for every team and every parent. You will receive your schedule from the Concession Manager. She will try and coordinate it so that your team is not out of town at a Tournament but there is a possibility that it may conflict with a game.

- Once you have your schedule, divide the shifts into manageable shifts i.e. 3-5 hours and make a sign-up sheet for all of your parents.
- Provide 2 copies of the completed schedule, including contact information, to the Concession Manager – one for her records and the other to be posted in the concession stand during your scheduled dates.
- Head Coaches are not required to participate in Concession Stand Duty. If a parent will be out of town or has another conflict they may be able to swap shifts with another team.
- High school games are very busy. The Concession Manager will tell you if a High School game is scheduled during your allotted timeframe so you can schedule additional volunteers.
- Have parents show up 15 minutes before the concession stand is to open so they will have time to set-up. The directions are posted in the concession stand for duties and procedures.
- If your team does not show up to work the concession stand shift your team will be fined.

District 8

District 8 Game Scheduling Meeting

The District conducts Game Scheduling Meetings by level at pre-determined times prior to the season start date. These dates, times and locations will be given to you several times at the beginning of the season.

- Your coach is required to attend along with at least another assistant coach or manager, the Ice Director and our association's Level Director.
- Prior to this meeting, a District Game Scheduling Form will be delivered to your team's head coach by the Ice Director.
 - On this form, there will be 8 home game dates and times and 2 alternate dates and times. Your coach should review these dates and times to be doubly sure there are no conflicts with your team's other commitments, such as tournaments, or pre-determined scrimmages, school concerts or other events.
 - The Game Scheduling Form will also have your 8 away opponent blanks listed. It is during this meeting that the opponents for your home games are determined as well as your away league game commitments.
 - Once the form is completed, a copy is given to the District, to the Ice Director and one for your records. You should immediately go into your team calendar and enter all the AWAY game information. The Ice Director will enter all of your HOME games and times.
 - Once these meetings are completed for all levels, (about the first week of November) the remaining ice allocation can be determined.

District 8 Team Manager Meeting

This is a separate meeting from the LHA Manager Meeting and attendance is mandatory, unless someone has already attended the District Game Scheduling Meeting. Information regarding the date

of this meeting will be given to you through the Association's Communications Director or from your coach through the District Representative at the District Game Scheduling Meeting.

Equipment

Captains Patches (optional)

Your coach will let you know if and how many of these you will need. You need to pick them up at a sporting goods store.

Goalie Equipment (Squirts and U10 only)

The Lakeville Hockey Association, in an effort to increase the opportunity of all kids to play hockey, have offered the use of goalie equipment to all players Squirt age and younger. If you have a player that is interested in this unique position you should contact the Equipment Manager to arrange use of the equipment. A deposit is required and the equipment is to be turned in at the end of the season.

Processes

Tournament Planning

You should reach out to the Tournament Director for each of your scheduled tournaments to ensure they have your contact information so when information is available regarding tournament details, they know who to send it to. Instructions will vary for each tournament but generally they will request a roster in advance, along with requesting that you check the team in, in advance of your first game. They will itemize the team, player and coach information they will require during the check in process.

Understand Hardship Fund

Please contact the LHA Treasurer for processing.

Season

Manage Team Calendar

You will need to add, delete and make changes to your team calendar several times a week. Every time you add a scrimmage, a practice or any other change, you need to inform your parents.

Track Planned Absences and Communicate to Coach

Ask parents to let you and/or the coach know if their player will be missing any practices. Consolidate this on a spreadsheet and communicate this to the Head Coach as absences may affect their practice plan.

Midseason Evaluations

You will receive midseason evaluations in your file folder at Ames. Give these to the Head Coach to complete and ask if they want you to coordinate a mid-season evaluation schedule for parents/players.

Outdoor Ice Schedule

Outdoor ice will usually begin around mid December (weather permitting) and run through mid February. Once the delegated rinks and hours for LHA are determined by Park and Recreation personnel, a rotation for outdoor ice hours is determined based on priority given to the Ice Director from the HDC. The outdoor ice will be added to your team calendars the same way all other practice ice is allocated. If your team will not have a need for outdoor ice, please email the Ice Director with that information.

Schedule Additional Outdoor Ice

Requests for additional outdoor ice can be made by e-mailing the Ice Director on a first come, first serve basis. There are typically more hours available during weekends.

Reconcile Ice Bill Monthly

Add up your ice usage monthly, including games, on your calendar. Calculate the hours used, determine the appropriate hourly rate by arena charge, calculate the amount of your ice costs and e-mail the Ice Director to request confirmation with their records.

Picking Up Extra Ice

Most coaches like as much ice as possible. It is best to over budget ice time by 10-20 hours. You will be required to find extra ice if your coach requests it. Ask the LHA Ice Director about ice availability first. If there isn't any, then go to rinkfinder.com and check for any availability there. You may want to check with other teams in LHA to see if they are willing to share an hour of ice. Let the Ice Director know if you are sharing, or if you are paying them back with an hour of your solo ice.

Player Drop Out Process

Occasionally a player will drop out during the season due to a move, poor grades or parent's choice. If this happens, contact the LHA Treasurer for guidance on the prorated amount owed by the player, depending on when in the season the drop out occurs, and what, if any, additional expense must be spread out to the remaining players.

USA Hockey Case Report and Accident Insurance

If an accident occurs with a player on the team, please see the following links and proceed with documenting the incident.

http://www.usahockey.com/Template_Usahockey.aspx?NAV=AU_06&id=28838

http://www.usahockey.com//Template_Usahockey.aspx?NAV=AU_06&ID=28832

http://www.usahockey.com//Template_Usahockey.aspx?NAV=AU_06_04&ID=28914

Season Close

Confirm All Invoices Have Been Paid

Confirm with the Ice Director and the LHA Treasurer that all of your bills have been paid and no additional money is owed.

Collect Final Payment or Issue Refund

Careful planning at the beginning of the season should help alleviate the need to ask parents for additional money near the end. Sometimes different circumstances arise where you need more ice than planned, and you will need to collect more money from your team. When all of your bills have been paid, if you have a surplus of money, each family should be given a refund

Turn in Team Final Payment to LHA Treasurer

If your team has added any more ice, you will receive an additional bill from the LHA Treasurer at the end of the season. Some teams require additional ice in order to prepare for Districts, Regions and/or State.

Return Pucks & Jerseys

Pucks and jerseys need to be returned to the Equipment Director. Communicate with your coach if he/she wants to be responsible for this, or if they want you to do it.

Return Goalie Equipment (Squirts & U10 only)

All loaned goalie equipment must be turned in to the Equipment Director at the season end.

Team Party

Team parties are a great way to end the season. Ask at the beginning of the season if there are 3 or 4 parents willing to assist in the planning. Parties can be at someone's house or a restaurant. Many restaurants/golf courses/hotels have banquet rooms that you can use. Be creative! Ask your coach if he wants any kind of plaque, trophy, or anything to hand out to the kids at the party. (You will need to order these approx 2 weeks in advance.) Check to see if they have a microphone as most coaches like to do an end of the season presentation. You may want to order a cake or cupcakes. This is also a great time to hand out the coaches gifts if your team has chosen to do so.

Coaches Appreciation Gifts

It is up to each individual team if they would like to give the head coach and assistant coaches appreciation gifts at the end of the season. Discuss this with your parents at the beginning of the season and make sure you include it in your team budget.

Memory Books/DVD

Many parents like to work on memory books or DVD's to give to the kids at the end of the season. You may also assign one family responsible to filming/pictures one game per season for the "Team DVD". This ensures that "highlights" are team orientated rather than slanted to one family. Check with your parents at the beginning of the season to see if they have interest in doing so. Plan to get together near the end of the season to share photos and work on the books. The cost of printing can get high, so plan accordingly in your budget.

Communicate Coach Evaluation Process

It is critical that you communicate to your parents the need to fill out the year end coach evaluation forms. It is the only way to keep quality coaches in LHA. You will receive an e-mail near the end of the season to send to your parents. Assure them that it is confidential. You may want to send it out twice as a reminder.

Contact Information

LHA

LHA www.lakevillehockey.org
Ice Director icedirector@lakevillehockey.org
Assoc. Manager associationmanager@lakevillehockey.org

Vendors

Check with sponsorship director to see if vendors would like to pay to advertise their services in the handbook.

Information Sources

District 8 www.stickstats.com/district8
USA Hockey www.usahockey.com
RinkFinder www.rinkfinder.com