2026-2027

Homer Hockey Association

Team Managers Handbook

Revised 4/26

www.KevinBellArena.org

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Contact Information

HHA Board of Directors

				Term Expires
President	Lacey Velsko	907-299-6888	lacey.velsko@homerhockey.org	4/28
Vice President	Justin Adams	541-510-4286	adamshockey88@yahoo.com	4/27
Secretary	Jake Fraley	907-299-2622	fraleyjake86@gmail.com	4/27
Treasurer	Kari Arno	907-399-4014	arnocon@xyz.net	4/28
Coaching Coordinator	Jamie Cloud	907-299-7748	Jamie.cloud@homerhockey.org	4/27
HHA Advisory Board Chair	Jackie Kondak	907-299-5529	j.kondak81@gmail.com	4/28
HHA Advisory Board Director	Corbin Arno	907-299-0015	corbinwaynearno@icloud.com	4/27
HHA Advisory Board Director	Britta Frank	907-982-7237	brittalfrank@outlook.com	4/27
KBA Advisory Board Chair	Matt Clarke	907-399-3455	mattclarkeak@hotmail.com	4/27
KBA Advisory Board Director	Jose de Creeft	907-299-7482	northwindak@gmail.com	4/28
KBA Advisory Board Director	Scott Owen	907-299-3659	ksowen1@gmail.com	4/28

HHA Staff & Volunteers

Bookkeeper	Heidi Stage	907-235-8423	accounting@homerhockey.org	Staff
Communications				Staff
Hockey Registrar	Sheryl Neisner	603-554-0036	sheryl.neisner@homerhockey.org	Volunteer

Webmaster	Lorne Kligerman	312-985-6823	webmaster@homerhockey.org	Volunteer

Team Coaches

All coaches (head coach, assistant coach, under-age coach, etc) must be approved by the HHA Board of Directors.

Registration

All ice hockey coaches as well as instructors of HHA youth programs shall be registered annually as individual Participants of USA Hockey for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular-season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, national championships or in the USA Hockey Player Development Programs.

There will be an annual fee to register the coaches (head and assistants) and instructors. Coaches who also play on a USA Hockey registered team are required to pay this registration fee only once per year. Coaches may register as participants online at www.usahockey.com

HHA will reimburse coaches for the annual fee. Reimbursement requests may be submitted by completing the form online at www.kevinbellarena.org/forms

All ice hockey coaches and instructors must properly wear a USA Hockey approved ice hockey helmet during all on-ice sessions.

Requirements

All coaches must have the required USA Hockey certification level by January 1 of the current season or as directed by Alaska State Hockey Association (ASHA) https://www.alaskastatehockey.com

All coaches must complete the online age-specific USA Hockey modules PRIOR to participating with their team.

Under-Age Coaches

In accordance with USA Hockey's guidelines, a player age 13 through 17 who is currently properly registered with USA Hockey may serve as a Student Coach.

Note: Refer to USA Hockey Guidelines for specific qualifications

SafeSport and Background Screening

All HHA coaches and instructors will comply with the USA Hockey Screening Policy. Failure to comply with the policy will result in the forfeiture of coaching privileges in programs, at sites, or events under USA Hockey's governance.

SafeSport Training

Coaches age 18 and over are required to take the SafeSport Core Training or Refresher Course through USA Hockey prior to participation each season.

The Safe Sport Training and Refresher Training are each valid for twelve (12) months.

SafeSport training can be completed through USA Hockey's website.
https://www.usahockey.com/safesporttraining

Background Screening

USA Hockey has implemented a national level background screening policy.

All adult coaches are required to submit to a background screen before contact with athletes under the age of 18.

Background screenings are valid for 2 years.

Background screening can be submitted through USA Hockey's website.
https://www.usahockey.com/backgroundscreen

HHA will reimburse coaches for the background screening fee. Reimbursement requests may be submitted by completing the form online at www.kevinbellarena.org/forms

Coaching Ethics Code

All coaches have an obligation to be familiar with USA Hockey's Coaching Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct. The USA Hockey Coaching Ethics Code can be found online at
https://www.usahockey.com/coachingethics

Team Manager

All Team Managers must be approved by the team coach and the HHA Board of Directors.

Role

The team manager plays an important role on any hockey team. The Manager is the coordinator, communicator, organizer and all-around support for the team. The most important part of this role is being the liaison between the coaches and the parents. Communication is key

between all parties. The team manager also helps the coaches with the administration functions of off-ice activities, tournaments and general team needs. This allows the coaches to focus on preparing and running practices and games.

Registration

All managers of HHA youth programs shall be registered annually as a Manager/Volunteer of a USA Hockey program for the current season (before the start of the season).

There is no charge for this registration; it does NOT allow on-ice participation.

Managers must register online at www.usahockey.com

SafeSport Training

HHA Managers are required to take the SafeSport Core Training or Refresher Course through USA Hockey prior to participation each season.

The Safe Sport Training and Refresher Training are each valid for twelve (12) months.

Background Screening

USA Hockey has implemented a national level background screening policy.

All managers are required to submit to a background screen before contact with athletes under the age of 18.

Background screenings are valid for 2 years.

Background screening can be submitted through USA Hockey's website.
https://www.usahockey.com/backgroundscreen

HHA will reimburse managers for the background screening fee. Reimbursement requests may be submitted by completing the form online at www.kevinbellarena.org/forms

Team Setup

The HHA Registrar or HHA Webmaster will provide team rosters with parent/player contact information at the beginning of the season.
Please read the Alaska State Hockey Association's (ASHA) handbook for rules and regulations.
https://www.alaskastatehockey.com

TeamSnap

TeamSnap is the only pre-approved team management application for HHA Teams & Managers.
www.TeamSnap.com

TeamSnap offers a range of features that help team managers streamline their responsibilities, including organizing game and practice schedules, tracking player availability, communicating with team members, and managing payments.

TeamSnap allows managers to efficiently organize rosters, send updates, and coordinate events, reducing the time spent on administrative tasks and enhancing team communication.

Once registered for TeamSnap managers submit receipt of payment to Heidi for reimbursement and invoice the team for the subscription.
REQUIRED: The HHA Bookkeeper (Heidi Stage bookkeeper.kevinbellarena@gmail.com) must be added as a non-player additional **"manager"** to every team.

Note: Other applications may be used with prior approval of the HHA Board of Directors. Please submit your request to the HHA Coaching Coordinator.

Social Media & Electronic Communication Policy

HHA follows the USA Hockey and SafeSport guidelines for Social Media use and electronic communications.

Summary

- ➔ All communication between coaches and players must be relevant to the team, professional, and copied (cc'd) to parent and/or guardian.
- ➔ When posting online, even on personal accounts, it reflects on HHA. Keep posts positive.
- ➔ Refrain from posting negative comments about other teams or associations.
- ➔ Group chats among minor athletes should be monitored by an adult.
- ➔ Any HHA member using social media or electronic communications as a means of misconduct may result in appropriate disciplinary action (through the formal grievance process) including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

Please visit the website for full details and additional information.
www.kevinbellarena.org/policy

FinnlySport

FinnlySport is the registration software used for all HHA Youth teams.

The HHA Webmaster may provide managers access to FinnlySport to assist with Financial Administration if needed.

Financial Administration

Fees

Registration

Registration Fees are collected directly by HHA.
Includes two on ice practices per week (1 hour each practice) beginning at the start of the season through the teams State Tournament.

Home Games

HHA teams are responsible for paying for all home game ice and officiating costs. Team managers will receive an invoice from the HHA Bookkeeper. The manager will then invoice the team.

Away Games

The Home team is generally responsible for paying for the ice. Verify with the Home team manager when traveling to play other teams.

Tournaments

HHA Teams are responsible for paying tournament entry fees. Most tournaments require fees to be paid very early in the season. HHA will advance teams the entry fee in order to help spread the cost out over the season.

Please request a check by completing the form on our website:
https://www.kevinbellarena.org/tournamentrequest

Miscellaneous Expenses

Teams are responsible to cover their miscellaneous expenses such as: meals, coaches gifts, scoresheet stickers, TeamSnap etc.

Financial Aid

HHA offers scholarships directly. Scholarship applications are available on our website.
https://www.kevinbellarena.org/scholarship

Refunds

Refunds for season fees are generally not available. For exceptions and full details refer to the refund policy in the HHA Handbook.

Money Collection & Handling

Families must pay for ALL practices and games in the schedule whether present or not. This is part of their commitment to the team.
Note: Tournaments do not follow this requirement. Only players that attend tournaments will be charged.

An injury is the only exception to the financial commitment but must be backed up with an official written note from the doctor. A sore knee that just needs a day's rest does not comply, nor does illness or academics, the arts, etc

Team Managers will need to collect money from individual players throughout the season for items such as: additional ice, tournaments, coach gifts, etc.

Managers should prepare an itemized bill containing the breakdown of expenses when requesting money from individual players.

> Rounding individual expenses up to the nearest dollar and Rounding bills for a nominal ($5-$10) amount is suggested to help cover miscellaneous expenses.

Managers will use the billing feature in TeamSnap to send itemized bills or invoices to players.

INVOICING: all games (ice and referee fees), tournament fees and expense should be invoiced via TeamSnap.
Families can pay by check, cash or through TeamSnap. TeamSnap does charge a small fee for paying via their platform. If a family chooses to pay the rink directly by credit card, cash or check please mark them as paid in TeamSnap or they will continue receiving invoices from TeamSnap.

Heidi Stage will provide managers with the bank account and routing number to set up deposits from TeamSnap to the bank. She will also provide bank deposit slips to use when families pay via check or cash. When cash/check is deposited directly in the bank leave a copy of the deposit slip in Heidi's box at the rink. Email her with the amount you deposited and what team it is allocated towards.

Setting Up Your TeamSnap Payment Account
(Required before you can collect money)

1. Log in to your TeamSnap account.
2. Navigate to your team or club dashboard.
3. Select the **Financials** or **Invoicing** tab.
4. Click **Set up deposit account** or **Manage account**.
5. You will be securely redirected to TeamSnap's payment partner (Stripe). Follow the on-screen instructions to complete your merchant account and bank verification.
6. You will need a form of ID to authorize transfers from TeamSnap to the bank; this is easiest done via the TeamSnap app on a mobile device.

Note: Using apps like Paypal and Venmo are not approved and should not be used.

Home Ice Scheduling

All Home ice is scheduled at the Kevin Bell Arena (KBA). Please email brad.meyers@homerhockey.org to schedule ice for a game/extra practice or text him.

Practices

Regular season practice schedule includes two on ice practices per week (1 hour each practice) from the beginning of the season through each team's respective State Tournament. The KBA ice scheduler will work with the coaches and/or managers to set this schedule.

Practices canceled in accordance with the cancellation policy may be rescheduled at the KBA Ice Schedulers discretion. [See KBA Cancelation Policy section]

Note: There is not a specific number of guaranteed practices for the season.

If you need to reserve additional practice ice please verify the cost with the HHA Bookkeeper: accounting@HomerHockey.org or the KBA Ice Scheduler: ice@HomerHockey.org before requesting a reservation.

Home Games

Ice Reservation

To reserve ice for games or additional practices, please email brad.meyers@homerhockey.org

Officials

All officials must be scheduled through Alaska Hockey Officials. Scheduling should be done as early as possible. If you wait until the last minute, you may not have officials for your games.

To schedule officials, email Dean at: homer.scheduling@alaskahockeyofficials.com. Please email him as early as possible to ensure referees are available. He will email you back verifying he has received your email and scheduled the game on www.horizonwebref.com. If you need to schedule a game on very short notice, please text him at (907) 299 - 0904.

Verify games have been scheduled

Go to www.horizonwebref.com

- Sign Up for an account
- The organization code you'll use is 206340
- Choose school athletic director as the user type.

After you have signed up for an account, you will be able to view your games for accuracy.

KBA Cancellation Policy

Practice cancellations:
If your team has a practice canceled or you are going to cancel a practice for traveling out of town to a tournament, please let the KBA Ice Scheduler, Brad, know as soon as possible. He will keep a tally of missed practices in the office. Efforts will be made to fill available ice with the team that has missed the most practices first.

Cancellation or Reschedule requests must be submitted to the KBA Ice Scheduler (brad.meyers@homerhockey.org) 48 hours or more prior to the start time of the event.

If you do not make a request more than 48 hours in advance, your team may not be able to reschedule and/or may be charged for the ice reservation.

Game Day Operations

As the host, the **home team** is generally responsible for all Game Day Operations at the Kevin Bell Arena.

The team manager will need to ensure volunteers are assigned for all required tasks. (penalty box, clock, scorekeeper, video recorder)

Tip: HHA recommends assigning these tasks based on player number. Start with the lowest number and continue to roll through the roster for the entire season. (You can assign volunteers in TeamSnap)

Time Clock & Scorekeeper

Clock and Scoresheet instructions (for paper scoring) can be found online at: www.kevinbellarena.org/team-managers.

Required
GameSheet is the official scoring platform for ASHA. https://www.gamesheetinc.com

There may be a few exceptions such as outdoor tournaments where paper scoring is used but otherwise GameSheet will be used to score all games. KBA provides two ipads to be used in KBA only and both have the GameSheet app installed.
The registrar will provide managers with team codes and login information for each team. Managers will need to enter their team rosters into GameSheet at the start of the season.

GameSheet Scoring
Setting up a game can be done on a computer or through the GameSheet app on a mobile device.

1. Select the game from your loaded schedule or manually create it from scratch.

2. Verifying Rosters: Pass the iPad to the visiting and home coaches in the locker room or during warmups. Each coach must confirm their player numbers, select their starting goalie, mark absent/suspended players, and digitally sign off.
3. Live scoring is done by marking shots, goals, penalties and goalie changes.
4. If you enter a goal or penalty in error, you do not need to delete the entire record; simply swipe left on the incorrect goal/penalty log, tap the delete button that appears, and confirm.
5. Post game: The iPad is passed to the referees to review the goals, penalties, and add any major penalty notes (either by typing or recording audio).
6. The referee signs and presses the "Lock" button. Once locked, the game data automatically uploads to the league database and a post-game email with a score sheet summary is generated.

Tip: After the game, managers should print the score sheet from the GameSheet website and place it in their credentialing binder. If you are unfamiliar with using GameSheet please watch the You Tube tutorials to learn how to use it ahead of time. Make sure anyone keeping score is familiar with the program.

Penalty Box Attendant

Typically, each team is responsible for arranging their own penalty box attendant.
Verify with visiting teams that they will have a volunteer. If not, provide a volunteer for the visiting team. Penalty Box attendants should not yell or talk to the players during the game.

Music

Optional

Ask KBA staff to activate the sound system and to provide the tablet for playing music.
Additional instructions can be found online at: www.kevinbellarena.org/team-managers

Video

Optional

Home Games can be streamed on YouTube with the camera at the rink. Any volunteer can operate the camera. KBA staff will need to activate the live stream prior to the game.
KBA YouTube Channel: www.youtube.com/@kevinbellarena

Jerseys and Equipment Policy

Team Jerseys

The HHA Equipment Manager will assign team jerseys at the beginning of the season.

Players may enter the requested jersey number and size during the registration process. Managers should request the list from the HHA Webmaster via email: webmaster@homerhockey.org

Managers need to request (or verify) the size and player number for each player at the beginning of the season.

Please complete the Jersey request online at www.kevinbellarena.org/jersey-request

These jerseys are to be returned to HHA at the end of the season in good condition or players will be charged a fee.

Team Socks

Players are given 1 pair of team socks at the beginning of the season. Players can keep these socks and do not need to return them at the end of the season.

If players need additional socks, they can be purchased from HHA. The manager or player can request socks from the HHA Equipment Manager.

Warmups

Warmups can be purchased from various sources. HHA requires pre-approval from the Board of Directors if the Glacier King logo is to be used on any apparel or merchandise.

NOMAR can provide embroidery.

Note: HHA will reimburse coaches for 1 warm up jacket. If a second jacket is needed due to loss, wear and tear, etc. Please request approval prior to purchasing.

HHA Glacier Kings Logo

The HHA logos and colors are key elements for establishing and maintaining the identity of HHA.

They are required to be used appropriately and consistently across all printed materials, digital usage, and apparel.

It is vital the logos retain their intended shape, form and color. Therefore, it is imperative that no one attempts to modify or recreate the logo under any circumstances,

Use of HHA logos must be approved by HHA's Board of Directors or the HHA Equipment Manager.

Download the Glacier King Logo from our website:
https://www.kevinbellarena.org/glacier-king-logo

Locker Room Policy

The HHA team manager, along with the team's head coach are responsible for organizing a plan to ensure that the USA Hockey locker room policy is followed for the duration of the season.

It is the policy of USA Hockey that all USA Hockey Member Programs must have at least one responsible screened and trained adult (which may include coaches, managers or other volunteers) present at all times and monitoring the locker room during all team events to assure that only Participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. While it is not always possible, two locker room monitors are preferable.
Preferred locker room monitoring includes having locker room monitors inside the locker room while Participants are in the locker room; at a minimum, locker room monitors must be in the immediate vicinity outside the locker room (near the door within arm's length and so that the monitor can sufficiently hear inside the locker room) who also regularly and frequently enters the locker room to monitor activity inside. The responsible adult(s) who monitors and supervises the locker room **shall have completed SafeSport Training** in compliance with Section II and **completed a background check** in compliance with Section III of the USA Hockey Handbook. If the monitor(s) are inside, then it is strongly recommended that there be two monitors, as having a second monitor may help prevent allegations of impropriety by a monitor alone in the locker room.

It is permissible for a team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened adults monitoring and supervising the locker room as required above. With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed in the locker room to do so.

Mobile devices and/or anything that can record or take photos are **not** allowed in the locker rooms. Please ask players and families to leave devices in their car and not bring them into the locker rooms.

Transportation/Lodging Policy

Team Managers should avoid sponsoring, coordinating, or arranging for local travel (transportation and travel to and from local practices, games and events), and the parents of a Minor Athlete should be responsible for making all local travel arrangements.

Full details about the HHA Travel Policy can be viewed online at www.kevinbellarena.org/policy

USA Hockey Rosters

Official rosters are commonly referred to as a 1-T or T1.

The 1-T will be provided to you by the HHA Registrar.

The manager should verify the details on this roster and work with the HHA Registrar if corrections are needed.

Credentials Book

Per Alaska State Hockey Association rules, all HHA teams are required to maintain a credentials book. Please review the requirements for participation in the State Tournament in the ASHA handbook. https://www.alaskastatehockey.com

The team manager shall be custodian of all documents necessary for credential review prior to participation in invitational, state, district, and national championships. Required documentation for registered participants include players, coaches (head and assistants), and managers.

The credentials need to be neatly placed in a 3-ring binder.
Each page of information needs to be placed in a plastic sleeve, documents back-to-back. The document(s) must be so that it can be viewed without removing it from the plastic sleeve.

Arranged in following order:

- Team information
    - 3 copies of your team's Credential Verification form (3 copies) as printed by HHA Registrar.
        - It is not to be completed but is for the review process
        - This form lists all the players, coaches, and managers registered on the team.
        - A final certified Team Roster (1-T), printed from your HHA Registrar after Dec. 31 for Comp; Jan 31 for House/Rec.
- All Score Sheets from all games
    - This includes league, exhibition and tournament games played for the current season, including pre-season games (prior to September 1).
    - Arranged chronologically from the most recent game back to the first game played.
    - Used to verify the team and player eligibility under the 18/8(youth comp teams); 14/10 (girls' national bound teams) and 10/5 (house/rec) rules, as well as all major penalties.
    - For District bound Tier I Youth teams with no state playoff, please ensure you have 20/10 countable score sheets for your teams.
- Coaches Information
    - (Head Coach first, followed by Asst Coaches in alphabetical order)

- Coach CEP Temporary application signed by Alaska CIC and Coach if applicable.
- All Coaches with current CEP's, that information is reflected on the Official Sanctioned 1T.

Alaska State Tournament

Declaration

Team managers need to notify the HHA Coaching Coordinator if they plan to participate in the Alaska State Hockey tournament no later than November 15th.

The ASHA State Tournament Agreement to Participate Form shall be the official notification of intent to participate in state tournaments. Managers should work with the HHA Registrar to ensure this form for House/Recreational A/B teams along with a check made payable to ASHA for the tournament fee per team is received by VP of Tournaments or postmarked no later than December 1st at the address listed in the ASHA Handbook.

The HHA Registrar must submit the Official Team Roster (USA Hockey Form 1-T) by December 15th to the Alaska State Hockey Association.

Players may continue to be added until January 31st to House/Rec teams, at which time all House/Rec rosters are final with no further changes.

State tournament locations are typically released by Alaska State Hockey Association prior to the start of each season. The State Tournaments are normally in March every year. However, the exact dates for each tournament are usually not available until December.

Contact the HHA Coaching Coordinator if you have questions about the Alaska State Tournament.

Dual Rostered Players

If you have any players on your team that also play for another team, including Girls Hockey teams, that player may need a waiver.

Please discuss this with the HHA Coaching Coordinator prior to December 1st.

The Alaska State Hockey Association deadline for all dual rostered players to declare which team they will play for in State, Districts and Nationals is December 31st.

Players may only participate in one State Tournament.

Failure to submit proper requests could result in a player not being eligible for a state tournament.

Hosting

HHA may be awarded Alaska State Tournament hosting opportunities. If your team division is chosen, then your parent group will be responsible to help host the tournament along with the HHA State Tournament Committee.

Hosting the State Tournament provides the hosting team additional fundraising opportunities and teams are able to retain a portion of funds raised to help with season expenses. Contact the State Tournament committee chair for additional information.

Fundraising and Sponsorship

HHA Raffle

All HHA Youth players are required to sell raffle tickets each season. Team Managers will assist the HHA Raffle committee with distributing tickets and collecting ticket proceeds from players on the team.

Fundraising

Teams should request prior approval before hosting individual team fundraising events.

HHA generally permits fundraising activities onsite (for example: operation concession stand) and other activities such as car washes or bake sales.

Teams can retain 80% of fundraising revenue from onsite activities and 90% for offsite activities. The remaining percentage should be sent to the HHA Bookkeeper for deposit with detailed accounting.

Please discuss fundraising activities or ideas with any of the HHA Advisory Board Member.

Parent Meeting

There will be a parent meeting **no later than 15 days** after the start of the season.

The Coaches and Manager will be present, and the meeting will be open to all parents of players on the team. ASHA recommends having all parents and players sign a code of conduct in accordance with USA Hockey guidelines.

Outline for Meeting

- Introduce Coaches & Manager

- Review parent contact information
- Weekly Practice Schedule
- Discuss team plan/schedule for away games
- Season Game Schedule
- Tournament Participation
    - Deadline for player to opt out is 15 days prior to tournament fee deadline
- Expectations for player and parents
- TeamSnap (or other)
    - Discuss how it will be used for the team
- Review registration process
    - All players need to register with USA Hockey
    - HHA season registration completed online through our website
- Money Collection & Handling
    - What HHA Collects through registration
    - What the players will be billed for separately for miscellaneous team fees
    - How the money will be collected
- Parent Volunteer Responsibilities
    - Clock, Score, Penalty Box
    - Plan to assign (player number or other rotation idea)
- Fundraising
    - HHA Raffle
    - Other Fundraising Opportunities
- HHA Policies
    - 24 Hour Rule
    - Grievance Process
    - Locker Room Policy
        - Safesport Rules
        - Plan to monitor
        - Co-ed Situations
    - Social Media Policy
- State Tournament Responsibilities (if Hosting)

Hosting a Tournament

If you would like to host a tournament, other than the Alaska State Tournament, please contact any HHA Advisory Board member for additional information.

Tournaments will need to be sanctioned by USA Hockey.

Discipline

Any player, coach, manager, team official, parent and/or spectator may be subject to disciplinary action by HHA if they are non-compliant with HHA Policies or Codes of Conduct.

Player disciplinary standards for game and practice attendance, attention, and participation as well as the penalties for infractions have been set by HHA Policy and will be reinforced by the team staff.

The penalty for minor infractions, such as tardiness, absence from games or practice without notifying the coach, disruptive behavior, and/or lack of effort, may range from verbal reprimand to benching for a shift, practice or more.

Major infractions, such as openly refusing to follow directions, fighting, abusive behavior or language toward a player, coach or game official, and/or directly confronting a coach or game official should be reported to the HHA Coaching Coordinator in a timely manner.

Full details about the HHA Discipline Policy can be found in the HHA Handbook which can be viewed online at www.kevinbellarena.org/policy

Grievance

If a significant concern or incident arises during the season, parents are required to use the 24 hour rule by which they refrain from discussing their concerns with the players, coaches or other parents for 24 hours.

HHA believes the best path to solving problems is open, honest communication. Members are encouraged to communicate directly with the parties involved in order to come to a solution. If a solution cannot be agreed upon, or the parent feels that they need additional support, they are encouraged to fill out the Grievance Form which can be viewed online at www.kevinbellarena.org/grievance

Full details about the HHA Grievance Procedure can be found in the HHA Handbook which can be viewed online at www.kevinbellarena.org/policy

Team Highlights

Please send any “Team Highlights” you would like posted to our website or social media pages to media@homerhockey.org

Manager Checklist

- Obtain Roster from HHA Registrar
- ASHA Scheduling Meeting (Usually in October)
    - Get Date & Location
    - Attend the meeting
- Parent Meeting
- Setup TeamSnap (or other approved program)

- USA Hockey Registrations
    - Manager
    - Coaches
    - Players
    - Parent Volunteers (locker room monitors etc)
- Background Screening
    - Manager
    - Coaches
    - Parent Volunteers (locker room monitors etc)
- Safesport Training
    - Managers
    - Coaches
    - Parent Volunteers (locker room monitors etc)
- Request Jerseys and Socks from HHA Equipment Manager