

Travel Team Managers General Timeline

October/November Beginning of Season

September 15 – Parent Meeting

PW/12U Bant/15U Teams posted October 10-11

10U/Squirt Travel Teams posted November 12

Set Up Team Page – Sponsor and Calendar at top, TM and Coach contact info on home page. Some of this is completed by the office.

Assist Office Manager with TRAVEL jersey handout, collecting \$, etc.

Team / Individual photos are scheduled for Nov 22-24

Set Up Parent/Coach Meeting – work with your coach on this.

Jersey Etiquette: Hang them up and use a garment bag. Treat jerseys with respect. There are a lot of slash marks on them-don't walk on them in the locker room!

Wreath Sales Informational Packets will be distributed at the parents' meeting. Due back to the office (with money if collected cash/checks) on Oct 25-27

Roster Stickers/Certified Roster – from office. This may take time, depending on USA Hockey and certifications, etc. Keep on your coaches if certifications are not done. You can check with the office and find out what your coaches still need to complete. **Keep in mind – if your team is going to be playing in North Dakota you will need ROSTER STICKERS.** Give the office a few days notice to get these printed out and ready for you.

Travel Game Schedule – Check Schedule against visiting team's website and make sure they coincide. Contact Aaron by **EMAIL** if error. (15 minutes is not a big deal, usually that's zam time) aaron@moorheadyouthhockey.com. Assign duties for HOME travel games (GameSheets, clock and box) – post on team page.

Login to the DISTRICT 15 Team page Verify all District 15 games are correct on the website – www.d15.pucksystems.com – **Must be completed by November 15th.**

Tournament Schedule – T Shirt Orders for Home Tournament are due the Tuesday before the tournament, collect money and turn in as one payment either before or at the tournament.

Home Tournaments – See Tournament Schedule on Team Pages

Districts – Squirt A & B1 – Feb 5-7, 2027

Districts – All other levels – Feb 19-21, 2027

Regions – Mar 5-7, 2027

State – Mar 19-21, 2027

November/December/January

12U/15U/10U Girls International Submit rosters and scores, Trading Pin Book.

(Girls sometimes make these!) Pin Trading is only required at the 10U Level.

Raffle Tickets – in about December/January, remind families the deadline to turn in their raffle tickets is approaching. Assist with getting these tickets in from the parents by the deadline.

Team Pic/Sponsor Thank You – Deliver Sponsor Pic and Thank You Note

February/March/April

SQT International Submitting rosters and scores, Trading Pin Book. (Squirts sometimes make these!)

DISTRICT deadline - All district games need to be played BEFORE Feb 7th District Tournaments will start February. (This info is needed to decide tie breakers and seeding.)

District Tournaments Check the District 15 webpage for information on where your team will be playing. If you need hotel rooms you will need to find the hotel and book the block for your team, the office **DOES NOT DO THIS**

Regional/Playdown Tournaments - PW, 12U, Bantam, 15U, JG Get information on admission fee(s) for YOUR TRAVEL TEAMS that will be participating (share info with your team) MYHA will cover the cost of the entry fee and gate fee for these tournaments. We just need to know who the check needs to be made out to.

If you need hotel rooms you will need to find the hotel and book the block for your team, the office **DOES NOT DO THIS**. Check with the association hosting the tournament, some associations will set aside blocks of rooms for you.

STATE Tournaments – (PW, 12U, Bantam, 15U, JG) Get information on admission fee(s) for YOUR TRAVEL TEAMS that will be participating (share info with your team) MYHA will cover the cost of the entry fee for these tournaments. We just need to know who the check needs to be made out to. Families will have to pay their own Gate Admission

If you need hotel rooms you will need to find the hotel and book the block for your team, the office **DOES NOT DO THIS**. Check with the association hosting the tournament, some associations will set aside blocks of rooms for you.

End Of the Year

Coaches' gifts? This is optional, you don't have to do this, but is a great way to thank them for all they have done during the season

Collecting TRAVEL Jerseys and practice jerseys on last game of season. More info will come on this later but be prepared to gather these jerseys turned back into the office in a timely manor.

Turn in Black (PW, 12U, Bantam, 15U & JG) or Orange (Squirt, 10U) Travel Jerseys and Practice Jerseys to the main office. Players keep their White travel jersey with their name on it. Deliver team pic with thank you note if not already done.