

# **Florida Scholastic Hockey League Panthers Conference**



## **Team Manager's Handbook**

**2011/12 Season**

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Dear Team Manager,

Welcome to the FSHL's 14th Year of Excellence! On behalf of the Florida Scholastic Hockey League (FSHL) the Executive Board would like to thank you for volunteering for this important role and committing your time to make this season a great success for your team and the entire league.

We believe that the difference between a good and great season for our players is greatly determined by the effectiveness of the Team Manager. You are the off ice communications link between the coaching staff, the parents and players as well as the FSHL Board of Directors.

This is a critical position, necessary for the smooth running of the team. The Team Manager coordinates all administrative matters, disseminates information as needed. The Team Manager provides the support that the team needs.

Does the team Manager have to do everything by him or herself? Of course not! It is strongly suggested that tasks be delegated to various parents on the team. To ensure the smooth functioning of the team, the manager should retain control of all delegated duties. With the entire team working together and focused on the true goal – that of providing an environment where our children can have fun and learn at the same time – we will have a terrific season.

We hope you will find this Team Manager Handbook a helpful resource. Thank you for contributing to the success of our program.

Sincerely,  
The FSHL Executive Board

# ***Mission Statement***

The Florida Scholastic Hockey League (FSHL) has enjoyed success, growth, and high caliber hockey while never losing sight of its goal: the development of a High School hockey league that would maintain a balance of sportsmanship, competition, pride, and academics.

Our philosophy is to promote the growth and development of high school young men and women which maximizes player participation and skill development at all levels, while also developing teamwork, sportsmanship, and self-confidence.

We believe that participation in High School hockey should lead to the building of personal self-esteem, self-discipline, and the respect for others.

We are committed to the ongoing improvement of our programs to ensure that we are serving the needs of our student athletes, developing our players at all skill levels, and providing a positive experience for our youth.

## **Section 1 - Goals and Objectives**

This handbook has been developed to be your resource outlining the principal duties of the role of Team Manager. The Team Manager is the off ice communication link between Parents, Players, Coaches, FSHL Committee Chairpersons and the FSHL Board of Directors. If your team or club has an organization or a formalized association, Booster, or Academic Club there may be other responsibilities and operational procedures.

The main objective and responsibility of the Team Manager is to focus on the communication and administrative aspects of running the Team in compliance with League guidelines without specifying the structure of team. The communications objectives are:

- **Accuracy and Clarity** – Deliver clear and concise information.
- **Timeliness** – Provide time critical information such as registration packages, practice and game schedules and establish protocols for ‘late breaking’ information such as changes or cancellations.
- **Consistency** – Provide consistent messages and communications.

The Team Manager also plays a critical role in many other aspects of the team and the program. These include:

- Fundraising
- Team Publicity
- Updating Statistics (on the “Sportability” website)
- Tournaments
- Ensuring all mandatory forms for USA Hockey and the FSHL are complete, accurate, and submitted on time.

Not to mention the extra activities (team picnics or outings) which your club may or may not have become accustomed to.

Although these responsibilities may seem extensive, this handbook lists most of the potential activities that occur during the course of the year.

Levels of participation may vary from team to team and it is important that you work closely with your Head Coach and any of your club parents, players and directors to identify tasks and responsibilities clearly and communicate them effectively.

The Team Managers' function is to handle off ice responsibilities so the coaches are able to maximize their time and efforts on the on ice activities. There is preparation and time involved in registering, financing, outfitting a team, and communicating with the team parents and players.

The less time that coaches have to spend dealing with administrative duties, the more time they have for planning and developing player's hockey skills! This, combined with creating a positive and enjoyable experience, are the ultimate goals of USA Hockey and the FSHL program.

Because you and the coaches are volunteers, you are highly encouraged to reach out to the rest of the team's Parents to ask for assistance in areas such as publicity, fund raising, or the keeping of statistics. Don't be afraid to ask! You will be pleasantly surprised how many people will want to help out. You may even want to consider having a Co-Team Manager or a Club "Board of Directors" or "Committee Heads" to share the work with; just make sure that you establish yourself as the lead contact for the FSHL.

As in any team environment the most important element is team unity both on and off the ice. Often this spirit is derived from sound two-way communication with the Coaches, Parents, Players, the School, and FSHL board members, who are also non-paid volunteers.

Make sure that these lines of communication are open and that you have established yourself as the focal point for communications between these groups. Keep in mind that each of these participant groups has their own goals and expectations. As team manager you will need to be the liaison between the League and the team.

## **Section 2 – History of the FSHL**

The Florida Scholastic Hockey League was founded in 1998 by Dr. Peter Pearlman, Dr. Joe Yates, and Dr. Patrick Graham. The league was incorporated as a not-for-profit § 501(c)3 corporation in October 1998.

The FSHL began operations with 4 teams and high school hockey has since grown to two conferences with nearly 50 teams across the state of Florida.

In South Florida, the FSHL (aka the FSHL Panthers Conference) currently consists of high school teams from south Broward county to north Palm Beach county. The FSHL is comprised of two Divisions, Division I and Division II. This provides a competitive structure for pure teams of different student body sizes and/or skill levels. There are also composite teams. If there are enough composite teams to form their own division there will be a composite division.

In 2002 the FSHL organized and sponsored a “President’s Cup” high school hockey tournament that coincided with the weekend before President’s Day. This now annual tournament has grown into a national and an international showcase with high school teams from as far away as Minnesota and Canada participating in South Florida that weekend.

In 2005 the state was ravaged by several hurricanes which caused damage and extended closure to several of the state’s ice rinks and facilities. Although schedules were thrown in disarray the FSHL had one of its finest moments that season when for the first time ever two Florida high schools played in the finals for the 2006 President’s Cup.

The FSHL continued to grow in stature to the point where several players earned positions on college hockey teams and Canadian junior league teams including one of it's female players being offered a roster spot at Boston University. One former player even made the Monash University hockey team in Melbourne, Australia, giving the FSHL worldwide reach.

In 2009 The FSHL took another giant step by partnering with Incredible Ice (now Saveology Ice) to create a home for the FSHL which includes the added excitement of having a High School Hockey Night in South Florida. One evening a week (Mondays unless there’s a holiday) all three ice sheets feature three games each of the best competition that high school hockey has to offer.

In April 2010 USA Hockey held the first ever National High School Hockey Championship. The school representing the state of Florida was St. Thomas Aquinas from the FSHL. The St. Thomas Raiders stunned the hockey world by playing into the championship game, taking second place nationally!

This, along with all of the above, truly shows why the FSHL has grown to be a world class youth ice hockey association.

### **Section 3 – Organization of the FSHL**

The FSHL is a USA Hockey affiliate. **Membership in USA Hockey is mandatory for all coaches and players who wish to participate in the FSHL.**

Florida high school hockey is currently comprised of two leagues:

- The **FSHL**, located in South Florida
- The **FHSHA** located in Tampa and the Florida Central and West Coast area.

The two leagues work in conjunction with each other and took great steps in 2010 and 2011 to work towards operating under one set of rules and guidelines. Both leagues made rule changes in 2011 to begin accomplishing that goal and by the start of the 2012/2013 season the unified set of rules will be in place

### **SAHOF**

(Statewide Amateur Hockey of Florida) is the sanctioned affiliate of USA Hockey. The members of SAHOF include all youth and adult hockey teams in the State of Florida. **[www.usahockey.com/sahof](http://www.usahockey.com/sahof)**

The FSHL follows the current **OFFICIAL PLAYING RULES OF USA HOCKEY** (**[www.USAHockey.com](http://www.USAHockey.com)**). Both SAHOF and the FSHL reserve the authority granted by USA Hockey to develop and implement additional rules and disciplinary actions as deemed appropriate.

**Executive Board:** The FSHL is a § 501(c)3 non-profit organization dedicated to organizing and promoting High School hockey in the state of Florida. The FSHL is governed by an Executive Board, members of the executive board include:

- President
- Up to Three Vice Presidents
- Treasurer
- Other officers as may be provided in the bylaws

Vacancies in the executive board are filled with an assignment by the remaining board members. A listing of the FSHL Board of Directors is provided on the league's Internet website: **[www.fshl.cc](http://www.fshl.cc)** at the link "**Meet the FSHL**".

**Standing Committees:** The FSHL maintains several committees each responsible for specific aspects of the League operation. Some of these committees are listed here:

- *Monday High School Hockey Night*
- *Coaches*
- *Schedule*
- *Tournaments*
- *Sponsorships*
- *Golf Tournament (which benefits the FSHL Scholarship Fund)*
- *Political Action*
- *Community Service & Public Relations*
- *Disciplinary*
- *Registrar*
- *Treasurer*
- *Secretary*
- *Advisory Committee*
- *FSHL Team Representative Council*



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## **Section 4 - Communications**

### **www.fshl.cc**

This is the official web site of the Florida Scholastic Hockey League. There are too many features and links on the web site to mention them all here, however, sections of interest for the Team Manager include:

- **Rules**, where you find all of the rules instituted by the league. Some of these rules are in addition to the rules of USA Hockey and SAHOF.
- **Eligibility**, which defines the player eligibility requirements including Home Schooled students and special exception for goalie participation.
- **Panthers Division (The FSHL)**, where you can find the **necessary forms** for every team.
- a link to **Sportability**, which has the game and practice schedules for every team. Playoff games will be found on Sportability as well.

### **Sportability.com** (a link is provided on the FSHL web site)

Here is where the team coaches' names, manager's name and contact information as well as game schedule, results, standings, team statistics and player statistics can be found. Plan on visiting this web site often and use this as a major communication vehicle.

**Team Communications** - As previously mentioned, the objectives are to provide timely and accurate information to the team parents and players proactively. Although our web site and e-mail has replaced the need to produce hand-outs these are still viable communication tools on detailed events such fundraising activities, scholarship programs and tournaments. It is also extremely important to verify that every family does indeed have access to the Internet and checks their e-mail if this is your chosen method to communicate.

**Team Publicity** – It is highly encouraged that you submit articles for your team to the local community newspaper or the Sun-Sentinel and/or Palm Beach Post. These articles are one of the strongest mediums we have for player recognition. Trust us; every player wants to see his or her name in the paper! The FSHL web site contains a page that will allow you to post a link directly to your team page as well.

The objective of these articles is to recognize as many players as possible and to present a positive story despite win, loss, or tie. Individual successes should certainly be highlighted, but also make a point of mentioning other players for their solid playmaking, defensive play, hard work, and/or excellent saves. After all, hockey is a team sport and the team wins, ties, or loses together.

Team publicity is an excellent opportunity for sharing the work with other parents on the team. Create a 'team' of volunteers who enjoy writing articles and can create a sense of story that chronicles the team's accomplishments. However, keep this to a small group or a single individual. Teams that have 'rotated' the article duty around to all the parents have found this does not work well.

It is absolutely paramount that all articles are positive and that everyone understands that this is not the place to express opinions about referees, leagues, or other items. It is the place to build a positive team spirit and unity and to recognize the contributions of every player.

**Maintain team and individual statistics via the Sportability web site.**

Update these statistics as soon as possible after each game. Strive for accuracy. It doesn't do anybody any good if one team posts 20 shots on the opponent's goal and the other team posts 30 shots taken on their goalie. Other statistics such as assists, goals, and penalties should be taken directly off of the official game scoresheet.

These statistics will be utilized for determining the League MVP for both Divisions I and II. They are also important for identifying candidate players for the National High School Tournament. After the initial setup it should take less than 5 to 10 minutes to update the statistics.

## **Section 5 - USA Hockey and FSHL Team Forms**

Note, from year to year some of these forms are subject to change by USA Hockey. These changes may not be available until late summer each year. Everyone is encouraged to visit the FSHL web site at **www.fshl.cc** (click on "News") in order to access the most recent forms and review a checklist of important dates for the upcoming season.

Other forms (i.e. FSHL Game Score Sheet) are necessary for the operation of the league during the playing season.

After completing the "**League Membership Application**", a major activity in the fall is the completion of the "**Team and Player Packets**". These forms meet the requirements for USA Hockey and the FSHL they are mandatory for your team's participation. The organization risks potential liability if they are not completed fully and accurately.

Descriptions of some of the important forms in the Player Packet follow:

### **FSHL PLAYER ROSTER FORM**

This form must be completed and returned with the USA Hockey Membership Dues receipt to the league by **October 1st, 2011**.

### **USA HOCKEY MEMBERSHIP REGISTRATION AND DUES**

Online registration is now available for all team members and coaches.

Direct your players/coaches to go online to **www.usahockey.com** to register using Visa or MasterCard to pay for their fees. The fee is \$38.00. (\$30.00 goes to USA Hockey and \$8.00 goes to SAHOF)

Print out the receipt with the waiver/confirmation number and have each player/coach give the confirmation paper to the Manager. The team manager will then send in one mailing all the membership confirmation receipts from the team to the registrars. Players or coaches who have not properly registered with USA Hockey will be ineligible to practice or play in games with the team.

**PLEASE NOTE THAT THE WAIVER OF LIABILITY FORM IS NOW INCLUDED IN THE USA HOCKEY CONFIRMATION PAGE THAT IS PRINTED OUT.**

LEGAL FORMS – DUE TO THE REGISTRARS  
**OCTOBER 1st, 2011**

The following forms must be completed by the players, coaches and parents, and returned to the team managers. The team managers will then forward all of the players' packets **in one mailing** to the Registrars.

All forms (except USA Hockey registration) can be found at **www.fshl.cc**

1. Athletic Eligibility (note this form changed last year)
2. Athletic Health Examination Pre-participation
3. Athletic Health Examination Report
4. Informed Consent Affidavit
5. FSHL Medical Consent
6. USA Hockey Consent to Treat
7. USA Hockey Participant Code of Conduct
8. Player's Responsibilities Code of Conduct
9. Parent's Awareness Form
10. Report Card (most current report card)
11. Copy of current School ID card (or) current Class Schedule
12. Copy of Birth Certificate
13. The Team Roster Form (note this form changed this year)

Note:

Teams may add players to their roster through **December 31st, 2011** however the player cannot go on the ice for practices or games until that player is properly registered with USA Hockey and with the FSHL Registrars.

FSHL Registrars:

**Terry Trsinar**

7481 NW 12 Street  
Plantation, FL 33313

terry4me@bellsouth.net  
(954) 581-7239

**Karen Switalski**

7451 NW 13 Court  
Plantation, FL 33313

K34ski@bellsouth.net  
(954) 581-5813

Some of the forms in the Player Packet are described here.

**Athletic Eligibility**– Each player and parent/guardian must complete and sign his form in the presence of a notary indicating that all scholastic requirements and obligations have been met before participating in the FSHL.

**Athletic Health Examination**– This multi part medical form must be completed by a licensed physician before participating in the FSHL. This form also specifies the medical emergency contacts for the player.

**Residence Affidavit** - Each player and **parent** /guardian must complete and sign his form in the presence of a notary establishing the student player's official residency status.

**Consent to Treat** – There are two parts of this form that must be completed. The USA Hockey Consent to Treat and the FSHL Medical Consent forms.

If a player is injured, these forms must be readily available at the rink during every game or practice.

**Parent, Coaches and Participant Codes of Conduct and Responsibilities** – The FSHL is requires that every parent or guardian, coach and player reads the Code of Conduct and acknowledge by signature that they have read and understand the Code of Conduct.

**Signed Team Rosters** – Our participation in USA Hockey Leagues, tournaments, and playoffs depends on accurate, complete, and signed team rosters. The League Registrars will coordinate the completion of these rosters

### **USA Hockey/SAHOF Membership**

This is now done online at **[www.usahockey.com](http://www.usahockey.com)**. The parent must complete this for their player online and print out the receipt. A copy of the printed receipt must be sent to the league.

# TEAM PLAYER PACKET CHECK LIST

Player's Name: \_\_\_\_\_

<b>Form</b>	<b><u>Completed</u></b>
1. Athletic Eligibility	_____
2. Athletic Health Examination Pre-participation	_____
3. Athletic Health Examination Report	_____
4. Informed Consent Affidavit	_____
5. FSHL Medical Consent	_____
6. USA Hockey Consent to Treat	_____
7. USA Hockey Participant Code of Conduct	_____
8. Player's Responsibilities Code of Conduct	_____
9. Parent's Awareness Acknowledgement Form	_____
10. Report Card (most current report card)	_____
11. Current School ID or Current Class Schedule	_____
12. Birth Certificate	_____
13. Online registration receipt with waiver completed (online at <b>www.usahockey.com</b> )	_____

## **Player Registration & Paperwork (and other) Dates:**

- *Team Roster Form due to the Registrars (Oct. 1st, 2011)*
- *Player/Coach USA Hockey/SAHOF Membership dues (done online)*
- *Individual Player Packets must be submitted (October 1st, 2011)*
- *FSHL Scholarship Fund Golf Outing at Carolina Club (Oct. 28, '11)*
- *Pre-season Begins with first on-ice practices (October 3rd, 2011)*
- *Regular Season Games Begin (Monday, November 14th, 2011)*
- *Last Roster Change Date (December 31st, 2011) (a USA Hockey rule)*
- *Applications due for FSHL Scholarships (January 13th, 2012)*
- *FSHL All-Star Game & Skills Competition (Sat, Jan. 28th, 2012)*
- *FSHL Night at The Bank Atlantic Center (Friday, Feb. 3rd, 2012)*
- *FSHL President's Cup (dates to be announced)*
- *FSHL Post Season Playoffs (begin Feb. 21st, 2012)*
- *SAHOF High School Championships (March 2nd – 4th 2012)*
- *USA Hockey High School Nationals in Salt Lake City (Mar 21-25, 2012)*
- *America's High School Showcase in Pittsburgh (April 11-15, 2012)*
- *FSHL Annual Awards Banquet (exact date to be announced, April 2012)*

## **Payment Due Dates:**

**\$ 1,000.00 Team Deposit was due June 20th, 2011**

**\$ 5,950.00 Due September 30th, 2011**

**\$ 5,950.00 Due October 30th, 2011 \***

**\*New Teams may submit the additional \$150.00 for the team banner with the October 30th installment.**

**NOTE: ALL THE TEAM CHECKS MUST BE IN THE FORM OF A BANK CHECK MADE PAYABLE TO: FSHL**

**THE ABOVE FEES INCLUDE 60 GAME TICKETS FOR THE PANTHERS FUNDRAISER ON FSHL NIGHT**

The "**Team Binder**" MUST be available at EVERY game during the season. This binder is used to verify the accuracy of team rosters and player eligibility to other team and league representatives thought the season. The Team Manager from the opposing team may ask to review your Team Binder. Items in this binder include copies of...

**Team Binder:**

- *Team Roster*
- *Player Birth Certificates*
- *Student Identification Documents* (copy of school photo ID card or copy of current class schedule)
- *Current Student Report Cards*
- *Copies of each Coach's USA Hockey card*
- *Copies of USA Hockey "Consent To Treat" in case of an injury*

Each team manager is advised to keep copies of the certain pages from the individual player packets in this binder. This information will be useful in the event that an emergency.

Note, it is also a good idea for your team's head coach to have an exact duplicate of the team binder, or at least a copy of every player's "Consent To Treat" form in case of an emergency or injury, either in a game, or at practice.

**Other Items You May Want In Your Team Binder:**

- *Player Contact Information sheet (home and cell phone, internet address)*
- *Parent or Guardian Contact Information sheet (home and cell phone, internet address)*
- *League Official Contact Information sheet (phone number, internet address)*

It is the Team Managers responsibility to ensure the accuracy of this roster. Inaccurate information will result in the suspension of the player and possibly the suspension of the coach.

There can be a maximum of 30 players on any one team, however, only 20 (e.g. 18 skaters and 2 goalies) can dress for a game. Every player, and at least one “Level 3 Certified” coaches, must sign the roster. Players must be in a complete team uniform and the jersey must have the player’s name and number affixed on the back. (See FSHL rules regarding players who forget or do not have jerseys - alternate team jerseys numbered 0 or 00)

Every FSHL coach must be USA Hockey Certified Level III. Coaching certification clinics are hosted and administered by USA Hockey and SAHOF. The FSHL will inform coaches of scheduled USA Hockey certification clinics. Certification is the coach’s responsibility.

New for this year: All coaches when on the ice are required to wear a helmet for their safety. This is a national USA Hockey rule.

Team rosters are closed with the completed application and forms required by the FSHL. The USA Hockey Roster can be changed up to December 31st of the current year by contacting the FSHL Registrar.

**Incident Report Form** – This form is required in order for the FSHL to track injuries that occur to Players and Coaches during the season.

The form is applicable to any injury that occurs during Practice or Game. It is only through the collection of this information that the FSHL can objectively evaluate any rule interpretations or procedures required to address safety issues for the league.

The safety and health of the participants is a high priority for both USA Hockey and the FSHL. The injury report form is mandatory for filing any insurance claims with the USA Hockey.

**FSHL Game Sheets** – Each league game in which your team participates must use the FSHL multi-part official game score sheet to track player participation, scoring, and penalties.

Additionally:

- Each team manager must fill out the game score sheet prior to a game. As stated above all players must have their name and number on their jersey, and they must be listed clearly on the score sheet.
- Per FSHL rules, all players that are dressed for the game must have their participation in the game noted by marking a “P” (“Present”) on the game score sheet next to the players name.

Note, a player who arrives after the start of the game, but before the end of the first period, will be marked with an “L” (Late, but present) on the game score sheet next to the players name. A player will not receive credit for a game attended after the start of the second period.

This is being done so that the scorekeeper and officials know who is present and who isn't. This will not affect the player receiving credit for a game attended / participated.

- Suspended players must sign the Game Score Sheet in the presence of the Scorekeeper in order to indicate that the suspension has been served. Suspended players can NOT sit on the team bench.

Note, the suspended player must arrive before the start of the second period.

- Coaches Name and Certificate Number (CEP #) must be on the game score sheet.
- The team manager's name and phone number must be on the scoresheet.

The FSHL Game Score Sheet is to be faxed to the head of officials by the game's scorekeeper.

The team roster, including coaches and their coach's number, and as stated above the team manager and his/her phone number must be printed (with enough pressure) to go through to all three sheets. It is advisable to utilize preprinted labels, attaching one to each sheet in the multi-part FSHL Game Score Sheet as a means to save time.

At the end of each game, the Team Manager will receive a copy of the game sheet signed by the scorekeeper and referees. It is very important to save these originals since they are the only official record of the game.

As stated above, the top copy of each game's official scoresheet will be submitted the FSHL by the game's scorekeeper. One copy of the game sheet should be kept on file by each team.

**The game sheet indicates any player who receives a Game Misconduct. A player receiving a game misconduct is immediately suspended and must not play in the next game.** Additional suspensions may be issued by the League. Playing a suspended player will result in the suspension of the coach for one game.

## **Sportability**

Each team is granted access to the "team's information page" on Sportability. Player information including name, uniform number and e-mail address should be entered at this web site. Doing so enables players to receive immediate e-mail to inform them of a change in schedule. ([www.sportability.com](http://www.sportability.com) or link from [www.fshl.cc](http://www.fshl.cc))

Game statistics are also maintained on the team's Sportability page. The Team Manager is given access to this page so that it can be updated after every game. **It is IMPERITIVE that stats be kept current, including goalie stats.**

**FSHL E-Mailing List** – All Team Managers, Coaches, Parents and Players are encouraged to sign up on the FSHL Mailing List. The mailing list can be found on the FSHL web site under every main page. ([www.fshl.cc](http://www.fshl.cc))

## **Section 6 – Fundraising and Sponsorships**

The Team Manager is relied upon to promote participation in FSHL fund raising events, and coordinate any fundraising efforts on behalf of the program. Every year the available ice for rent is scarcer and more expensive and we rely on fundraising to help keep this cost down. To keep the costs of the program down, we must be successful at fundraising.

The FSHL Executive Committee appoints a chairperson for each of the fundraising projects. The chairperson will organize these events and their success depends largely on your efforts within your team.

For the past several years there have been two major annual fundraising efforts coordinated by the FSHL,

- The annual FSHL Golf Tournament
- A Florida Panthers Fundraiser

The annual FSHL Golf Tournament was developed to raise funds for the FSHL College Scholarship Program. Support from the Florida Panthers Alumni Association provides funds as well as facilities for the FSHL activities. We are expecting these efforts to continue into the future.

The Scholarship Program provides specific cash awards to freshman, sophomores, juniors and seniors that can be used when the player declares the accredited college he/she will attend. This award program allows us to recognize our outstanding players for their leadership skills, character, commitment to academics, and team work.

The Florida Panthers Alumni Association has historically been a major financial contributor and supporter of the FSHL. In return for this support FSHL teams participate in Florida Panther promotional activities.

The Panthers Fundraising effort supports the FSHL with substantial cash contributions as well as ice time for games at the Bank Atlantic Center. This is in the form of each team purchasing (at a discounted price) 60 tickets to the Panthers game for FSHL Night. These tickets may be sold as a fundraiser. The cost of the tickets is included in the team fees.

The Florida Panther Ticket Fundraiser is a win-win-win situation:

1. The FSHL supports the Florida Panthers with ticket sales
2. The Florida Panther Alumni Association donation to the FSHL
3. Teams can earn as much as \$1,000 to use toward league fees
4. Teams play at least one FSHL game at the Bank Atlantic Center
5. The FSHL All Star game may be played at the Bank Atlantic Center

Each team is encouraged to initiate a fundraising campaign. It is not an FSHL requirement that a team have a sponsor or sponsors. However, because the FSHL is a § 501(c)3 non-profit organization parents or businesses can be encouraged to make tax-deductible financial contributions, which can be used to offset general team expenses or to allow for "extras" not appropriate for pro rata cost sharing by members (such as team logo apparel and gifts).

Sponsors who wish to donate either \$1,000 or \$500 may do so and will have the option of having their name and/or corporate or business logo displayed on the players' game jerseys. Please consult the FSHL website for specifics.

While many sponsors will commit a specific dollar amount, some sponsors will choose instead to make specified donations, such as to purchase a team's practice jerseys or game socks, or to provide each player with a team hat, sweater, coats or equipment bag, to pay a tournament entry fee or to provide for a team party or event.

Please keep in mind that the use of sponsors and/or advertisements may be subject to approval based on the individual high school's policies. These limitations should be considered and investigated before such advertisements are utilized.

## **Section 7 – Expectations**

There are several individuals who have a vested interest in the outcome of your club's season. Each of these individuals has their own set of unique expectations. Understanding that these expectations exist will better enable you to communicate between the League, Coaches, Parents, Players and the School Administrators.

### **Coaches:**

#### **Certification:**

By December 31st of each year, each FSHL head coach and assistant coach must have obtained a USA Hockey Level III certification by attending a USA Hockey sponsored clinic.

Participation at these programs will be recognized by issuance of a Coaches Education Program (CEP) card. Referees or other officials may ask the coaches to produce their CEP cards at any time, and copies will have to be submitted to register the team for all FSHL sponsored activities.

#### **Responsibility:**

All coaches must sign the USA Hockey/ FSHL Coaches Code of conduct.

The head coach is responsible for the development of hockey skills, sportsmanship, and teamwork, of players on the team roster. The Head Coach will usually select an assistant coach of his choosing.

Selection of players for the team as well as any additional practice players are the sole responsibility of the head coach.

The Head Coach is ultimately responsible for ALL activities of the team while in the locker room or on the ice for practices, scrimmages, and games.

### **Suspended or Ineligible Players:**

The Head coach will be held responsible for playing any suspended or academically ineligible player. Failure to meet this responsibility will result in the coach's suspension and/or possible forfeiture of a game.

### **Coaches Committee:**

Coaches communicate with the FSHL through the FSHL Advisory Committee and the FSHL Coaches Committee and likewise these Committees maintain a reciprocal open line of communication with the coaches.

### **Communications:**

The coach will communicate with the team manager in order to ensure all players remain eligible for play and are registered properly with the FSHL and USA Hockey.

### **School:**

#### **Club Sponsor** (academic/ staff/ principal/ athletic department)

This is a High School, Scholastic Hockey League, therefore, there are requirements that a team must meet in order to be recognized as a club by the associated High School. Often there are privileges such as excused absence, use of campus meeting rooms, and fundraising activities that can be utilized as a recognized club. Your school may include the hockey club in the school yearbook or morning announcements.

Club guidelines can be different for Public Schools in Palm Beach, Broward or Miami Dade County and might be unique for Private Schools. This area of the organization should not be overlooked. Any and all off campus activities that relate to the team should be coordinated with the designated club faculty sponsor.

## Players:

### **Player Packet**

In order to be eligible, each player must submit complete forms and paperwork to the team manager, who will in turn, provide it to the FSHL registrars.

### **Communication**

Each player must maintain an open line of communications with their Parents, Coach and Team Manager

### **Scholastic Records**

Each player must maintain the academic eligibility requirements of the FSHL as well as those of the school. Original proof of academic eligibility must be presented to the team manager on a regular basis and to the league as requested.

### **Sportsmanship**

**Each player is expected to maintain exemplary sportsmanship at all times. This includes: before, during and after FSHL practices and games. Including inside and outside of the ice rink.**

### **Commitment**

Players at all skill levels should expect that high school hockey will require a significant commitment of time. The expectation at all levels is that players attend all practices, and games. The policy for each team regarding absences will be set by the Head Coach. All players are encouraged to participate in the team and FSHL on-ice and off-ice activities.

Hockey is a team sport and each player has a responsibility to participate in scheduled team activities to insure that their development, improvement, conditioning and game preparation is on par with their teammates.

## **Parents/ Guardians:**

### **Support**

Because the Team exists under the auspices of a “Club” as defined in the school’s student handbook, parents or guardians must understand that they are, in reality a “Support Organization”. Therefore, the single, most important role that Parents play is providing positive team and individual player support. High School hockey is a venue for providing another experience in the development of the student. Enabling players to establish realistic goals, make meaningful contributions to a team and develop individual self esteem can only be accomplished with parental support and encouragement.

Parents may also want to attend the monthly FSHL Advisory Committee meetings. The dates and times of the meetings are sent out via e-mail and are monthly, except during the summer.

### **Commitment**

Parents and guardians must stay informed about all aspects of team activities. This can be accomplished via communication directly from the player, Team Manager and or League communications and most importantly, participation in the Team Rep Council. (Advise parents to check the FSHL website and/or Sportability website regularly for schedule changes/updates, etc.)

### **Participation**

Parents and guardians should expect to assist with some of the activities of the team. Parents and guardians are also expected to volunteer with league functions. Some team activities include:

- Fundraising
- Encouraging "family and friend" attendance at games
- Game Statistics
- Team Pictures
- Yearbook
- Public Relations
- Holiday and/or year end parties

Team Managers should work with their team parents regarding the actual breakdown and distribution of responsibilities.

### **Sportsmanship**

All parents or guardians must sign the USA Hockey /SAHOF / FSHL Code of Conduct.

Parents must not only exhibit good sportsmanship, they must encourage good sportsmanship.

### **Player Packet**

Parents must assist players in scheduling appointments and gathering the information required to complete the appropriate paperwork in order to meet eligibility requirements of the League.

Contact information for parent's (mom/dad/ guardians) must include: home phone numbers, cell numbers, postal addresses and email addresses. (and possibly fax numbers)

All financial obligations must be paid when due.

### **Rinks –**

Every ice rink has the right to expect teams, managers, coaches and players to maintain professional demeanor, to be aware of USA Hockey Codes of Conduct, and to be aware of league and rink policies and guidelines for the use of the facilities.

Be aware of the fact that should there be any damage done to a locker room or other parts of the facility by a player, parent, coach, or manager of a team that the team will be held responsible for any expense connected with repairing the damage.

In addition any player, coach, manager, or parent who is involved with damage to rink property or dangerous behavior may be subject to long term suspension from the team, the league, any SAHOF sanctioned team, and/or banishment from rink facilities.

**Section 8 – Estimated Budgeting for the Team**  
**(example: 17 Players)**

<b>EXPECT THESE EXPENSES</b>		<u>TEAM</u>	<u>PER PLAYER</u>
Team Initial Deposit to the League	Required July 1st, prior to school	\$1,000.00	
Team League Fees	\$12,900 less the initial deposit	\$11,900.00	
USA Hockey Membership Fee (Coaches)	Req by USA Hockey (\$38 per)	\$114.00	
Banking Fees	Monthly Bank Charges (avg. \$12)	\$144.00	
Special Jersey Lettering	Captains / Assts "C"s & "A"s	\$60.00	
Team Socks (new pairs for each player)	Home & Away	\$360.00	
Clerical	Stamps, photocopying, etc.	\$100.00	
Year End Party or Picnic	(includes small gift for coaches)	\$200.00	
Pre-Season On-Ice Practice	one hour practice	\$350.00	
Team Supplies	Water Bottles, Practice Pucks	\$175.00	
First Aid Kit	Basic First Aid supplies	\$225.00	
Club Sponsor gifts	Appreciation Plaque w team photo	\$200.00	
Miscellaneous other expenses		\$132.00	
<b>TOTAL TEAM COST</b>		<b>\$14,960.00</b>	<b>\$880.00</b>
<b>In addition, for all players</b>			
USA Hockey & SAHOF Membership Fee	Required by USA Hockey (\$38 per)	Register online	<b>\$38.00</b>
<b>In addition, for first year players</b>			
Home & Away Jerseys	1 set per player (estimated cost)	<b>\$150.00</b>	<b>\$150.00</b>
<b>ADDITIONAL / OPTIONAL EXPENSES</b>			
Must have fundraisers or sponsors, or the players families may have to cover these			
Ice time for 2 Summer or Fall On-Ice Practices or to conduct Try-outs		\$650.00	
Practice Jerseys		\$225.00	
Team Polo Shirts	Game Day uniform dress code	\$375.00	
Fleece Jackets or Team Jackets	Game Day uniform dress code	\$525.00	
Tournament Fees	President's Cup or other	\$750.00	
Jackets / Fleecees for Coaches and Team Manager		\$200.00	

## **Team Manager -**

Captain Picard puts it bluntly and succinctly in his orders before leaving the bridge of the Starship Enterprise

*“Make it so! ...”*

### **Section 9 – Helpful Hints**

Participate in the Team Rep Council meetings aka Advisory Committee meetings. Encourage parents to attend as well.

Hold regular parent and player informational meetings

Make copies of practice and game schedules and pass them on to players and family members. Putting the player's name on each of their copies is a good way of keeping track of who has been informed.

Notify players and parents by e-mail or phone of any important issues or schedule changes

Ensure that those items which have deadlines (forms, game sheets, funds etc.) are submitted to the league on time

Be aware of due dates of financial obligations to the league and deadlines for paperwork submission

Refer to the Team manager's checklist and other information contained in the appendix following this page

Keep track of, and notify coaches immediately of any player suspensions

Stay organized

And for gosh sakes, always keep a smile on your face, it all works out in the end!

## Website Navigation

Note: to get on the Florida Scholastic Hockey League website go to:

**[www.fshl.cc](http://www.fshl.cc)**

For forms and other info:

Click on the link for **Panthers Conference**

Then... click on **“News”**

Then... click on **“Registration Information for 2011/2012 Season”**

Then... click on a variety of options including:

Manager’s Checklist

FSHL Team Registration Requirements

FSHL Player Roster Form

Team Packet Checklist

Player Packets

Incident Report

FSHL Coaches Registration

The Sportability site is: **[www.sportability.com](http://www.sportability.com)**

## **Useful Phone Numbers / e-mail Addresses**

**Saveology Ice Arena** (formerly Incredible Ice): **(954) 341-9956**

### **FSHL Executive Board Members** (cell phones)

Peter Pearlman (President)  
(561) 239-3814  
eyeguy417@aol.com

Alan Berkowitz (Vice President)  
(954) 816-8163  
berky4@aol.com  
(Coaches Committee Chair, Disciplinary Committee Chair)

Dennis Drucker (Vice President)  
(954) 410-1918  
dennisdrucker@edmorse.com / denniscars@aol.com  
(Schedule Maker: regular season games and playoffs, Tournament Committee Co-Chair)  
(SAHOF High School Hockey Committee Co-Chair and Board Appointee)

Jane Reiner (Treasurer)  
(954) 649-6492  
jmreiner@procon-management.com

### **Referee In Chief:**

John DePasquale  
(954) 742-7712  
faafaafoy@aol.com  
(Management of Referees, Chair of the annual Scholarship Golf Tournament)

### **FSHL Registrars:**

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