

Team Manager

Major Role: Team Managers shall be responsible for assisting the team coaches in communicating information to the players and parents. The Team Manager serves as a liaison between the team and the Board, as well as the parents and the coaches. As an appointed position by GHA, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board.

Responsibilities:

- Work with REGISTRAR to review and validate the team roster, including player names, jersey numbers, etc.
- Maintain the team website with valid season, team and parent information and communicate with Geno Palazzari to update Facebook and other website items as necessary. (Things to include: photos, game standings, team events etc.)
- Notify REGISTRAR of any changes, additions, and/or deletions to the roster. This includes players, coaches and managers. A coach cannot be on the bench during games, if they are not on the roster.
- Attend monthly board meetings or send alternate to represent the team.
- Ensure all game volunteer activities are planned with team parents and scheduled prior to each event.
 - Parents will be required to work each home game in the areas such as scoreboard, penalty box, Pointstreak, locker room monitors, Announcer/Music etc.
 - Volunteer hours will not need to be tracked, but all the shift will need to be covered for games.
- Maintain the team binder with roster/code of conduct paperwork for players and coaches. This binder must be available at each game. Binders must be returned to the GHA Registrar after the season as per USA Hockey rules this information has to be kept for three years.
- Coaches/Managers cannot be added to the roster until they complete the USA Hockey SafeSport, Background check, and registration. GHA deadline for all coaching paperwork is due **no later than December 1st**. Coaches will not be allowed to participate after this deadline until they complete all their paperwork. If paperwork is still not complete by December 20th, they will be removed from the roster entirely and a new coach assignment will be given unless approved by the Coach in Chief. (USA Hockey does not allow changes after December 31st)
- Assist the head coach in organizing team meetings. These meetings should be geared around communication concerns, celebrations, and league information as it relates to the team.
- Relate concerns between parents, players and coaches as needed and provide information to the board of directors as necessary.
- Communicate league schedule information including games, parent responsibilities and other important dates/information.
- If team is attending additional tournaments, team manager will assist coach in planning, scheduling and fundraising. NOTE: All tournaments will need prior approval from GHA Board of Directors as it is still under the association's roster. All USA Hockey and GHA policies will apply to any tournaments. All fundraising activities will need to be approved by the GHA Board of Directors as well.
- Once you have the league game schedule (beginning of season), call and schedule a block of rooms for each travel game. You can see if you get a non-profit or youth program rate. Then email the parents each of the travel lodging options. (Please check Marriott and Timberline hotels first. – See links below or visit the Team Manager page on the website)
- Report all Parent or Coach misconduct to Coach in Chief or one of the Board of Directors immediately
- Arrive to the rink 1 hour early to check in your team if necessary, find out locker room assignments, have time to communicate any changes to coaches or parents.
 - Assist coach in notifying hosting team scorekeeper of any players unable to attend the game and/or cross them off the roster for that game.
 - If player is injured and can't play but is dressed in helmet and jersey on the bench, notify the scorekeeper so the player's attendance is accounted for
 - If a player or a coach receives a Game Misconduct, Match Penalty/suspension or any penalty that forces them to leave, miss or sit out a game, a copy of the score sheet for that game must be given to the GHA Registrar or Board Member ASAP.
 - Home Games: Team Manager to check visiting team's binder to ensure they aren't missing any information or have errors on a team roster. If errors or missing information, team manager must report

to the Head Coach immediately. Check for any players not able to attend the game and if injured players from opposing team. Report attendance of players to scorekeeper ASAP.

- After each game, team manager is to check that game sheets are signed by each team's coach and referees, WHAL paper game sheets are filled out completely and accurately and placed in game folder. Answer any questions from scorekeepers and ensure Pointstreak is saved and sent appropriately. **(NOTE: WAHL Paper Game Sheets MUST be completed in ALL league games, NO EXCEPTIONS. There is a \$100 fine per game by WAHL if these game sheets are not filled out)**
- If a player is ejected from a game to the locker room, it is the Team Manager's responsibility to escort them as he/she leaves the ice and supervise them until the game is over and the coach has returned to the locker room.
- Compile a copy of the game sheets. Team Managers will need to print and obtain a copy of each game sheet once it is approved/ verified in Pointstreak. Please keep copies in the binder.
- If a player is injured during practice or a game, the team manager must have signed Consent to Treat forms for each player in their possession and is responsible for the filing of appropriate forms. These injuries shall be reported to the **GHA Coach in Chief** immediately.

Job Requirements:

- Strong interest in and personal commitment to ensure the success of the team's season
- Ability to negotiate and resolve conflict, provide constructive feedback
- Positive attitude, problem solving and analytical skills
- Self-motivated and takes initiative
- Email capability, required to maintain and interact via email on regular basis
- Ability and willingness to attend most games
- Attend all monthly board meetings
- Must provide consistent and regular communications to coaches and board of directors
- Must complete USA Hockey registration, SafeSport, and Background check and submit hard copies to Coach In Chief

Time Needed for Position:

This is a 6-7 month position. This position requires approximately 5-7 hours weekly, for planning, practices as well as games. There will also be time required for travel to league games and the state tournament. Additional time will be required for travel to tournaments as agreed on by team parents and coaches.

TEAM BINDER RECAP:

You must bring it to every game and/or tournament and return it to the Registrar at the end of the year.

Binder must include:

- The official USA Hockey roster
- Consent to Treat Forms for each player
- Birth Certificates
- Parent and Player Code of Conduct Forms for each player
- Any parent or player information including name, address, phone numbers
- Copies of Coaching USA documents and CEP Level etc.
- Copy of each score sheet

Contact the Registrar, Lynley Stinson registrar@gillettewild.org, to obtain/establish a team roster from USA Hockey. Review the roster to make sure all the items are reported correct, including player's name, jersey number, address, telephone number, and parent's names

The following information is required for the registrar (Lynley Stinson) to roster your team...

Requirements for Rostering:

- ALL players on team registered with USA Hockey and SportNGIN (this is the parent's responsibility)
- List of all registered players
- List of all screened and approved coaches and their USA Hockey Numbers submitted to me (It is the Coach's responsibility to be aware of their status and complete required certifications)
- Manager USA Hockey Numbers
- Birth Certificates of any unverified players

These items NEED to be submitted to the registrar TWO (2) weeks prior to your first game for verification. Any games played prior to roster verification will not be counted.

Team managers will need this binder with copies of rosters, waivers of liabilities, and medical consents at ALL Games.

NOTE: If the team manager is unable to attend a game, it is their responsibility to assign this binder to the coach or another parent for that game. Team Managers will receive this binder with most of these documents from the Registrar after registration. Please contact the registrar, Lynley Stinson at registrar@gillettewild.org to obtain such documents. Team managers will be required to request any missing documents from players to complete this binder prior to that player getting on the ice. It is your responsibility to make sure EVERY player/parent has completed these forms. Once binders are complete, they will need to be signed and approved by the coach and Registrar. (Again, per USA Hockey, we must keep these records on file for 3 years)

Interface with Parents

Please ensure that all players and parents are notified of all:

Game and practice schedules – see links below for WAHL site and Ice Rinks

- Individual home game and tournament responsibilities (penalty box, scoreboard, Pointstreak etc.)
- Hotel accommodations for away games and tournaments
- Any other relevant information or changes.
- Setup team page and contact information for team communication through SportEngine. (see links below)
- Assist the Head Coach to organize a parent meeting at the beginning of the season to discuss expectations and answer any questions, discuss the number of tournaments that the team would like to attend during the season as well as any other important information for the season. This is a meeting where the coach sets the table for the year. This takes place within the first week or so of the season.
- Schedule parent/team meetings as necessary and ensure that all parents understand the GHA “Chain of Command”. We ask that you maintain the contact lists for you and the parents. The chain of command is as follows: Issues to be reported first, to the Coach and/or Team Manager, second the Coach in Chief, third the President, and next would be another board member. (Don’t forget the “24 Hour Rule”)
- If attending additional tournaments, you will work closely with the Tournament Director to compute an estimate of the cost to attend these tournaments and collect funds from parents or fundraising events. The funds should be retained by the Team Manager and submitted to the Treasurer. Again, all tournaments and fundraisers will go through the Tournament Director and be approved by the Board of Directors prior to submitting tournament registration.

Additional Information – Should be reminded in all parent meetings

- Please remind volunteers working official’s positions (clock, score sheet, penalty box, music etc.) at team games that they are to be impartial/ neutral. Vocal cheering or other displays of support for either team and/or talking with players in the penalty box is not permitted. Also, you must be at least eighteen to staff an official’s position. Minors are not allowed to work as an official OR be in the penalty box or clock/score keeper area during the game. These are mandatory rules, no exceptions!
- Please remind your coach and players that WAHL rules state that, any player that does not play in a minimum of 50% of WAHL league games, will NOT be eligible to participate in the respective team's state tournament. This means that any Squirt or older player that is a member of a GHA team can only miss a maximum of 50% (8 games) of that team's WAHL season games to remain eligible to play in that team's state tournament at the end of the season. Additional tournament games outside of league games will not count towards this % as they are not part of the WAHL league.
- Please remind parents of the USA Hockey Parent Code of Conduct Policies. This is a ZERO TOLERANCE Policy and there are NO EXCEPTIONS.

Helpful Sites:

- www.wyohockey.com –**WAHL Website** - League game schedules, updated statistics, state tournaments etc. (league schedule shall be posted around beginning of October by the WAHL Scheduler. Specific game times are not required to be posted until 10 days prior to scheduled game.)
- www.gillettewild.org – **Association website** – this is the main communication tool besides emails to the members of the association. There will be a team page for each team to add important travel/hotel information, schedules, other team information or photos. There will be a **TEAM MANAGER** page with helpful information such as Game Clock Instructions/Pointstreak Instructions for game days as well.
- https://www.usahockeyregistration.com/login_input.action - **USA Hockey Registration website** – this is the link for players, coaches, managers and volunteers to register with USA Hockey.
- <http://wyohockey.sportngin.com/> - **WAHL Background Check** – all coaches, managers, locker room attendants are to complete this background check. A copy of the full report must be provided to the Coach In Chief
- <http://www.usahockey.com/safesporttraining> - **USA Hockey SafeSport Training** – All coaches, managers and locker room attendants must complete the USA Hockey SafeSport training. It is valid for two years. A copy of the certificate will need to be provided to the Coach In Chief prior to the first league game
- https://wildhockey.sportngin.com/survey/show/117934?_ga=1.264225359.2144210640.1467302684 –**GHA Coach/Manager Registration** – please register through SportNGIN from this link. This will help with email communication through SportNGIN and helps with the rosters. You will need your USA Hockey registration number prior to registering on SportNGIN.
- <http://www.marriott.com/meeting-event-hotels/group-travel/sports-and-teams/us-hockey.mi> - **Team Hotel Blocks at Marriott Hotels** - Marriott is the official USA Hockey hotel sponsor. By booking blocks of rooms, in multiple towns ahead of time you may get better rates.
- <http://timberlinehotels.com/> - **Team Hotel Blocks with Timberline** - For towns that do not have Marriott hotels, try the Timberline Family of hotels
- <http://help.sportngin.com/customer/portal/articles/2097410-team-management-overview-video>–**Team Website** - use this helpful video to see how to setup and manage your team website and communication. (see also instructions in PDF on the team manager page)
- <http://support.pointstreaksites.com/view/support/tutorials-2/pointstreak-stats-tutorials/hockey-laptop-scorekeeper> - **Pointstreak Tutorial** - Use this tutorial as a quick “How To” on Pointstreak for game days. (also see Team Manger page for other instructions)