

## **Team Management Manual**

Team managers play a vital role in the success of individual teams with FVHA. The team manager is the team's representative and acts as a liaison between the scheduler, board, players, parents, coach coordinator and coaches. Co-managers dividing responsibilities between team activities and Winter Classic planning are encouraged. A meeting of all members involved in managing teams and Winter Classics is scheduled pre-season to outline any changes and coordinate activities with scheduler, registrar, etc. The many responsibilities of team managers are:

### **Communication:**

- Coordinate Parent meeting with coaches in October to familiarize parents with the workings of the association, roles and our policies.
  - Review conflict Resolution process – 24 Hour Cooling off Period
  - Zero Tolerance with regards to referee abuse
  - Code of conduct for parents and players
  - Invite the Safesport coordinator and board member of the association to attend the parent meeting to communicate broader association wide topics to parents.
- Prepare an effective team email distribution list and/or phone list. Use this to send notices and information i.e. schedule changes, reminder of extra skills, training sessions, games, and travel information, etc.
- Become familiar with SportsEngine system and determine how the team will use Sportsengine and FVHA website for communication.
- Communicate the Sportsengine system to parents.
- Make sure coaches are included on our contact list so that they will receive all communication.
- Coordinate with the Association Scheduler for all practices and game times.
- Team managers and coaches are responsible for providing any information or updates to the website manager for their specific team page.

### **Administrative Duties:**

- The FVHA Registrar handles all registration processing for official USA hockey rosters. Members are required to register online, pay in full or have a payment plan in place before they can attend the first practice.
- A copy of the physical (For HS and 19U girls only) is to be placed in the managers 3 ring binder that goes to every game. Contents of the physical are to remain confidential except for medical conditions that the managers and coaches should be aware of for the safety of the player.
- Players **new** to FVHA must provide a **copy** of their birth certificates to the manager at the time of registration. This copy will be presented to the registrar before the player is added to the official USA hockey roster. It can be scanned and sent to the registrar. A passport or a birth certificate will fulfill this requirement.
- The registrar will provide the manager with an official USA Hockey approved roster with players and coach's credentials that must be maintained in the team binder.
- All FVHA and USA hockey registration paperwork must be maintained by the team manager in a 3-ring binder that must be present at all games.
- No player is allowed on the ice if these items have not been received.
- **Equipment Rental** payment and deposits are collected and documented by the manager.
  - Forms for this process are available through FVHA and can be found at the rink - attach gear deposit checks & volunteer checks to form
  - These forms (if you choose to use) and the deposits checks will be collected and handled with the jersey forms as described below.
  - Gear rental payment is by check to FVHA or can be paid on registration through SportsEngine.
  - Rental fees for gear are \$50 a season for all players 12U and up. 10U and under can use gear for free with a \$150 check to FVHA to be returned when gear is returned.
- **TSL, Yeti & Tournament Travel Jerseys:**
  - TSL & Tournament Travel Jerseys are a \$150 deposit
  - Yeti Jerseys are a \$50 deposit
  - Record Distribution on excel sheet or form of managers choosing.

- All jerseys must be washed and returned to the manager at the end of each season
- Give checks to FVHA treasurer to store for season, or keep in secure location
- Deposit checks must be returned (hand delivered or mailed) or shredded within 30 days of the end of the season.
- Deposit checks will be cashed in if the jersey/gear is not returned to the manager within one week of the end of the season.
- **End of Season Wrap Up**
- Coach gifts
  - First & Second year coaches receive – coats & pants – Association will pay – get approval from the Manager Chairperson
  - After 2<sup>nd</sup> year coach gifts paid out of \$250 end of year budget
- Team Party, Coach & Player Gifts – Budget is \$250 for end of year

### **TSL League Games**

- The manager will work with the Association Scheduler to schedule games.
- All League games (MAHA) will be scheduled each Fall. Youth Hockey clinics, Ref Clinic, annual MAHA meeting and Representatives from USA hockey are also part of the weekend. <http://www.mthockey.com>
- Review the MAHA Annual guide for all league play details  
[https://cdn1.sportngin.com/attachments/document/36af-2627902/21-22 Annual Guide-1.pdf#\\_ga=2.203766672.1694893567.1658524504-1436604635.1658524504](https://cdn1.sportngin.com/attachments/document/36af-2627902/21-22%20Annual%20Guide-1.pdf#_ga=2.203766672.1694893567.1658524504-1436604635.1658524504)
- Any additional exhibition games (non-league and non-winter classic) need to be scheduled as much in advance as possible to ensure referees are available. Th Association Scheduler will work with Ref coordinator.
- Provide a schedule of all game to parents and update in SportsEngine
- Arrange and communicate lodging for all away games and tournaments requiring an overnight stay.
- Game obligations requiring volunteers

- Clock (home)
- Scorekeeper (home)
- Penalty boxes (home) - visitors have their own
- Rink Prep/Zam driver
- The team manager must be prepared to enter the team roster (names & numbers) onto the score sheet, or provide stickers. Home game score sheets should be put into SportsEngine Live Scoring.
- Home games require the manager (or volunteer) to arrive no less than 60 minutes before the game and assign locker rooms to teams and prepare score sheets to be provided to the scorekeeper 15 minutes before the beginning of the game. Additionally, requesting parents to arrive early to prepare the rink in case of snow.
- Be responsible for bringing one extra set of jerseys and socks.

## **Winter Classics**

- See Winter Classic Manager Manual

## **Games/Tournaments/Winter Classic/Travel Fees**

FVHA registration fees cover the cost of 2-3 hours of practice/week from late October to early March with a two week break during the Christmas/New Year's break. Any additional ice time or referee fees that the team requires for home league games or additional practices will be covered by fees collected from the players or fundraised by the team. Please make parents aware of this fee information.

The team will pay FVHA \$120/hour plus the appropriate referee fees for their age level. The per player cost is estimated by the board and included in registration fees. The final team billing will be calculated by the board at the end of the season which will include actual ice time and referee costs.

Cancelled practices due to weather or other teams winter classics can be re-scheduled or credited against the team's game fees.

FVHA teams are not charged for their ice or referee fees for their Winter Classic tournament. Funds raised at the Winter Classic tournaments from 50/50, Raffle ticket sales and swag sales will go into the FVHA general fund.

In October FVHA pays a non-refundable state tournament bond for each team participating in TSL state tournaments. The balance of the tournament fee will be paid at the end of the season to the respective tournament director.

**Zam Volunteer** – Check with External Facilities for Zam Driver assignments

Need 3-5 per team. Teams are required to Zam after practice and before and after games – coordinate with Association Zam coordinator