

# TEAM MANAGER HANDBOOK

Thank you for committing to be a Team Manager for your player's team! This handbook will provide information on the initial volunteer requirements and typical responsibilities of the Team Manager during the upcoming season.

After the Head Coach and the Age Rep Coordinator confirm your role, the very first step is to complete the volunteer requirements.

## Volunteer Requirements:

### USA Hockey Registration, USA Hockey Background Check, and USA Hockey Safe Sport

These must be completed in order to be a Team Manager:

#### 1. Register as a Volunteer with USA Hockey:

<https://membership.usahockey.com/>

- Select Register Now



- Confirm Age
- Register as "Manager/Volunteer"
- Register "Myself"
- Complete all personal information screens and Confirm
- Print your confirmation to PDF and save it to send via email to the Registrar ([byha\\_registrar@yahoo.com](mailto:byha_registrar@yahoo.com)) after you have completed the background check and Safe Sport.

After completing this registration, the website will give you the option to move forward to complete your background check and Safe Sport training

#### 2. Complete USA Hockey Background Check:

<https://www.usahockey.com/backgroundscreen>

As part of this online registration process, the screening process will prompt you to upload a digital image/copy of your ID (driver's license, passport or non-driver state ID). Please have a .jpg, .pdf, .bmp, .gif, .tiff, or .png file (less than 4MB) available on your computer prior to beginning your registration.

The screening costs \$30 but is valid for two seasons.

The Self Registration ID Number should pre-fill.

**3. Complete USA Hockey Safe Sport Training:**

<https://www.usahockey.com/safesporttraining>

Safe Sport is now free for all Managers/Volunteers but must be completed annually. This course works best using a computer. You will need your USA Hockey Confirmation number from Step 1 above to complete SafeSport.

Clicking the red button “Click Here for U.S. Center for SafeSport Training” link will take you to the MyHockeyHQ Portal Login:

Username is your Confirmation Number.

First time members will need to click “Forgot Password” to generate email for access to MyHockeyHQ Portal.

Training should appear in your Dashboard.

## **Team Manager Responsibilities:**

**The primary duty of a Team Manager is to be the “coordinator” between coaches, parents, and players for your team. More specific duties include:**

### **Team Meeting and DIBS check collection:**

The Head Coach of your team typically conducts a Team Meeting for parents shortly after rosters are posted. Check with the Head Coach and book the BCA Meeting Room, then enter the meeting into your team’s calendar. Use the rosters posted on the website in advance of the meeting to create a tracking document in order to collect DIBS checks (\$500) from parents at the meeting. It is helpful to bring an envelope to the meeting to keep the checks in until they can be turned into the BYHA Treasurer. See DIBS Document on website for more detailed information on the DIBS program each year. DIBS checks must be collected by December 15 and any outstanding checks will result in player suspension. Speak to the your team’s Head Coach if you have any difficulty in collecting the DIBS checks from parents.

### **Tournament Coordinator:**

If your team has a home tournament during the year, it is helpful to assign a Tournament Director ASAP. Bring it up at the Team Meeting, and once the Tournament Coordinator has been identified, notify the BYHA Tournament Director (listed on the Contacts page on the BYHA website) so that contact information can be uploaded and planning can begin. Tournament DIBS are covered by taking on the Tournament Coordinator role for the team. See “Tournaments” document attached to this Responsibilities document for more information.

### **Communication/Website/SportsEngine:**

BYHA utilizes SportsEngine for its website and mobile app. Each team will have a designated page on the website. The BYHA Webmaster will give you access to edit your group’s page. Changes to the pages can be made using either a computer browser or the SportsEngine App. Practice schedules and most games will be automatically created by the BYHA Scheduler; however, you may be asked to add team meetings, scrimmages, or extra games or events to the calendar, and so will have the web permissions to do so on your team’s page. Please reach out to the Age Rep Coordinator or BYHA Webmaster if you need additional assistance with the webpage features.

### **Jerseys:**

Coordinate with your team’s Head Coach on jersey distribution (both practice jerseys and travel jerseys), as some coaches do this piece themselves, while others would like your assistance.

### **Travel/Hotel Blocks:**

As soon as team rosters are announced, you will want to begin the process of booking hotel blocks for tournaments or game swings. Check the tournament webpage to see if the tournaments will assist (has already established) hotel blocks for participating teams, otherwise research options and establish a block for your team. The tournament website may also have apparel order deadlines to be communicated to your team. There will be a space on your team webpage to post hotel block information and links. In the past, some teams have opted to hire a charter bus for longer-distance day games (players and parents), and that can be done at the cost of the team families. If your team qualifies for State, there is a special budget allocation for State Tournament participation; see a Board Member.

**GameSheet:**

GameSheet is the scorebook software required for all district games in Minnesota. If you are new to GameSheet, please reference the training documents and videos on the BYHA website, or reach out to the BYHA GameSheet Coordinator to set up an individual training session. iPads are kept at each of the rinks; instruct volunteers to see Rink Manager to access the iPads for games. Stickers are no longer needed; however, if you have an out-of-state tournament or game and would like to bring a backup method, contact the BYHA Registrar to obtain roster stickers.

**Home Game Shifts and Team Breakfasts:**

Each team is required to provide scorebook, clock, and penalty box volunteers for all home games. Look up the schedule of your team's home games and assign families. Post this schedule with assignments on your team webpage. These shifts are not DIB eligible.

If your team has early morning practices, many teams establish a breakfast rotation. As Manager, it is recommended you assign a schedule (similar to home games) on a rotating basis; instruct families to make arrangements to switch with another family if they are unable to fulfil their scheduled breakfast dates.

**Locker Room Monitors:**

Locker Room Monitors are covered in Safe Sport, as well as in the BYHA Policy and Procedures. Coordinate with Head Coach to ensure compliance.

**Raffle Tickets:**

Team Managers are responsible for distributing and collecting raffle tickets for their groups. Each player gets 20 tickets (\$20 per ticket). Families new to BYHA (first year player with no older siblings; check with the Registrar or the Age Rep Coordinator to determine new families) must provide the Team Manager with a \$400 deposit check at the time the tickets are handed out. This check is returned to the parent when the money and ticket stubs are returned. It is helpful to create a raffle ticket spreadsheet including the following information:

- Player Name
- Parent Name
- Parent Phone Number
- Raffle Ticket # Range
- Y/N \$400 Deposit Check
- Column to track additional tickets
- Column to track when ticket stubs and money are turned in

Tickets are typically handed out around Thanksgiving and collected back shortly before the raffle takes place in February. When it comes time to collect the raffle tickets, it typically takes several practices to get them all back so reminder emails before practice may be helpful. Parents should put their stubs and collected \$400 in an *unsealed* envelope with the player name, age group, and ticket stub number range on the front of the envelope; unsealed because you will have to verify the stubs match the tickets given to that family and that the full \$400 is being turned in. It is also helpful to have a large manila envelope or shoebox in which you can store the envelopes containing the money and stubs until they can be turned in to the Raffle Director.

All questions can go to the Raffle Director or Age Rep Coordinator.

**Picture Night:** Picture Night is now typically handled by a separate Coordinator. You will receive a communication from this Coordinator fairly early in the season with dates/times for your teams's photo shoot. Occasionally, jersey distribution occurs on picture night; check with your group's head coach to coordinate.

**Misc. Information:**

BYHA **Board Meetings** occur on the third Wednesday of each month in the Meeting Room at the BCA. It is beneficial for Team Mangers to attend these meetings, especially if you have any concerns or questions. It is also recommended you review the BYHA Policy & Procedures document, which can be found with the Board of Directors page on the BYHA website.

As the end of the season approaches, check with your Head Coach or a BYHA Board member regarding a budget for an **end of year party**.

## **TOURNAMENTS**

Team Tournament Coordinator should contact the BYHA Tournament Director as soon as selected. Tournament DIBS are covered by taking on the Tournament Coordinator role.

The Tournament Coordinator for your team is responsible for finding Rink Managers for the tournament. Rink Managers are in charge of making sure the tournament is running smoothly during their shift – this includes filling in for no-show volunteers, communicating scores between rinks, generally keeping the peace, etc. Rink Managers must be at the rink at all times during their shift.

Approximately two weeks before the tournament, reach out the BYHA Tournament Director for the Tournament Book.

The week of the tournament:

- Stuff tournament programs with rosters/schedules
- Pick up bracket boards
- Pick up trophies
- Accept donations for team bags and assemble bags
- Coordinate decorations (optional)
- See Tournament Book for full list

The Day Before and Day Of Tournament:

- Ensure the registration with Minnesota Hockey is posted at each arena next to the brackets
- Keep a list of cell phone numbers of your Rink Managers at every rink so that scores can be communicated
- Ensure other volunteers are showing up
- Hand out apparel to teams

Any gambling (raffles, chuck-a-puck, etc.) MUST be approved by the BYHA Gambling Committee well in advance, as paperwork may be required.