



Team Manager Information 2018-2019

May 30, 2018

Dear Manager,

Thank you for serving as manager for your team this year. We appreciate the time and energy you are contributing to the kids and the Gulls!

Please read through this informational guide for the upcoming season. If you have any questions, please reach out to me and we can chat.

We are all on the same team so communication is key!

If anyone is an experienced manager and would be interested in serving as “Manager Liaison” for the Gulls, please let me know. For those who have met or spoken with me, you know that I am all about improving the efficiency of procedures with the Gulls and ensuring that the focus stays on our players and their development. I think a “Manager Liaison” would be a great step in this direction!

Best Regards,

Stef

LI GULLS ADMIN

admin@ligulls.org

516.434.9769 (text or call)

A. General Duties/Requirements:

a. GENERAL DUTIES

- i. liaison between admin in organization and team
- ii. liaison between scheduler and team
- iii. set up and maintain team schedule on teamsnap (or whatever app teams decide to use)
- iv. publish practice schedule and any changes
- v. distribute and collect paperwork for organization and league(s)
- vi. Attend League meetings- you will be notified when those meetings are scheduled; Gulls incur fines if you do not attend and those will become your responsibility to pay:
 1. AYHL Manager Meetings for 2018:
 - a. Thursday, 08/09/18, 7PM at ICE LINE in West Chester PA
 - b. Tuesday, 08/14/18, 7PM at ICE HOUSE in Hackensack, NJ
 - c. Thursday, 08/23/18, 7PM at MENNEN ARENA in Morristown, NJ



- vii. Correspond on team's behalf with AY and LIAHL where applicable
 - 1. PLEASE CC admin@ligulls.org on all league communications- namely sending in scorecards (which I don't know that procedure yet for this season) or sending in requested rosters/forms.
- viii. liaison with other team managers to set up exhibition games
- ix. create binder for Atlantic Youth Hockey League playoffs

b. MONETARY DUTIES

- i. set up and manage account for team fees
- ii. set up/organize any fundraising for team account
- iii. manage all payments out on behalf of the team
- iv. Tournament Fees
- v. Coach Per Diems
- vi. Coach Hotels
- vii. Coach Travel (airfare, car rental, etc)
- viii. any donations on behalf of the team
- ix. Purchasing of gifts (coach and players for holiday)

c. TOURNAMENTS AND GAMES

- i. register teams for tournaments
- ii. book exhibition games (and ice)
- iii. confirm all games and tournament play
- iv. provide team rosters in advance, and/or roster stickers
- v. get key for locker room (includes early arrival)
- vi. do final sweep of locker room to insure no damage - return key
- vii. supply scoresheets to appropriate league(s) at end of all home games
- viii. keep score at home games (Not manager mandatory, but since i have to upload the games anyway, seemed easier to just do it myself)
- ix. create Room Blocks for away travel

B. Team Accounts/Fees

- a. OVERVIEW:** Teams will be managing their own slush funds for any tournament fees, coaches' expense reimbursement, extra ice/refs, team functions, etc. Managers should keep a record of the team slush fund and all monies in/out.
- b. Tournaments:** Teams receive \$1000 from the Gulls toward tournament fees. Typically teams use this for deposits as they are generally \$500. Contact admin with tournament information needed to pay the deposit or tournament fee. Managers are to keep a record of the tournaments attended along with the fees for each tournament that will be sent to admin.
- c. Coaches' Reimbursement:** After any travel, tournament or game, that requires a head coach to be reimbursed for that event, coaches must present receipts to the team manager. The team manager will use the "Coaches' Expense Reimbursement Guide" to determine which are applicable and send copies of



the receipts along with the total to admin and keep the information on record. Once admin gives approval, teams can then pay that reimbursement money to the coach.

- d. **Extra Ice/Referees:** If a team would like to schedule extra practice or game ice outside of what is provided, please contact Chris.Uber@ligulls.org. He can arrange this with you; please pay the ice/referees on site.

C. Sponsorships

- a. **OVERVIEW:** Teams are encouraged to help bring sponsorships to the club. The club will share sponsorships with teams- 30% going back to the team. These funds are to be allocated to the team slush fund and applies toward team fees. A detailed sponsorship menu will be distributed soon.
- b. **Contacts:** If you have any sponsorship contacts, please let admin know.
- c. **Suggestions:** If you have any suggestions on sponsorship structures or gifts, please let admin know.

D. Fundraising:

- a. **OVERVIEW:** Teams participate in a variety of fundraisers to help with team fees. Please let admin know about these events so we can support and promote them. Please also keep a record of the funds brought in and how they were allocated within your team fee structure.
- b. **Club-Wide Fundraiser:** If you have any ideas on club-wide fundraiser that the Gulls could participate in, please let admin know.

E. Other Fun Stuff

- a. **TEAM PICTURES:** we will be doing team / individual photos with Island Photography this Fall. When their graduation busy season is done, they will contact me to get it scheduled.
- b. **CONTACTS:** You will be getting a full contact list of the coaches and managers
- c. **WEBSITE:** We are getting a Sports Engine website that will give us some great communication tools/ scheduling tools, and it has a mobile app!
- d. **SOCIAL MEDIA:** Be sure to follow us on Facebook, Twitter, and Instagram! Updates and news are posted here first! ALSO, during the season, please share good news and photos with us so we can share!

ACKNOWLEDGEMENT:

Your response to Stef at admin@ligulls.org with the cell phone number you will be using for this season is your acknowledgement that you read and understand this guidebook. *Thank you!*