



Team Manager Information 2019-2020

May 5, 2019

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.

Best Regards,

Stef

LI GULLS ADMIN

admin@ligulls.org

516.434.9769 (text or call)

GENERAL DUTIES

- liaison between admin in organization and team
- liaison between scheduler and team
 - Chris Uber: Chris.Uber@ligulls.org
- set up and maintain roster/team schedule on Sports Engine
- publish practice schedule and any changes
- distribute and collect paperwork for organization and league(s)
- 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
- Correspond on team's behalf with AY and LIAHL where applicable
- PLEASE CC admin@ligulls.org on all league communications- namely sending in scorecards or sending in requested rosters/forms.
- liaison with other team managers to set up exhibition games
- create binder for Atlantic Youth Hockey League playoffs if applicable

MONETARY DUTIES

- set up + manage account for team fees- each team has \$1000 from Gulls
- set up/organize any fundraising for team account
- manage all payments out on behalf of the team
- Tournament Fees
- Coach Per Diems
- Coach Hotels
- Coach Travel (airfare, car rental, etc)



TOURNAMENTS AND GAMES

- register teams for tournaments
- print roster stickers (Stef can send you a format from USA Hockey)
- book exhibition games (and ice)
- confirm all games and tournament play
- provide team rosters in advance, and/or roster stickers
- get key for locker room (includes early arrival)
- do final sweep of locker room to insure no damage - return key
- supply scoresheets to appropriate league(s) at end of all home games
- keep score at home games (Not manager mandatory, but since i have to upload the games anyway, seemed easier to just do it myself)
- create Room Blocks for away travel

Team Accounts/Fees

- **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.
- **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.
- **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.
- **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.

Sponsorships

- **OVERVIEW:** Teams are encouraged to help bring sponsorships to the club. Please see 19-20 sponsorship menu
- **Contacts:** If you have any sponsorship contacts, please let admin know.
- **Suggestions:** If you have any suggestions on sponsorship structures or gifts, please let admin know.



Fundraising:

- **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.
- Please submit Fundraiser Form prior to any fundraisers
- **Club-Wide Fundraiser:** We are planning a club-wide fundraiser/raffle. Paperwork with gaming commission is in process, will update.

Other Fun Stuff

- **TEAM PICTURES:** need to find a photographer for photos in October/November
- **WEBSITE:** Each team has a page on our website (still setting those up at the moment), you and coach(es) will be given access. Please build rosters and schedule. App available with Sports Engine for communication. Sponsor spaces.
- **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!
- **RAINED OUT:** text alert service for weather updates/deadlines/quick news. Text: LIGULLSHOCKEY to 84483 for general info. Managers + Coaches Text: STAFFLIGULLS to 84483. Anyone can opt out at any time.

ACKNOWLEDGEMENT:

Please text Stef from your cell phone to **516-434-9769** to serve as your acknowledgement that you have read and understand the manager guidebook for the season. Thank you!