

# SHL Team Manager Handbook

2021-2022 Season



## Role of the Team Manager

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Per the SHL bylaws, *the duty of the team manager is to act as an administrative assistant to the head coach and to facilitate communications between coaches, parents, and the SHL board of directors. The team manager is also the custodian of team documents, the coordinator of events and travel for the team, and responsible for team finances. Team Managers serve at the discretion of the head coach and the SHL board of directors.*

Team Managers are basically involved in all off-ice activities including:

- Facilitating communications between parents, coaches & SHL directors
- Maintaining the team game schedule and keeping parents informed.
- Making team travel arrangements (Hotels for away tournament etc...)
- Carrying an Approved USA Hockey Roster and making sure its up to date. (Registrar can provide this)
- Reporting any SafeSport violation in accordance with the SafeSport Handbook
- Having game roster stickers printed and with for every game.
- Assigning parents for home games to for Score clock, Scoresheet, Music and Penalty Box
- Coordinating Home Tournaments (decorating, planning etc.)

As the Team Manager, you take on the operational aspects of the team, allowing the coach to focus on player development and on-ice instruction. Communication is the key. Make sure all pertinent information is provided to parents and coaches in a timely manner.

## Player Jerseys

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### Player Jerseys

Team managers are responsible for ensuring each player has been issued a set of jerseys. They should also stress the importance to parents/players about caring for the jerseys and making sure they are properly washed and hung to dry. Also, after jerseys have been issued, the jersey numbers need to be communicated to the SHL Registrar and league webmaster.

## Rostering

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### USA Hockey Rosters

Teams must have an approved USA Hockey roster prior to playing any games. The association registrar will create and submit your USA Hockey roster to the SHL registrar for approval. A roster cannot be approved unless all players and team staff (coaches & managers) have all their credentials.

The registrar will send a URL/link to the roster to the team manager. This link stays constant for the team throughout the entire season and will always reflect the most recent version. The team manager should print a new copy of the roster when a change has been made.

### SHL Team Rosters

Team managers should confirm that the SHL team rosters are correct prior to their first league game. The SHL roster is required to score games. Contact SHL Registrar if there are discrepancies.

## Communications

### Team Communications

Each team will be provided with an email address to communicate with parents on team. Setting up a group team text chain is also OK.

### Comments, Questions, & Grievances

The SHL Handbook describes the communication procedures and chain of command for comments, questions, and grievances of parents and coaches. **All parents are required to observe the 24-Hour Rule after games.**

## Scheduling

### Practice and Game Schedules

Practice and game schedules can change without advance notice. Subscribing to the team calendar or using the Sports Engine mobile app are the best ways to have most up-to-date information. The [Sports Engine How-To page](#) can be shared with parents.

Practice and game schedules are handled by the SHL Scheduler and Hockey Program Director. League games are posted on the SHL website and linked to each team on the SHL website. Team managers should confirm game schedules weekly on the SHL website due to the potential changes.

## Games & Scoring

### Game-Day Responsibilities

The team manager is responsible for ensuring that there is a score keeper, clock manager, and penalty box attendant for all home games. Teams may also opt to have a volunteer play music during warmup and stoppage of play. All parents are expected to contribute throughout the season for their child's team and these hours do not go toward the required service hours. (Tournament hours are treated differently)

### League Game Times / Rules

TIMES OF PERIODS					
(All stop time in minutes)					
Youth/Girls	Period Minutes	OT*	Penalties		
			Minor	Major	Misconduct
Squirt/10U	12	8	1	3	6
Pee Wee/12U	15	8	1 1/2	4	8
Bantam/14U	15	8	1 1/2	4	8
Midget	17	8	2	5	10
High School	17	8	2	5	10
<b><u>There is no overtime in any normal league games only tournaments</u></b> <b><u>Teams will receive 5min of warmup time before the game.</u></b> <b><u>Time between Periods is 1 min - Timeouts are 1min</u></b>					

## Important Policies

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### **Locker Room Policy**

It is the policy of SHL and WAHA that all member programs have at least one responsible screened adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult is present. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with USA Hockey/WAHA Screening Policy.

### **Zero Tolerance Policy**

The Zero Tolerance Policy requires all players, coaches, on-ice and off-ice officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey / WAHA sanctioned games. Details, administration, enforcement and penalties related to this policy are found in the USA Hockey publication Official Rules of Ice Hockey. Reporting of violations are done by way of WHOA Incident Reports that are reviewed by the WAHA Disciplinary Chair.

**Please remind all parents, coaches, and players to watch their words and actions before, during and after the game. Everyone is a representative of SHL and there is no excuse for poor behavior.**

### **Certified Coaches Policy**

USA Hockey has coaching requirements called Coaching Education Program (CEP). Every person who wants to coach or be on the team bench must be certified and follow all USA Hockey coaching requirements. Coaches should refer to the USA Hockey website ([www.usahockey.com](http://www.usahockey.com)) and click on Coaches followed by Coaching Certification followed by Rules and Regulations to find the specific requirements to be certified as a coach. Any questions about coaching requirements can also be discussed with the SHL program director.