

# DC WIND TEAM MANAGER

Please attend our Team Manager meeting at the beginning of the season for all the details you need about being a Team Manager!

Thanks for volunteering to be a team manager! To get started we need you to sign up! There are no fees for any of these steps:

- Register with DCYHA [HERE](#)
- Complete background screening [HERE](#)
- Get your USA Hockey volunteer number [HERE](#)
- Take your Safe Sport [HERE](#)

Once you are registered you will be given a team! You will be responsible for the following: Making sure all new players on your team have a verified birth certificate. You will be sent this information from the registrar prior to the first game. If anyone is missing one please work with their parents to get it in and approved. They can NOT get on the ice for a game without one.

- Every week you will want to email your team to communicate what is happening for the week. Let parents know of practices, games, and anything else that might be happening that week.
- Emails are easy to send via the sports engine app, or logging into our website. You'll receive training on this at the team manager meeting at the beginning of the year.
- Each game you will need to find volunteers to staff the games
  - 6U/8U someone to run the clock and buzz every 2 min – You can use Signupgenius.com for this as well.
  - 6U/8U get bumpers and nets on ice for every game (and practice)
  - 6U/8U work with the coach to let parents know what kids will be playing on what teams each week. Make sure to communicate this ahead of time and have teams printed for kids/parents on game day
  - ALL – fill up water bottles for the teams before practices and games
  - ALL Talk with your teams and see if they want treats—if they do please set up a sign up for those. We use signupgenius.com to create these. It's the easiest way to coordinate a lot of people
  - ALL Make sure to remind parents when you need help! You do not need to do everything just find those to help!

- 10U/12U/14U bring labels and make sure they get on the score sheet. If we are the home team get the visiting team to fill out the score sheet. Make sure you collect the scoresheet after the game and give it to Patrick Jacobsen.
- 10U/12U/14U make sure you have volunteers to sit in the penalty box for all home and away games
- 10U/12U/14U assign parents to run the clock and the score sheet. We will need these for all home games.
- Make sure parents have your contact information and can contact you for any questions or concerns they have.
- If parents have any concerns, please address them. If you need any help, please contact the team manager director.
- Assist with any fundraisers. Please make sure your team knows about them and participates.
- Plan the end of year party for your team – if desired
- Purchase team gifts for players from fundraiser money, including top seller prizes if applicable.
- Each team will need to donate one Iron Cup basket. This is a basket to auction off at the Iron Cup. You can assign someone to talk to local business to donate or make one.
- Help create end of season gifts for coaches. Work with parents to collect donations.