



GYHA Team Manager Responsibilities

The team manager is the liaison between the coaching staff and parents. Your primary responsibility is to support the head coach by reducing the administrative burden so he/she can focus on coaching the players on and off the ice.

Requirements:

- Register on USA Hockey
- Complete a background check
- Complete Safesport training

Responsibilities:

- Create a team roster spreadsheet
- Collect player birth certificates, USA Hockey Consent to Treat, and Player Conduct forms, and print these out. They will be stored in a binder that you will have with you at games and practices. Forward birth certificates to the registrar.
- Order team jerseys and socks for all new players once the registration closes
- Post all practices, games, jamborees and events on Sports Engine. This is where parents will RSVP their players' attendance
- Organize volunteer tasks for jamborees through Sign Up Genius
- Book game and jamboree times with the ice house
- Email organizations and coordinate games for the season. Try to ensure visiting teams are reciprocating ice time.
- Organize game details, i.e., on ice game setup, line changes.
- Reserve locker rooms, create an itinerary of team scrimmages. For jamborees, create a jamboree schedule. *CAHA permits 4 teams per jamboree (including GYHA).

Team Manager Checklist:

- Ensure parents RSVP their players attendance so that the head coach knows how many players plan to attend practices / and can appropriately build teams for games
- Prior to games: Ensure game information is sent to head coach, families, and visiting teams: game structure, assigned locker rooms (reserved with Caitie / Chuck), jersey colors for visiting and home teams. (For away games, make sure the head coach and families have the information ahead of time.)
- Games outside of the CAHA district require approval. Submit out of state game information to the registrar. *CAHA allows 2 out of state travel permits per season
- Organize a hotel block for away games

Additional Opportunities / Assignments:

- Kernersville Christmas Parade
- Mites Kickoff Party / Christmas Party / End of Season Party
- Canes Intermission Game
- Tournaments