

Team Managers' Role and Responsibilities

Role: Team Managers serve as the liaison between coaches and hockey parents/families for weekly communications and game day operations. You play a crucial role as a communicator, both within the team and in communicating concerns to the board. Any concerns or comments should be emailed to board@santafehockey.com. Team Managers are also welcome to attend monthly board meetings as observers.

Past/current managers will assist with orienting new managers to assigned duties.

Managers must be registered with USA Hockey [USA Hockey Member Registration](#), Safe Sport certified (<https://www.usahockey.com/safesporttraining>) and background checked (<https://www.usahockey.com/backgroundscreen>). The [SafeSport](#) Core training generally takes about 90 minutes to complete. For subsequent years, the length of refresher courses depends on years of experience.

Season Launch Duties:

- Managers must review and follow all SFHA policies to ensure player safety and compliance. Be especially familiar with the following:
 - [SFHA POLICIES/PROCEDURES/FORMS](#)
 - [Concussion Management Policy](#) - Promptly notify our injury committee injury@santafehockey.com with any injury related concerns and if a (head) injury occurs.
 - [LOEHA Concussion resources](#)
 - Concussion Packet: – give to any player/family after a potential head injury.
 - [Return To Play Form](#)
 - **USA Hockey Return to Play Guidelines.**

- [Disciplinary Policy](#) – All suspected or actual violations of the USA Hockey SafeSport Policy, Zero Tolerance Policy, or the Santa Fe Hockey Association Code of Conduct **must be promptly reported to:** discipline@santafehockey.com.

- [Santa Fe Hockey Association Locker Room Policy](#) – Implement **Monitors** for 10U and older; not necessary for younger players.
- [Player code of conduct](#)
- [Parent code of conduct](#)

Season Duties:

- Add player numbers to the team roster, delete games and practices in SportsEngine (training provided) if necessary and notify the team about any revisions.
- Assist team coach as needed
- Schedule a parent meeting within the first two weeks of the season.
- Provide team communications via SportsEngine once the season starts at least once weekly, and add a coach's note if necessary. Inform team parents/players about upcoming games, practices, and schedule changes. Make necessary changes in SportsEngine. Try to send a maximum of 1 team newsletter per week, recommended twice per month.
- Solicit and assign volunteers for locker room monitoring before and after every practice and pre- and post-games (10U (squirts) and up) if necessary for both genders.
- Arrange training for volunteers for music/scoresheet and clock if necessary (board@santafehockey.com)
- Make sure to assign volunteers at least one day ahead of time. The Head Coach and the Registrar can cancel games or practices if there is a lack of volunteers.

Game Day Assignments:

- **6U and 8U (Mites / Mini Mites) :**
 - Clock
 - Music (nice to have)
- **10 U (Squirts) & above:**
 - Locker room monitors for both genders (pre and post home and away games and practices: safe sport certified and background checked)
 - penalty box (home and away games: safe sport certified and background checked),
 - Score board (clock) [Scoreboard Video](#)
 - Scoresheet (for home games only) [Video](#)

- Music (home games: nice to have)
- Have the provided team folder with you at all functions and keep it updated
- Take extra game jerseys (and socks) with you (provided)
- If you are not able to make a game, assign this duty to another parent and let them know what they need to do.
- Most importantly: Ask for help if you need it. Be sure to reach out if you have any questions or concerns to board@santafehockey.com

Optional Duties

- Snack schedule
- End of year party
- Coach's gifts: for example: Pass a card around and collect a cash gift, frame a photo of the team, for younger ages have the kids give some of their art work.
- Off ice events and gatherings (team building)

* Locker Room Monitors, Team Managers and penalty box volunteers **MUST BE SafeSport certified and background screened.** You can look up background checks at: [GOOD TO GO 2025-2026](#)