

Youth Hockey Team Manager

You are to be a Liaison between coaches, parents and players.

Set a time to meet with your team parents initially to go over expectations, hand out game schedules...

Ask team parents to make sure that their computer will allow emails from you and not send them to junk or spam.

Website input-Keep team website updated with games, practices, special announcements, scores. Talk with your coach to see what information he would like or not like posted on the website. There is to be no selling of items on the website!

Put your name and contact method (email or phone) on your team webpage. If teams from other towns want to get ahold of you, the information will be on your team page.

Parent contact- provide a list of all team parent email and phone numbers to on your team and include coach contact information as well. This gives all parents the opportunity to contact another team member if a ride is needed to practice or games.

Game Schedule- Ask your coach for a game schedule. Make copies and distribute to all parents. Confirm all AWAY games two days prior (optional).

Game Changes- A coach will contact you if a game is changed or cancelled. You are responsible for contacting the team of the change.

Concession- In your packet is a sign up for the concession. All home games must have 2 adults (parents) to work. An adult/guardian for each player is required to sign up in the concession so that it can be open for all home games. Fill in the date, time and opponent on your blank concession copy. Give each parent the opportunity to sign up. If there are any games left open with no parent sign up, you are required to fill the opening with a parent who has not yet signed up on their own for the concession. When the sign-up sheet is filled, make copies and pass out to all the parents.

*It's a good idea to call/email the worker the day before the game to remind them of their shift.

*When working their shift, they must be there 1 hour before the game to open and get ready.

*If the parent cannot work, it is "their" responsibility to find a replacement worker.

There is a volunteer tracking sheet in a binder in the concession where volunteers should chart their hours for timekeeper, scorekeeper, penalty box, concession...

Be sure all parents volunteer with SOMETHING.

Team Pictures- As manager you will be notified the time for the team pictures. You will have to hand the picture order envelopes out to each team member or the parent.

*Put each player's name on everything you hand out then you will know that everyone has received all distributed information.

Team Binder- A consent to treat form of each player is provided in the binder along with the official team roster. These need to stay in the binder and go to all games. This is required at all games by USA Hockey. There are not to be any copies made of the official roster. Only the District Registrars are allowed to make a copy if one is lost. Game labels will also be included in the squirt, peewee and bantam binders, 4 labels will be given to the host teams score keeper for their score sheets. Include a copy of coaches' certification in the binder if the information isn't on the bottom of the official roster (typical of new coaches).

Tournaments/Jamborees - Form a committee. The tournament committee must meet and plan the home tournaments. The tournament committee is required to present to the VAHA board (in a meeting)...all the plans, prizes, and orders needed to be placed in advance. Also the money needed from the board to put on the tournament/jamboree.

If you have any questions regarding your duties or if you need additional forms, rosters, game labels, etc., please feel free to contact me Carol Moreland, VAHA Registration Coordinator at vaha.re@gmail.com (218) 750-3583 or Michele Coldagelli, VAHA Secretary at Michele.coldagelli@cliffsnr.com (218) 780-6335.

Team Binders MUST be returned at the end of the hockey season to the Registration Coordinator.

Thanks for all that you do for your children and VAHA!

ADDITIONAL TEAM MANAGER DUTIES

SQUIRT PEEWEE BANTAM

Scorekeeping and Timekeeping-For the appropriate levels (squirts, peewees, bantams)-The game clock and scores sheet are two tasks that must be covered for all home games. Three people are recommended in the timekeeper's box: One person to run the clock and one person to keep the score sheet and one running the penalty boxes. Instructions for running the clock will be provided.

Travel Arrangements-coordinate team travel (if applicable) your coach may ask you to make hotel arrangements in advance if an overnight stay is required.

Jersey Numbers- Squirt, Peewee and Bantam levels- As soon as jersey numbers are assigned please email a list to the Registration Coordinator so numbers can be added to the game labels and entered in the computer program.

Locker Room Attendants- Peewee and Bantam levels- you are required to find parents (adults) to supervise in the team locker room when the first player enters and remain in the locker room until the last player leaves. This is for all practices and games, before and after. All persons scheduled will be required to do the electronic screening on the Minnesota Hockey website and proof of having done so is to be given to the team manager. Some years the coaches may cover this assignment themselves so you will need to check with your coach.