

LAHC Team Manager Responsibilities

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Hockey Association (LAHC), other teams, referees, officials, etc. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she just needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing.

Required of all Team Managers BEFORE season begins

- Register with USA Hockey as a team manager/volunteer:
<https://membership.usahockey.com/register/age>
- Register as a Manager through LAHC website.
- Complete SafeSport online training through USA Hockey:
<https://www.usahockey.com/safesporttraining>
- Complete the USA Hockey background screening:
<https://www.usahockey.com/backgroundscreen>
- Review all LAHC locker room policies and LAHC by-laws.

Where to Begin

- Meet with the Coach(es) to decide roles and responsibilities. What does the coach want the Team Manager to do? This can vary from coach to coach.
- Start by getting a list of the team players and parents' names (you can probably get some of this information from the club Registrar).
- Create a contact list. This list should include email, cell numbers for texting, and phone numbers for each player and each player's parent(s). Sometimes this includes grandparents. Note: in 2019 we started using the Sports Engine communication App that helps manage team communications.
- Schedule a team meeting. During the first week of practice (if possible) plan a meeting. Introduce coaches, discuss expectations for the season, get volunteers to help with team responsibilities. Any information about the upcoming season schedule can be distributed here. The WAHL schedule is

usually available by the end of October.

Special Instructions for WAHL

- Request an official electronic copy of the team roster from the LAHC Registrar after the registration period is over.
- Make a calendar of all of you WAHL dates as soon as you know them. The times are typically not posted right away and you will have to check them frequently.
- You should provide the WAHL website address to your parents. www.wahl.pointstreaksites.com or www.wyohockey.com
- Communicate to your parents the importance of their checking the WAHL schedule as it does change. Also, be sure to ask the parents to communicate any time/date schedule changes to the Team Manager as soon as they notice any differences.
- Communicate changes and times as soon as possible to the team.
- Report all jersey numbers to the LAHC Pointstreak administrator or club Registrar who loads the Pointstreak rosters. In years where we have a Jersey Manager, they will communicate that directly to the Registrar for loading into the Pointstreak system.
- Assure that the roster is correct on the Pointstreak website before the first game. Names and jersey numbers are correct, as well as Coaches. Verify all players are loaded onto the roster. Also double check the roster with the head coach. If there are issues, report it to the LAHC Registrar or Pointstreak administrator.
- Make sure you have access to the "Official Roster" at all games. It can be printed out or in a digital form from the WAHL website. You can double check with the club Registrar about this document.

Out of Town Games

- Make hotel arrangements for parents and players. Call hotel and ask about making a block group reservation. Provide the team the group rate, the deadline for making reservations and the hotel information.
- Ask the hotel for a comp room for the Coach. Many hotels will comp one room if there is 10+ room reservations. Comp rooms are no longer common practice, however.

- Arrive prior to your game time in order to check your team in and find out locker room assignments.
- Be prepared to tell the other team manager if a player has a jersey number change or if a player isn't going to play in the game.
- Make sure your players are acting appropriately at the event and the hotel.
- Make sure you have a parent volunteer for the penalty box.
- Make sure the locker rooms are clean when leaving.
- Supplies – Consider traveling with extra tape, laces and mouth guards as these are commonly forgotten items.
- Check out one extra uniform/set of jerseys at jersey check out to take to away games for the player who may have forgotten theirs.

Home Games

- Print Pointstreak game sheet. This is found at www.wyohockey.com on the team schedule page. On the right-hand side of the page for the game you want to print there is a GS "Game Sheet" icon. Select it. Be sure to select "Landscape" for your page set-up before printing.
- Schedule volunteer parents to: (1) run Pointstreak and keep the game sheet (2) run the scoreboard clock (3) play music/announce goals and penalties (4) run the home penalty box and count shots on goal.
- Make sure the away team penalty box is covered by the visiting team.

Communication

- Communication throughout the season is crucial. Keep your team informed of upcoming fundraisers, sponsorships, and tournaments. As well as practice changes or any other important information.
- Make arrangements for team dinners and activities at the state tournament, if so desired.
- Plan end of year get-togethers or parent/player games.

Out-of-Town Tournaments

- Find the link online to the tournament you plan to attend.
- Follow all registration requirements with the homepage of the tournament.

- Make block reservations for the team with either the hotels required by the tournament or a hotel of your choice. (Stay-to-Play means the tournament has an agreement with hotels and is getting a kick back on room rentals for the tournament. If you choose another hotel you will be billed \$\$\$ for not staying at their partner hotels). Ask for a Coaches comp room.
- Request a "tournament roster" from the LAHC registrar with names of the players attending the tournament (this may vary depending on players who might be playing up from a younger team or players not attending the tournament).
- Fees for the tournament: you may request a check from the LAHC Treasurer to send in OR pay for the tournament upfront and request a reimbursement from the club.
- It is the responsibility of the Team Manager to collect ALL player fees from the team parents to submit to the LAHC Treasurer in full.
- The Team Manager should be the one to check the team into the tournament on the first day to double check all paperwork is complete, rosters are correct and to collect any tournament swag.
- The Team Manager should check with the tournament director as to whether the team will need to provide a penalty box parent.
- Arrange any team activities (or delegate to a parent) during the tournament stay.

Updated 10/2020