

Team Manager Responsibilities

The Team Manager is responsible for and must be dedicated to the overall organization and cooperation between coaches, players, parents, and the Tornado Youth Hockey Association (TYH). In addition, the Team Manager must keep in mind that they represent the organization and therefore must communicate respectfully when working with both internal and external contacts. This position's peak time is heavy at the beginning of the season and steady until the end of the season. The Team Manager position can easily be shared by two volunteers, and tasks can be delegated to other volunteers.

The Team Manager will collaborate with the coaching staff to create the season's schedule that will ensure team and family camaraderie! The Team Manager is responsible for, but not limited to the following tasks:

- Coordinate and schedule all on-ice activity
 - Practices
 - Home and away games
- Oversee teams SportsEngine account
 - Enter practice and game schedules in SportsEngine
 - Record game scores in SportsEngine
- Work with the Tournament Director and Team Manager's Rep to register for tournaments
- Book hotel room blocks for tournaments, away games (if necessary), and playdowns
- Ensure home game duties are filled
 - Scorekeeper
 - Penalty box for home team (and possibly away team)
 - Clock operator
 - Music and announcer
- Schedule and arrange other off-ice team activities
- Main point of contact for any association Board Member, which may relate to tasks or events (i.e jersey and sock distribution, fundraiser information, team pictures, etc.)
- Communicate to the team all necessary information (tournament info, game changes, off-ice activities, accomplishments, opportunities etc.)
- The Team Manager is allowed to assign tasks if volunteers are not signing up for tasks.

Position Requirements

All Team Managers need to complete the following steps:

Step 1: USA Hockey Registration (no cost)

- Visit <https://membership.usahockey.com/>
- Click 'Register Now'
- Follow prompts, select 'Ice Manager/Volunteer'
- Once complete, email the confirmation number to the TYH Registrar

Step 2: Safesport Training (no cost)

- Visit <https://safesporttrained.org/>
- Click 'Login' or 'Sign-up'

- You will be asked to select your membership type and then enter your USA Hockey confirmation number. Please make sure there are NO SPACES before or after your number.
- Once you are logged in you will arrive on the Learning Dashboard page and see the course you need to complete, this will take approximately 90 minutes. A SafeSport Trained Certificate can be obtained after the course is complete. The course must be completed by October 16.
- Safesport Training needs to be completed every year.

Step 3: Background Check (fee for screen)

- There is a \$30 fee for the screening that can be reimbursed by submitting a receipt to the TYH Treasurer or the Team Manager can claim this as a donation to TYH.
- In compliance with requirements from USA Hockey, all adult coaches, officials, board members, employees, volunteers and anyone else who will have regular contact with, or authority over, athletes under the age of 18 are required to submit to a background screen before any such contact with those athletes.
- On average, background screens take between 3-10 business days to complete.
- Background checks are valid for two years.
- Visit <https://www.usahockey.com/backgroundscreen>

Step 4: Review TYH Policies

- There are several TYH policies that as a manager you should be aware of. They can be found on the TYH site < About < Policies & Documents:
 - Tornado Youth Hockey Policy Handbook
 - Anti-Bullying Policy
 - Locker Room Policy
 - Electronic Communications Policy

Pre-Season Meetings

- The Team Manager's Rep will hold a meeting at the beginning of the season to provide an overview of the Manager's Handbook and answer any questions.
- It is recommended that the Team Manager and Coach(es) hold a parent/team meeting at the beginning of the season to discuss the season's responsibilities, goals, expectations, and answer any questions or concerns.

Practice Schedules

- Practice schedules are created by the TYH Ice Scheduler and Omni Center Manager. The Ice Scheduler will email schedules to Team Managers throughout the season and the Team Manager will input the practice dates and times in SportsEngine.
- TYH pays for and supports 2 practices per week per team. Anything above that is booked privately and not under the "for a TYH team" premise, must be optional for all and paid for by either the person booking or collectively by those who come. Extra practices cannot impact play time. TYH supports teams being able to be flexible and

hold "chalk talks" or video review, etc, on a team by team basis, however expect this to be reasonable (roughly 30 min before practice for example).

Game Scheduling

- The Team Manager schedules home and away games and is generally done by reaching out to other youth hockey associations in Wisconsin or Minnesota. You can find contacts on their websites and reach out using email or SportsEngine. It is recommended to set-up several games with other associations within Region 6. The following is a maximum for the number of games to be played at the various age levels. This includes league, non-league, and tournament games (not including state tournament and play downs).

Level	Maximum Games	Minimum Games
Mites	20	15
Squirt	25	20
Pee Wee	35	30
Bantam	45	40

- All games are scheduled in SportsEngine. Please [visit](#) for user guidelines.
- The schedule is subject to change and will most likely change throughout the season. Any updates should be made immediately to SportsEngine and encourage parents to mark their skaters availability for all practices and games in SportsEngine.
- Half of your games should be scheduled on Omni, half away.

Jerseys/Team Apparel

- When a skater joins the TYH they will be assigned a jersey number. They will have this number throughout their entire duration with TYH.
- Skaters will buy two jerseys (home and away) and keep until they no longer fit.
- When a skater registers they will provide their jersey and sock size. The Jersey Coordinator will order and distribute to the Team Manager as applicable. The Team Manager will distribute jerseys and socks to the player.
- Jerseys should be stored on a hanger and in a garment bag.
- If ordering apparel for the team, ensure ALL in that **level** are aware of the opportunity. It CANNOT be mandatory and there will be zero repercussions for those who do not partake. If the message is for team unity, keep that to jerseys on the ice and our behavior, not apparel that perhaps not all can afford

USA Hockey Official Rosters

- The Registrar will work with the Team Manager to create and maintain the team's Official USA Hockey Roster. This will serve as verification of birth certificates and liability waivers. Rosters are due by 12/31, at which time a link to the final roster will be provided.

- The Team Manager should have a copy of the Official USA Team Roster at all games.
- Team Managers may be asked to provide a copy or link to the team's Official USA Team Roster prior to any tournaments, Playdowns or State.
- Only players and coaches listed on the Official USA roster are allowed on the ice.

Locker Rooms

- NO players will be in locker rooms unattended. This applies to all practices and home and away games. Coaches MUST open the door and locker room attendant or coach must be present at all times.

Stickers

- The Team Manager will need to create roster stickers and bring to all home games, away games and tournaments. Roster stickers are used on the official paper score sheets. Although TYH uses electronic software (GameSheet) for score keeping, some away games/teams will need a roster sticker.
- Stickers should include:
 - Player Name and Number (chronological order)
 - Designation of Goalie(s)
 - Coach Name and CEP Number
- Stickers need to accurately reflect the team roster for that specific game.
- A sticker template will be provided as well as shipping labels that the rosters will be printed on.

Game Day Duties

- Hockey game day is an exciting day, and it takes every parent throughout the season volunteering to help make game day a success. It is okay to firmly remind parents that this is a requirement as a member of each team your child(ren) is assigned to and it does not fulfill required volunteer hours (Dibs) for the association. Please note all game day duties are considered 'officials of the game' and should refrain from cheering while performing these important duties.

Duties

Penalty Box

- Home games - one operator is needed to monitor the penalty box and door. The Team Manager should request that the visiting team provide their own penalty box operator for home games.
- Away games - one operator may be needed as well.

Official Scorekeeper (home games only)

Managing your Roster

- Once TYH has created an account, follow the links down from Association, to League, to Season, to Season Teams and click on your team. From this page you can manage your roster.

Installing GameSheet Scoring App

- Installing the App is simple! Instructions can be found via the following link:
<https://help.gamesheet.app/article/6-installing-scoring-app>

Logging into the Scoring App - Shoot and Score!

- The iPad Scoring App. This is the digital version of the paper score sheet. Games are scored using this app and are uploaded upon completion to the Dashboard where they can be viewed.
- The Scoring App Key is the following: ipad-waha-cbbn

* Pro Tip:

- The Scoring Key above is used to log into the iPad App to score your game
- Your team Invitation Code is used to register your team to GameSheet and upload your Roster - you only need to register your team once!
- Logging into the Scoring App is simple. Instructions can be found via the following link:
<https://help.gamesheet.app/article/37-signing-into-the-ipad-scoring-app>

Viewing Completed Score Sheets

- [The Dashboard Website](#). This is where score sheets are accessed and where you can manage your team's roster.
- Score sheets are available in the "Completed Games" section of the Dashboard, and as a team user you are automatically subscribed to receive post game summaries via email.
- More information and training resources can be found in the GameSheet Knowledge Base, <https://help.gamesheet.app>, and in our [Training Videos](#).

Scheduling Games in GameSheet

- You can use GameSheet to score all of your games. Scheduling a game is simple. Instructions can be found at the following link -
<https://help.gamesheet.app/article/44-starting-a-new-game>
- Scheduling Tournaments / Events in GameSheet
- Additionally, if your Association hosts an Event it can be set-up and scored by GameSheet. Please send the following to info@gamesheet.com:
 - In the subject line "WAHA 'Event Name' 'Date'" In the email please send a list of team names and divisions. Please make sure the team name is accurate so we can find them in GameSheet.
- If you have any questions please send an email to steve@gamesheetinc.com.

On-Demand Training

- Training Videos: <https://help.gamesheet.app/article/29-training-videos>
Quick Start Guide for Scoring: <https://help.gamesheet.app/article/64-quick-start-scoring>
Quick Start Guide for Teams/Managers:
<https://help.gamesheet.app/article/72-quick-start-guide-for-team-managers>

Game Clock Operator (home games only)

- There is a link on the TYH Resource Page that provides step-by-step instructions via a 'how to' video.

Music and Announcer (home games only)

- Prior to each home game, someone must read the TYH Code of Conduct. Music and score announcing is optional. All music must be clean/appropriate.
- The National Anthem is played at the first game of the day.

Game Day Duty Training

- It is encouraged to hold a mandatory Game Day Duties meeting for the team's parents/guardians. This will ensure you have qualified volunteers for each duty so the game can be played, as scheduled.
- A Game Day Duty schedule can be created via Sign-Up Genius or Google Doc. This will guarantee each duty is covered for each game as well as a central location for the schedule.

Game Confirmations

- One week prior to the scheduled game, email the opposing team's manager to verify the following:
 - Game date and time
 - Location
 - Game duty requirements (this is when you can request that the opposing team provides their own penalty box operator)

Home Game Days

- The Team Manager is the primary representative and it is important to welcome the visiting team to the rink and guide them to their locker room. This will allow you to quickly identify the opposing Team Manager and exchange any necessary materials and/or information.

*Update to Gamesheet Process in 2025****

- As the home team, we score games in Gamesheet - all organizations in WI should do this in 2025 - Refer to Gamehseet guide

After the Game

- Collect official scoresheet and validate officials and coaches signatures.
- Provide the second sheet/copy to the opposing team manager.
- Provide top sheet/copy to the head coach for review (collect after review is complete).
- Maintain remaining copies in manager folder as they may need to be submitted after the season.
- Record score in SportsEngine.

Away Game Days

Before the Game

- Provide the opposing Team Manager with team roster stickers (3-4

stickers) if needed. If the opposing team is using GameSheet, they can use the roster stickers to input roster if they do not request it prior or is not in the system.

- The opposing team provides the official scoresheet or GameSheet app.

After the Game

- Record score in SportsEngine.

Safety

- Each team will receive a First Aid Kit. Please visit and review WAHA concussion and safety information:

<https://www.wahahockey.com/page/show/7572898-concussion-and-safety-info>

Volunteer Opportunities

- Hotel for playdowns: 2 hours
- Hotel for tournaments: 2 hours per tournament
- The locker room attendant is Safesport certified and checks all locker rooms before and after home and away games: 20 hours
- Game day coordinator: 20 hours
- End of the year party planner: 5 hours
- Early season team bonding gathering: 5 hours
- Coaches gifts: 4 hours
- Meal coordinator for tournament: 2 hours per tournament
- Door decor for tournaments: 2 hours per tournament
- Raffle baskets: 2 hours per \$50 value basket
- Culture Keeper (mandatory for each team): 10 hours

Tournaments

- TYH covers the cost for three away tournaments, any additional tournaments are paid by the team, not the organization. The Treasurer will take care of the registration process and payments for each team. Once the team has found tournaments to participate in, email the Treasurer a team roster and the name, date, and contact info for the tournament. TYH also covers the cost for Playdowns and the State Tournament (if applicable).

Hotels

- Some tournaments or away games may require a 1-2 night stay in a hotel. The Team Manager should assist the team with locating and/or reserving blocks of hotel rooms for the tournament. However, each family is responsible for their own hotel reservations and fees.

Playdowns

- 10U/Squirt - 14U/Bantam teams have the opportunity to compete for a bid for the State Tournament. TYH competes in Region 6, Division 2A.
- We play the teams in our division, games through the year do not "matter" in the end except for how we grow from them.
- Playdowns will determine the teams which will be playing in the State Tournament. To determine the Region representative, each of the 6 Regions conducts what are called "Playdowns." Some teams may receive a "free pass" to the State Tournament and are not required to play a Playdown Game.
- The teams can only play the players officially listed on their rosters and each coach must meet the coaching certification requirements or they will not be allowed on the bench.

Other

- *Team Manager folder supplies*
 - Roster stickers
 - Scoresheets/iPad
 - USA Hockey Official Roster
 - Pens
 - 3.5 mm headphone jack adaptor for playing music from phone