

Team Manager

Major Role: Team Managers shall be responsible for assisting the team coaches in communicating information to the players and parents. The Team Manager serves as a liaison between the team and the Board, as well as the parents and the coaches.

Responsibilities:

- Work with the Registrar to review and validate the team roster, including player names, jersey numbers, etc.
- Notify Registrar of any changes, additions, and/or deletions to the roster. This includes players, coaches and managers.
 - A coach cannot be on the bench during games, if they are not on the roster.
 - Coaches/Managers cannot be on the official roster until USA Hockey Registration, SafeSport, and Background Check are complete. Coaches will also need to have their clinic and age modules complete.
- Attend monthly board meetings or send alternates to represent the team.
- Ensure all game volunteer activities are planned with team parents and scheduled prior to each event.
 - Parents will be required to work each home game with Gamesheets, Score Keeping, Announcer/Music, Penalty Box, and Locker Room Monitor.
 - Please remind volunteers working official's positions (clock, score sheet, penalty box, music etc.) at team games that they are to be impartial/neutral. Vocal cheering or other displays of support for either team and/or talking with players in the penalty box is not permitted. Also, you must be at least eighteen to staff an official's position. Minors are not allowed to work as an official OR be in the penalty box or clock/scorekeeper area during the game. These are mandatory rules, no exceptions.
- Assist the head coach in organizing team meetings. These meetings should be geared around communication items, celebrations, and league information as it relates to the team.
- If a team is attending additional tournaments, the team manager will assist the coach in planning, scheduling and fundraising. NOTE: All tournaments will need prior approval from GHA Board of Directors as it is still under the association's roster. All USA Hockey and GHA policies will apply to any tournaments. All fundraising activities will need to be approved by the GHA Board of Directors as well.
- Once you have the league game schedule (beginning of season), team managers can schedule a courtesy block of rooms for each travel game.
- Assist Scheduler with inputting games into CrossBar.
- Each weekend of play it is your responsibility to check Gamesheets for any changes to the schedule of games. Times do change at the last minute.

- Important to be the liaison between parents and follow the 24-hour rule and chain of command. Issues to be reported first, to the Coach and/or Team Manager, second the Coach in Chief, third the President.
- Please remind your coach and players that WAHL rules state that, any player that does not play in a minimum of 50% of WAHL league games, will NOT be eligible to participate in the respective team's state tournament.
- Please remind parents of the USA Hockey Parent Code of Conduct Policies. This is a ZERO TOLERANCE Policy and there are NO EXCEPTIONS.

Helpful Sites:

www.wyohockey.com –WAHL Website

www.gillettehockeyassociation.com – Association website – this is the main communication tool to the members of the association. There will be a team page for each team to add important travel/hotel information, schedules, other team information or photos. There will be a TEAM MANAGER page with helpful information such as Game Clock Instructions/Gamesheet Instructions for game days as well.

<http://www.usahockey.com/safesporttraining> & <https://www.usahockey.com/backgroundscreen> - USA Hockey SafeSport Training & Background Check – All coaches, managers and locker room attendants must complete the USA Hockey SafeSport training.

https://gamesheetinc.com/news/announcing-the-2024-gamesheet-training-sessions/?fbclid=IwY2xjawGGVNxleHRuA2FibQIxMAABHVtWMkzHvEC-KxHI0jQG2qi6vh46Uuql4Nx3FLLtSCHzTiOqjz5EYEckZA_aem_MvIwV3mZYVktaccC81zQ8A - Gamesheets training sessions and info.