

CHA/BC MANAGER'S HANDBOOK

A Team Manager is a key organizer and communicator who supports the coaches, players, and parents throughout the hockey season. Their main job is to handle the off-ice logistics so the coaches can focus on training and games.

Key Responsibilities:

- Communication: Share schedules, updates, and info between the coaches, parents, and league.
- Scheduling: Help organize practices, games, tournaments, and team events.
- Team Coordination: Track attendance, manage player info, and assist with team uniforms and equipment needs.
- Game Day Support: Organize volunteers for scorekeeping, timekeeping, locker room supervision, etc.
- Administrative Tasks: Handle registration paperwork, roster submissions, and team finances (if needed).
- Travel & Tournaments: Plan accommodations, transportation, and meals if the team travels.

Qualities of a Good Team Manager:

- Organized and detail-oriented
- Good communicator
- Positive and supportive
- Able to work with coaches, parents, and players

Part I: Position Overview

As a valued member of our all-volunteer organization, you play a pivotal role in enhancing the hockey experience for our players, coaches, and families.

Team Manager Responsibilities

Your role as a Team Manager is essential in supporting the success and smooth operation of your team. You contribute to the empowerment of our Head Coaches and the overall positive experience of our CHA families.

1 Empowering Head Coaches

By taking on administrative tasks, you enable our dedicated Head Coaches to focus on what they do best: practice planning and player development. Your support directly contributes to improving the quality of coaching for our young athletes.

2 Ensuring Smooth Team Administration

Team Managers are crucial in managing administrative work promptly and professionally. This ensures that our CHA families have a positive overall experience while participating in our association. Your efforts create a well-organized and enjoyable environment for everyone involved.

Areas of Support:

Here are key areas in which Team Managers provide support to their teams:

- **Communication:** Keep team members and families informed about important information. It might be helpful to create a team What's App as sometimes the Crossbar messages are missed.
- **Scheduling and Coordination:** Assist with organizing practices, games, and tournaments.
- **Team Events:** Plan and coordinate team events, fundraisers, and social activities.
- **Financial Management:** Manage team finances and work with the CHA treasurer.
- **Logistics:** Help with apparel orders, equipment distribution, and other logistics.
- **Communication Facilitation:** Foster effective communication between coaches, players, and parents.
- **Game Support:** Provide assistance during away games or tournaments.

Let's Work Together:

The success and enjoyment of the Chelmsford Hockey Association rely heavily on your dedication as a Team Manager. Thank you for your unwavering commitment to creating a positive experience for everyone involved.

Part II: Season Preparation

Valley Hockey League (VHL) Registration:

Accurate registration with the VHL system is crucial for playoff eligibility. Make sure your team's registration is correct and up-to-date to ensure players' eligibility. The Site is:

<https://www.valleyhockeyleague.com/>

Middlesex Yankee Conference (MYCGL) Registration:

Adrienne Osler has registered your teams to the Yankee Girls League for 2026-2027. If necessary, the site to register the teams is: <https://www.mycgl.com/>

Order Roster Labels:

For the *Co-Ed teams*, before each league game, prepare roster labels using the Avery Labels 5963 format. Include coaches' and players' names along with jersey numbers, CEP registration numbers for coaches, and Hockey Identification codes for the team. For detailed steps on creating and printing labels, refer to the instructions provided below.

For the *BC Girls teams*, the league uses the GAMESHEET app to keep track of the scores on game day. They send codes to each head coach that is listed when I register the teams. Coaches have to add their rosters to the gamesheet and check off the players that are at each game come gameday.

Part III: Game Support (Co-Ed teams)

Game Support

Pre-Game Attendance Tracking:

Assist coaches by tracking player attendance for upcoming games. Collaborate with the Head Coach to establish a process and timeline for attendance reporting.

Complete Game Scoresheet:

Fill out the game scoresheet before each game and ensure it's submitted to referees or the timekeeper. Obtain the scoresheet from the rink office or the opposing team, if necessary.

Collect and File Scoresheets:

Collect and retain scoresheets after games for documentation purposes. These can be discarded at the end of the season.

 Player Awards from MASS Hockey:

Submit player award forms and game sheet copies for players achieving specific milestones at the provided address. The information for this is on the CHA website: click the “Resources” tab then find the “For Coaches” option. This is a Mass Hockey initiative so all hockey players are eligible for these awards.

The awards are:

- *Hat Trick (3 goals in one game)*
- *Playmaker (3 assists in one game)*
- *Zero Award (aka shut out)*

(Note: These awards can only be awarded once a season You may want to wait until after parity to submit your players for awards.)

 Track Game Scores on VHL Website:

Report game scores on the VHL website and verify their accuracy. List yourself as the primary contact for post-game score emails. The coaches are also able to do this and some may prefer to do it themselves.

Part IV: Team Building

 Team Building

 Setting Up and Managing Tournament Logistics:

- Work with coaches and parents to plan team tournaments. There is a running list of USA Hockey sanctioned tournaments on the CHA website for your reference. *If you come across an appropriate tournament (USA Hockey Sanctioned) that is not on that list please let the BOD know.*
- Allocate the allotted \$1,000 for the tournament fee. Reimbursement would come from the CHA Treasurer.
- Recruit parent volunteers to assist with logistics.
- Talk to the VHL or MYCGL representative about blacking out the dates of your tournament once it has been decided on. This will remove your team from any scheduled games for that weekend. Ask a BOD member for the correct person to contact.

 Team Social Events:

Organize team social events to build camaraderie. Collaborate with the Head Coach to determine the frequency and type of events.

 Team Charity/Service Project:

Engage in a team charity or service project to foster team unity and contribute positively to the community.

 Encouragement Awards:

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To help celebrate our players, the organization is providing *\$25 per team* this season to purchase a fun, personalized item to recognize standout players at games.

- **The Vibe:** Think big, fun, and motivating—like an oversized team chain, a Viking helmet, or a player-of-the-game stick.
- **How to Get Reimbursed:** Simply purchase your item, save the receipt, and submit it to the CHA Treasurer for reimbursement

Part V: Fundraising

CHA/BC Fundraising Efforts:

Organize a basket to be donated during events like Music Bingo/Trivia night or the golf tournament (if it is resurrected) to support fundraising efforts of the season. Curate contents for the basket and distribute costs among team families.

Basket Suggestions			
Tailgate/Game Day	Coffee/Tea/Hot chocolate	Wine	Lottery Tickets
Slow Cooker	Boston Sports Teams	Movies	Takeout
Liquor	Craft Beer	The Great Outdoors	Hockey Mom
BBq/Grilling	Sweet Treats	“Chelmsford”	Car care

If your team would like to set up a fundraiser that is team specific, perhaps to help pay for tournament costs or something of that nature, please check in with the board for approval. If you are going to do a Dine-to-Donate, they usually require a tax ID number for the organization. The ID number is: (501(c) (3) organization) Tax ID 23-7121411

Part VI: Team Manager Compliance Steps

 As a dedicated Team Manager at Chelmsford Hockey Association, ensuring compliance is essential to maintaining the safety and quality of our program. Here are the necessary steps you need to take:

1. Register with USA Hockey as an Ice Manager/Volunteer:

- Register with USA Hockey as an Ice Manager/Volunteer. This process will provide you with a unique USA Hockey Number.
- This USA Hockey Number will be required for your registration on the CHA website.

2. Complete the CHA Background Screening:

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- It is mandatory for all coaches and team managers to undergo a background screening.
- The background screening helps ensure the safety and well-being of our players.
- Please complete the background screening process promptly.

3. Complete the Safesport Training:

- Participate in the Safesport training, which focuses on creating a safe environment for all participants, free from all forms of abuse and misconduct.
- This training educates you on recognizing, preventing, and reporting any inappropriate behavior.
- The completion of the Safesport training is crucial for maintaining a secure and respectful atmosphere within our association.

 **Completion Deadline: End of September**

Part VII: Photography

 Each year, CHA hires a professional photographer to take individual and team photos. To help the sessions run as smoothly as possible, we ask that team managers remain present during their team's scheduled slot. Helping to keep the players organized and calm(ish) ensures the process moves quickly for everyone!

 Additionally, please note that the **Crossbar** platform allows you to add a photo and jersey number to each player's profile. Please ensure this information is completed—either by you or by the player's parents—as soon as possible.

We deeply value your commitment to the Chelmsford Hockey Association and the safety of our athletes. By completing these compliance steps and guiding your team through the season, you ensure we uphold the highest standards of protection and professionalism across our entire program. Your everyday efforts drive both the well-being of our players and the overall success of the CHA.

Please remember that this handbook is a living document. If you think of any additional tips, tools, or information that would help future team managers succeed, please reach out and let us know.

Thank you for being such an integral part of the CHA family and for making this season possible!

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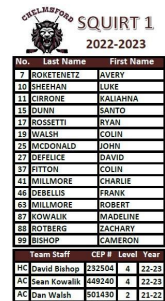
SCORE SHEET STICKERS

Here are the steps to make score sheet stickers:

1. Use the Excel Template Attached to this email "Roster Image – Generic" and change the names for your team, all the text is editable

(<https://docs.google.com/spreadsheets/d/1p2yNJoJPzTFKU1ySYuJJrEKIIBetGcZh/edit?usp=sharing&ouid=116280345888954141417&rtopof=true&sd=true>)

2. Save the File as a PDF and then open the PDF
3. Zoom into just the portion you want as a sticker and crop it using the Snipping Tool if you are on a PC or if you are on a MAC, press and hold Shift, Command and 4 to open up the cropping tool.
4. If you are on a PC, open up Paint and paste in the image that you just copied and save it. If you are on a MAC, once you crop the image, it will place a JPEG of the roster in your Finder. Save the image as something you can find for the next step. Just remember to zoom in as much as your screen will allow so the image is as high resolution as possible. This is what mine looked like, and I attached the image I used:



No.	Last Name	First Name
7	ROKETENETZ	AVERY
10	SHEEHAN	LUKE
11	CIBROCH	KALAHNA
15	OUNIN	SANTO
17	ROSSETTI	RYAN
18	WALSH	COLIN
23	MACDONALD	JOHN
27	DEFEUCE	DAVID
37	PITTON	COLIN
41	MILLMORE	CHARLIE
46	DEBELLIS	FRANK
63	MILLMORE	ROBERT
67	KOWALIK	MADELINE
69	NOTBERG	SACHANT
89	BISHOP	CAMERON

Team Staff	CEP #	Level	Year
HC David Bishop	232504	4	22-23
AC Sean Kowalik	449240	4	22-23
AC Dan Walsh	951490	2	21-22

5. Next go to the Avery Template for 5263 Labels, here: <https://www.avery.com/templates/5263> - you will see a link where it says "Already have a completed design? Upload your Artwork", click that.

Avery Template 5263

Design & Print Online

Choose a blank or pre-designed free template, then add text and images.

START DESIGNING

LET US PRINT FOR YOU

Already have a completed design? [Upload Your Artwork](#)



Select & Customize

6. Select the Portrait Orientation

7. Drag and Drop or select the JPEG image you created – Then hit Apply this Design

8. If you want, you can resize and adjust to make sure it fits, when you are done just hit Preview & Print

9. I selected "Print it Yourself", which then prompted a "Get PDF to Print"

10. After a few prompts (if you want to create an account you can, it's optional), it will download a PDF with 10 Rosters ready for printing on an Avery 5263 label, which is 2" wide x 4" tall. You can get generic labels on Amazon that will work as well.

Updated: 09/02/2026