Team manager requirements– all links are under resources, team manager

Team Manager's help to ensure their respective team's schedule and season operate as smoothly as possible. A Team Manager communicates and works closely with their team coaches so that practices, individual games, and tournaments are scheduled (or rescheduled, as the case might be) according to the coaches' plan. Most important, they keep all the parents informed as to the team's upcoming activities (whether through phone, email, or the cross bar app). Team managers are often the first representation of the MCYHA, it is our role to represent the MCHYA in a positive and respectful manner.

Extras - team fun like group dinners, team bonding activities never hurt to create a good team atmosphere.

Communication is key- help buffer questions for coaches and families, create a streamlined process to make the season as enjoyable and organized as possible.

Needs:

- Register with USA hockey: https://membership.usahockey.com/
- Complete Safesport training: https://membership.usahockey.com/member/login
- USA Hockey background screen: https://www.usahockey.com/backgroundscreen (fee is reimbursable)
- Register on MCYHA Website – go to resources, volunteer, scroll all the way to the bottom of the page and go through the registration link there.

Team contacts roster– on the website, make sure you are logged in, go to your team and then contacts. All the emails of parents will be there.
If someone doesn't show up there, have them do the following: Log into your crossbar account (on the website). Once logged in, click on the profile picture of the child you want to add someone's email address to. That child's account will
show, and it will show whose emails are on the account. Scroll down and click on add account.

- Remind or help families sync or subscribe their calendars to the Crossbar app schedule.
- Official Player Roster – we will be getting this sent to us from Laura Watson
- Consent to treat forms – this will also come from Laurea Watson
- If an association doesn't use Gamesheets, you may need Score Sheet labels (squirt and above) – Avery labels 8163 works the best on www.avery.com (template is on the team managers resource page)
    Make sure to include:
    a. Each player's name and number
    b. Coaches names and CEP – this can be found at https://cepsearch.usahockey.com/
    c. 4 labels are needed for each game
- Gamesheets are used by most associations. You will need to have an account to access games, along with loading schedules each week to assure games are entered before they start. At times you will need to work collaboratively with those who are signed up for scoresheet for your assigned team games. You might want to be sure the IPADS are
located/ charged before your home games. Prior to the game, check the website for who is on the scoresheet for each home game, coordinated if needed.
- First Aid kit- coaches might choose to carry this.
- Make sure there is access to an extra jersey for both home and away and socks (each game)

Host a parent meeting at the start of the season (coordinate this with your coach):
● Make sure all parents are on Crossbar and get notifications
● Encourage parents to help out with other team's concessions. We want our parents to be able to watch their child play while still keeping the concessions open as it a very big money maker for the association
● Make sure everyone has home and away jersey and game socks
● Make sure all families know how to find the volunteering page
● Review the locker room policy in the team manager handbook – you are responsible for finding someone to monitor the locker room during all practices and games. This person MUST be Safesport certified and has to be the same gender as the kids that are in the locker room. (squirt and above)
● Availability – please encourage all parents to use the availability feature as coaches use this to plan practices

Games
● Make sure you confirm the week before. You can generally find contact information by googling the opposing team's website. It is helpful to create a spreadsheet of your contacts for the season. It is likely you will play the same team a few times, contacts remain the same.
● Keep an eye on your RSVPs on the crossbar app for games. Ask parents to utilize this app to allow for coaches to plan lines for games and practice plans. Communicate possible attendance needs with coaches.
● Identify who on your team will keep track of any hat tricks, play makers or shut outs – and communicate with your coaches on what system they want to work out for stats. Some coaches prefer to be included.
● Visit the opposing teams webpages and make sure to see your team on there.
● Check rink location, time, and opponent.
● Note: Some organizations have two teams at each level

Home Games
Get the scoresheets ready for each game (gamesheet process included). Make sure all game day volunteer shifts are filled. You might find yourself sending frequent reminders about shifts needing to be filled. All bench/game jobs (scoresheet, clock and home penalty box) will now be restricted to parents of the team playing. These roles will be delegated by the team manager to all team families. All families are required to work some concession shifts during the season except for 6U
families.

You will assign your game roles to your team in whatever fashion you want (alphabetical order, randomly, however you want to assign it). Once a month you are going to make sure the document titled "Volunteer Shift Tracking Sheet 2026-2027" is updated.
https://docs.google.com/spreadsheets/d/1o3BAZpG_qG21KE2OiAYTLEtonc0RqpzMEx_D4XUHRss/edit?usp=sharing
Amber Kornely will manually enter those hours into CrossBar.

What you need to do—>
1) You need to assign EACH home game the following:
    Penalty box (home)
    Scoresheet
    Clock
This can be done however you want to do it. It is the team's responsibility to cover those shifts.
2) Keep track of who does however many hours and update Google Doc..

MCYHA is a club and our success depends directly on our members. Managing and operating an ice rink as well as the association itself is a considerable amount of work. Our success depends on all the work getting done and that takes all of us working together.

For further volunteering information, including how to sign up for shifts you can also check out: https://www.manitowochockey.org/parent-resources/volunteering/378

Tournaments:

- Provide rosters, logos, to tournament hosts as requested.
- Confirm any tournament schedules (typically released 2 wks prior)- enter in the tournament schedule and location details in the crossbar app. Confirm any tournament rules or details with coaches as needed. Communicate tournament details with parents in advance.
- Check in upon entering the tournament, arrive early.
- Create a room block for your team at a hotel nearby.
- If you will not be there, assign a team parent to sub in for your duties.
- **Share roster (of kids that participated) in tournament either the day of or immediately on the day following a tournament game to manitowochockeytreasurer@gmail.com**

Weekly Team Email:

It has become a known “best practice” to send out a weekly email addressing the upcoming week’s team schedule. This can include practices, specialized practices (such as goalie training or extra/changed ice), as well as game schedule for the weekend including the rink location addresses. Any extra communications from the Coaches. Sundays fit nicely for this type of communication.

Slack:

Please make sure you have notifications turned on and are watching the team manager channel. This is where any information we want to get out to team managers will be located, where information we want to get out to the teams will be listed. Please make sure to get all information out in a timely manner.