

Greenway Hockey

Team Manager Manual



Welcome!

Thank you for agreeing to volunteer as a Team Manager for your player's team! This is an important and fun role. You will serve as the primary communication point for your team and act as a liaison between the coaches and parents.

You will also keep track of the iPad at home games and be sure the GameSheet is uploaded and the iPad is plugged back in upstairs after the game.

Team Communications:

Team Managers are responsible for team communications, making sure information that the families need to know has been shared. The primary communication methods that GAHA uses are the:

1. The NEW Greenway Rec website
<https://www.greenwayrec.org.app.crossbar.org/>
2. The Crossbar App
3. The GAHA Facebook page

These are the methods that GAHA prefers you use when communicating with GAHA families about GAHA-related business. If you would like to use something else, please contact GAHA's Registrar for approval. In no event, should you create a separate Facebook page for the team.

Official Team Roster

A link to the current version of the USA Hockey approved roster can be found on the Team Managers info page of the website (once rosters are made and initially approved by USAH). Only players and coaches who are listed on this roster are allowed on the ice/bench during games and tournaments. Having a player or coach who is not on the official roster participate can result in forfeiture of the game.

GameSheet Scoring:

As of the 2022-2023 season, Minnesota Hockey is requiring the use of the GameSheet Scoring App. Team managers must know how to use the app and help train parents on your team how to use it.

Managers are responsible for inputting your team's roster into Gamesheet. You will receive a code for this from a board member.

The manager must get the ipad from the scorekeeper after home games and upload the game - do this in the lobby where the internet connection works best- (hit the cloud button), then plug the ipad back in upstairs.

You have NO Gamesheet responsibilities at away games.

For a Gamesheet scoring tutorial, request a training session with a board member or use YouTube.

If you have a Gamesheet issue, call or email Colby, he is very helpful and will respond immediately 1-(639) 571-7482 colby@gamesheetinc.com

Team Website Page:

The new website will automatically sync to Gamesheet to update scores. If you would like to add any info or photos to your team's page, you can get website permissions to do so.

GAHA's Facebook Page:

You will have access to GAHA's Facebook page to post pictures of games, events, etc. related to your team. Our goal is to have photos from all levels so our hockey community and families at all levels throughout the organization know what is going on in our association. When posting to Facebook, remember the posts are coming from GAHA, not you. Therefore, you should not make posts that say things like, "contact me" or "I had a great time..." Instead say, "contact Mite Team Manager Jane Doe at..." or "a great time was had by all Participants."

Attendance at Monthly Board Meeting:

Team managers are required to attend the monthly GAHA board meeting the 1st Tuesday of each month at 6pm at the arena. However, we understand that things sometimes come up. If you are unable to attend a meeting, please contact a member of the board prior to the meeting. If more than one meeting is missed, full DIBS credit may not be given.

Planning Home Tournament/Jamboree:

As team manager, you are expected to LEAD the planning of the home tournament for your team/level; however, you are not expected to do it alone. Recruit other parents to volunteer. Call a team meeting a couple of months in advance of the tournament to begin planning. Contact your tournament director with any questions you may have. You will want to reach out to businesses for raffle donations or cash donations to purchase decorations. Note that the tournament director organizes the tournament games, programs, shirts, refs, EMTs and communications to other teams. You are in charge of making your tournament awesome and memorable for our visiting teams!

DIBS for Home Games & Tournaments:

Team managers are responsible for working with the DIBS Coordinator to make sure DIBS are entered for each home game and all games of a home tournament. You should approve DIBS for your home games. You are also responsible for making sure your team has filled its assigned Greenway High School concession stand dib.

A List of DIBS We Offer:

Scoreboard/Time Clock operator – runs the scoreboard to keep track of time, score and penalties.

Penalty Box attendants (2) – opens and closes the penalty box door when players are assessed penalties. One is needed for the home penalty box and another is needed for the guest penalty box.

GameSheet scoring - tracks the shots on goal, penalties, and goals on the app (must be signed before the game by each coach and after the game by the referees.)

Announcer – responsible for announcing goals and penalties and general announcements during games.

Concession Stand- prepare and serve food and snacks.

OTHER: Live Streaming games both home and away

Tournament dibs such as manning the raffle table, entry table/greeter, chuck-a-puck stand