

Team Manager Role & Responsibilities

The Team Manager is responsible for many aspects of a team's success. They should excel in communication, organizational skills, decision-making, problem-solving, and maintain a positive attitude with the intent of creating a fun environment. Peers, players, parents, and spectators will look to the Team Manager as the person responsible for how players carry themselves, how well they perform, and whether they are having fun and learning.

Why is the Team Manager important?

Team Managers organize the team to ensure players have good experiences, and they effectively communicate with parents, coaches and players about the team. They are responsive to questions or concerns and are solutions oriented. Team Managers help build team spirit and morale. They foster a positive attitude on and off the ice by emphasizing sportsmanship, respect, and enjoyment of the game. Team Managers support the development objectives of the Coaches, serve as a liaison with the Board of Directors, and take responsibility for paperwork.

Job Duties & Useful Information:

Note: Manager tasks may be shared and/or delegated, but responsibility ultimately falls to the manager

First things first:

- Obtain USA Hockey number. It's free for managers and volunteers
- Complete background check and SafeSport training
- Organize a parent meeting at the beginning of the season to set expectations with parents and discuss the budget
- Adjust settings on Crossbar to manage and track team communications (adjust settings for player's "availability", "add assignments" for volunteering, etc.)
- Prepare to serve as liaison among coaches, parents, scheduler, the league, and NIHA board.

Games:

- Organize home game day operations (10u and above) once schedule is confirmed: penalty box attendant, score keeper, time clock operator, music.
- Encourage all families to take a shift with the clock, scorecard, and penalty box. This ensures everyone gets the chance to enjoy the games. Involving parents/guardians helps to create a sense of ownership and community. Utilize Crossbar to sign up and track volunteers
- Organize away games day operations. Complete score sheet with roster information. Confirm penalty box attendant

Score sheets & game clock:

Team Managers are responsible for these tasks at *home* games only. Delegate as needed.

- Step 1 - Obtain score sheet template from NIHA website Resource page. Determine the proper way to complete all required fields and submit game results. Include your team roster. Obtain

opposing team's roster sticker from their manager for the other side of the score sheet. (Note: This might change as leagues move towards digital score sheets. [BTHL & MCHL already require digital score sheets])

- Step 2 - Decipher how to run the clock, ask for a demo, if needed
- Step 3 - Use "Add assignments" on Crossbar to secure any volunteers
- Step 4 - Enter score on league website after each home game. Keep carbon copy of all games
- Note: For tournaments, the assigned "home team" is responsible for the clock and score sheet

Roster Labels:

Save time by preparing labels in advance for use with game sheets. Labels should list all players (name & number), the coaches, team manager, and locker room monitor (that person should be circled in red).

- Step 1 - Purchase Avery labels #5163
- Step 2 - Download score sheet template from website Resource page
- Step 3 - Download the roster from your team page and drop into template. Modify as needed

Crossbar:

Adopt this as your primary communication tool, using email or chat function

- Step 1 - Turn on the availability for your team on Crossbar. Request everyone to use it so you have visibility to who is attending practices and games
- Step 2 - Add your player's numbers to the roster part of Crossbar so parents can see who is who
- Send weekly reminder messages in the chat of the upcoming week's games and practices
- Relay messages, practice or game schedule changes as needed
- Communicate jersey colors & arrival time for each game, address/parking info for away games

Forms:

Secure proper documentation from your players. Verify with The Registrar that forms are complete for each player and coach (Lindsey's Law, Code of Conduct, etc). Download the following forms from the website, print, handout and obtain signatures

- Form 1 - US Hockey Liability waiver should be kept on hand. If a child who is not currently enrolled in the NIHA program wants to try out a practice, they will need to sign this form. Keep the signed copy until the end of the season, then submit it to The Registrar
- Form 2 - USA Hockey student coach form. Various players from JV and Varsity may serve 5 hours of volunteering to help younger teams. If an individual wants to continue helping for the entire season, they must complete this form. Notify The Registrar to add them to Crossbar so they can see your entire schedule
- Form 3 - Practice Jersey waiver. Players and their parents must sign an agreement indicating they received a practice jersey, know to take care of it, turn it in at the end of season, and if they don't, they will be charged

Locker Room:

Ensure there is a qualified adult monitoring the locker room whenever players are in there. That adult individual must have completed a background check and Safesport to be qualified. This could be the

designated locker room manager, a coach, or the team manager. Note: Parents are no longer allowed in the locker rooms once their players reach 12u

The Shed:

Assist Coaches, players and parents who need to borrow equipment from the shed. Only board members are allowed to have the combo and can unlock it, please liaise with them as needed. The shed gear can be provided for new players, or with players in need of replacement gear. Borrowed gear should be returned at the end of the season or generally when the child is through with it (assuming it is still in good condition)

Reporting injuries:

Report any severe injuries to the Hockey Director as soon as possible

Organize any tournaments not organized by NIHA:

- Step 1 - Research optional tournament options via Google (local and regional). Popular examples include the local Buckeye Cup Series (Columbus) or nearby Rock-n-Roll Cup (Cleveland). Many tournaments offer booking incentives such as group discounts or BoGo.
- Communicate with the tournament director or contact to verify the right placement level for your team. Example: A or B division; 8U red, white, or blue level
- Step 2 - Share suggested tournament(s) with Coach and parents to confirm
- Step 3 - Give parents a drop-dead date to submit their deposits and final balance. If they don't pay by that date, their child will not be considered as a participant in the tournament
- Step 4 - Register online, submit deposit, and communicate details to team, coaches, parents. Reserve block of rooms at hotel. Request official roster from registrar. Get waivers signed

Implement contests and team builders

- Coordinate with Board members, coaches & other team managers to run organization-wide contests and team builders with the objectives of
 - Motivating players (with healthy competition & skill-development)
 - Building team comradery
 - Increasing collaboration
 - Building self confidence
- Help coaches track “winners” of awards and recognitions which can range from things such as mastering a skill, giving 110%, being a good listener, displaying sportsmanship, exhibiting leadership qualities, etc., to achievements like scoring or saving goals, assists, game MVP's, etc.
- Organize any other team events: meals, outings, parties
- Organize CBJ Future Jackets/Rink of Dream (not required)

Miscellaneous

- Make sure coaches are certified by December 31st
- Organize/Schedule any games outside of league play. Maintain contacts for other team's managers
- Coaches/end-of-season gift coordination: collect money and buy gifts
- It's helpful to bring a first aid kit, and hockey supply kit: tape, scissors, helmet screws, screwdriver, extra new mouthguard & neck guard