

FHA Manager Responsibilities

o Schedule a parent meeting within the first 2 weeks so that the coach can explain his/her expectations and any necessary information can be given to parents. Adequately communicate appropriate team information throughout the season.

o Manager must have access to email on nearly a daily basis to monitor communication from ice scheduler, opposing teams, coaches, and FHA Board.

o Collect contact information for every skater on team and distribute contact information to all parents. (excel spreadsheet is available on FHA website under documents) When collecting information, verify who has texting available as this is a quick way to get information out.

o If your team uses a group texting such as GroupMe remind parents this messaging is for hockey related communication only (rides, forgotten equipment…)

o Confirm how your coaches prefer you communicate with them (phone, text, or email…)

o If you do not have access to edit your team page, contact Andrea Moyer who will grant access.

o Create an email group of all contacts for your team and place phone numbers in your phone or carry a list with you in case of short notice schedule changes.

o Help distribute team jerseys and record roster. Collect all team jerseys at end of season which must be washed and hung on plastic hangers and turned in no later than the banquet. Make sure all jerseys are transported in jersey bags provided – Jerseys are expensive and are ruined when stuffed into gear bags.

o Collect all necessary forms from players/families. (Parent and player code of conduct)

o Bring the “team book” to all games (medical release forms, certified roster, and current coaches cards or CEP numbers)

o Most tournaments are scheduled prior to the season start. Make sure your team is fully registered and send your roster to the tournament director for each tournament you are registered for. This includes verifying your team is registered for the District tournament. Check in with the tournament director one hour before your first game so that the “roster book” can be verified.

o Make hotel arrangements as soon as possible for your team for all away tournaments. Hotels fill up fast. Share the arrangements and contacts with your team parents/guardians.

o U12, PeeWee, Bantam, & U14 levels must attend league scheduling meeting at end of October (usually in Rochester) to receive league rules and schedule league games. Help the coach schedule remaining

non-league games. Squirt/U10 levels will have a separate scheduling meeting. U8/Mite may contact associations within the district or nearby associations to schedule games. Keep a record of all contact information for opponents. Verify all games one week before the scheduled date with opponent's coach/manager. Keep a master schedule updated at all times.

o Email ice scheduler Carissa Allen fhaicetime@gmail.com with all game schedules and immediately with any changes or cancellations. Each team will receive a list of game times you may use for your home games, you may swap unscheduled game times with a team of equal game length when scheduling remaining non-league games.

o Provide an updated schedule to players and notify players of any changes by email or by phone if short notice (less than 48 hours).

o Arrange scorebook, score clock, locker room monitors and 2 penalty box officials for all home games. Remind parents this is in addition to DIBS hours.

o Prepare official score sheets for home games. Keep printed stickers with roster in the "roster book". 3- 4 stickers will need to be provided at all away games and for each tournament game.

o Email all league game scores, penalty minutes, & misconduct penalties (for both teams) to District 9 Statistician, Rvossler@hormel.com

o Post team schedule, photos, articles, etc... on team website.

o Keep webpage updated with photos, news, and tournament details. Input your roster on your team page.

o Plan a team social early in the season (potluck after a game, pizza, bowling, etc.)

o Arrange to have candid photos taken throughout the season and provide at least 10 group shots of your team to the fundraising/calendar committee. As well as send photos to the FHA Facebook group to be shared.

o Assist the tournament director with your home tournament. Each team is required to cover all volunteer positions for all home tournament games to include scorebook, score clock, music/announcing, floater and 1 penalty box. This is in addition to DIBS hours.

o Remind parents of all fundraising responsibilities, calendars, wreaths and DIBS.
If you have any questions please contact Andrea Moyer andrealmoyer@gmail.com 507-382-3648 or a board member.