

Team Manager Duties

1. USA Hockey Registration: USAHockey.com
2. Safe Sport Training: <https://www.usahockey.com/safesporttraining>
3. Background Check: <https://www.usahockey.com/backgroundscreen>

Print off a copy of all the receipts attached to the reimbursement form given to Heather Wolner RAHA Treasurer.

Reimbursement Form Link:

<https://docs.google.com/document/d/1yRejJ50SIUnH0WA8KX68qfGjAHrc8bMm3AM-jcgN4KI/edit?usp=sharing>

*Team managers should have access to the internet and communicate regularly with the head coach.

*You will be given access to your team's page via the Crossbar on our association website.

Team Website

- ★ Keep the team page updated.
- Include contact information for Head Coach and Team Manager.
- ★ Add a team picture or another hockey related photo.
- ★ Keep team game schedule updated: Win/Loss and score.
- ★ Player stats are only allowed at Peewee/12U level or higher
- ★ Photos of team activities and tournaments are always fun to look at!

Communication

* Contact Ross Nachreiner if your team will **NOT** be utilizing their scheduled ice time

* If you are looking to add extra scheduled ice time-look at order of events to follow under

Games

- ★ Communicate with parents/coaches via email, text or SportsEngine
- ★ Assist coaches with keeping everyone informed
- ★ Inform parents of:
 - Any changes to practices or games
 - Tournament Info and hotel accommodations
 - Fundraisers, pictures, etc.

Games

★ Any changes/additions game schedules must be handled by our ice scheduler/DIBS updates/changes(Siri), refs arrangements(Nicole), ice availability/RACC employees(Ross),concessions representatives.

Opponent Team availability needs to be completed and authorized as well.

Contact Order:

Siri: redwoodareahockey@gmail.com

Ross: rnachreiner@ci.redwood-falls.mn.us

Nicole: nikki3_89@yahoo.com

★ GameSheet training and uploading responsibility

GameSheet Training Video:

<https://help.gamesheet.app/article/29-training-videos>

★ Roster stickers for tournaments Be prepared! Not all associations are using the GameSheet

*GAME PUCKS are located in the Zamboni garage freezer. Place three pucks in a bucket of ice prior to game time. Place in the announcer's booth.

DIBS Workers

★ Make sure all DIB spots are claimed 24 hours prior to game time

○ If workers are needed, contact team parents to fill spots

○ Managers are to “jump in” and help fill spots as well

★ **EACH TEAM NEEDS Concession Rep**

○ If your team has the first game of the day, your Rep is responsible to arrive 60 minutes before concession workers to get stuff set up and ready to go.

○ If your team has the last game of the day, your Rep is responsible to help concession workers clean up and put everything away. Also, do a quick inventory and be in contact with Missy Bisel if supplies are running low.

As a manager, you are your team’s “go-to person”. Your efforts do not go unnoticed, and you are a vital part in keeping the season running smoothly for the team and association, alike.

Any questions please contact:

Sommer Wertish RAHA VP

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