



Team Managers,

We are so happy to welcome back our returning managers as well as meet the new managers that will be joining us this season. Team managers are an important link to ensure that our organization runs smoothly. They play a key role in communications throughout the season. As a team manager, you will coordinate off and on-ice activities for your team, be instrumental in planning for team events throughout the season, scheduling games, and more. Please feel free to reach out to other parents on your team and delegate some of these duties! You do not have to do this alone.

The Manager's Handbook identifies the activities and responsibilities the manager needs to understand and complete the season. Some of the forms will be available to you on your league or Blues website. If you need help locating any of them, please reach out.

Thank you again for volunteering to be a team manager. Please know that all parents as well as the Livingston Blues all will appreciate the effort you provide this season. You are often the unsung hero of the team, but you are a hero to the organization for handling this very important responsibility. If you have any questions or concerns please do not hesitate to contact anyone on the board. Have a great season. Let's go Blues!

The Geneseo/Finger Lakes Youth Hockey Board

Team Manager Responsibilities

Requirements – You must register with USA Hockey as a volunteer and must have a USA Hockey number. You must also complete all mandatory Safe Sport Training and be cleared by a USA Hockey background check.

General Responsibilities:

- Act as liaison between parents, coaches, and the Blues Board.
- Assist the coach with administrative, supervision, and other duties as requested.
- Maintain and distribute a team contact list (players, parents, coach's email & phone number).
- Encourage all parents to download the SportsSignUpPlay App found on our website. Communication thru the app is easier than email.
- Maintain your team's page on SSU Play app including game results, team activities, and updates for parents.
- Provide directions to rinks for all away games.
- Attend all scheduling meetings for your league. This is how you will schedule all of your league games.
- Organize workers for home games. You need a scorekeeper, someone to run the clock, and someone for the penalty box for all home games. No exceptions.
- If you are handing out any information on paper (ex: picture forms) give them directly to an adult. Please do not give paper information to the players under the 14u division.

USA Hockey Team Roster link will be provided from the Registrar. It is the responsibility of the Manager to review the certified roster for accuracy. All players must be on the official roster to be eligible to play in a game. This includes substitutes. **Anyone that is not on your roster, and either plays in the game or sits your bench, is considered illegal and the game is forfeit and subject to a fine.** This includes players and coaches. Always carry a copy of your roster with you for easy reference and for tournaments.

Team Schedules should be distributed as soon as Empire or WNY scheduling meetings are complete and schedules have been verified by your Commissioner. Please note that it is not uncommon for teams to be given an additional home ice sheet at the time of scheduling to allow for ease of scheduling. **Any unused ice sheets must be returned to the Ice Scheduler at the completion of scheduling.** Contact your Ice Scheduler if you need additional sheets of ice in the future for scrimmages. Teams are responsible to cover the cost of any ice, and refs, outside of their league home games.

Time Clock and Score Keeping is the home team's responsibility. You must provide a scorekeeper, penalty box keeper, and a time keeper for every home game. Create a list of parents who will perform these tasks for all home games. **All volunteers must register as a volunteer with USA Hockey. Forward all USA Hockey numbers of volunteers to your Registrar for record keeping.** Parents can use practice time to learn how the clock works and the rules of the game. This provides a great way to involve more parents during the season. Please remind anyone who are performing these tasks that they are operating in an official capacity and must refrain from excessive cheering and/or calling out to player(s) on the ice.

Rink Directions need to be provided to parents for the Away game rinks. You will also need to communicate how far in advance of the game the coach would like the team to arrive. It is your responsibility to make sure you have published an address for all of your games.

Score Sheets must be completed for every game and scrimmage played. The home team is responsible to provide a scorekeeper. Please be prepared to complete the scoresheet for both home and away games. Roster stickers, with player and coach information, should be used on your scoresheets. All scoresheets must have your proper team name and Team ID#. Both are found on your USA Hockey roster. **IT IS VITAL** that the scoresheets are completed properly. Both leagues, WNY and Empire, can impose fines for improperly submitted score sheets.

Please follow all guidelines for submission that are outlined in your scheduling meeting and your guidebooks. You will be asked to submit a digital copy to your league and mail in your original if you are the home team. You will also need to keep your copies of scoresheets until the season has officially ended.

Officials Game Assignments for all home league games are based on the posted schedules. When games are posted to the website you must check for accuracy. It is the responsibility of each team to arrange and pay for any officials for any games that you need outside of the league schedule.

Officials Evaluation Form are now done online via the Empire website. Please remind your coaches to fill this out after every game. It is vital that they complete these as they are read by the Officials Management to ensure officiating is competent and for education opportunities when necessary.

Tournaments that you want to participate in are up to your team. Help the coach in arranging and planning tournaments. It is best that the team has one person who handles booking the tournament, reserving the hotel block, and communicating information out to the team. You will need to provide a current, valid, USA Hockey roster to the tournament. Your team is responsible for the cost of all tournaments that your team participates in.

Team Finances and Fundraising are up to the discretion of each team. The manager should make it very clear to all team parents how any money collected will be used (scrimmages, tournaments, parties, etc.). You may open a separate banking account for your team to use but **bank accounts opened to manage team funds cannot carry the name Livingston Blues**. Be transparent and keep good records of your budget and spending.

Team Concerns that come to you, both for the team or an individual player, should be brought to the coach. If the situation warrants, notify your league representative and the Board.

Parent Education is your responsibility. You will need to educate parents with general information they will need to make the season a success. Remind them of the USA Hockey Zero-Tolerance policies, rule changes and game information.

Player Award Patches are awarded at the end of the season to players who are eligible. It is your responsibility to keep track and send a patch request to your Registrar at the end of the regular season.

Hat Trick: 3 goals scored in one game.

Playmaker: 3 Assists in one game.

Shut Out: Awarded to a goalie when they get a shutout.

You will be one of the people that the other team will interact with. Please remember to be a good role model to other parents and an ambassador of good sportsmanship. You are representing not only your team, but the organization.

Hope you find this guidebook helpful and that you have a great hockey season!

Geneseo Livingston Blues

www.livingstonblues.org

Empire Amateur Hockey Conference

www.empirehockey.org

Western New York Amateur Hockey League

www.wnyahl.net