

Travel Team Manager Guidebook

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The Travel Team Manager is a role on Bantam, 15U, Peewee, 12U, Squirt and 10U level teams (Travel levels). This role fulfills your association volunteer hours requirement in full. It's a critical role to the team's operations and communication. Thank you for supporting your team and WYHA through this important role!

OVERVIEW

The Travel Team Manager is an integral part of the team and serves as the **key communicator to parents/guardians and provides organizational support for coaches on your team**. This role is also the liaison between the coaching staff, parents/guardians, WYHA Board/Committees, tournament directors and other partners throughout the season. There should only be one Team Manager per team. The Team Manager may have others on the team help them, but for the purposes of documenting who is the Team Manager in WYHA contact lists and allocating Association Volunteer Hours exemption, there will only be 1.

Please reference the [Team Manager page](#) on the WYHA website for helpful resources, links and contacts to leverage for questions and support.

RESPONSIBILITIES

- Maintain organization of and delegate [Team-Level Volunteering](#) tasks, and other tasks, among the team parents/guardians
- Communicate between families, coaches, tournament directors, WYHA and other partners involved in the season
- Support the Head Coach in the coordination of the enforcement option of the [Locker Room Monitor](#) policy
- Organize the team webpage
- Monitor GameSheet information and statistics

TASKS & TOPICS

The following is a list of tasks to be completed and topics to be aware of, generally listed in the chronological order of what happens first once team formation happens.

1. If you are interested in being the Team Manager, let your Head Coach know right away upon team formation. They will reach out to the team asking for someone to fill this role.

2. Registration and Certifications - Team Managers must:

- a. Have up-to-date SafeSport Training and a completed background check (valid for two years). Information and links for these are found here:
<https://www.wayzatahockey.org/parent-resources/safesport-background-checks/40344>
- b. Register as a "WYHA LRM and Travel Team Manager" on the WYHA website under [registration](#)
- c. Attend the Mandatory D3 meeting for Team Managers that occurs around mid October (for Bantam, Pee wee, 15U and 12U teams) and early November (for Squirt and 10U teams): <https://www.d3hockey.org>
 - i. D3 requires only 1 Team Manager per team, more than 1 cannot register/sign-in with D3
- d. **DUE: Complete these tasks ASAP and no later than 1 week after team formation**

3. Discuss Locker Room Monitoring with your Head Coach

- a. The Locker Room Monitoring Policy is found here:
<https://www.wayzatahockey.org/parent-resources/locker-room-monitoring-lrm/47357>
- b. Your Head Coach will determine the "enforcement approach" your team will take
- c. Ensure your team is compliant with all the Administrative Process Requirements and support your Head Coach in completing these steps
- d. *Please note, the LRM policy is driven by USA Hockey and SafeSport requirements, and requires diligent attention*
- e. **DUE: No later than 1 week after team formation**

4. Team-Level Volunteer Coordination and Communication

- a. Familiarize yourself with the [Team-Level Volunteering](#) tasks (ex. GameSheet, Clock, Penalty Box, LRMs etc.) and determine a way you will track and communicate this information to your team throughout the season
- b. TIPS:
 - i. Leverage a Google sheet for shared access and easy updating throughout the season
 - ii. Consider asking your team to get familiar with these roles (for clock and GameSheet in particular you may want to ask your team if there are parents that are experienced in doing these roles - as some are more than others - however it's fair to expect all parents/guardians to be able to do them)
- c. DUE: N/A. Recommend addressing in your welcome email and/or team meeting.

5. Rosters

- a. The Registrar will provide the only official roster via a link. This USA Hockey

Roster link remains the same all season. The Team Manager should keep this link handy throughout the season as it may be requested at tournaments.

- b. Only Players and Coaches listed on the roster may ever practice with the team
- c. It is the Team Manager's responsibility to notify the WYHA Registrar of any discrepancies on the USA Hockey Roster
- d. Team Managers often have a Google Sheet or other document for day-to-day coordination, however the official Roster is **ONLY** the link provided by the Registrar. ONLY the USA Hockey Roster matters - Crossbar rosters or other team documents do NOT dictate who can play in games, tournaments, scrimmages/exhibitions or practices. ONLY coaches listed on the USA Hockey Roster can ever be on the ice - no exceptions.
- e. **DUE: 3 days after receiving your USA Hockey Roster, audit it for any issues and contact the registrar if any corrections are needed.**

6. Jersey Handout and Number Rostering

- a. Typically the Head Coach will hand out jerseys at one of the first practices. The Team Manager needs to record the jersey number for each player and send an email to Register with the numbers. Email registrar@wayzatahockey.org and include the team level and name (ex. Pee wee B1 Yellow), each players first and last name, and jersey number.
- b. **DUE: No later than 1 week after team formation**

7. Tournaments

- a. Your tournaments were provided to your Head Coach in their Coach Welcome email. Any questions need to be sent to TourneyDirector@wayzatahockey.org and include your team level and name (ex. Pee wee B1 Yellow)
- b. Communicate tournament dates to the team, especially out of town tournaments
- c. Team Managers should verify tournament details (ex. check the tournament website to confirm dates)
- d. Hotels for out of town tournaments have usually been determined. Reservations need to be made ASAP.
 - i. If there is a desire to deviate from what has been already booked or not use a hotel, those requests need to be sent immediately to TourneyDirector@wayzatahockey.org. *However please note there is very limited ability to make changes.*
- e. TIP: Ask your hotel about getting a team meeting room for a space for the team to gather
- f. **DUE: ASAP as many hotels have deadlines to get reservations blocks in**

8. Team/Parent Meeting

- a. Connect with the Head Coach to plan a team meeting (virtual or in-person).

Communicate this date/time to your team. Partner with your Head Coach on agenda topics to be covered.

- b. TIP: review how you will coordinate team-level volunteering, ask for support for tasks to delegate (see below for a recommended list), remind families of the [Code of Conduct for players AND parents](#) that they agreed to when registering, remind families to complete their Association-Level Volunteer Hours. Information on that has been communicated to them many times and can be found here on the [Volunteering page](#).
- c. DUE: N/A but sooner is better than later

9. Send a welcome email to your team

- a. TIP: Introduce yourself and consider sharing any document link(s) you'll use to coordinate team-level volunteering through the season.
- b. DUE: N/A but sooner is better than later

10. GameSheet

- a. On the [Team Manager page](#) of the WYHA website there is GameSheet information including links to training videos, a Team Manager Quick Start Guide, and GameSheet User Guide and FAQ.
- b. Team Managers will receive an email from an association representative that will contain 2 different codes/emails needed for set up
- c. Once you receive this email, utilize the GameSheet Team Manager Quick Start Guide to get GameSheet set up on an iPad
- d. DO NOT change the names of players in GameSheet. Changing "Jonathan" to "John" will create an entirely new player with duplicate records.
- e. TIP: Teams need to provide their own iPad for GameSheet. Some teams have a family(ies) provide an iPad(s) to use, others purchase one with the Assessment Funds, or you can loan out an iPad from D3. Determine the approach your team will take.
- f. Scrimmages (Exhibitions)
 - i. Gamesheet says "exhibition" and not "scrimmage". The Team Manager needs to create these in GameSheet. Only league games will be on the schedule as the District loads these into GameSheet. Scrimmages (Exhibitions) are tracked the same as games and count towards tracked items such as Squirt Games Limits, suspensions, etc.
- g. Tournaments
 - i. Many are using GameSheet. Managers need to request the league code from the HOST association. The Games will appear as their own "league" on your team dashboard.
- h. Suspensions
 - i. **Monitor these closely.** If a player or coach is suspended, they must be marked as such on the roster. If not, they will not get credit for their time served. This is important during tournaments too.

- ii. **DUE: Before all games or scrimmages/exhibitions**

11. Team Webpage

- a. Request access to your team webpage
 - i. Email info@wayzatahockey.org and include your name, email, and the team name you are requesting access for (ex. Peewee B1 Yellow).
- b. Team Managers will be able to add posts as *Team Only* or *Public*, but they need Team Manager access to do it. Team Managers can add events, like team building, to the calendar, etc.
- c. There are resources in the [Crossbar Help Center in the Coaches & Team Staff](#) folder that are helpful.
- d. DUE: N/A but sooner is better than later

12. Tasks to Delegate

- a. Many teams assign key roles to other parents/guardians including: Team Apparel, Photographer, Scrimmage Coordinator and others
- b. DUE: N/A but sooner is better than later

13. Alternate 3rd Jersey (optional) and special note on Navy/White standard jerseys

- a. Discuss with your Head Coach if you will be doing a 3rd/Alternate jersey. To see the options view the [WYHA Apparel page](#)
- b. The 3rd jersey order needs to be a team order placed via the ordering link on the apparel page
- c. Do NOT get a 3rd jersey from any other vendor or make up your own design.
- d. DUE: N/A

14. Game & Practice Schedule

- a. Games and practices will be automatically added to your team calendar in 3 batches. Please review and contact scheduling@wayzatahockey.org if you have any questions or concerns.
 - i. **Batch 1:** Includes all ice schedules from team formation through Sunday 11/9. *Adjustments may be made for any D3 game conflicts scheduled through 11/9.*
 - ii. **Batch 2:** Will be released on Monday 11/3 and will include all ice schedules from 11/10 through Sunday 12/14
 - iii. **Batch 3:** Will be released on Thursday 12/8 and will include all ice schedules from 12/15 through the end of the Season. Does not include Districts.
- b. It's recommended to compare your District game schedule against the D3 game calendars found at www.d3hockey.org. If you find a discrepancy, please contact scheduling@wayzatahockey.org immediately to fix.
- c. Please discuss with your team to see if there are any conflicts (band concerts, choir concerts, etc.) that would prevent you from having enough people to play any games on your calendar. If you have a game conflict please email

scheduling@wayzatahockey.org to submit the change request through the proper D3 contact and process. The D3 game change rules include:

- i. Games will not be rescheduled for exhibition games or tournaments
 - ii. Games will be played if teams have more than eight (8) players available
 - iii. A D3 payment of \$250.00 will be assessed to the team requesting the approved game change
- d. If your coach requests additional ice for practices or scrimmages during the season, please email scheduling@wayzatahockey.org to see what additional ice is available. Any ice added to your schedule will be invoiced to the team to be added to team assessment payments. You may also contact PIC directly to ask about ice not currently allocated to WYHA.

15. Level Coordinators

- a. Level Coordinators will serve as **liaisons between the association and their assigned level**, supporting communication, coach and player needs, issue resolution, and overall level support. Their role is designed to give families and coaches a clear point of contact while helping each level operate more efficiently and effectively.
 - i. 19U - Ryan Foltz - 19U@wayzatahockey.org
 - ii. 15U - Ben Olson - 15U@wayzatahockey.org
 - iii. 12U - Ben Norton - 12U@wayzatahockey.org
 - iv. 10U - Andrea Johnston - 10U@wayzatahockey.org
 - v. Bantam - Tim Stephens - Bantam@wayzatahockey.org
 - vi. Peewee - Alan Gaffaney - Peewee@wayzatahockey.org
 - vii. Squirt - Mike Grossman - Squirt@wayzatahockey.org
 - viii. Jr Gold - Bobby Hill - JrGold@wayzatahockey.org

16. Game Day Duties Coordination & Communication

- a. Create Game-Day-Duties Schedule
 - i. Each team is responsible for game and scrimmage/exhibition duties
 - ii. It will be important to ensure that when you assign someone to the clock, they know how to run it and are very comfortable doing so. There are training materials on the website:
<https://www.wayzatahockey.org/parent-resources/volunteering-formerly-dibs/25562>
- b. Once game assignments have been determined, communicate these to your team
- c. TIP: Many Team Managers send a weekly email with the schedule, game day duties and upcoming important dates (hotel booking deadlines, tournament dates, etc.)



17. Picture Day

- a. A representative from the Association will provide Picture Day information. Communicate Picture Day date/time/location to your team as well as coordinate what the team will wear on picture day (Blue or White Jersey, collared shirt or t-shirt, khakis or jeans, etc.).