

TEAM MANAGER REFERENCE GUIDE



PARMA HOCKEY ASSOCIATION

Introduction

Parma Hockey wants to thank you for taking on the responsibility of being a team manager. You will find this role to be both fun and rewarding because of the opportunity to make a positive difference in your team's experience.

This reference guide has been developed to assist you with your responsibilities. It is a working document that will change from year to year based on input from you and others. Please make notes in it throughout the season.

The main responsibilities of the team manager role are as follows:

- Collaborate with the coach throughout the season
- Communicate with the coach and parents on a regular basis
- Maintain team funds and provide financial updates to the coach, parents, and team manager coordinator on a monthly basis
- Update TeamSnap account throughout the season
- Check team mailbox each time you are at the rink
- Compare newly released ice schedules with previous ones to ensure accuracy

The PHA board has a Team Manager Coordinator that can assist you throughout the season; they can be reached at teammanagerpha@gmail.com

Getting Started

Team File

You will need to create a team file that you or the coach will bring to each game. The file must contain the following:

- Completed medical release form for each player
- Copy of official USA Hockey roster
- Internal team roster
- Game schedule
- Official Cleveland Suburban Hockey League (CSHL) score sheets (full ice games)
- Roster labels for score sheets (full ice games)

Medical Release Forms

You must have a completed medical release form for all players. Each player must have a new medical release form completed each season. The PHA registrar can provide you with blank medical release forms to pass out to parents. Completed medical release forms need to be sent to the registrar and be available in your team file before the first game.

Official USA Hockey Roster

You will be given access to an official USA Hockey roster for your team by the PHA registrar. You will need to print a copy of this roster for your team file and have copies available to submit when signing up for all tournaments. Roster will be submitted to CSHL by the registrar.

Internal Team Roster

You will need to create an internal team roster that includes all player names, jersey numbers, parent names, email addresses, and phone numbers. A copy of the internal roster should be distributed to each family and be available in your team file prior to the first game. See example at the end of this guide.

Game Schedule

As soon as you have the preseason and regular season game schedules, you will want to provide a copy to each family and enter game information into TeamSnap.

Official CSHL Score Sheets/Team Number

At scheduling, the coach will receive an envelope with blank CSHL score sheets (if the team will be playing full ice games) and the team's CSHL number. This number is important because it will be used to identify the team on game schedules and score sheets as well as being a team identifier on the CSHL website.

Roster Labels

If the team will be playing full ice games, you will need to create roster labels that include the team name, each player's name with jersey number, and the coach and assistant coach(es) names with coaching numbers. The best size for roster stickers is the 4X2 shipping label style, which should come on sheets that contains 10 labels.

Responsibilities during the Season

Communication

Before the start of the season, you should meet with the coach to identify what strategy they prefer for team communication; determine what the coach will communicate to the team and what you will be communicating. You should also decide who parents should contact in the event a player can't attend a game or practice. If you as manager are the main contact for parents, make sure to relay this information to the coach in a timely manner.

All communication should be sent via TeamSnap when applicable. TeamSnap is the preferred method of communication for all teams in PHA, which is extremely helpful for families with more than one child in the association.

As a manager, you should be communicating regularly with parents about all issues pertinent to the team. One potential strategy to get all needed information to families without

overwhelming them with messages is a weekly or bi-weekly email update (depending on how much info needs to be sent out). These updates can include information about upcoming games and jersey colors, fundraising updates, tournament planning, identifying who is bringing snacks etc.

Parent Meeting

The coach should schedule a parent meeting to kick off the season that you should be a part of. During this meeting, fundraiser and tournament plans should be discussed. If you have not already done so before the meeting, this is the time that you should collect all needed information to create your internal roster. In addition, this is a good opportunity to identify what parents have scorekeeper, timeclock, penalty box, and board setup (half ice) experience to help plan for home games.

Team Funds/Cash Handling

As team manager, you are responsible for managing team funds and sending out monthly financial updates to the coach, parents, and team manager coordinator. Before the start of the season, you should meet with the coach to determine how much money the team will need to cover expenses for the season (tournaments, team parties, players/coaches gifts, trophies etc.). **Additionally, every team is responsible for paying a \$350.00 PHA Team Fee, which needs to be factored in when creating a budget.** Because each member of the team is responsible for their own contribution to the team fund, it must be decided if the team will fundraise or if each family will pay out of pocket, or some combination of both.

Fundraising

Each team is allowed to have up to 3 fundraisers per season for the purpose of covering the cost of team expenses. **When planning a fundraiser, you must reach out to the team manager coordinator via email for date approval.** Teams will be granted approval for their fundraiser date on a first come, first served basis. Teams are encouraged to avoid having their fundraiser on the same weekend as another team. All team fundraisers must receive board approval prior to the event and be completed by December 31st.

When planning fundraisers, be creative! One popular style of fundraiser is the “wing-ding” that provides food and drink and games of chance such as (but not limited to) side boards and basket raffles at a local bar for a set ticket cost. Another popular strategy is to sell squares for a large sporting event such as the OSU/Michigan game.

All money made from fundraisers must be deposited into the team funds account. All fundraiser funds collected for pre-event ticket sales or when selling items such as squares need to be tracked by the team manager and turned into the treasurer via a check made out to PHA **(if people pay for these items with cash, parents will need to write a check to PHA for the amount of cash they were provided).** The treasurer will only accept cash that was collected on the night of a fundraising event such as a wing-ding.

All fundraiser funds must be counted at the end of an event/sale by 3 people (as a group). The individuals that should be involved in the count are the team manager, the coach (when not

possible, another team parent), and one team parent. All 3 individuals that counted the money must sign a fundraiser earnings verification form to assure that the count is correct (available at the end of this guide). **All funds and the signed verification form should be placed in a sealed envelope and be turned in within 3 days of the event. Please contact the PHA treasurer (treasurerpha@gmail.com) prior to the event to make a plan for how you will turn these funds in for deposit.**

Team Fund Deposits

All team funds must be deposited into the PHA account by the treasurer. All checks that are given to the treasurer for deposit must include the team name (Mite Red, Squirt 1 etc.). The treasurer and team manager coordinator will be tracking team funds throughout the season

Team Funds Check Requests

All team fund check requests to pay for tournament fees and other team expenses must be submitted to the team check request link located on the Parma Hockey website (See example of how to submit a check request at the end of this guide). Team managers should no longer be contacting the treasurer directly for check requests. The team manager coordinator will be compiling check requests on a weekly basis to turn in to the treasurer so please plan accordingly! Any team manager that makes a check request by 7pm on a Friday evening will have their check in the team mailbox at the rink by Monday evening. In the event that there is an urgent need for a check, please note this when entering the request so that special arrangements can be made to get the check.

When submitting a check request for non-tournament related expenses, an electronic copy of the original receipt must be uploaded to the check request form. For tournament expenses, please upload a copy of the tournament name and fee with the check request form. It is expected that a copy of all receipts are kept by the team manager.

Team Funds Tracking

It is the team manager's responsibility to track team funds; you should create a document that details team funds deposited, expenses paid out, and a running balance (see excel spreadsheet example at the end of this guide). This team funds report needs to be sent out to the coach, parents, and team manager coordinator on a monthly basis so everyone is aware of how team funds are being used and what is available.

All team funds must be used by May 1st; any team funds that have not been spent by this date will become the property of PHA. Because of this, team managers should meet with the team by March 1st to discuss how remaining team funds will be used to avoid any issues.

Team Spirit Wear

In the event that your team decides to purchase spirit wear items for any reason (warmups, team gifts etc.) they should be purchased through the Parma Hockey team shop and contain an official Parma Hockey logo. Spirit wear items include, but are not limited to, shirts, hoodies,

pants, hats, bags, socks, warm ups, jackets, and cups. In the event that the Parma Hockey team shop does not have the item that the team wants to purchase, you must reach out to the team manager coordinator so that it can be determined if the spirit wear vendor can obtain the desired item. If the desired item can't be obtained through the spirit wear vendor, the board will need to approve the item that will be purchased from an outside source with the intent of having the official Parma Hockey logo placed by the approved spirit wear vendor. **Any spirit wear items purchased that contain an unofficial Parma Hockey logo and/or are purchased outside the spirit wear vendor without board approval will not be eligible for reimbursement of team funds.** Please reach out to the team manager coordinator with any questions about spirit wear prior to purchasing items.

Goal Can Funds

Goal can is a fundraiser that can be used to earn extra funds, typically used for tournament team dinners. This fundraiser involves each player's family paying a set amount of money each time the team scores a goal. The fee for goals is typically \$0.25 or \$0.50 throughout the season. The details of this fundraiser are decided by the parents at the beginning of the season.

It is customary that another parent (not the team manager) maintains the goal can account and sends out updates of what families owe and the amount of goal can funds that have been collected. The small amount of cash collected through goal can is kept by the team and does not have to be deposited in the PHA account. Note* a goal can fundraiser does not count toward the three fundraisers a team can have per season.

Game Information

Types of Games

There are three types of games: league, non-league, and independent games. The terminology is important because different types of rules apply to different types of games.

League

A league game is one that is scheduled at the general scheduling meeting through the CSHL. These are the games that will determine the division champions and playoff contenders at the end of the season. These results are posted on the CSHL website throughout the season.

Non-League

A non-league game is a scrimmage. It is a game that may have been scheduled at the CSHL general scheduling meeting, but does not count toward playoff contention. The league also allows teams to use the scheduling day as an opportunity to have coaches schedule these extra games while all are present. This reduces the need for phone calls, follow-ups, and errors. It

also allows refs to be automatically scheduled and paid through the CSHL. You will report the scores, but they will not be posted and have no bearing on the standings

*If at any point you are confused about which games are league vs. non-league, the schedule/results page on the CSHL website will help you because only league games will be posted. If it is not listed, the results do not count.

Independent Games

Only games that are scheduled after the CSHL general scheduling meeting will be handled as independent (cash) games. An independent game is scheduled through the coaches. Once the logistics have been worked out, the home rink will contact the head of their association who will then contact the CSHL scheduler/assignor so that refs can be scheduled. The refs will need to be paid in cash at the end of the game. ***Note, games played at the Q before a Monsters game are considered an independent game so referees will need a cash payment from team funds.**

Schedule Comparison

It is crucial that the team manager compare each new ice and/or game schedule to the previous one for changes so that these can be communicated to parents and entered into TeamSnap. If you identify any conflicts, you must contact the coach and ice scheduler.

Rink Directions

Maps and detailed driving directions to facilities across the United States and Canada can be found via links on the CSHL, MidAm, and USA Hockey Websites.

Game Responsibilities

Home Games

For all home games, you will need to obtain roster stickers from the opposing team, place roster stickers for both teams on the score sheets, and have someone keep score, work the clock, and sit in the penalty box. If you are managing a mite team playing half ice, you will only need someone to work the clock and multiple volunteers to set up the boards. Any parents volunteering for these roles are considered minor off-ice officials and should not be coaching the players. Blank score sheets, a team schedule with game numbers, and roster stickers should be kept in your team file.

At the end of the game, you (or whoever completed the scoresheet) will need to sign the form as well as the referees involved with the game. Once the score sheet has been signed, keep the white original copy as it will need to be submitted to CSHL and the yellow copy is to be given to the opposing team manager or coach.

All information about your team's number and scheduled game numbers can be found at www.cshl.org under CSHL schedules.

Away Games

At each full ice away game, you will be responsible for providing the opposing team's manager or coach with your team's roster stickers and identifying someone to sit in the penalty box. Make sure to pick up the yellow copy of the completed score sheet at the end of the game and give it to the coach.

Reporting Game Scores

As the manager, you are required to enter home game scores and upload a picture of the completed scoresheet to CSHL via the sports engine app. You will need to register with CSHL as the individual that will have access to upload team scores and you will need to create a sports engine account.

Game Results and Division Standings

On the CSHL website you can track how the team is doing in relation to other teams in your division. Keep your coach and parents informed on standings when sending out regular communication. If you notice that any score is posted incorrectly, please let the league office know right away.

Tournaments

Tournament Selection

The coach should have an idea of how many tournaments they would like to participate in for the season and may know what tournaments they want to attend. If the coach has not identified what tournaments they want the team to attend, tournament links can be found on the CSHL, MidAm, and USA Hockey websites. You and the coach will also receive numerous emails about potential tournaments throughout the season.

If your team decides to participate in a tournament that would conflict with scheduled ice time, please let the ice scheduler know so that ice can be reallocated to other teams.

Initial Tournament Fee

PHA will front the money for a team's initial tournament fee if fundraising has not commenced yet, but a parent of each team member must sign the form verifying that said funds will be repaid to PHA (form located at the end of this guide). Should fundraising efforts not cover the tournament expense, the remaining balance will be divided equally and assessed to each team member.

Tournament Fee Payment

Tournaments must be paid for with team funds that have been fundraised unless the team has agreed to split the cost between each team member for the season. All tournament payments should be in the form of a PHA check; tournament fees should not be paid from a personal checking account or credit card. Please include a link to the tournament site or email with tournament information when submitting a tournament check request to the team manager coordinator.

Hotel Accommodations

Each out of town tournament will have guidelines for how to obtain hotel accommodations. Once the team has decided to participate, you will need to act quickly to identify what lodging is available and what will be best for the team. Most parents will be looking for a hotel that has free parking, breakfast included, and a pool. Make sure that you are communicating how families will need to book their rooms and assure that they know what the hotel offers so that they can plan accordingly for the trip.

Tournament Door Signs/Signs

While not required, most team managers make hotel door signs for the players and coaches when attending an out of town tournament. Another special thing that can be done for away tournaments are “snack bags” that can include items that the players and coaches can take to the rink such as Gatorade, granola bars, fruit snacks etc. If you are planning to make special items for tournaments, please make sure that you are considering the supplies needed when making the team budget for the year.

Team Meals

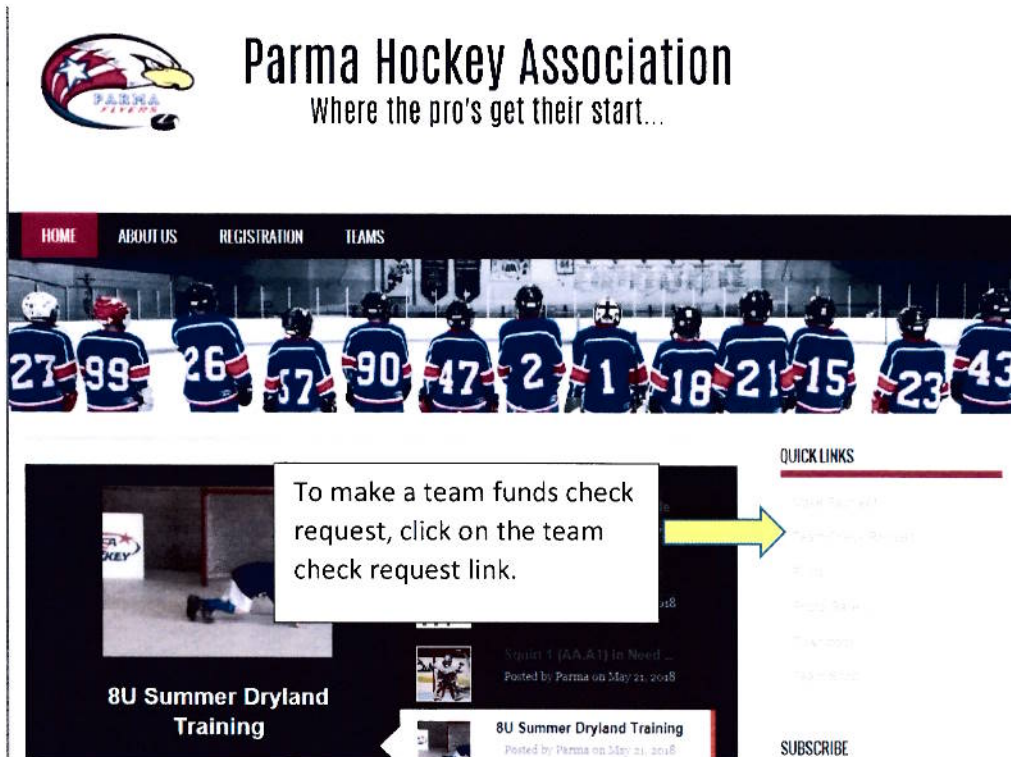
If your team is doing a goal can, make sure that this money accompanies the team to tournaments so that it can help pay for a team meal/meals. Most of the hotels will keep menus at the reception desk if you need ideas of what delivers in the area.

End of Season

Team Party

It is a long way from when teams are selected until the last regular season league game is played. Consider celebrating team achievements with an end of season party! This can be elaborate or simple and should be planned for when making the team's budget at the beginning of the season. Parma Hockey does not provide trophies or any other end of the year award so if this is something the coach would like to do, it will need to be budgeted for as well. It is also customary to present a gift to the coaches at this time.

Team Funds Check Requests



The image shows the top portion of the Parma Hockey Association website. At the top left is the Parma Hockey Association logo, which features a stylized hockey stick and puck. To the right of the logo is the text "Parma Hockey Association" in a large, bold font, followed by the tagline "Where the pro's get their start..." in a smaller font. Below this is a navigation menu with links for "HOME", "ABOUT US", "REGISTRATION", and "TEAMS". The main banner image shows a group of hockey players in blue and white jerseys standing on an ice rink. Below the banner, there is a section titled "8U Summer Dryland Training" with a small image of a player. A yellow arrow points from a text box to the "QUICK LINKS" section on the right, which includes links for "Home", "About Us", "Registration", "Teams", "Contact Us", "FAQ", "Privacy Policy", and "Terms of Service".

Parma Hockey Association
Where the pro's get their start...

HOME ABOUT US REGISTRATION TEAMS

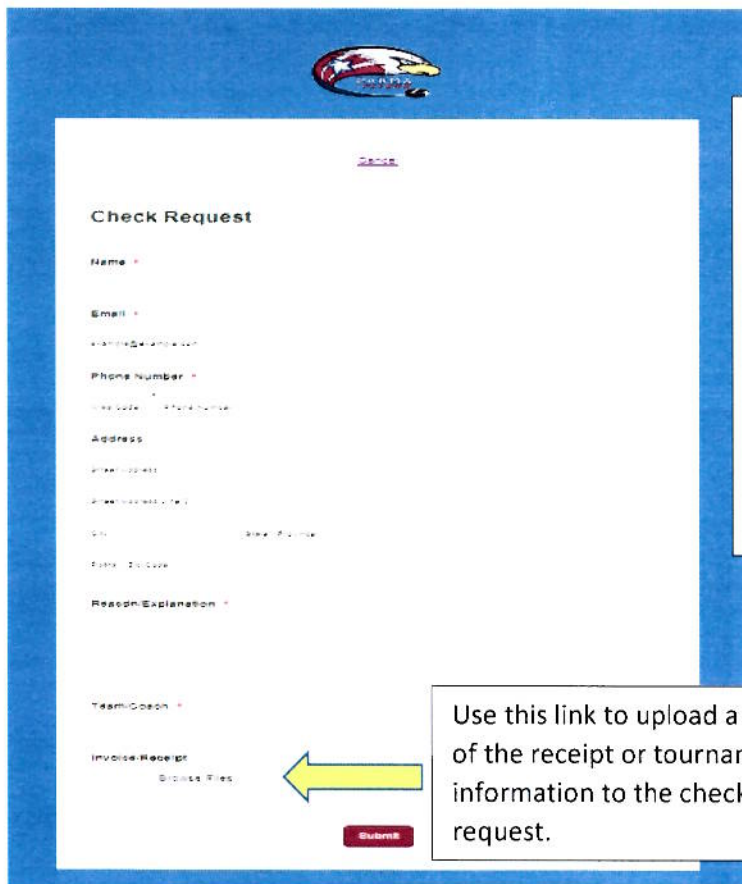
8U Summer Dryland Training

QUICK LINKS

- Home
- About Us
- Registration
- Teams
- Contact Us
- FAQ
- Privacy Policy
- Terms of Service

SUBSCRIBE

To make a team funds check request, click on the team check request link.



The image shows a screenshot of the "Check Request" form on the Parma Hockey Association website. The form is titled "Check Request" and includes fields for "Name", "Email", "Phone Number", "Address", "City", "State", "Zip", "Team/Coach", and "Reason/Explanation". There is also a section for "Invoice/Receipt" with a "Browse Files" button. A red "Submit" button is at the bottom right of the form. A yellow arrow points from a text box to the "Invoice/Receipt" section.

Check Request

Name *

Email *

Phone Number *

Address *

City *

State *

Zip *

Team/Coach *

Invoice/Receipt

Browse Files

Submit

The link will take you to the check request form. You will need to enter your name, email, phone number, team name, and the reason/explanation for the check to be made out from team funds. Once submitted, the check request will automatically be sent to the team manager coordinator. You will receive email verification that your check request was sent.

Use this link to upload a copy of the receipt or tournament information to the check request.





Parma Hockey Association Early Season Tournament Fee Request Form

In order to allow teams to participate in a tournament early in the season before fundraising events have commenced, PHA will front the cost of the tournament fee provided the team and all of its representatives sign this team tournament fund agreement. By signing this agreement, each family agrees that should fundraising efforts not cover the cost of this tournament, the outstanding balance will be divided equally among each family for payment back to PHA. These individual payments must be paid prior to December 31 in order to maintain good standing and player eligibility within PHA.

Amount of Request: _____

Payable to: _____

Address: _____

Player Name	Parent Name Printed	Parent Signature	Date

Head Coach Signature

Date

Team Manager Signature

Date



Parma Hockey Association Fundraiser Earnings Verification Form

All fundraiser earnings must be counted at the end of an event/sale by 3 people (as a group). All funds and this signed verification form should be placed in a sealed envelope and turned in to the PHA treasurer within 3 days of the event.

Date: _____

Team: _____

Type of Fundraiser: _____

Location (if applicable): _____

Amount to be Deposited into Team Fund: _____

By signing below, I attest that the amount to be deposited is correct and comes as a direct result of the team fundraiser

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Internal Team Roster Example

Parma Flyers (Team Name) 2018/2019				
Head Coach:			Assistant Coach:	
Player	Jersey #	Parents	Phone Numbers	Emails

Team Funds Spreadsheet Example

(Team Name) Team Funds 2018-2019

Date	Expense/Deposit	Description	Amount
10/21/2018	Deposit	Pre-Event Ticket Sales	\$1,305.00
10/21/2018	Deposit	Fundraiser Event Earnings	\$3,735.00
10/21/2018	Expense	Fundraiser Venue Fee	-\$1,580.00
Remaining Team Funds			\$3,460.00
10/22/2018	Expense	PHA Team Fee	-\$350.00
10/22/2018	Expense	Tournament Fee	-\$625.00
11/10/2018	Expense	Down Payment for Monsters Starting Line Up	-\$100.00
11/10/2018	Expense	Tournament Fee	-\$413.00
11/18/2018	Expense	Tournament Bag Supplies	-\$50.00
Remaining Team Funds			\$1,922.00
11/21/2018	Deposit	Fundraiser Earnings (Squares)	\$1,500.00
Remaining Team Funds			\$3,422.00
12/17/2018	Expense	Tournament Fee	-\$395.00
12/17/2018	Expense	Tournament Fee	-\$330.00
12/20/2018	Expense	Coaches Gifts	-\$100.00
12/20/2018	Expense	Player Gifts	-\$350.00
1/14/2019	Expense	Tournament Fee	-\$1,150.00
Remaining Team Funds			\$1,097.00