

CHA/BC MANAGER'S HANDBOOK

A Team Manager is a key organizer and communicator who supports the coaches, players, and parents throughout the hockey season. Their main job is to handle the off-ice logistics so the coaches can focus on training and games.

Key Responsibilities:

- Communication: Share schedules, updates, and info between the coaches, parents, and league.
- Scheduling: Help organize practices, games, tournaments, and team events.
- Team Coordination: Track attendance, manage player info, and assist with team uniforms and equipment needs.
- Game Day Support: Organize volunteers for scorekeeping, timekeeping, locker room supervision, etc.
- Administrative Tasks: Handle registration paperwork, roster submissions, and team finances (if needed).
- Travel & Tournaments: Plan accommodations, transportation, and meals if the team travels.

Qualities of a Good Team Manager:

- Organized and detail-oriented
- Good communicator
- Positive and supportive
- Able to work with coaches, parents, and players

Part I: Position Overview

As a valued member of our all-volunteer organization, you play a pivotal role in enhancing the hockey experience for our players, coaches, and families.

👉 Team Manager Responsibilities 👉

Your role as a Team Manager is essential in supporting the success and smooth operation of your team. You contribute to the empowerment of our Head Coaches and the overall positive experience of our CHA families.

1 Empowering Head Coaches

By taking on administrative tasks, you enable our dedicated Head Coaches to focus on what they do best: practice planning and player development. Your support directly contributes to improving the quality of coaching for our young athletes.

2 Ensuring Smooth Team Administration

Team Managers are crucial in managing administrative work promptly and professionally. This ensures that our CHA families have a positive overall experience while participating in our association. Your efforts create a well-organized and enjoyable environment for everyone involved.

🔧 Areas of Support:

Here are key areas in which Team Managers provide support to their teams:

- **Communication:** Keep team members and families informed about important information.
- **Scheduling and Coordination:** Assist with organizing practices, games, and tournaments.
- **Team Events:** Plan and coordinate team events, fundraisers, and social activities.
- **Financial Management:** Manage team finances and work with the CHA treasurer.
- **Logistics:** Help with apparel orders, equipment distribution, and other logistics.
- **Communication Facilitation:** Foster effective communication between coaches, players, and parents.
- **Game Support:** Provide assistance during away games or tournaments.

💪 Let's Work Together:

Your dedication and involvement as a Team Manager significantly impact the success and enjoyment of the Chelmsford Hockey Association. We deeply appreciate your commitment to creating a positive experience for all stakeholders.

Part II: Season Preparation

1 Valley HockeLeague (VHL) Registration:

Accurate registration with the VHL system is crucial for playoff eligibility. Make sure your team's registration is correct and up-to-date to ensure players' eligibility. *Note for BC

Girls teams, Adrienne Osler has registered your teams to the Yankee Girls League for 2025-2026.

Order Roster Labels:

Before each league game, prepare roster labels using the Avery Labels 5963 format. Include coaches' and players' names along with jersey numbers, CEP registration numbers for coaches, and Hockey Identification codes for the team.

For detailed steps on creating and printing labels, refer to the instructions provided below.

Part III: Game Support

Game Support

Pre-Game Attendance Tracking:

Assist coaches by tracking player attendance for upcoming games. Collaborate with the Head Coach to establish a process and timeline for attendance reporting.

Complete Game Scoresheet:

Fill out the game scoresheet before each game and ensure it's submitted to referees or the timekeeper. Obtain the scoresheet from the rink office or the opposing team, if necessary.

Collect and File Scoresheets:

Collect and retain scoresheets after games for documentation purposes. These can be discarded at the end of the season.

Player Awards from VHL:

Submit player award forms and game sheet copies for players achieving specific milestones at the provided address. The information for this is on the CHA website: click the "Resources" tab then find the "For Coaches" option. This is a Mass Hockey initiative so all hockey players are eligible for these awards.

The awards are:

- *Hat Trick (3 goals in one game)*
- *Playmaker (3 assists in one game)*
- *Zero Award (aka shut out)*

(Note: These awards can only be awarded once a season.)

Track Game Scores on VHL Website:

Report game scores on the VHL website and verify their accuracy. List yourself as the primary contact for post-game score emails.

Part IV: Team Building

👉 Team Building 👉

🏆 Setting Up and Managing Tournament Logistics:

- Work with coaches and parents to plan team tournaments. There is a running list of USA Hockey sanctioned tournaments on the CHA website for your reference. If you come across an appropriate tournament that is not on that list please let the BOD know.
- Allocate the allotted \$1,000 for the tournament fee. Reimbursement would come from the CHA Treasurer.
- Recruit parent volunteers to assist with logistics.
- Talk to the VHL or MYCGL representative about blacking out the dates of your tournament once it has been decided on. This will remove your team from any scheduled games for that weekend.

🎉 Team Social Events:

Organize team social events to build camaraderie. Collaborate with the Head Coach to determine the frequency and type of events.

💙 Team Charity/Service Project:

Engage in a team charity or service project to foster team unity and contribute positively to the community.

Part V: Fundraising

😊 CHA/BC Fundraising Efforts:

Organize a basket to be donated during to support fundraising efforts of the season. Curate contents for the basket and distribute costs among team families.

Let's work together to make this season a successful and enjoyable experience for all involved in the Chelmsford Hockey Association. Your contributions as a Team Manager play a significant role in achieving this goal. Thank you for your commitment and dedication!

Basket Suggestions			
Tailgate/Game Day	Coffee/Tea/Hot chocolate	Wine	Lottery Tickets
Slow Cookier	Boston Sports Teams	Movies	Takeout
Liquor	Craft Beer	The Great Outdoors	Hockey Mom
BBq/Grilling	Sweet Treats	"Chelmsford"	Car care

Part VI: Team Manager Compliance Steps

✍️ As a dedicated Team Manager at Chelmsford Hockey Association, ensuring compliance is essential to maintaining the safety and quality of our program. Here are the necessary steps you need to take:

1. Register with USA Hockey as an Ice Manager/Volunteer:

- Register with USA Hockey as an Ice Manager/Volunteer. This process will provide you with a unique USA Hockey Number.
- This USA Hockey Number will be required for your registration on the CHA website.

2. Complete the CHA Background Screening:

- It is mandatory for all coaches and team managers to undergo a background screening.
- The background screening helps ensure the safety and well-being of our players.
- Please complete the background screening process promptly.

3. Complete the Safesport Training:

- Participate in the Safesport training, which focuses on creating a safe environment for all participants, free from all forms of abuse and misconduct.
- This training educates you on recognizing, preventing, and reporting any inappropriate behavior.
- The completion of the Safesport training is crucial for maintaining a secure and respectful atmosphere within our association.

17 **Completion Deadline: End of September**

We value your commitment to our Chelmsford Hockey Association and the safety of our players.

These compliance steps ensure that we uphold the highest standards of professionalism and protection. Your dedication to completing these requirements is greatly appreciated and contributes to the overall success of our association.

If you have any questions or require assistance during this process, please don't hesitate to reach out to our association's designated compliance coordinator.

Thank you for being an integral part of our CHA team and for your dedication to the well-being of our players and the success of our program. If you can think of anything else that you would like to add to this handbook for future team managers to know, please reach out!

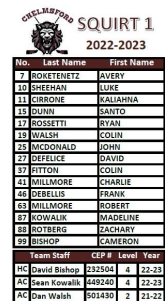
SCORE SHEET STICKERS

Here are the steps to make score sheet stickers:

1. Use the Excel Template Attached to this email "Roster Image – Generic" and change the names for your team, all the text is editable

(<https://docs.google.com/spreadsheets/d/1p2yNJoJpZTFKU1ySYuJJrEKIIBetGcZh/edit?usp=sharing&ouid=116280345888954141417&rtfpof=true&sd=true>)

2. Save the File as a PDF and then open the PDF
3. Zoom into just the portion you want as a sticker and crop it using the Snipping Tool if you are on a PC or if you are on a MAC, press and hold Shift, Command and 4 to open up the cropping tool.
4. If you are on a PC, open up Paint and paste in the image that you just copied and save it. If you are on a MAC, once you crop the image, it will place a JPEG of the roster in your Finder. Save the image as something you can find for the next step. Just remember to zoom in as much as your screen will allow so the image is as high resolution as possible. This is what mine looked like, and I attached the image I used:



A screenshot of a roster for 'SQUIRT 1' for the 2022-2023 season. The roster is a table with columns for No., Last Name, and First Name. It lists 20 players. Below the player list is a section for 'Team Staff' with columns for CEP #, Level, and Year, listing three staff members: David Bishop, Sean Kowalik, and Dan Walsh.

No.	Last Name	First Name
7	ROKETNETZ	AVERY
10	SHEPARD	LURE
11	CIRONE	KALIAHNA
15	DUNN	SAITO
17	ROSSETTI	RYAN
19	WALSH	COLIN
25	MACDONALD	JOHN
27	DEFFELCE	DAVID
37	PITTON	COLIN
43	MILLMORE	CHARLIE
46	DEBELLIS	FRANK
63	MILLMORE	ROBERT
67	KOWALIK	MADLEINE
68	ROTHBERG	JACOBARY
69	BISHOP	CAMERON

Team Staff	CEP #	Level	Year
PC David Bishop	532504	4	22-23
AC Sean Kowalik	449240	4	22-23
AC Dan Walsh	501490	2	21-22

5. Next go to the Avery Template for 5263 Labels, here: <https://www.avery.com/templates/5263> - you will see a link where it says "Already have a completed design? Upload your Artwork", click that.

Avery Template 5263

Design & Print Online

Choose a blank or pre-designed free template, then add text and images.

START DESIGNING

LET US PRINT FOR YOU

Already have a completed design? [Upload Your Artwork](#)

6. Select the Portrait

Orientation



Select & Customize

7. Drag and Drop or select the JPEG image you created – Then hit Apply this Design

8. If you want, you can resize and adjust to make sure it fits, when you are done just hit Preview & Print

9. I selected "Print it Yourself", which then prompted a "Get PDF to Print"

10. After a few prompts (if you want to create an account you can, it's optional), it will download a PDF with 10 Rosters ready for printing on an Avery 5263 label, which is 2" wide x 4" tall. You can get generic labels on Amazon that will work as well.