

Team Manager 2025-2026 Season

Requirements: USA Hockey registration, Safesport, Background check.

Responsibilities:

- Assist with Tournament Organization
- Help with Registration
- Coordinate Fundraising
- Communication with team, parents, coaches
- Team Building activities
- Coach appreciation gifts

Registrations:

- Player VHL Registration required for Squirrels-Midgets.
- Managers to login and confirm all players have completed registration.

Tournaments:

Lobster Pot Tournament—specific to Mites.

- Most teams attend 1-2. Tournaments fill early—plan now.
- Avoid anything after the first week in March to prevent playoff conflicts.
- Work with coach to select tournament. Survey families for availability.
 - Tournament spreadsheet available on Revs website under coaches resources
 - Choosing appropriate levels for your team can be difficult
- Email Amy with dates of tournament to book conflict with VHL.
- Tournament expenses covered by families
 - Sign up fee (usually around \$1600). Managers can pay up front cost and then get reimbursed. Work with tournament coordinator to book individual room blocks.

During Tournament:

- Create swag bags and door decor for team.
- Create sign up sheet for families to bring snacks for hotel and locker room.
- Plan team activities and meals. Sometimes hotel has a room for rent.

Bruins Raffle:

- Runs in month of November. Acts as primary fundraiser for organization.
- Manager will distribute the set number of tickets to the team.
- Incentive to selling all tickets—\$1000 reimbursement to team to be used for team activity.
- Tickets may be transferred among players.
- Managers responsible for collecting money and keeping track of team ticket sales.

Communication:

- Confirm early in season that everybody is utilizing Crossbar app for communication.
- Team managers will be asked to pass on reminders to families about upcoming events within organization (picture day, fundraiser, special events)
- Send any updates or pictures of the team to contact.revshockey email address so we can add to social media.

Team Building:

- Set up beginning of season introduction event.
- Costs at families expenses. Examples: Pizza party at the rink, extra ice time, Christmas gift exchange, outings at Apex or bowling.

Coach Appreciation/End of year gift: No formal requirement. At families expense.

