

TEAM MANAGER HANDBOOK

2022 – 2023

- A. Requirements
- B. Duties
- C. Game Day Logistics

A. Requirements for all Team Managers

- **USA Hockey Registration**

Team Manager must register with USA Hockey. There is no fee to register. Register online with USA Hockey at [USA Hockey Member Registration](#)

- **USA Hockey Background Check**

Team Managers must complete a background screening through USA Hockey. The background check is required every two years. There is a fee for the background check that must be paid online at the time of completing. You may request to be reimbursed for the expense by emailing the AAHA Treasurer at king_wi@yahoo.com.

Begin the background screening process online at [USA Hockey Background Screening](#). If you are not sure if you need to complete the USA Hockey Background Check for this season, please email the Registrar (abbysimonson@gmail.com).

- **USA Hockey SafeSport Training**

Team Managers must successfully complete USA Hockey's SafeSport Training Program. SafeSport Training is required every year. There is no fee for the training program. The program must be completed online.

Go to [USA Hockey SafeSport Training](#) to complete the SafeSport Training Program. The SafeSport Training Program educates program volunteers on USA Hockey's policies on various topics including: sexual abuse, physical abuse, emotional abuse, bullying, threats, harassment and hazing.

[AAHA Conduct Policy](#) addresses areas where misconduct can occur and are intended to reduce the risk of potential abuse including a locker room policy, an electronic communications policy and a travel policy. Managers must read and enforce [AAHA Conduct Policy](#).

Please report SafeSport violations (or suspected violations) by completing the [AAHA Conduct Report Form](#) and submitting it to the Code of Conduct Committee Chairperson (sprinky216@gmail.com), Coaching Representative or one of the At Large Committee Members within 10 days of the incident occurring.

B. Team Manager's Duties

The Team Manager has many duties throughout the season. The coaches, players and parents rely upon the team manager's organizational and communication skills for a successful season. The Team Manager should add all team staff to the team website. Staff will include Coaches, Team Manager(s), and Locker Room Monitor(s). Communicate with the Registrar (abbysimonson@gmail.com) and coaches to finalize the players roster. Gather any forms and records necessary to have accessible in a Team Manager folder/binder, such as consent to treat forms.

- **Duties include, but not limited to:**

- Communication
- Team funds and team fundraising
- Tournament registration (if not already done prior to season start), submitting payment and hotel blocks
- Game day logistics
- Game confirmations (including referee confirmation)
- Additional games and practices
- Team building activities
- Team raffle baskets (when needed)
- Team paperwork
- Team webpage
- Roster labels
- Award patches
- Coaches' appreciation cards/gifts
- Home tournament coordinator

- **Communication**

The Team Manager is the link between the coaches, players and team parents. It is a good idea to send a weekly email to the team parents with the following information:

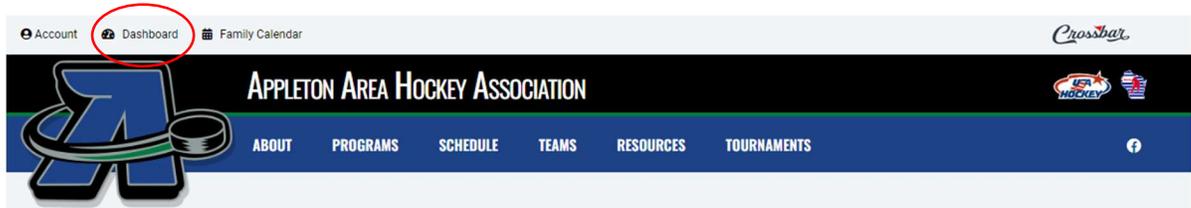
- Practice days, times, and locations for the week
- Game times, locations, addresses, jersey color for the upcoming weekend
- Association reminders
- Coaches' messages
- Other important information

- **Volunteer Credits and Dibs**

Team Managers earn volunteer credits for the season. The Team Manager Coordinator will contact the volunteer coordinator to assign credits for Team Managers.

Team Managers are encouraged to delegate tasks and get their parents involved in the club.

When logged into the [AAHA website](#), volunteer credits earned, and volunteer opportunities can be found under the Dashboard option at the top heading bar.



Select **VOLUNTEER** on the left menu to see current DIBs information.

- **Team Funds**

At the beginning of the season, determine additional funds needed for the team. Include total the cost of additional tournaments and games, practice ice, off-ice practice costs, team building events, etc. That is your team fee. Be transparent with all fees and have an up-to-date budget sheet with incoming money and outgoing expenses. This should be available to parents to review at any point during the season.

Additional team costs to consider include:

- Tournament registration fees
- Additional practice ice
- Additional game ice and referees
- Hotel costs
- Team party
- Team raffle basket(s) (if needed)
- Coaches' appreciation gifts
- Shipping labels for roster labels
- SWAG for tournaments or for team "fun"

Teams may choose to have a team sponsorship (covered in a section below) to help cover additional costs. Please note that if a team has excess sponsorship funds, the excess must be spent at the club or age group level. It is a violation of our non-profit status to use fundraising money for anything that is considered a private benefit to the team members.

Team Manager may use the Team Spreadsheet Template to assist in tracking costs and team information. There are templates available on the [Team Manager tab](#) on the AAHA website.

- **Jerseys**

Jerseys are owned by the player/parent, and it is their responsibility to keep it in good condition. They are expected to keep it clean and look respectable for all games. Jerseys are purchased as part of registration. Socks can also be purchased at this time.

- **Tournaments (for travel teams Squirt/PeeWee/Bantam U10/U12/U14)**

Teams generally enter the season with one local (no overnight hotel stay required) tournament and one travel tournament on their schedule. If there is a question as to how many tournaments a team should have, the team manager will work with the Scheduler and coach(es) to obtain the desired number of tournaments.

The Team Manager is responsible to book hotels at away tournaments. For most tournaments, the Team Manager is free to choose the best hotel that fits their team needs. There are some tournaments where a hotel stay at one of the tournament listed hotels is required to play in the tournament. These are referred to as “Stay to Play”. If it is not known, contact the tournament director.

It is recommended that you set up a room block for the tournament early in the season even for tournaments occurring late in the season. Directly contact the local hotel that you choose to hold a block of rooms at a negotiated price. Be sure to mention the tournament you are playing in case they have a negotiated lower rate. Some other items to consider:

- Reserve the maximum number of rooms you think your team will need.
- Share information with your team regarding how to book rooms and when the block is released.
- Families need to contact the hotel directly and use their credit card to hold and book rooms. It is not the Team Manager responsibility to reserves room for each family.

If the team will be eating lunch or dinner together during the tournament weekend, consider utilizing reservations.

- **Scoresheets**

The team manager needs to collect, monitor, and keep all scoresheets. Scoresheets should be kept for the entirety of the season. For example, scoresheets can be used to prove a player is eligible to play in the State Tournament if they were out for a portion of the season.

Scoresheets for games where player award patches (see details below under Award Patches) are earned will need to be turned into the Team Manager Coordinator (tbramlette@yahoo.com) to collect patches.

- **Game and Practice Scheduling**

Scheduling is done by the scheduler with input from the coaching committee. AAHA aims to conform as closely as possible to the ADM age recommendations for number of games and practice to game ratios for each age group and balances

these recommendations with available ice time. The scheduler works with the Director of Hockey, the coaching committee and individual team coaches to craft the game schedule. Note that practice and game schedules can change.

Fox River Freeze Scheduler Teresa Ulrich: foxriverfreeze@gmail.com

Avalanche Scheduler Dan Szymaszek: djszymaszek@gmail.com

- **Game Confirmation**

The team manager is responsible for confirming all home and away games with the opposing team manager(s) at least one week in advance. You can find contact information on the WAHA website <https://wahahockey.com/> under “[About WAHA/Associations](#)” and then click on the name for the appropriate association. If there is anything incorrect, please notify the scheduler immediately. Additional notification may need to go to the FRIHOA Scheduler frihoaschd@gmail.com depending on the situation.

The [FRIHOA Team Manager Guidelines](#) has instructions regarding Game Officials. Please refer to this guide for details regarding the following checklist:

- Ensure game schedule on your association’s website (Crossbar, SportsEngine, etc) site is accurate
- Verify games are listed in HorizonWebRef (minimum 10 days before game)
- Email FRIHOA scheduler if game schedule changes happen
- Verify officials are present for game
- Help keep games on schedule according to rink ice schedule
- Pay official (cash) – Game Fees are in the FRIHOA Team Manager Guidelines

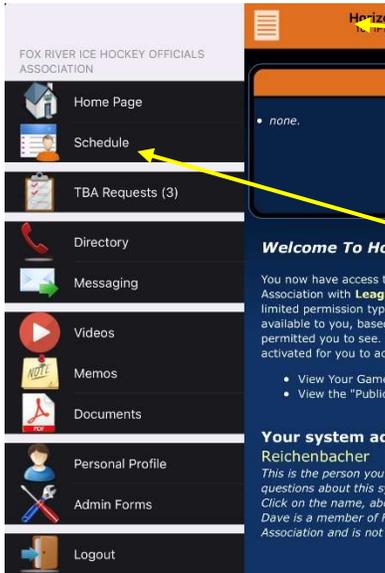
From the FRIHOA Guidelines: “If the game is on the Game Schedule, the FRIHOA scheduler will notify you directly ONLY if he is having any trouble scheduling officials for your game. Therefore, if you see the game on the Game Schedule and the information is accurate, you can assume the game will have officials unless the FRIHOA scheduler notifies you.

You should verify at the latest ~10 days before your home games that your team’s games are listed on the HorizonWebRef scheduling system (check for rink, start time, game duration and game level accuracy)”

HorizonWebRef Navigation

For new accounts, start by going to <http://www.horizonwebref.com/getStarted>

Please use FRIHOA association number 205813

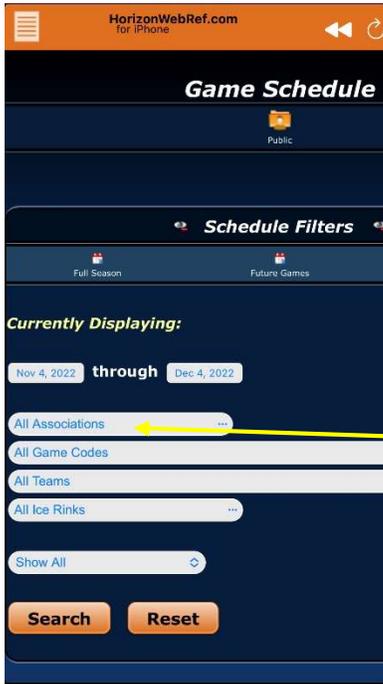


1. Click on the upper left hand corner menu

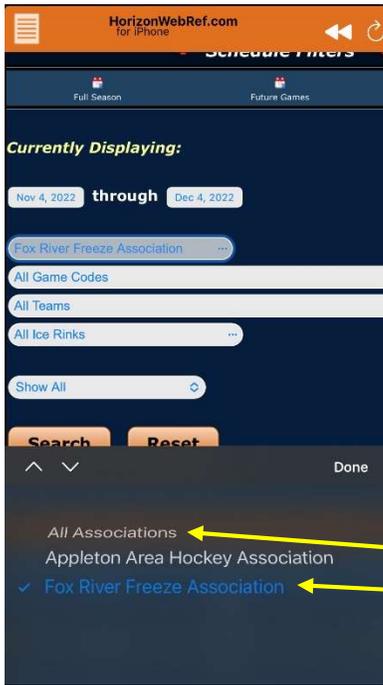
2. Click on the upper left hand corner menu



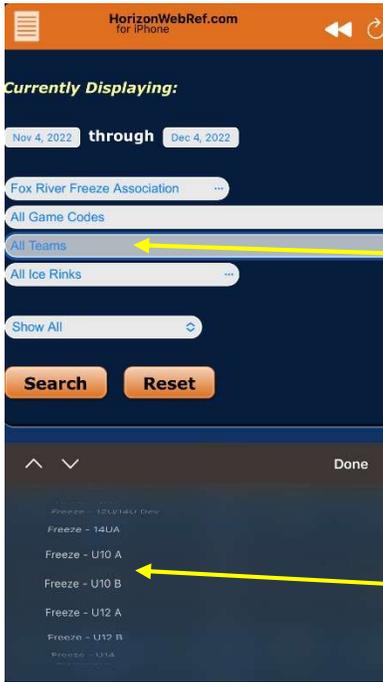
3. Click Schedule Filters



4. Click All Associations



5. Click off All Associations and pick correct Association



7. Click off All Associations and pick need Association



6. Select correct Team: Freeze teams are listed under Freeze. Avalanche teams are listed under AAHA.



8. Click Search to bring up games. Please note that date range can be changed at the top.

9. Click Public at the Top to see Officials assigned.

Date	Time	Type	Info	Officials
Saturday 11/12/2022	11:00am	(FREEZE) Youth Girls U10	Green Bay @ Freeze - U10 A ----- Champion Center - Main Rink	Michael Darwich Yamil Darwich Bill Haag
Saturday 11/12/2022	2:00pm	(FREEZE) Youth Girls U10	Green Bay @ Freeze - U10 A ----- Champion Center - Main Rink	Camden Torud Talon Ulrich Chris Schwallier

10. Officials assigned to game listed here.

- **Rink Volunteering**

Each team is responsible for volunteering at home games. A volunteer is needed for each penalty box (unless the opponent prefers to cover their own penalty box), someone to run the scoreboard/clock, an individual who manages the scoresheet and someone to play music if desired. None of these volunteer positions account for the association DIBs.

- **Team Webpage**

The team manager is responsible for the upkeep of their team page on the club website. You have access to your team page via your Crossbar login (that you used to register your skater).

There is a lot you can do with the team page if you wish. You can post pictures, news and events, roster information, game scores, and player statistics. Be sure to check with the head coach before posting game scores and player statistics. Per AAHA policy, do not post players names with their picture – if you post photos they should be generic “action shots”. Please ask parents for consent before posting photos of their children. Most teams make a separate private Shutterfly or other share site to share pictures out of the public eye. You may want to assign a parent to be a *team photographer* to take photos and post them for everyone on such a site.

- **Parent/Roster Cheat Sheets**

The team manager should prepare a list with the players’ names, jersey numbers, parents’ names, and phone numbers. Ideally this takes the form of a “roster card” – a laminated, pocket-sized card with all this information. This way parents can identify players on the ice during games and contact other team parents in case of an emergency.

- **Roster Labels**

The team manager should prepare 4 roster labels for the score sheet for every game. Roster labels are white shipping labels (10 labels per sheet) printed with the information required for a game scoresheet. There is a template available for both Freeze and Avalanche teams on the [Team Manager tab](#).

- **Award Patches**

The team manager should submit a request to the Team Manager Coordinator (tbramlette@yahoo.com) for award patches. Award patches are individual player awards **earned during regular games** (and not to be confused with award patches earned during tournament games, which are given out by the tournament host). There are three different awards. *Players may earn no more than one of each award for the season (excluding tournament awards).*

- Hat Trick Award – For a player scoring three goals in a game.
- Playmaker Award – For a player registering three assists in a game.
- Zero Club Award – For a goalkeeper playing a complete game without allowing a goal.

The official scoresheet for any games that an award patch was earned must be provided as proof that players earned a patch. These official scoresheets are then submitted to WAHA to replenish patches for next season.

- **Team & Individual Pictures**

Picture night is typically scheduled for early November. The picture coordinator will send a notice with the dates and times for team and individual photos. Information on what color all players will wear and what will be needed for their photo will also be shared at this time.

- **Raffle Calendar Distribution and Collection**

Team Managers are responsible to distribute raffle calendars to the list of families given to them by the [AAHA Fundraising Committee](#). Team Managers are also responsible to make sure that all players on their list who opted to receive those calendars have returned their stubs and payment to you by the requested date. Team Managers DO NOT need to open the envelopes, collect them in the team envelop and keep a record of players returning the stubs and payment. The team enveloped will then be given to the Fundraising Committee. If stubs and payments are not returned by the specified date and time, skaters may be subject to not being able to skate until resolved.

- **Team Sponsorship**

The goal of team sponsorship is to reduce the burden on parents for additional costs associated with extra games, on and off ice practices, and tournaments. The Team Sponsorship limit for 2022-2023 season is \$3500 per team. If more than \$3500 sponsorship is required, approval from the board is required. Sponsorship money must be used club and team level. It is a violation of the organization's

non-profit status to use fundraising money for anything that is considered a private benefit to the team members. If there are any questions, please refer questions to the Craig King (Treasurer).

[Team sponsor information](#) is located on the Team Manager page. Sponsor checks can be sent directly to the AAHA PO box listed. Please have sponsors fill out and attach the form so money can be directed to the appropriate team. Checks can also be placed in the Team Manager Coordinator #25 mailbox at AIFC or handed directly to Todd Bramlette.

These donations will be recorded in Spreadsheet accessible to all Team Managers and the AAHA Treasurer. The summary page will list Sponsor Money available to each team. When requesting funds from the Treasurer, please record money received and the check number under your team's tab so available fund remaining is updated.

- **HECC Helmet Certification**

Team Managers should check players helmets (including goalie helmets) at the start of the season for HECC Certification stickers. It isn't required but recommended to have a [log](#) of player HECC helmet expiration dates in case there is a question of validity. These stickers have an expiration date. If the helmet is expired, the helmet is no longer certified. Players should not be playing with expired helmets and can be removed from games for not having certified helmets. The HECC sticker looks like the following:



If a sticker has rubbed off, a manufacturer date can normally be found inside the helmet. A helmet is good for 6.5 years from manufacturing. If a helmet will expire during the season, let the family know so they can rectify the situation.

C. Game Day Logistics

Away Games

- You will need to provide 4 roster labels per game for the host team's scorekeeper. Please provide these to the host team prior to game. If players listed on the sticker are not present, they can be crossed off. Do not cross them off until positive the player is not playing. If a goalie jersey is used among multiple players, make sure to mark the numbers appropriately on the roster label.
- Pick up a copy of the scoresheet after the game and keep it in your records.

Home Games

- Prior to the game, you will need to assign team parents to perform the off-ice official duties (clock, score, home penalty box, visitor's penalty box, music/emcee). Remind team parents that off-ice officials should be neutral parties during a game.
- Assign penalty box volunteers the job of counting Shots on Goal (SOG) for their side of the ice for each period. SOG is any shot that goes into the goal or would have gone into the goal without a goalie save. Players stopping a goal is considered a blocked shot.
- Bring a blank scoresheet. Fill out Home and Visitor Team Names and circle home/visitor as appropriate. Fill in the Date, Division, Start Time, and Arena for the game. The scorekeeper should sign above the Official Score line. The rest can be left blank or filled in per Team Manager's preference. Obtain roster labels from the visiting team and put 4 roster labels for each team on the scoresheet.
- The volunteers should manage the game time slot as instructed in the FRIHOA Team Manager Guidelines.
- Pay the referees, in cash, after the game.
- Pick up the scoresheet after the game and give the appropriate copy to the other team's manager (listed at the bottom of the scoresheet). The referees may need a copy of the scoresheet if an incident (game misconduct) occurred that needs to be written up and submitted to WAHA.