



RRYHA TEAM MANAGER RESPONSIBILITIES 10/26/2025

Your role as Team Manager is vital in ensuring that essential team and league information is effectively communicated to players, parents, and coaches. Good communication is key to a successful season!

1. Communication & Scheduling

You serve as the liaison between the team coach and the team. Here's how you can ensure smooth communication:

- **Send Updates:** Share away rink addresses, arrival times and other communication as directed by association or coach(es). Not recommended to put practices into team reach due to possible scheduling changes that may arise requiring frequent updating.
 - **Confirm Attendance:** Check opposing team's association website under team schedule to verify home and away games. Contact RRYHA scheduler if any issues arise.
 - **Set Up Sign-Up:** Create a home game worker schedule, ensuring roles such as:
 - Penalty Boxes: Last Name, First
 - Score Sheet/Music/Announcer: Last Name, First
 - Time Clock: Last Name, First
 - **Send Reminders:** Include important messages like "Complete and hand in signed Code of Conduct Agreements" or "Volunteer for shifts."
-

2. First Aid Kit

Available at association's practice arenas or with coaches.

3. Game Sheets

- Register for @gmasheetapp and ensure the person running the game sheets is familiar with the process.
 - For game sheet invitation codes, contact Jenna Brown at **218-259-8894**.
 - Communicate to guardians when Game Sheet training is occurring and location. Gamesheets are applicable for Squirts/10U and UP only.
-

4. Home Games

- Retrieve the iPad from the coach's locker room. The person signed up for gamesheet/book/announcer should ask both head coaches verify rosters and sign (Squirts/10U and UP).
 - Ensure referees sign the game sheet, upload the game to the cloud, and return the iPad to its charging location (verify with the person who signed up for book/announcer). Reminder that internet strength is poor at times within arena locations. May need to step into lobby area in order for gamesheet to successfully upload.
 - If no one signs up for game duties, it's your responsibility to assign tasks. Managers are also expected to help fill shifts. See volunteer information on RRYHA.org for requirements and expectations.
 - Use the volunteer spreadsheet to calculate the number of home game shifts required per family. Communicate to families and remind them of volunteer expectations.
 - **Jumbotron Use:** No Jumbotron sessions will be covered by RRYHA. If guardians would like to use Jumbotron it will be additional fee split amongst the team (\$ confirm on pricing/game). Submit your game requests to Davis Lamppa (lamppa_icc@yahoo.com) by November 24, 2025 or at least two weeks before the requested game. Check with ITEM C staff one week prior to game for confirmation of Jumbotron staffing. All coordination with information to put on Jumbotron would be coordinated with ITEM C in advance.
-

5. Away and Home Games:

- At least two weeks in advance check opposing team's association schedule located on their website.
 - For any issues, reach out to Davis Lamppa at **218-780-7559**.
-

6. Away Tournaments

- Coordinate with Brittany (At Large Board Member) for hotel blocks (most are set up in July). Ensure families have the reservation deadlines, hotel addresses, and rink locations.
 - Plan a potluck meal, team door decor, and treat bags (if desired).
 - Notify the away tournament director to update your contact information to ensure you receive all necessary details far in advance.
-

7. Home Tournaments

Coordinate your team's participation in RRYHA-hosted tournaments:

- Remind families to sign up for volunteer shifts.
 - Ensure to coordinate with the Raffle Committee to organize the raffle. Contact one month prior to home tourney to make arrangements.
 - Share tournament donation letter with families asking for raffle donations.
 - Ensure raffle donation spreadsheet is updated so no business is solicited more than once (throughout entire season).
 - Help with swag bags (if budget allows).
 - Oversee mom pins and decorations—finalize plans at least one month before the tournament with tournament coordinator.
 - Sign up for team manager coverage during home tournament. One manager or Level Coordinator is required to be onsite at all times.
 - All purchases must be approved by RRYHA tournament coordinator prior for budgetary reasons.
 - Submit reimbursement requests to Kevin (rryhatreasurer@gmail.com) by the first Friday of the month for board approval.
 - No tournament logo may be changed.
 - Tournament program/schedule must not be changed.
 - No tournament brackets may be changed. We must stick to the tournament brackets as submitted to MN Hockey.
-

8. Coach Recognition Gifts

Coordinate team gifts for coaches at the season's end, if desired by the team. Check when pictures arrive for extra team pictures. These are for coaches at end of year.

9. Relay Board Messages

Communicate important updates from the RRYHA Board of Directors to your team as needed.

10. Team Pictures

Distribute picture envelopes to players before picture day. Once pictures arrive, ensure they are handed out to families. If any issues arise with the final product, have families contact photographer.

11. Locker Room Attendant

- Ensure there is always a SafeSport-compliant locker room attendant present during practices and games. Required by MN Hockey, USA Hockey and RRYHA.
 - **See RRYHA Locker Room Policy, this must be followed.**
 - Attendants must be inside locker room.
 - For Mini/Mite teams, one guardian may assist in the locker room if accompanied by a certified attendant.
 - Make sure families know during home tournaments no parents will be allowed in locker room hallway.
-

Scheduled Tournaments

Pewee B2 Battle By the Bridge
Mini Mite Jamboree Taconite Showdown
Mite Jamboree Yeti Rumble
The Wolverine Classic (Girls 12UA/12UB)
Up North Wolverine (Squirt B2)

Contact Information

- RRYHA Tournament Coordinator:
 - **Michelle Morrison** rryhatournaments@gmail.com
- RRYHA At Large Board Member for hotel blocks:
 - **Brittany Bakken** 218-469-1556
- Gamesheet Coordinator:
 - **Jenna Brown** at 218-259-8894
- RRYHA Scheduler:
 - **Davis Lamppa** (lamppa_icc@yahoo.com) 218-780-7559
- RRYHA Volunteer Coordinator:
 - **Hillary Nelson** rryhavolunteers@gmail.com
- RRYHA At Large Board Member:
 - **Jen Krause** rryha.krause@gmail.com

Change Log:

- 10-26-25
 - Updated removed wording weekly from updates and added to check opposing team website
 - Updated Jumbotron policy
 - Added contact information
 - Updated home tournament information with wording of tournament coordinator approval, budget and donation letter/spreadsheet
 - Added see RRYHA locker room policy
 - Added to have families contact photographer if issues arise with final photography products
 - Added team photos for coaches
 - Added wording Home and Away Games for checking opposing team schedule
 - Updated First Aid kits