



RRYHA TEAM MANAGER RESPONSIBILITIES 10/9/2025

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 Weekly Updates:** Share practice times, game schedules (home and away), away rink addresses, and arrival times.
- **Confirm Attendance:** It is your responsibility to confirm with the opposing team's manager that they are attending a home game before both teams show up.
- **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

If you'd like to have a First Aid Kit at all games, please inform the equipment manager, and they will provide one.

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**.

4. Home Games

- Retrieve the iPad from the coach's locker room. Have both head coaches verify rosters and sign.
- Ensure referees sign the game sheet, upload the game to the cloud, and return the iPad to its charging location.
- If no one signs up for game duties, it's your responsibility to assign tasks. Managers are also expected to help fill shifts.
- 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:** Each team can use the jumbotron for two home games. Submit your game requests to Davis Lamppa (lamppa_icc@yahoo.com) by November 24, 2025 or at least two weeks before the requested game.

5. Away Games

- Contact the opposing team's manager at least two weeks in advance to confirm the game date, time, and location.
- For any issues, reach out to Davis Lamppa at **218-780-7559**.

6. Away Tournaments

- Coordinate with Michelle 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.

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.
- Help plan swag bag items (within the budget).
- Oversee mom pins and decorations—finalize plans at least one month before the tournament.
- Sign up for team manager coverage during tournament. One manager is required to be onsite at all times.
- 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 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.

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.

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. Attendants must be inside locker room. See MN Hockey handbook for more information.
- 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

Pee wee 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)