



NASHOBA YOUTH HOCKEY ASSOCIATION

P.O. Box 681
Westford, MA 01886
www.nashobahockey.com

2025-2026

TEAM MANAGER RESPONSIBILITIES

Thank you for volunteering to be a team manager. Your time and effort is greatly appreciated!

Team managers help coaches, players, and parents have a successful season. We encourage Managers to attend every practice and game whenever possible and to communicate important updates to the team regularly.

BEFORE THE SEASON STARTS

***Required:* complete the following before you begin as a manager and participate in team activities.**

Player safety is our priority. These requirements ensure that we keep players safe and comply with USA Hockey guidelines and our insurance coverage.

STEP 1 Register as a member of USA Hockey

Visit <https://membership.usahockey.com/register/age>

Register as a volunteer

Cost is free

STEP 2 Register with Nashoba Youth Hockey

On our website, click on "Programs" and then "Coaches/Managers"

(<https://www.nashobahockey.com/program/coaches-managers/1449>)

Click "Register" on the top right of the page

Register as a Manager

STEP 3 Complete a background screening

Visit <https://www.usahockey.com/backgroundscreen>

Click "Click Here to Begin a New Background Screen" (red box)

Follow the steps and keep a copy of your submission

STEP 4 Complete USA Hockey SafeSport Training

Visit <https://www.usahockey.com/safesporttraining>

Click "Click Here for US SafeSport Training" (red box)

Choose SafeSport Trained Core or Core Refresher course

This is required annually and you cannot be added to a roster until it's completed.

You must be SafeSport certified in order to monitor the locker room.

*Keep copies of emails/files when you have completed registrations, certifications, or screenings

WHAT DOES A TEAM MANAGER DO?

Team manager tasks should take no more than 15-20 minutes per week on average. The following is a list of tasks that you may be requested to handle, and actual tasks may vary based on the preference of your team's coach.

Team Communication

Coordinate with the coaches on jersey color, goalies, and any other related game information; communicate this information to the team on Crossbar chat or Slack thread (whichever your coach is using to talk to their team); remind your team of events, fundraising information, and game info. Send messages through the Crossbar chat or by email.

Goalie Clinics

Every week, remind your team to RSVP for the Goalie Clinic. Players who want to attend should register on our site (1 time) and RSVP for dates they will attend on Crossbar.

Uniform

Uniforms are now ordered by families and delivered directly to them. We will share ordering information for next season when team placements are determined. Remind families about ordering information at that time.

Locker Room

Team managers are responsible for helping to monitor the locker room for practices, Skills and games. If you are unable to be at the rink, please coordinate with your coaches to find someone to cover.

Locker Room Monitors **MUST** be SafeSport certified. We recommend that managers recruit helpers for this task. Parent monitors must register with us and USAH, complete a background screen, and complete SafeSport training.

IMPORTANT: cell phones are not allowed in locker rooms (by players and parents)

Our Locker Room Policy can be found on our site by clicking "Resources" and then "Locker Room Policy" <https://www.nashobahockey.com/parent-resources/locker-room-policy/4781>

Score Sheet Labels (COED Teams only)

Print and bring score sheet roster stickers (3 per game) to the game. Before the game starts, pick up the game sheet from the rink office (or opposing team if they already have it). Assist the Head Coach with adding/removing any players on the game rosters as appropriate. Assist on game days with ensuring the score sheet has been completed by both teams and submitted to the scorer's box.

Call Ups

If not enough players are able to come to a game, assist the Head Coach with arranging call-ups by reaching out to other teams and asking for players to help out.

Social Events

Teams are encouraged to participate in social activities so players can team build and have fun. Coordinate with coaches to host an end of season celebration and other gatherings as they see fit. Team managers may be responsible for making reservations, collecting fees and making payments, sending

invitations, adding events to the team calendar, and emailing/chatting with parents to update them.

Some examples of socials: ice cream social, pizza party, spaghetti dinner, meetup at Kimball's

NYHA does not cover the cost of team social events.

Fundraising

Fundraising is how we keep our costs down, and in turn offer as low of a tuition rate as possible. Each season, we hold fundraisers and need your help in sharing information and reminders about them with the team. Additionally, we ask team managers to help out with any fundraising events when possible. This could include recruiting helpers, collecting donated items, setting up, running tables, etc.

Game summaries/Team results

We love to hear about and share how our teams are doing! If you have any exciting moments you'd like to share with the organization, send the Director of Marketing and Communications an email or Slack message with a summary and/or photo including player name and team.

Arrangements for Tournaments

NYHA covers the fees for teams who are eligible for the MA Hockey State Tournament.

Teams may decide to participate in outside tournaments (optional). Talk with the coaches to see if your team will participate in one and what playing level is appropriate for your team. If so, usual tasks include completing registration paperwork, collecting each team member's share of the tournament fee and making payment, notifying NYHA Scheduler of game schedule, and submitting a USA Hockey travel permit to the *District Registrar*, if necessary for out of state tournaments. NYHA does not cover the associated fees or costs related to outside tournaments.

MA Hockey Travel Permit:

Mass Hockey Travel Permit is required when traveling outside of Massachusetts for tournament games. Click on 'Ma Hockey Travel Permit' from the Coaches Corner webpage. Note: There's no fee for a travel permit. However, approval of a travel permit application is dependent on the district having signed rosters for that team. So, if there are any teams doing an out of state tournament early in the season then they need to do their rosters before then.