

**Mite/Squirt/PeeWee House Team Manager Check List**

**2022-2023 SEASON**

House Team Managers are responsible for communicating all essential information to team families, along with performing a variety of other administrative tasks. Listed below are the team manager duties for the season:

**Contact James Barrett at** **barrett40cg@aol.com** **or Rachel Falco at** **rachelfalco@gmail.com** **to gain administrative privileges to the website**

* Most of your communication with the families will largely be through emails - reminders of upcoming week’s events, schedule changes, and other updates throughout the season.

**Obtain a 3-ring binder and dividers to start your “Team Book”**

• Add Players Profiles and Contact Information

**Send Welcome Email to your Team**

* Include Locker Room Policy. It can be found on the SYHA webpage under the Team Manager Tab.
* Assign or ask for volunteers to run clock & keep score for all home games. Ask for locker room monitors
* Encourage your families to download the league athletics app and upload the team calendar.

**Equipment Mite House:**

* Contact **James Barrett at** **barrett40cg@aol.com** and the players get to keep their jerseys!

**Squirt/PeeWee House:**

* Contact **James Barrett at** **barrett40cg@aol.com** to arrange the pickup of your team equipment. These need to be returned at the end of season or pay for replacement.
* Distribute equipment prior to the first game, collect at end of season and return to the equipment director.
* Remind families that both jerseys are to be brought to games on plastic hangers that are provided, not to be shoved in their hockey bag! Wash, **DO NOT DRY- hang dry only**! Uniforms must be returned!

**CHEER CARDS**

* Make Cheer cards – include Players Name, Jersey Number and Parents Names. If you need a template one can be found on the team manager page. It is also helpful to send this electronically to families as well so they can have it on their phones.

**USAH Requirements for Team Managers**

# Links to USAH Registration page and Screening Application can be found on the “Team Managers” page of our website.

* + - Registration Steps:
			* Register with USA Hockey: There is no fee to register with USA Hockey as a volunteer.

Register with SYHA: Please go onto the SYHA website and Register Online by selecting the "Team Manager -Volunteer - Board Member Registration", enter your USA Hockey number for the 2021-2022 season and complete your registration.

* + - * Screening Policy (To help protect the youth that participates in our sport. ALL TEAM MANGERS MUST BE SCREENED, this will cost you $30.00).
			* Safe Sport Certified: USAH requires that all team managers be Safe Sport certified. It is a web-based class that can be found on the USA Hockey website.

**TEAM PHOTOS**

* Schedule will be sent to you by email and posted on the website.

**Team Parties & Coaches Gifts**

* Plan team parties and coaches’ gifts.
* It is great if you can do a team party at the beginning of the season to help build team unification for not only the kids but also the grownups. Most teams will also have an end of the season party to celebrate the time you all spent together!
* Please remember that participation in events and monetary contributions to gifts or parties are **voluntary** and should be communicated as such.