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**TEAM MANAGERS: THE BACKBONE OF YOUR TEAM!**

Thank you to all team managers! Often the unsung hero, the team manager is the key to a successful season. The team manager wears many hats as the communication director among players, coaches, and parents and does all the work behind the scenes.

**Team manager responsibilities:**

* Communications
* Liaison between coach and parents
* Team travel arrangements: hotel, meals, etc.
* Supports local tournaments
* Post and track volunteer opportunities through the website, e.g. scorekeepers, penalty box, public events, golf tournament, etc.
* Team roster updates
* Manager’s Book (see below)
* Report any SafeSport violation in accordance with the SafeSport Handbook
* Organize team events, extra games, collect money as needed

As the Team Manager, you take on the operational aspects of the team which allows the coach to focus on player development and on-ice instruction.

**Manager Requirements (must be completed by Oct 1st, 2025):**

* [**Complete Safesport Training**](http://www.usahockey.com/safesporttraining)
* [**Complete USA Hockey Background Screening**](https://www.usahockey.com/backgroundscreen)
* [**Complete USA Hockey Registration (volunteer if you do not need it otherwise)**](https://www.usahockeyregistration.com/login_input.action)

Please keep your certifications in your team folder

**TEAM MANAGER BOOK**

Each Team Manager must keep a binder containing the team’s credentials. Maintaining this book is the most important task of the Manager and the book should be available at all practices, games (league, non-league, and playoffs) and tournaments. This book will be checked to ensure that all players and the team are eligible to participate in playoff games. The Manager must make sure the team’s credentials are kept up to date throughout the season. This is especially important for any Tier Team that makes it to the State playoffs at the end of the season.

A 3-ring binder will be provided with tab dividers. Please organize your book as follows:

**TAB 1:  TEAM Information**  
-Certified Team Roster. This form is created by the Registrar and verified by the Team Manager. If a player’s Date of Birth does not show as Verified with USA Hockey when creating the roster, the Registrar will notify the Team Manager to promptly collect copies of birth certificates from any unverified players and provide them to the Registrar.  
-Roster with jersey numbers  
-Parent contact numbers, emails. Created by Admin  
-Game schedules, tournament schedules

**TAB 2:  COACH Information**    
For each coach:  
1. Contact Information  
2. If your coach appears on the Certified Roster, then he/she has completed all their required training, licensing. Coaches must complete required training and screening by first day of practice, and CEP by 12/31/2025. Until then, the Director of hockey will appear as your coach on the certified roster.

**TAB 3: MANGER Information**  
The following shall be provided for the Team Manager  
 1. Signed and completed SAFESPORT certificate.

**TAB 4: PLAYER Information**  
1. Emergency Contact Form, consent to treat/medical history form  
2. Note any severe allergies on team

**TAB 5: SANCTIONED GAME SCORE SHEETS**  
Please keep any game sheets at home games in your book.

**TAB 6. Travel Permits**

 If your team is traveling out of state and/or out of the country, a travel permit is required. Tournaments may ask for the permit to be submitted to them prior to travel and/or may review your permit at the tournament check in. All travel permits must be carried in the Manager’s Binder. To submit a request for a travel permit, use the following CAHA link. You must be logged in to access and you must have your USA Hockey Roster number and the tournament sanction number to complete the permit request. [http://www.cohockey.org/travelpermits](http://www.cohockey.org/travelpermits )