



TEAM MANAGER HANDBOOK

2020 - 2021

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1) Requirements for all Team Managers

1. **Team Managers must register with USA Hockey.** There is no fee to register. Register online with USA Hockey at: <https://www.usahockeyregistration.com/>
2. **WAHA Background Check.** Team Managers must complete a background screening through WAHA and Protect Youth Sports. The background check is required every two years. There is a fee for the background check that must be paid online. You may request to be reimbursed for the expense. Begin the background screening process online at: <https://wisconsin-amateur-hockey-association.sportngin.com/register/form/812458134>. If you are not sure if you need to complete the WAHA Background Check for this season, please email the Registrar (registrar@FVYHA.com).
3. **USA Hockey SafeSport Training.** Team Managers must successfully complete USA Hockey's SafeSport Training Program. SafeSport Training is required every year. There is no fee for the training program. The program must be completed online. Go to <http://www.usahockey.com/page/show/908023-usa-hockey-safesport-program> to complete the SafeSport Training Program. The SafeSport Training Program educates program volunteers on USA Hockey's policies on: sexual abuse, physical abuse, emotional abuse, bullying, threats, harassment and hazing. FVYHA policies address areas where misconduct can occur and are intended to reduce the risk of potential abuse including a locker room policy, electronic communications policy and travel policy. Managers must read and enforce the FVYHA [locker room policy](#). SafeSport violations (or suspected violations) should be reported immediately to the FVYHA SafeSport coordinator - the President (president@FVYHA.com).

2) Team Manager's Duties

The Team Manager has many duties throughout the season. The coach, players and parents rely upon the manager's organizational and communication skills for a successful season. The team manager should communicate right away with the registrar (registrar@fvyha.com) and coaches to finalize the roster and gather any forms necessary to have at all times, such as consent to treat forms. **Duties include:**

- Communication
- Team funds and team fundraising
- Tournament registration (if not already done prior to season start), collecting payment and hotel blocks
- Game day logistics
- Game confirmations (including referee confirmation)
- Additional games and practices
- Team building activities
- Team raffle baskets (when needed)
- Team paperwork
- Team webpage
- Roster labels
- Award patches
- Coaches' appreciation cards/gifts

Communication - The Team Manager is the link between the age director and the team, as well as the link between the coaches and the team parents. It is a good idea to send a weekly email to the team parents with the following information:

- Practice days, times and locations for the week
- Game times and locations for the upcoming weekend
- Assignments for off-ice officials for home games
- Association reminders
- Coaches' messages

Volunteer Credits and Dibs - Travel Team Managers earn 15 volunteer credits for the season and Mite team managers earn 7 credits. Team Managers should contact the volunteer coordinator to claim their credits. Team managers may appoint/assign team members to other volunteer duties such as team photographer, locker room monitor and team volunteer coordinator to help them. Team Managers are encouraged to delegate tasks and get their parents involved in the club. Note that Team Managers do NOT earn "extra" credits if they choose not to delegate to others.

See the [volunteer opportunities](#) list for more information and communicate with the volunteer coordinator soon and often.

Team Funds - Be transparent with all fees. Add up the cost of the tournaments, add in anything that the team has decided to do and divide it by the number of players on the team. That is your team fee. Additional team costs to consider include

- Tournament registration fees
- Additional practice ice
- Additional game ice and referees
- Hotel costs
- Team party
- Team raffle basket(s) (if needed)
- Coaches' appreciation gifts
- Shipping labels for roster labels

* Teams may choose to have a team fundraiser to help cover additional costs. Please note that if a team earns more from fundraising than their costs for practices, games and tournaments, the excess must spent at the club or age group level. It is a violation of our non-profit status to use fundraising money for anything that is considered a private benefit to the team members.

Jerseys - Jerseys are owned by the club - each team manager should appoint a parent to manage jerseys for the season. The jersey manager (earns all family required credits for the season) is responsible for handing out jerseys before each game and collecting them at the end of the game; and for the care and safeguarding of all jerseys on their team. Parents need to buy socks (these are available at EJs and SCHEELS). There are two types of socks (sweater and synthetic - either are fine). Coaches will want to see the kids respecting their equipment and hanging the jerseys (on hangers) in the locker room before and after games. The jersey manager should bring both home and away jerseys to all games. Jerseys are to be washed, dried, and returned to the age director in their jersey bag at the end of the season.

Mite Jerseys - Mites buy their own team jersey which can be used multiple years (until it wears out, they outgrow it, or they move on to Squirts). If you have a player that needs a new jersey, communicate this right away to Mite Age Director.

Tournaments (for travel teams Squirt/PeeWee/Bantam) - Teams should enter the season with one local (no overnight hotel stay required) tournament and one travel tournament on their schedule. Every effort is made to have these scheduled for teams as they begin the season. If there has not been one local and one travel tournament scheduled for a team the coach(es) and team manager should work with the Age Director and Scheduler to be sure there are two tournaments (one local and one travel) scheduled for their season. Teams must seek board approval prior to registering for any additional tournaments (local or travel). Requests for additional tournaments should be submitted to the age director along with supporting information (i.e. why the team is looking to add the tournament, what costs are involved for parents, have team parents been surveyed and are majority willing to commit to additional costs, etc.) and the date by which they will need approval to get registered. Failure to get board approval prior to adding a tournament will result in removal of a tournament or other consequence determined and approved by the board.

Monitoring of Score Sheets - The Team Manager needs to monitor all score sheets. If a player or coach is ejected from a game, a copy of the score sheet must be turned in to the ACE Director. If a parent is ejected from the stands, this should also be reported to the club President & SafeSport coordinator.

Game and Practice Scheduling - Scheduling is done by the Scheduler with input from the coaching committee. FVYHA aims to conform as closely as possible to the ADM age recommendations for number of games and practice to game ratios for each age group; and balances these recommendations with available ice time. The Scheduler works with the ACE director, the coaching committee and individual team coaches to craft the game schedule. Note that game schedules can change. If you need to reschedule a game please notify the Scheduler immediately and work with them to find a date and time to reschedule the game.

Game Confirmation - The Team Manager is responsible for confirming all home and away games with the opposing team manager(s) at least one week in advance. You can find contact information on the WAHA website <http://www.waha-hockey.com> under "About WAHA/Associations" and then click on the name for the appropriate association. If there is anything that is incorrect, please notify the Scheduler (scheduler@fvyha.com) immediately.

Game day duties - For home games, your team is responsible for running the clock, announcing the game (and music), and for staffing the two penalty boxes. The team manager is responsible for making sure these duties are filled by team parents (or relatives) for each game.

Rink volunteering - Each team is responsible for volunteering for the RINK (Appleton Ice). As an organization we owe 90 hours of volunteer time to Appleton Ice as a user group. This is split up among all the teams and age groups. The volunteer coordinator will let you know how many rink hours your team needs to complete. These may be completed individually (by individuals volunteering for an Appleton Ice event) or as a team (cleaning in the rink, special project, etc.). It is your team's responsibility to identify opportunities and complete volunteer time. Again, you may wish to appoint a team volunteer coordinator to help with this. All Rink Volunteer hours need to be communicated to our volunteer coordinator (so your parents are credited) AND recorded by Rink administration (so that FVYHA is credited with them).

Team Webpage - The Team Manager is responsible for the upkeep of their team page on the club website. You have access to your team page via your SportsEngine login (that you used to register your skater). Post your name and contact information immediately so that opposing team managers can contact you directly to confirm games.

There is a lot you can do with team page if you wish: you can post pictures, news and events, roster information, game scores, and player statistics. If you would like to use it, SportsEngine has a platform called Team Manager that provides text messaging, tracks player availability, etc. Be sure to check with the Head Coach before posting game scores and player statistics. Per FVYHA policy, do not post players names with their picture - if you post photos they should

be generic 'action shots.' Please confirm with parents before posting photos of their kids. Most teams make a separate private shutterfly (or other share) site to share pictures out of the public eye. You may want to assign a parent to be a [team photographer](#) to take photos and post them for everyone on such a site.

Parent/roster cheatsheets - The Team Manager should prepare a list with the players' names, jersey numbers, parents' names, and phone numbers. Ideally this takes the form of a "roster card" - a laminated, pocket-sized card with all this information. This way parents can identify players on the ice during games and to contact other team parents in case of emergency.

Roster Labels - The Team Manager should prepare 4 roster labels for the score sheet for every game. Roster labels are white shipping labels (10 labels per sheet) printed with the information required for a game scoresheet. There is a template available on the [Team Manager tab](#).

Award Patches - At the end of the season, the Team Manager should submit a request to the board for award patches. Award patches are individual player awards **earned during regular games** (and not to be confused with award patches earned during tournament games, which are given out by the tournament host). There are three different awards. *Players may earn no more than one of each award for the season (excluding tournament awards).*

- Hat Trick Award – For a player scoring three goals in a game.
- Playmaker Award – For a player registering three assists in a game.
- Zero Club Award – For a goalkeeper playing a complete game without allowing a goal.

Team & Individual Pictures - Picture night is typically scheduled for early November. The picture coordinator will send a notice with the dates and times for team and individual pictures and will determine what color all players will wear for their photo.

Association Fundraisers - Team managers should anticipate helping out with individual fundraisers. Managers may want to appoint a [team fundraising coordinator](#) to take on these duties. There are a number of fundraisers designed specifically to help individual families off-set their skater fees as well as a few club fundraisers designed to help cover costs of association equipment such as bumpers and nets, team equipment such as pucks, water bottles and puck bags, goalie equipment, rental equipment, scholarships, off-set state tournament fees, etc.

Conflicts, behavior issues, complaints, violations - Managers should be familiar with [FVYHA policies](#) and the [parent handbook](#). FVYHA takes conduct issues seriously. Players, parents, and coaches sign a code of conduct at registration. Team managers should take the time to go over these expectations at the team level. Parent or player issues and conduct violations should be addressed at the team level first, then with the age director. If warranted (because the conflict cannot be resolved, or because of the seriousness of the issue) the parties should be encouraged to file a formal complaint. This process is detailed in the [parent handbook](#). If you feel there is a [SafeSport violation](#), or possible SafeSport violation, contact the SafeSport coordinator (president@fvyha.com) right away.

Safety - skaters must have proper equipment on the ice - at all times. Mouthguards are required of all players in all games (it's a good idea to have an extra mouthguard on hand for the kid who forgets one - cheap ones will run about \$3). Each coach has been issued a first aid kit - there are extra supplies for bigger injuries in the coach's room. Coaches/Team Managers should have emergency contact information on hand at all times.

3) Game Day Logistics

Away Games:

- Take the team's paperwork with you. The team's paperwork includes a copy of the team's USA Hockey roster, consent to treat forms, and the annotation of birth facts form for each player (only for new players).
- You will need to have 4 roster labels for the host team's scorekeeper.
- Pick up a copy of the score sheet after the game and keep it in your records after the coaches have had a chance to review it.

Home Games:

- Have the team's paperwork with you.
- Prior to the game, you will need to assign team parents to perform the off-ice official duties (clock, score, home penalty box, visitor's penalty box, music/emcee). **Remind team parents that off-ice officials should be neutral parties during a game.**
- Bring a blank score sheet, put your 4 roster labels on the score sheet and get 4 roster labels from the other team manager.
- Pay the referees, in cash, **after the game.**
- Pick up the score sheet after the game and give the appropriate copy to the other team's manager.