

A large, dense crowd of spectators at a hockey game, many with their arms raised in excitement. The crowd is diverse in age and appearance, with many people wearing team colors or hats. The atmosphere is energetic and celebratory.

**Arlington Hockey Club  
Team Managers Guide  
2023 – 2024 Season**

# ARLINGTON HOCKEY CLUB

## MANAGERS GUIDE 2023 – 2024 SEASON

### WELCOME TO AHC!

Welcome to the Arlington Hockey Club! Thank you for volunteering to help manage one of AHC's hockey teams. The hockey season is long and can be demanding in terms of organizing players, schedules, practices and games, COVID management, and handling other events. If coaches alone had to deal with all of these activities in addition to running practices and games, it would be overwhelming, so the manager's role is critical to making an enjoyable experience for everyone.

### MANAGER ACTIVITIES & RESPONSIBILITIES

The manager's role is primarily to work with the team's coaches and parents in organizing the activities of the team. This may include, but is not limited to:

- General support of the coaching staff
- Helping track and post schedules
  - This year the home uniform is white and away uniform is maroon; each has its own associated colored socks, so it would be good to reach out to opposing teams to find out what color they will play in and plan appropriately (as some kids may dress at home and not at the rink)
- Preparing game sheet roster stickers (not required for Mite teams) for team games—these are needed in triplicate for each game. See the section below for the details needed for the roster stickers and a sample template.

- COVID support, including taking attendance at games (for contact tracing), checking opponent rink protocols for travel games, and notifying opponents of our protocols for home games
- Locker room monitoring when requested
- Helping recruit for your team's Winter Classic tournament, and helping organize your team's basket for the tournament raffle
- Helping organize other tournaments that your team chooses to participate in
- Helping organize helmet stickers (available from the club) and jersey names as your team desires
- Helping with any other events or volunteer activities you choose to participate in

If you have questions, please reach out to your program's director (Ken Simmons for the Inter-city Travel Program, and Paul Collins for the Girls Travel Program).

### REQUIREMENTS TO BE MANAGER

In order to be a manager for a team, there are three credentials required at the local (AHC), state (MA Hockey), and national (USA Hockey) levels. These requirements include: completing a background check, registration with USA Hockey and obtaining a SafeSport certification. In the following sections we provide instructions for completing each of these requirements.

#### USA HOCKEY REGISTRATION

All coaches and managers must be registered with USA hockey. This helps track coaching credentials and provides insurance for all participants in the hockey program.

Register as a Manager/Volunteer at:

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

#### BACKGROUND CHECK

A background check must be completed for every coach and manager in the program. USA Hockey is now conducting background checks across all

registered coaches, managers and volunteers. Please note, background checks are good for two seasons. If you completed one last year just verify in your USA Hockey online account that it is up to date. If you need to renew, you will need your USA Hockey registration number and photo ID to complete the background check, which can be found at:

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

### SAFE SPORT

SafeSport training is required by USA hockey for all coaches and managers. The goal of this program is to provide information to help prevent abuse from occurring in hockey. You must first register and then complete the training. To register and begin the on-line training, please visit:

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

### SPECTATORS CODE OF CONDUCT

As manager, please help lead the parents on the sidelines with the club's code of conduct (below). Please let coaches or the program director know if you observe any issues.

- Respect players, coaches, officials and parents.
- Act appropriately; do not taunt other fans.
- Cheer good plays of all participants; do not boo.
- Do not use profane language.
- Respect locker rooms as private areas for players, coaches, and officials
- Be supportive after the game – win or lose.
- Recognize good effort and sportsmanship.

### ROSTER STICKERS

This is the official [MA Hockey template](#) for game sheet stickers.

- This template is designed to work with Avery Labels 5263 (or any 2"x4" blank label).
- Enter player and coach information in the YELLOW box only. All other boxes will autofill with the information.
- Each printed sheet will contain 10 labels.
- Required Information:
- MAH Code including roster number (It looks like this: MAHXXX-XXX). This number can be found on the official USA Hockey roster that your program registrar submits.
- Team Name: This is how your team is referred to in your league (Example: Belmont 10u AAA or Amherst 14u Red)
- All rostered players listed either ALPHABETICALLY or NUMERICALLY (There is space on the template for 20 players and four coaches, the maximum allowed by USA Hockey)
- All rostered coaches entered in the following format: First Name Last Name (CEP#) Level, Exp. Date (Example: John Smith (123456) L3, 2022). This information is also available on the official USA Hockey roster submitted by your program registrar.
- You are not required to use this template, but you are required to use some form of printed label that includes this information on ALL COPIES of the official gamesheet.



[www.arlingtonice.com](http://www.arlingtonice.com)

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