

# PERINTON YOUTH HOCKEY MANAGER'S LETTER

Dear Managers,

Welcome and THANK YOU for volunteering to be a team manager for the 2005-2006 season. As a manager, you will coordinate all off ice activities for your team. Your position is very important! Work directly with the coach to bring your team together. Below is an overview of some of the duties you will be responsible for, as well as other important information you will need throughout the season. You can, and should, delegate some duties to other team parents. You may wish to ask for volunteers for tournament planning, party planning, team treasurer, and someone to build and update your page on the PYH web site. This will help bring everyone together and create team unity. As a team manager, you are responsible to oversee any duties that you delegate.

The PYH web site has become a very valuable tool and we have created a section just for managers. This section will contain most of the forms, instructions and information you will need during the year. Please become familiar with the PYH web site:

**[www.PerintonYouthHockey.org](http://www.PerintonYouthHockey.org)** There is a tab at the top for "Team Managers". Clicking on this tab will take you to the manager's section. From there, you will see a list of documents available for viewing and/or printing. PLEASE GO THROUGH THESE DOCUMENTS CAREFULLY. THEY ARE VERY IMPORTANT. If you are a manager that does not have internet capability, please contact Kathy Saunders, Manager Coordinator, for hard copies of all of these forms.

- Team Roster - Keep a team roster, including names, addresses, phone numbers, e-mail addresses and parents names. These should be distributed to all team parents. If you need a form to use for this purpose, one can be found in the manager's section of the PYH web site.
- Medical Release - You must have a completed medical release and information form for each player before practices begin. **YOU MUST HAVE THESE FORMS WITH YOU AT ALL PRACTICES AND GAMES.** Each form must be signed by at least one parent. If a player is injured and their parent is not present, you will need to have this form with you for the player to be treated by a doctor, dentist, or hospital. A copy of this form can be found in the manager's section of the PYH web site.

- Team mailboxes - Mailboxes for each team are located in the lobby area of Thomas Creek, to the right of the door leading into the East Rink. Your mail is in the slot **above** your team name. Please be sure you have collected the correct team mail. Remember to check the mailbox often.
- Team Functions - Plan some team functions such as holiday, mid-year and yearend parties. This helps bring the team together.
- Team Ice Scheduler - This person is in charge of scheduling all games. This person should also call and confirm all games that are scheduled either home or away at least 3 days before the game date.
- USA Hockey Rosters - This form will be provided to you by Jim Ryan, PYH Registrar, and must have all of the players' signatures. When completed, return it to Jim for certification by the District Registrar. A stamped copy will be returned to you and should be kept in your manager's book. You will need to provide a copy of this form for any tournaments your team may enter. Watch your mailboxes for this form.
- Jerseys - You will be responsible for ordering jerseys. A form for ordering jerseys can be found in the manager's section of the PYH web site. Fill out this form with sizes and jersey numbers for any jerseys you need to order. Submit this form to Jim Young. If you decide to get name plates for the back of your jerseys, please do so in a timely manner so that you have your jerseys available by picture day in October.
- Birth Certificate / USA Hockey Insurance / Player Pictures - It is a good idea to have parents provide you with a copy of the player's birth certificate, USA Hockey card and a recent photo. You should have these with you at all games and tournaments. Also, when traveling outside the USA (to Canada), please remind parents to bring the player's original birth certificate or passport with them. A form to keep track of all of this information is available in the manager's section of the PYH web site.
- Travel Permit - Travel Permits will be placed in your mailbox at Thomas Creek. You will receive a new one in December for 2006. You **MUST** have this with you to play in Canada.

- Empire West - Please become familiar with the Empire West Rules & Regulations found in the Empire West Guidebook, which you will receive at the scheduling meeting in Buffalo in August. This is very important, and includes information on who can be rostered to your team, forms that need to be completed for roster changes or game changes, disciplinary procedures, score sheet procedures, game day procedures, period times, etc. The "Roster Change Form" and the "Game Schedule Change Form" can also be found in the manager's section of the PYH web site.
- Team Bank Accounts - At the first team meeting for the season, you or the team treasurer, should make very clear to all team parents how your team budget will work. You will need to decide if money fund-raised will be split equally among the team, or among only those that participated (recommended). You will need to decide if money collected from families will be paid out equally for team functions, or as per individual participation in team functions. It may be a good idea to type up this information and hand it out to team parents. You may even wish to have them sign a sheet stating that they understand the financial accounting methods for this team. A detailed financial statement is required to be given to each team parent monthly. At the end of the season, it is required that a reconciliation statement be given to each parent on all team expenses for the season. In addition, **\*NEW THIS YEAR\***, **TEAMS ARE REQUIRED TO SUBMIT A TEAM BUDGET AT THE BEGINNING OF THE SEASON AND A COPY OF THE RECONCILIATION REPORT AT THE CLOSE OF THE SEASON.** Please submit these to the manager coordinator. Please note: **ANY BANK ACCOUNT OPENED CANNOT CARRY THE PERINTON YOUTH HOCKEY NAME AND SHOULD BE A NON-INTEREST BEARING ACCOUNT. ANY CHECKS CASHED THAT ARE MADE PAYABLE IN THE NAME OF PERINTON YOUTH HOCKEY WILL RESULT IN TURNING THE MONEY OVER TO THE PYH BOARD OF DIRECTORS.** The account should be closed at the end of the season. Any money remaining should be equally distributed to team parents.

- PYH Team Web Site - Each PYH team has its own team pages on the PYH web site. Instructions on how to build your team pages can be found in the manager's section of the PYH web site. You will need your team password in order to build, add to, or change your web site. Your team password is:

You should not share this password with anyone else on your team except the person you place in charge of your team site. Parents of players may use the password "Players" to access your team roster and other sections of your site. You should post your practice and game schedule on the PYH web site as soon as it is available. Please update the site regularly. Refer to the Team Web Site instructions for more information.

- Team Schedules - Distribute team schedules to anyone that does not have access to the internet. Take attendance at each session. Call any player who misses more than two sessions in a row or inform the coach. Remind all players of the next scheduled games and practices.
- Schedule Changes - If a schedule change occurs, please notify all parents. Do not assume that they have checked the web site and are aware of the change. A copy of a phone tree can be found in the manager's section of the PYH web site. It is a good idea to send a weekly e-mail reminder of the following weeks activities.
- Independent Team Scheduling - Please notify Barry Bedford/John Kinney of any independent ice scheduling. Failure to do so may result in your team being debited league ice hours. Please submit this in writing.
- Request for Officials - If your team schedules a scrimmage game and needs officials, you must submit a Request for Officials to Barry Bedford a minimum of 72 hours prior to the game. (You will be assessed a penalty for any requests which are received later than the 10<sup>th</sup> of the prior month preceding the scheduled game.) Please refer to the "Referee Scheduling Procedures" instructions in the manager's section of the PYH web site.

- No Officials for Scheduled Game - If you have a scheduled game and no officials are present, please do not call Barry. You can attempt to call Nick Tochelli, RIHOA President, or look for other available referees that may be at the rink. If a solution cannot be found at game time, please refer to Empire West procedures for re-scheduling. You must inform Barry by e-mail, any time no officials are present, or if only one official is present so that we can make adjustments to the RIHOA billing.
- Fundraising - Please refer to the PYH Fundraising Guidelines posted to the manager's section of the PYH web site. You **MUST** adhere to these guidelines and you must submit a form detailing each fundraiser to the Fundraising Coordinator, Ann Grogan. All fundraisers will need to be approved.
- Sponsorship - You are encouraged to look for sponsors for your team or for the organization. Please refer to the Sponsorship Guidelines and forms in the managers' section of the PYH web site.
- Candy Sale - Last year candy was distributed on picture days. This worked well and we will probably do it this way again. As manager, you are responsible to distribute the candy, keep accurate records and collect the money. Each player is asked to sell at least one box. This season all players were offered a buy out option at registration. You will be provided a list of players that still need to sell candy. Prizes will be awarded to the top sellers. Money raised from this sale helps defray registration costs. Watch your mailboxes for more details.
- Press Releases - You can send articles to the local papers about your team tournaments and special events. Please follow the guidelines on the press release information sheet found in the manager's section on the PYH web site.
- Team Picture Day - Picture Day is scheduled for October at Thomas Creek. Please watch your mailbox for further information.
- Locker Room Keys - Sign out the locker room key from the front desk or make sure the parents know that the first one there is responsible for signing out the key so the players can get in the locker room in a timely manner.

- Game Day Responsibilities - It's the home team's responsibility to provide a scorekeeper, time keeper and penalty box keeper. Have team parents rotate these jobs. Parents can practice running the clock at a team practice, or on the PYH web site. **MAKE COPIES OF THE SCORE CLOCK INSTRUCTIONS** that can be found on the PYH web site. From the home page, click on the tab at the top that says "Hockey". Then click on the link at the left side that says "Hockey Clock". There you will find instructions for the score clock and a simulated score clock on which your parents can practice. The clock key can be obtained at the front desk. When you are the away team you should have someone cover your penalty box.
- Score Sheets - Make sure you read the section on score sheets to be sure you understand the procedure if your team wins, loses or ties. **THIS IS EXTREMELY IMPORTANT!** Fines will be assessed for **any** mistakes or **any** blank areas left on your score sheet. Individual teams will be responsible for the fines incurred by their team. If you use labels for your team roster, be sure they are on **every** page of the score sheet. The Home team is responsible for mailing the score sheet to the league statistician within 48 hours of the game. Refer to your Empire West Guidebook for the correct mailing address. Be sure you record the correct game number which can be found on the Master Schedule on the Empire West web site, [www.ewahl.com](http://www.ewahl.com)
- Player Injury Report - Fill out this form if an injury requires medical treatment and forward the form to Rick Gerrie, PYH President, 709 Wood Hill Drive, Macedon, New York, 14502. If a player is out for an extended period of time due to a broken bone, concussion, etc., that player may not come back to practices or games without a release signed by the player's doctor and submitted to Rick Gerrie. A copy of the Player Injury Report can be found in your manager's guidebook as well as in the manager's section of the PYH web site.
- Emergency Situation Guidelines - Please keep a copy of the guidelines for an emergency situation with you at all games and practices. The guidelines can be found in this manager's book as well as in the manager's section of the PYH web site. It is a good idea to be aware of any parent on the team who has medical or first aid training.
- Arena Directions - Provide the parents with a copy of the directions to surrounding rinks or refer them to the PYH web site where you can find directions to **MANY** rinks.

- Tournaments - Help the coach with arranging and planning tournaments or appoint a tournament director. It is best to have one person that does the hotel arrangements, provides the team with hotel information, a map of the local area and local attractions. This person should confirm the reservations a few days prior to the tournament and provide a confirmation number and check in/out times to each family. Refer to the hotel request form, which can be found in the manager's section of the PYH web site. The person handling the tournament arrangements should provide the parents with the team game times, directions, game rules, etc. Be sure your players bring both Home & Away jerseys. Keep copies of the information sent in and received from the tournament for registration purposes. Make sure you have copies of birth certificates, USA Hockey insurance cards, official team roster (stamped only) and any other information required by the tournament director with you at the tournament.
- Player Awards - Keep accurate records on any player awards earned during the season. Player awards are for league games and sanctioned tournaments only. Scrimmage or friendship games are excluded. This information should be submitted to Kathy Saunders by mid February so the award patches can be obtained for yearend award parties. Please remember that the award order cannot be placed until ALL teams have responded with their award list. Even if your team did not earn any awards, please let me know. The Hockey Award Form can be found in the manager's section of the PYH web site.
- Year End Party - Most teams hold their own year end party to hand out awards and celebrate. This works well and is always a big success. You will receive information on when Trophies and Awards will be available. If you need information on some places to hold a team party, please let me know and I will assist you.

Again, THANK YOU very much for volunteering to be a team manager. If you have any questions, suggestions or concerns, please contact me at 585-872-0453 or [kathy.saunders@perintonyouthhockey.org](mailto:kathy.saunders@perintonyouthhockey.org)

Respectfully,  
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