

House Team Manager Checklist 2009 – 2010 season

House Team Managers are responsible for communicating all essential information to team families, along with performing a variety of other administrative task. An effective manager can ensure that a long season runs smoothly for players, parents and coaches. An ineffective manager can leave families feeling disconnected and uninformed and coaches over worked.

Listed below are the manager duties for the season.

OCTOBER

Upon the formation of your team

- Obtain a 3 ring binder and dividers to start your “TEAM BOOK”
- Contact the equipment Manger and arrange the pick up of your equipment- Jerseys, socks, first aid kit, and goalie equipment **ALL PLAYERS ARE RESPONSIBLE FOR THIE OWN WATER BOTTLES.**
- Obtain all necessary forms from the SYH Website located under DOCUMENTS
 - USA Hockey Code of Conduct
 - A form must be signed by each player
 - Consent to treat w/ optional Medical History- Two (2) copies- one you will print off the web and the other the Director of managers will provide 4 x6 . the large copy will be kept in the team managers book the 4 x6 will be all be attached and kept in the medical bag.
 - Both forms must be signed by a parent
 - Place all completed forms in your Team Book
 - Accident Report Forms
 - This form needs to be completed only if a player seeks medical attention
 - Place copies in your Team Book
- Create a Team password –Contact the Website Coordinator
Most of your communication with the families will largely be through emails – reminders of the upcoming week’s events, schedule changes
- Ask all families to update their profiles on the SYH website as soon as possible.
This information will be your means of communicating with them.
e-mails –work/ home, phone numbers-work/ home/ cell, is the address current.
 - Send out INSTRUCTIONS:
 - Go to the SYHA Home Page
 - Click on Edit my Account –located on the left hand side of the page
 - From there they will see further instructions-multiply emails can be added by separating them with a comma.

- Print out all player profiles once updated and add them to your team book.
- Distribute a team roster and establish a phone tree for communication regarding last minute game changes.
- Make cheer cards – should include the Players name, number and the parents names. –This helps when cheering on the kids
- This is a must do** Coordinate with the Coach a “season kick off” get together. Coaches like to do this so the families can get to know each other.

THROUGHOUT THE SEASON

Practice and Games

- First aid kit must be on the bench for games and practices
- Develop a schedule for snack shack coverage at Westminster for all games and practices your team has there.
- Develop a schedule for all HOME game coverage of the following positions
 - Timekeeper- operating the score board at the Farms, ISCC or Westminster.
 - Score Keeper- keeps score for the game.

Note: When it is a non- scrimmage game (that is a games against an away team), an official game sheet must be completed for record keeping. A referee will have to sign this form. The winning team keeps the white and yellow copies. The losing team gets the pink. In the event that there is a tie the home team keeps the white and yellow copies as if it were a win.

- MITE MANAGERS ONLY- before all games distribute travel jerseys and collect them again at the end of the game.

COMMUNICATION

The SYHA website is the final word for all scheduling issues. However, it is useful to send out weekly reminders of that week’s schedule to families. The manager is all the point of contact for other issues such as parties, tournaments or coaches gifts.

END OF SEANSON

- Collect and return all equipment you distributed at the beginning of the season except socks to the equipment manager. This is best done after your final game/scrimmage.
- Coordinate “end of season” get together.

Gifts for Coaches- If your team decides to do this- Coordinate the collect of money and buying of gifts.

OTHER RESPONSIBILITIES-MITES MANAGERS ONLY

Organize the between period play at a Hartford Wolfpack game. Call 246-7825 to make arrangements as soon as possible....the earlier in the season the better.

Mite House Jamboree -Coordinate with the Mite House Director and other coaches to organize the event

James Stover Cup- Coordinate with the Mite House Director and other coaches to organize the event (usually limited to Mites and Girls)