

## **Travel Team Manager Checklist- 2009-2010 Season**

Travel 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.

### **Upon the formation of your team**

- Contact the Webmaster for a team password
- Obtain a 3 ring binder and dividers to start your "TEAM BOOK"
- Obtain official Connecticut Hockey Conference (CHC) roster from the Director of Managers
- Obtain signatures for all players (including alternates) and eligible coaches\*.  
**NOTE:** This is best accomplished by bringing the unsigned roster to an early practice where you have a captive audience.  
\* Eligible coaches hold a valid and current certification from CHC
- After you have obtained all signatures and BEFORE the first game return the signed CHC roster to SYHA registrar
- Obtain all necessary forms from the SYH Website located under DOCUMENTS
  - USA Hockey Code of Conduct  
A form must be signed by each player and all coaches
  - Consent to treat w/ optional Medical History- you will have two (2) copies one large from the website and one that is 4 x 6. The large ones you will keep in your binder the 4x6 you will attached them and place them in the medical bag.  
**Both forms must be signed by a parent**
  - Accident Report Forms-Print a few to keep in your book.  
**NOTE:** This form needs to be completed only if a player seeks medical attention
  - Place all completed forms in your Mangers Team Book- the small consent to treat forms should be kept in the team medical bag  
**NOTE:** These forms need to be signed prior to any player or coach steps foot on the ice.
- All Tier I, II, and III declared teams will be required to provide CHC registrar with a complete team book that must include all the above. Written transfers will be forwarded to you if you have a player on your team.  
**A TEAM MANAGERS ONLY** -Obtain a copy of each players birth certificate and delivery them to Director of Managers by Dec 1.

- Obtain extra copies of game score sheets and keep in your team book. You can get these from Director of Managers. There should be blank game sheets at both Westminster Snack bar and ISCC Locker –locker is located in the hallway by the store- 25 is a good number to start with.
- Contact the Director of Managers for blank game sheet labels.
- Contact the equipment Manager and arrange the pick up of your equipment- jerseys, socks, first aid kit, and goalie equipment for Mite and Squirt .  
**All players are responsible for their own water battles.**
- Distribute jerseys and socks-this is best done after a practice  
In the event that size exchanges are needed you will have to contact the equipment manager.  
NOTE: Be sure families know how to care for the jerseys-
  1. Wash, do not dry
  2. Hang**RETURN AT END OF SEASON OR PAY FOR REPLACEMENT**
- 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 an e-mail to your parents asking them to update their profiles with their contact information:  
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, jersey number and the parents names. –This helps when cheering for the kids
- THIS IS A MUST DO!!!** Schedule with the Coach a “PARENTS NIGHT OUT” before Nov. 15. This is a great way for the parents to get to know each other prior to the season being in full swing.
- At Westminster, parents need to work the snack bar.  
Develop a schedule for snack bar coverage at Westminster for all games your team has there, communicate with your parents that they are responsible for

manning the snack shack at their scheduled time or to find a replacement. Post the schedule to your website.

- Print and drop off 60 game labels for the Director of Managers Nov. 1. These will be used for any tournaments SYHA participants in.

## **THROUGHOUT THE SEASON**

### Practice and Games

- Weekly send out a reminder of the upcoming week's events.
- Ensure that a game sheet is provided and correctly completed at every home game. Game sheets must be filled out according to CHC guidelines below in order to be valid. If you have further questions see your division director, or CHC representative.  
Team roster labels are affixed to the official game sheets at all games, home and away
- Score sheets- These sheets are used to calculate rankings in the State Tournament and must be received by CHC within 5 days of any game.
  - White copy- is mailed to the appropriate CHC Division director list on the CHC website- ([www.chchockey.com](http://www.chchockey.com)) under the Tournament Director link
  - Yellow copy- is retained by the winning team
  - Pink copy- is retained by the losing team
  - In case of a tie the home team keeps the white and yellow and mails the white to CHC.

***NOTE: SCORE SHEETS BE SIGNED BY BOTH COACHES OR THEY WILL NOT COUNT. KEEP COPIES OF ALL GAME SHEETS IN YOUR BINDER***

- Create Roster labels. For each game-home and away- three labels are placed on the official game sheet (one on each page) in lieu of writing out entire roster. At away games, find the manager for the other team and give him/her 3 Simsbury's labels.
  - NOTE:** You **MUST** include coaches' names on the roster labels, with each coaches USA Hockey certification number (CEP), their CEP level and the year their CEP level was attained.
  - NOTE:** produce labels (10 to a page) using excel or word program. Directions and template are located on the Managers page.

- Team book is on the premises at all games.
- First aid kit must be on the bench for games and practices
- At all home games, two (2) team parents are scheduled to work as:
  1. Official score- they are to complete the official score sheet during the game \*
  2. Timekeeper- will operate the scoreboard at the Farms, ISCC and Westminster.\*

\*The parents assigned these duties are game “OFFICIALS” and should refrain from loud cheering. (These jobs can be rotated or the same parents through the season.)

### **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 the point of contact for other issues such as parties, tournaments, coach’s gifts, team baskets.

### **TEAM PHOTOS**

- Schedule will be sent to you and posted on the website. Please notify your team of your scheduled time. The photos are usually taken in early November.

### **END OF SEASON**

- 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. Bring large garbage bags (2) to collect jerseys and a box for hangers.
- Coordinate “end of season” get together for your team.
- Gifts for Coaches- If your team decides to do this- Coordinate the collection of money and buying of gifts.

### **OTHER RESPONSIBILITIES**

- Christmas Tournament-Upon the release of the SYHA Christmas Tournament schedule, the team manager is responsible for coordinating the staffing of all games in his/her division, including those not involving SYHA teams. Ideally, every parent who is not coaching should be scheduled to staff the games. All parents must participate in order to make this a successful tournament. Your schedule needs to be submitted to the Director of managers

### **HELMET STICKERS**

- Are available from the Director of Managers