

Travel Team Manager Checklist

2014-2015 Season

Travel Team Managers are responsible for communicating all essential information to team families, along with performing a variety of other administrative tasks. 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 SYHA Registrar

Obtain all necessary forms from the SYHA 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 - Keep both forms in the folder.
- 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 Managers Team Book.

NOTE: These forms need to be signed prior to any player or coach stepping foot on the ice.

All Tier I, II, and III declared teams will be required to provide the 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.

Obtain extra copies of game score sheets and keep in your team book. You can get these from Director of Managers. There should blank game sheets at the ISCC Locker. Start with 25 blank game sheets 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 which includes jerseys, socks, first aid kit, and goalie equipment for Mite and Squirt. All players are responsible for their own water bottles.

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 - Wash, do not dry - Hang to dry. 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, etc. Ask all families to update their profiles on the SYHA website as soon as possible. This information, including e-mails - work/ home, phone numbers - work/ home/cell, and current address, will be your means of communicating with them. 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. Multiple 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.

THROUGHOUT THE SEASON

Practice and Games - Send out a weekly 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 24 hours of any game. White copy - scan and email to the appropriate CHC Division director list on the CHC website (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 emails the sheet to the CHC director.

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

The SYHA Registrar will email links for the roster labels. Team managers will first have to send the registrar each player's number. For each game, home and away, four 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 4 Simsbury labels. **NOTE: You MUST include coaches' names on the roster labels, with each coach's 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 should 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, coaches' 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.