

## **Manager Duties/ Official and Otherwise**

Besides the Binder Info that we have shared, I've listed other things a manager does. Most of these things are covered on the website; just thought a bit more specifics was needed.

**Be Present with your binder** at all practices and games; this is the info needed in the event of an injury, question, etc.

**Emails:** you are the pivot point for dispersing emails in regards to schedule changes, announcements, tournaments, etc. Not all parents will check the website on a regular basis.

**Check with your head coach.** Be sure he has a complete coaching bag in regards to a small first aid kit, (band-aids, moleskin, etc.) extra laces, and repair kit for helmets, tape, etc. Coaches will usually have this. Just make sure.

Also have a few toe or hand warmers to slip inside skates for really cold games. (Gunnison!)

Ask your coach if he/she needs help before games, filling water bottles, turning on scoreboard, tying skates, etc.

### **Locker Rooms**

Observe the Screened Adults Only rule in the Locker Rooms

Players should clean up after themselves, but... Police the locker rooms after practices and games.

“Woman coming in!” The players are getting a bit shy about Mom's etc walking in at this age. Please announce yourself if you must go in. Especially important to visiting teams where you will have to enter to give game sheets to coaches.

### **Game Sheets/Before and After Games Responsibilities**

Manager fills out before games; delivers sheet to visiting team coach/manager for their info also. Leave yourself time!

May want to use stickers with player names/numbers. Takes 4 stickers per sheet.

Have a list of your coach's certification numbers/levels in your binder. Coaches do not want to pull out their card before a game.

For home games:

Line up your off-ice officials (scorekeeper, timekeeper, and 2 penalty box people.

When traveling you may be asked by a home team to provide a penalty box person. Check with their manager. Each association is different. Sometimes a parent from an opposing team will volunteer. It is a great spot to watch the game from!

Collect the game sheets and get them to the scorekeeper with clipboard and pens before the game.

After game collect game sheets from scorekeeper and or referees. They must be signed. Keep the top copy; give one to the visiting coach and your coach. The top and gold copy must be filed in the coach's shed. The top copy is for statistics; the gold is logged so the referees get paid.

Thank the visiting team and the coach for playing.

**Collect, keep track of, and handle all monies in regard to your division.**

Have an account ("slush fund") where you can collect a season's worth of fees for the entire season at the beginning of the season. Keep a spreadsheet on fees paid. If a player doesn't play a tournament, those fees are refunded at the end of the season.

You may also have a pay as you go option if parents just can't manage more money up front.

**Handling Parents Complaints/Questions**

Be professional at all times

Be available

Observe 24 hour cooling off period if you, a parent, coach has a complaint

Alert Coach if he/she needs to address a problem or question

## **Tournaments**

Applications, rosters, fees, etc are typically due one month before the tournament. Stay on top of this!

If you are traveling out of state, you must have a travel permit from our registrar.

When traveling, you may want to reserve a block of rooms at a hotel for the team. Very important if there are several associations traveling to the same tournament.

## **LAHA Hosted Holiday Tournament**

The manager for each division must be present for all the games; this includes teams other than yours. You will be responsible for moving game sheets around, providing off ice officials for all games, listing scores, notifying tournament director of problems, concerns, opening and locking locker rooms, policing locker rooms, etc. Plan on it being an all day affair!

## **End of Year Duties**

- Refund Remaining Fees
- Organize Team Celebration
- Coaches Appreciation Gifts
- Awards to the players

## **Other Things**

- Organize Team Photos Forms and Players on Photo Night/Be prompt
- Distribute Purchased Gear (Jerseys, Socks, etc)/ Spirit wear for Fundraisers
- Enforce Zero Tolerance Policy. You have LAHA backing you up.