



**2010-2011
MONROE COUNTY
YOUTH HOCKEY
MANAGER'S
GUIDE**

MONROE COUNTY YOUTH HOCKEY MANAGER'S GUIDE

On behalf of the Monroe County Youth Hockey board, we would like to THANK YOU for volunteering to be a team manager for the 2010-2011 hockey season. As a team manager, you will be responsible for coordinating all of the off ice activities for your team. It is very important to work directly with the coach to bring your team together and to help keep open communications between the coaches, parents and players. Open communications, transparency, and strong organizational skills will help you, your parents, and players have a more enjoyable hockey experience.

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. As a team manager you should not try to handle all of these duties on your own. You can, and should, delegate some duties to other team parents, as the more people involved the more vested and engaged all players and families are with the program. Feel free to ask for volunteers to assist with tournament planning, party planning, team fundraising, and someone to help build and manage your team page on the MCYH web site as this will help to bring everyone together and create team unity. As a team manager, you are responsible to oversee any duties that you delegate.

www.MCYH.net

The MCYH web site has become a very valuable tool to aid you in managing your team and communicating with your parents. Please make yourself and families familiar with the team site functions as it's a great resource in helping to communicate with your players and parents practice schedules, games, tournament information and other team functions. For assistance with any of the web tools available please contact the MCYH Webmaster Jon Bigg at **jbigg21@gmail.com**.

It is important to update your team page on a regular basis with current game results and information. Many teams post game recaps on their sites and recognize team sponsors or team activities, this is something all teams are strongly encouraged to do as well as post your practice and game schedule on the MCYH web site as soon as it is available. Please update the site regularly. As an organization it is imperative that we set minimum standards and keeping an updated team page is just one way of setting those standards. To help you in your role as a team manager a ***Team Manger*** section has been created on the MCYH website where you can find a copy of this Manager's guide, MCYH Board Member contact information, and most of the forms, instructions, and information you will need during the year.

PLEASE GO THROUGH THESE DOCUMENTS CAREFULLY. THEY ARE VERY IMPORTANT AND SHOULD BE KEPT IN A TEAM BINDER FOR ALL TEAM ACTIVITIES.

- **Team Roster** – Keep a team roster, including names, addresses, phone numbers, e-mail addresses and parent's names. These should be distributed to all team parents. If you need a form to use for this purpose a ***Sample Team Roster*** can be found in the manager's section of the MCYH web site. Team Rosters with contact and parent information is also available through your team 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 MCYH web site.
- Birth Certificate / USA Hockey Insurance / Player Pictures – It is a good idea to have parents provides 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 that they will need to have either an enhanced NYS drivers license or passport with them and that all players and siblings will need to bring an original birth certificate or passport with them as well. A form to keep track of all of this information is available in the manager's section of the MCYH web site.
- USA Hockey Rosters – All teams will be provided a certified USA Hockey Roster from Barb Oliver, the MCYH Registrar. It is the responsibility of the manager to review these rosters to assure they are correct and to notify Barb of any errors. For more information on USA Hockey Rosters please contact Barb Oliver at **mcyhregistrar@gmail.com**.
- USA Hockey Code of Conduct - All players, coaches and managers need to complete and sign the USA Hockey Code of Conduct form that is available under the manager's section of the MCYH web site. Coaches are also required to complete and sign the Coaching Ethics Conduct form also found within the manager's section of the MCYH web site.

Other Items:

- Team mailboxes – Mailboxes for each team are located in the upstairs offices at Lakeshore Ice Arena near the East Rink. Please be sure you collect 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. Ok to delegate activities to other parents to keep them involved.
- 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. To avoid being charged for unused ice any changes to your MCYH ice schedule need to be approved by the MCYH Ice Scheduler, Jodie Grimshaw. Jodie can be reached at **teamgrimshaw@aol.com**.

- Travel Permit – If you are planning to attend a tournament in Canada you need to obtain a travel permit. House teams contact your house director for additional information. Travel teams please contact Lindsey Putnam, the MCYH Travel Director at lputnum@mcyh.net.
- Team Bank Accounts – At the first team meeting for the season, you or the team treasurer should make it 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. You will also 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 report should be given to each team parent. At the end of the season, a reconciliation statement should be given to each parent on all team expenses for the season.
- Please note: **ANY BANK ACCOUNT OPENED CANNOT CARRY THE MCYH NAME AND SHOULD BE A NON-INTEREST BEARING ACCOUNT. ANY CHECKS CASHED THAT ARE MADE PAYABLE IN THE NAME OF MCYH WILL RESULT IN TURNING THE MONEY OVER TO THE MCYH BOARD OF DIRECTORS.** The account should be closed at the end of the season. Any money remaining should be equally distributed to team parents.
- MCYH Team Web Site - Each MCYH team has its own team pages on the MCYH web site. Instructions on how to build your team pages are available online or can be obtained by contacting Jon Bigg at jbigg21@gmail.com. Please update the site regularly as previously discussed.
- Team Schedules – You should post your practice and game schedule on your MCYH web site as soon as it is available. By utilizing your MCYH website properly you can send out automated practice and game reminders to all parents. It's also good to remind all players and parents of the next scheduled games and practices following the conclusion of a game or practice.
- Schedule Changes - If a schedule change occurs, please notify all parents as soon as possible. Do not assume that they have checked the web site and are aware of the change. It is a good idea to send a weekly e-mail reminder of the following week's activities. Another good way to keep in touch with parents is to create a team only twitter account or Facebook page.
- Independent Team Scheduling –No ice scheduling should be done with any ice facility until you speak to the MCYH Ice Scheduler. Failure to do so may result in your team being debited league ice hours. Please submit requests in writing. Make sure that your team is only involved in USA Sanctioned activities, including tournaments, teams, referees and multi-team scrimmages.
- Request for Officials - If your team schedules a scrimmage game and needs officials, you must submit a Request for Officials to the MCYH Ice Scheduler. Jodie can be reached at teamgrimshaw@aol.com.

- No Officials for Scheduled Game – If you have a scheduled game and no officials are present, you can attempt to contact Nick Tochelli, the RIHOA President / Assignor at www.rihoa.com or look for other available referees that may be at the rink. If a solution cannot be found at game time, please refer to your league specific procedures. You must inform the MCYH Ice Scheduler 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.
- Sponsorship – You are encouraged to look for sponsors for your team or for the organization.
- Press Releases - You can send articles to the local papers about your team tournaments and special events. Please copy Steve Opladen at sopladen@mcyh.net prior to sending out.
- 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. No players are to be left alone in the locker room without adult supervision.
- Game Day Responsibilities - It's the home team's responsibility to provide a scorekeeper, timekeeper and penalty box keeper. Have team parents rotate these jobs. Parents can practice running the clock at a team practice. Once Lakeshore Opens in September instructions on how to utilize the score clock will be placed on the MCYH website for your convenience. It's recommended to download and to keep these instructions in your team binder. When you are the away team you should have someone cover your penalty box. (Efforts will be made to also provide directions for the Scottsville Arena score clock as well.)
- 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.** 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 league's Guidebook for the correct mailing address. More information will be made available at your league scheduling meeting.
- Player Injury Report – Fill out this form if an injury requires medical treatment and forward a copy of the form to Steve Opladen at sopladen@mcyh.net. 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 Steve Opladen or your Team Manager. A copy of the Player Injury Report can be found in the manager's section of the MCYH web site.
- Arena Directions – Provide the parents with a copy of the directions to surrounding rinks or refer them to the MCYH web site where you can find directions to MANY rinks. Many of the automatic game / practice reminders from the MCYH web site include directional links which can be handy at times.

- 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. Many hotels will provide a complimentary team hospitality room if you ask. A hotel request form can be found in the manager's section of the MCYH web site and can aid in determining room needs. 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 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 Playmakers (3 assists in a game), Zero Award (shutout), and Hat Trick (3 goals in a game). The Hockey Award Form can be found in the manager's section of the MCYH web site.
- Year End Party – Teams are encouraged to hold their own year-end party to hand out awards and celebrate as it's a great way to bring the families all together to recap the season while also planning for the next.

Important Websites:

- www.mcyh.net – Monroe County Youth Hockey
- www.usahockey.com – USA Hockey
- www.rihoa.com - Rochester Officials Association
- www.wnyahl.net - Western NY Amateur Hockey League
- www.empirehockey.org - Empire Amateur Hockey Conference
- www.usahockey.com/new_york - New York State Hockey
- www.lakeshorehockeyarena.com – Lakeshore Hockey Arena
- www.scottsvilleicearena.com – Scottsville Ice Arena