



## **SOUTHEASTERN SEAHAWKS YOUTH HOCKEY (SECYH) Team Manager's Guide**

Dear SECYH Team Manager,

On behalf of the SECYH organization, we would like to thank you for volunteering for this important role and committing your time to make the upcoming season a great success for your team.

We believe that often the difference between a good and great season for our players is determined by the effectiveness of the SECYH Team Manager. You are the off-ice communications link between the coaching staff and the parents, as well as the SECYH Division Director. Your willingness to assist in organizing events such as fundraising and tournaments allows our coaches to dedicate their time to developing hockey skills for the players.

This Team Manager Guide 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. You can, and should, delegate some duties to other team parents. This will help bring everyone together and create team unity. As a team manager, you are responsible to oversee any duties that you delegate.

The SECYH web site is also a very valuable tool and there is a section just for team managers. This section will contain information you will need during the year. Please become familiar with the SECYH web site: [www.SECYH.org](http://www.SECYH.org). By clicking on the Documents tab, on the left side of the homepage, you will see a list of documents available for viewing and/or printing. Included in this list is a folder named "Team Managers" that includes documents you will need to assist you in this role.

We hope you will find this Team Manager's Guide a helpful resource. Thank you for contributing to the success of our organization and for creating a great experience for our players.

Sincerely,

SECYH Board of Directors and Director of Managers



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### OVERVIEW

Your two major objectives as the Team Manager are:

- To provide timely, clear and concise communications among the team parents, players, coaches and Division Director.
- To perform the required administrative tasks in order to allow the coaching staff to focus on coaching and on-ice activities. The less administrative tasks they do, the more time they will have time to plan practices and games and develop the hockey skills of our players.

This Team Manager Guide explains your roles and responsibilities as a Team Manager in a clear, task-oriented manner.

### **Chain of Command**

Your title of Team Manager is somewhat of a misnomer because the person who has the ultimate responsibility for managing the affairs of your team is the Head Coach. You will work closely with him or her in order to perform the tasks needed to support your team and to have a successful hockey season. It is important that you and the Head Coach agree on what your tasks and responsibilities are so nothing is overlooked.

### **Checklist of Team Manager's Tasks and Responsibilities**

The following is a checklist of the tasks and duties that a Team Manager often performs. Please realize that you will have a lot of help and not all of these tasks will be assigned to you. Please don't be afraid to ask for help! You will be pleasantly surprised how many people will want to help out. Unless otherwise noted, a task or duty is performed throughout the entire season. Tasks conducted at specific times during the season are noted in parenthesis after the task.

### **Communication**

1. Disseminate timely and accurate information to parents, coaches and SECYH Division Director.
2. Encourage parents to read their email and visit the SECYH web site.
3. Find the answers to questions that coaches and parents have.
4. Set up parent meetings during the season (see **Parent's Meeting** section).
5. Collect and distribute parent contact information including phone numbers and email addresses (start of season).
6. Establish either a phone call, email or cel phone texting process to contact parents with late-breaking, critical news. (start of season).
7. Communicate with the Director of Managers throughout the season.

### **Administrative Responsibilities**

1. Maintaining the Team Credential Binder (see **Team Credential Binder** section).
2. Collect and submit other forms/documents requested by the coaches or SECYH Registrar during the season.
3. Create game labels to be placed on the scoresheets for each game. See **Making Game Labels for Scoresheets** section.
4. Submit game results to CHC Division Director within 2 days of game. See **Submitting Scoresheets to the CHC Division Director** section.
5. Assist with fundraising activities.
6. Assist in the organization of picture day for your team.
7. **Work with the Head Coach to ensure that there is always a coach, team manager or an approved Safesport certified adult in the locker room at all times. Players must not be left unattended in locker room.**



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8. Coordinate the End of season banquet requirements for your team (such as team raffle basket, pictures for slide shows, contributions to the end of season team write-up or photobook, coach's gifts, etc.)
9. Provide to the Director of Managers or designee the players who will be receiving awards (Zero Club, Hat Trick, PlayMaker) at the end of season banquet.
10. Plan some team functions such as holiday, mid-year and year end parties. This helps bring the team together.
11. Coordinate within season hockey tournament participation and tournament logistics for your team. See **Tournaments** section for more details.
12. Meet with the Head Coach at the start of the season.
13. If not already agreed, meet with the Division Director at the start of the season to discuss who will take the lead on working with the team coaches to schedule within season tournaments (other than the state tournaments).
14. Ensure that all scorer booth volunteers have registered with USA Hockey as a volunteer, have received a USA Hockey number and have provided this number to the SECYH Registrar.
15. Return the Credential Binder at the conclusion of the season to the Director of Managers.

#### **Tournaments** (within season)

Help the coach or SECYH Division Director (or cross-team tournament coordinator, if one is appointed) with arranging and planning within season tournaments. 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. 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 the Credential Book and any other information required by the Tournament Director with you at the tournament (i.e. labels for scoresheets, the official roster, etc.) You may also want to coordinate team activities to occur throughout the tournament.

A monetary check to cover all tournament fees (excluding hotels) should be requested from the SECYH Treasurer. The check will be sent directly to the tournament director by the SECYH Treasurer. It is then the Team Managers responsibility to ensure that all of the player's fees are collected and paid back promptly to SECYH. The player fees should be collected by the Team Manager, from each player, via a check made out to SECYH. Once all checks have been collected by the Team Manager, they are then to be submitted together as a team to the SECYH Treasurer. All collected checks should be placed in one envelope with the team name; tournament name, location and date; and Team Manager's name written on the outside of the envelope. The envelope should then be placed in the SECYH Mailbox located at the rink.

#### **Parent's Meeting**

Team Manger should schedule a parent meeting to be co-hosted with the coaching staff and Division Director. There should be one scheduled at the start of the season and others scheduled as needed. Plan an agenda and cover topics such as:

- Goals for the season (Coaching staff)
- Expectations of Players and Parents (Coaching staff)
- Access to SECYH website/document section (Division Director to confirm with parents)
- Team Administrative matters (Team Manager)
  - Who to contact regarding a player missing practices and/or games
  - Team Communication (website, email, phone calls, handouts)
  - Verify contact information (names, addresses, phone#s and emails)
  - Identify parent volunteers for tasks such as Time Keeper / Score Keeper (Home Games); Game day snacks, if parents want to do this, etc.



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- Within season tournaments the team will be or would like to participate in/fee collection
- Encourage parents to take pictures during the season that can be used for the end of season banquet

### **TEAM CREDENTIAL BINDER**

The Team Credential Binder is provided to all Travel Team Managers by the Director of Managers at the start of the hockey season. This Team Credential Binder has been created to be your resource. The contents of this Team Credential Binder are required by CHC. The Team Credential Binder has been started for you, however, you will need to update and maintain it throughout the season. The contents of the Credential Binder should include:

- **Official Team Roster:**  
This includes the initial approved roster plus all approved supplemental rosters in ascending date order. All rosters must be approved by the CHC State Registrar. You will receive a link to access the approved rosters via email from the SECYH Registrar at the start of the season. You should access this link regularly as the roster is frequently updated and approved. You will not be notified when approved supplemental rosters have been posted.
- **USA Hockey Form- Code of Conduct:**  
The USA Hockey Code of Conduct must be completed by each player and each coach at the start of the season. If a player moves to your team from another SECYH team, collect the completed Player Code of Conduct from the Team Manager of the team the player is leaving and file the forms in your Team Credential Binder.
- **Score Sheets:**  
It is important that you understand the procedure if your team wins, losses or ties. **THIS IS EXTREMELY IMPORTANT.** The winning team (or home team if the game ends in a tie) is responsible for sending the score sheet to the CHC Division Director within 2 days of the game. Blank Score Sheets are provided in the team binder. If you need additional score sheets please contact the Director of Managers. Refer to the **Score Sheet** section for additional information.

### **MAKING GAME LABELS FOR SCORESHEETS:**

Some blank label pages are supplied in the Team Credential Binder. If you need additional label sheets, please contact the Director of Managers.

Enter player and coaches information on the label template (a template is included in the Team Managers Guide and in the Team Managers section on SECYH web site). Print the labels in advance of games. These are the labels that are to be affixed to game sheets. You will need 4 labels for each game.

An example of the label is:

4 Johnny Blade
9 Joe Check
10 Jane Placid
HC Tim Slapshot 123456 L3 mm/yy
AC Same Blade 090990 L3 mm/yy

At the bottom, add the names of the bench coaches along with the Coaching Education Program (CEP) Number, the level of coaching experience, and expiration. Each coach will have to provide this information to be on the bench. It is possible that the coaching information may not be available until later in the season.



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**SCORER'S BOOTH INFORMATION (HOME GAMES):**

**Home Game Responsibilities** - You need to provide a scorekeeper and timekeeper for the scorers' booth. Have team parents rotate these jobs.

**The Scorers' Booth:**

Check with parents to see who might be able to assist the team by working in the scorers' booth. If anyone needs training, please ensure they have training prior to the start of the game. Two people are needed in the booth for each home game; one to run the clock and one to fill out the score sheet. Anyone that volunteers to be in the scorebooth **MUST** register with USA Hockey as a volunteer/manager and provide their USA Hockey number to the SECYH Register, **BEFORE** they can be in the scorer booth.

**Reminder:** Anyone in the scorers' booth is an official and **MUST NOT** comment on officiating in any way while in the booth!

**Length of Periods:**

For games between tournament teams, the length of periods will not be less than 10 minutes, stop time, for Mites (U8) and Squirts (U10), with the recommended length of periods being 12 minutes, stop time. A game shall consist of at least three (3) periods, except where the game is interrupted, (by some unforeseen event) after two periods have been completed.

Mites (U8)	12 minute periods
Squirts (U10)	12 minute periods
Pee Wee (U12)	15 minute periods
Bantam (U14)	16 minute periods
Midgets (U16, U18)	17 minute periods

**Length of Penalties:**

The length of penalties for games between Mite (U8) and Squirt (U10) tournament teams shall be as set forth below. The length of penalties for all games between PeeWee (U12), Bantam (U14) and Midget (U18) tournament teams shall be as set forth by USA Hockey Rules & Regulations, and contained in CHC "Playing Rules – Length of Periods." If due to unforeseen circumstances, the length of periods is reduced, the following length of penalties shall be used. All penalties will be stop time

- In all games where periods are less than 15 minutes, the following times for penalties will apply in all games between CHC registered tournament teams:

	<u>Minor</u>	<u>Major</u>	<u>Misconduct</u>	
Mite (U8)	1	3	5	Minutes
Squirt (U10)	1	3	5	"
Pee Wee (U12)	1 1/2	4	6	"
Bantam (U14)	1 1/2	4	6	"
Midget (U 16, U18)	1 1/2	4	9	"

- In all games where periods are 15 minutes or longer, the following penalty times will apply:

<u>Minor</u>	<u>Major</u>	<u>Misconduct</u>
2	5	10 Minutes

**SCORE SHEETS:**

**Score Sheet completion all levels**

**Score Sheet (official game report)** – The home team will provide the score sheet. Labels for your team's roster are to be placed on every page (4 pages) of the score sheet. If you are the away team you will need to provide four (4) labels to the home team. If a player is not at a game, be sure to cross them off **ALL FOUR** copies of the game sheet. All players listed on the label **MUST** be listed on the CHC approved roster.



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When you are filling out a score sheet, it is very important that you have the correct information. See the example below.

Category <u>PEE WEE (U12)</u>	Date <u>Game Date</u>	Rink <u>Norwich Ice Rink</u>
Home Team <u>SOUTHEASTERN B</u>	Visiting Team <u>YALE B</u>	

You must indicate your level A, B or C. This is very important and games will not count if the sheet is not filled out correctly. Attach your stickers (home and away teams) to all four score sheet pages.

At the end of the game, the coaches of both of teams and all referee(s) must sign the score sheet. After the sheets are signed:

- The White copy goes to the winner or home team if it is a tie.
- The Yellow copy goes to the winner or home team if it is a tie.
- The Pink copy goes to the losing team or visiting team if it is a tie.
- The White copy (4<sup>th</sup> sheet) goes to the Referees, if requested.

**Score sheet completion for Cross-Ice Games (Mite U8)**

Scoring and penalties are not captured for cross-ice games. Line through those sections and write "cross ice game". See the example in the Team Credential Binder.

**Score Sheet completion for Full ice Games**

**Example of Scoring:**

HOME SCORING				
PER	TIME	GOAL	ASST	ASST
1	10:40	4	9	\
2	4:05	33	10	4
3	1:15	4	\	\

- PER – Period
- TIME – Time of Goal
- GOAL – Who scored the Goal
- ASST – Who assisted the Goal
- \ - No assist

**Example of Penalties:**

HOME PENALTIES					
PER	NO.	PENALTY	MIN	OFF	ON
2	4	Slashing	1:30	9:00	7:30
3	77	Tripping	1:30	8:45	7:15

- PER – Period
- NO- Number of player with penalty
- PENALTY- Type of penalty given by the referee
- MIN- Number of minutes associated with the penalty
- OFF- Time player charged with penalty came off the ice
- ON- Time player charged with penalty went back on the ice



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**Example of Saves:**

HOME SAVES					
NO.	1	2	3	OT	TOTAL
24	6	8	0	0	14
35	0	3	7	0	10

The collection of safes is optional but it's a good idea to track the number of saves the goalie has in each period. Keep in mind that shots that hit the post or cross bar are not considered saves or shots on goal.

**SUBMITTING SCORESHEETS TO CHC DIVISION DIRECTOR**

Scoresheets are to be submitted to the appropriate CHC Division Director per the following requirements: Applies to: Tiers - 1, 2, 3, 4, Undeclared - Mites through Midgets (Boys & Girls). The CHC Division Directors and their emails are listed at this URL: <http://chchockey.org/Page.asp?n=18566&org=CHCHOCKEY.ORG>

**Within two days of the game:**

- Scoresheets are to be submitted by the winning team, or the home team if there is a tie.
  - **Note:** All Mite cross-ice scoresheets are to be submitted by the home team regardless of the outcome.

**Three choices for submission:**

- a. Email of a scanned original.
- b. Email of a cell phone photo of the original. (**Note:** Texting photos of scoresheets will not be accepted. Typically, cell phones re-size (reduce) photo sizes for texting purposes to reduce a person's data usage resulting in a scoresheet that's not legible).
- c. Mail in the white sheet.

**Things to keep in-mind:**

- All email submissions must be clear / legible, and full size
- A CHC Division Director may request a re-scan, or an original if necessary to resolve any confusion or discrepancy.

Again, THANK YOU very much for volunteering to be a SECYH Team Manager.

If you have any questions, suggestions or concerns, please contact the SECYH Director of Managers.