



NFHL Team Manager Handbook

Description:

- The Team Manager acts as a coordinator between the coaches, players, parents, Coach-in-Chief, and the NFHL administration. He/she handles all administrative needs of the team's head coach and really helps out wherever needed

Responsibilities/ Duties:

- Communicate to players and parents:
 - Game/ practice schedules
 - Tournament schedules and details
 - Coaches directions and feedback to the team
 - Times players are expected to report to the locker room for games, tournaments and practices
- Pass out items that need to be distributed to the team/parents
- Set up player/ parent team meetings as required
- Identify and coordinate team parents for various team duties (see team duties.)
- Obtain locker room key prior to each game & return at the end of game; making sure locker room is clean. (You may want to include this in the team duties). Please note that the locker rooms are for players and coaches unless otherwise approved by the head coach
- Maintain team binder with information. Take binder to all tournaments and games
- Compile and distribute a contact list for each player on your team
- Coordinate player information with NFHL Registrar
- Tournaments are typically determined by the team's head coach. The manager coordinates the scheduling and registration of the tournaments with the team parents or tournaments. The team manager also collects monies from players and makes hotel arrangements.
- Help coordination/execution of team events (e.g. fundraisers, pictures, etc.)

Team Duties (duties you should delegate to other parents)

- Equipment Manager (brings water bottles and first aid kit to every game) – sometimes this is taken care of by the coaches
- Scorekeeper/timekeeper (home games only)
- Penalty box door person

Required player/coach documents

- Player birth certificates (except existing NFHL player birth certificates already verified with USA Hockey)
- USA Hockey membership information for players and coaches
- Coaches CEP numbers, certification levels, and age specific modules are documented
- Copies of all the above must be submitted to the NFHL registrar; maintain copies in your team binder

Practices

- Practices start in the middle to end of October. This info will be provided by the scheduler, and the schedule will be updated and posted on the website

Games

- Non-league games must be scheduled by the team Head Coach and Team Manager. NFHL normally plays in two tournaments each year. It is up to the Head Coach, Team Manager to determine the team's desire to play in additional tournaments and or friendly competition against other organizations (normally Columbus, Pelham, Biloxi, and Lafayette).
- It is ESSENTIAL that you have all players' birth certificates and coaches CEP information at every game



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Prior to all games:

- Complete the score sheet with names and numbers and coaches CEP numbers
- Coordinate with visiting team manager to ensure they update their team's info on the scoresheet
- If the coach hasn't already done so, get the locker room key and open locker room for the team
- Player/ coaches suspended from the previous game, need to be listed on the score sheet
- Some tournaments require us to use roster labels for the score sheets. Please try to print out roster labels for each game. You can use Avery #5153 for 10 per page or Avery #5165 for 12 per page
- Coordinate volunteers to ensure someone works the penalty box, clock, and score sheet, as needed
- Ensure someone is responsible to verify locker room is clean prior to and after we use it

Home Games

- For all home games, NFHL is responsible providing someone designated for the following roles:
 - Score keeper (needs USA Hockey score sheet listing the game number)
 - Time clock operator
 - Penalty box monitor
- It is the team manager's responsibility to verify each game schedule prior to the weekend of the scheduled game. Please try to do this NLT Wednesday prior to the games and send the info out to the players and parents

Away Games

- Confirm the games by coordinating with team manager or tournament director. Determine the cost and hotel accommodations for any away games. Coordinate this information with the parents
- Prior to game, get the score sheet from the home team manager and put labels or all the kids' names, numbers, coaches and coaches CEP numbers on the score sheet. Players/ coaches suspended from the previous game must be listed on the score sheet.
- If you choose to use labels, Avery 5163 for 10 per page or Avery 5165 for 12 per page work best
- Make sure you have someone to work the penalty box.
- Make sure locker room is left clean.

Tournament fees

- Teams usually compete in two tournaments. Each tournament has its own fee schedule that is split between families. Tournament fees are paid in advance by the treasurer. This cost is divided equally between team members. If a player commits does not attend a team tournament they are still responsible for their portion of the fee. Please collect all tournament money and give it to the Treasurer at one time

How to register for a tournament

1. Get participant commitment from the players (& parents) on the team
2. Fill out form and submit to tournament director (online or hardcopy)
 - a. Contact info, roster, level of play, etc...may be needed
 - b. Hotel reservations are normally completed through the tournament director. The earlier you get registered, the more likely you are to get your preferred hotel.
3. Ask the treasurer to send a check to the tournament director
4. Provide pertinent information to the registrar (e.g. list of players & uniform #s)
5. Once roster has been determined, determine cost per player, and collect fees to deposit into NFHL account



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Here are some key tournament points:

- If you hand off this job to another volunteer, do not let go of it and follow up. Do not assume it will be handled thoroughly by others
- Book more rooms than you need, just in case. You can always release them, but often too tough to get at the last minute
- Be sure the whole team is in the same hotel. It defeats the purpose of travel hockey and is unfair to the players that are not staying with the rest of the team
- Try to reserve a block of rooms so each family can call to ensure their room is booked to their preference. Under certain circumstances it may be necessary for you to set up and reserve the rooms for the entire team. If this happens, make a list for the team; get room type, size, smoking/nonsmoking, and a preferred credit card
- Book with a sales manager or group manager. Never set this up with a desk clerk
- * Attempt to negotiate a free comp room and a hospitality room

Provide for your team the correct tournament address:

- To the hotel
- To the rink
- To rink from hotel
- To hotel from rink

Coaches and Referee Signatures

- Make sure all of the referees sign the score sheet. Head Coaches for both teams must sign the game's score sheet