



## Onondaga Youth Hockey Association Team Manager Responsibilities

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The team manager will act as a liaison between the parents, coaches and the OYHA Board of Directors. Specific duties will include, but are not limited to the following:

- Coordinate team uniform orders and submit one team order with payment to OYHA Uniform Representative
- Assist the coach with administrative, supervision and other duties as requested (this may include the scheduling of games)
- Collect birth certificates for all players not already “verified” with USA Hockey
  - Must ensure SSNs are not visible
  - Birth certificates will be sent to the Central Section for validation of the player's birth year
- Make sure a screened adult is present in the locker room at all times (refer to list of OYHA screened adults on the Coaches and Volunteers page)
- Ensure cell phones, cameras and other recording devices are not used in the locker room
- Maintain and distribute a team contact list (parents and coaches email and phone numbers)
- Submit list of players and coaches to OYHA Registrar, Jerry Carges ([gcarges@twcny.rr.com](mailto:gcarges@twcny.rr.com)), to create 1-T Roster
- Provide directions to rinks for away games
- Organize and schedule volunteers for home games (clock, scorekeeper, penalty boxes)
- Organize and schedule volunteers for home tournaments (raffle basket donations, staff raffle basket table, decorate the arena, clock, scorekeeper, penalty boxes)
- Recruit teams for home tournament
- Organize and coordinate OYHA fundraising activities with your team
- Maintain OYHA team specific webpage
  - Do not display player email or date of birth on website
  - For assistance setting up team page, contact Kevin Cooke ([kevin@cookebooke.com](mailto:kevin@cookebooke.com))

In addition to the above, the Team Manager will also be responsible for the following Home Game activities:

### **Before the Game:**

- Confirm game with visiting team one week prior to game date
- Confirm game via group email two weeks prior to game date, include the following individuals:
  - OYHA Treasurer (to ensure you have referee money) - Mary Gasparini ([megasparini@twcny.rr.com](mailto:megasparini@twcny.rr.com))
  - OYHA Referee Coordinator (to ensure you have referees) - Matt White ([mattwhite@frontier.com](mailto:mattwhite@frontier.com))
  - OYHA President - Dan Aird ([daird@twcny.rr.com](mailto:daird@twcny.rr.com))
- Obtain referee money and score sheet prior to the game
- Complete score sheet with home team and game information
- Stickers/labels cannot be used on the score sheet for state bound teams

- List players in alphabetical order, not numerical order on the score sheet
- Draw a line through the player's name on all three copies of the score sheet for any player not present
- Have the away team complete its player/coach information on the score sheet
- Ensure coaches from both teams sign the score sheet
  - The score sheet must have the signatures and coaching card numbers for all coaches on the bench
- Referees may compare players on the ice with players listed on the score sheet
- If a player arrives late, they must advise the referee they are present before taking the ice; else a penalty will result

**After the Game:**

- Have each referee sign the score sheet
- Pay the referees
- Distribute copies of the score sheet; home white and yellow/away pink

For away games, the Team Manager will be responsible for the following activities:

- Confirm game with host team one week prior to game date
- Provide player and coach information to the host team for score sheet
- Have coaches sign the score sheet
- Obtain a copy of the score sheet after the game

**Snowbelt Team Manager Responsibilities**

- Reporting Snowbelt League home games
  - All home games need to be reported via email by midnight on Sunday
  - Email should be sent to [snowbeltscheduler@gmail.com](mailto:snowbeltscheduler@gmail.com); please include complete game information with appropriate game codes
- All home Snowbelt game sheets (white copy) need to be mailed to the Snowbelt League Scheduler within 2 weeks of the game date (if a game sheet is not received, the home team receives a forfeit)
  - Mail white copy of game sheet to:

**Snowbelt Hockey  
c/o Scott Jesmore  
7300 Cedarpost Road Apt J14  
Liverpool, NY 13088**

Snowbelt questions should be directed to the OYHA Snowbelt Representative, Holly Thompson ([thompsonstaylor@twcny.rr.com](mailto:thompsonstaylor@twcny.rr.com)) or via cell at 315-591-3801.

**Statebound/Travel Team Manager Responsibilities**

- Credentialing: after the team is officially rostered, scan and submit score sheets to Gary Lebrun ([glebrun@twcny.rr.com](mailto:glebrun@twcny.rr.com)) by the following Thursday (for Tier III organizations)
- Once the team has submitted 20 score sheets and each player has met their 10 game requirement, score sheets no longer need to be submitted (exception for Q-Games)
  - Submit all Q-Game score sheets (even if you already submitted the 20 game minimum)
- Obtain birth certificate for any player not previously “verified”
- Obtain Consent to Treat and Code of Conduct Forms for all players and coaches
- Obtain copies of the CEP Card for all coaches on team roster