



www.pioneer_valeyhockey.org

Thank you for volunteering to be a Team Manager this season. Your main responsibility is to inform your team parents and coaches of all the important information pertaining to the PVYHA activities, not only related to your own team, but the organization as a whole. Below is a list of items you need to be aware of in getting organized for the upcoming season.

Schedules:

- **Practice Schedules:** Those schedules are determined by the ice coordinator. Schedules are posted on our website and can be printed in calendar form.
- **Game schedules:** Those are determined by the GSL (Greater Springfield League). You can visit their website at <http://www.gslhockey.com> and look for the Schedule button. As soon as those schedules are out, they will be posted on our website.
- It is very important to know that changes do happen sometimes very quickly. You must ensure that there is a quick way to inform all of your team parents in case such changes occur during the regular season. Game cancellations due to weather are rare and will be posted on the GSL website.

- I strongly recommend when setting up your teams page on our site to include parents and contact info. This will not be open to public but you can add automatic updates and reminders to the schedule in both text and email form. This will help you with getting new info out. If you or a team parent needs a password for the site please contact our website representative on the board. His info can be found on the website.

Game Responsibilities:

- **Pay the rink:** Most rinks that our games are played will bill PVYHA directly for the ice time. However, there are a few exceptions that expect to be paid before the game begins. The treasurer will be giving you a check so that you can take care of it when necessary.
- **Pay the Refs and the time keeper:** The treasurer will be giving you money for this, as well. Before the games begin, make sure you have enough cash to pay the time keeper and the ref. Exact amounts or needed for each person you are paying. Cost break downs change each year and the treasurer will know them.
- **Game Sheets:** Save time by printing out 2x4 white labels so that you do not have to write your players names and numbers every single time. 4 labels are needed for each game sheet. Submit the game sheet to the time keeper or the other team if they have not completed before you. **After the game the home team should both enter score on your results page on the website and mail in the game sheet to the GSL. Their address can be found on the GSL website. You can wait until you have a few but they do want them ASAP.**

Patches: Keep every game sheet during the season (including the evaluation games). Applications can be found on the masshockey.com under the Applications &

Forms tab. A copy of the game sheet must be submitted with the completed form for each award. No player can receive more than one award in each category per year. The awards are Playmaker (three assist in one game), Hat trick (three goals in one game), and the Shut out (for the goalie who does not let up a single goal in a game).

The Manager will assist the with the following.

- **Tournaments:** You can decide what tournament you will participate in. Usually a team will participate in one local and one travel tournament. www.usahockey.com have a list of most sanction tournaments. If you decide to take you team outside Massachusetts for a tournament then a Travel Permit must be filled out and submitted to the GSL. (A fee may be required).
- **Fundraisers:** There is a PVYHA mandatory fundraiser that all of us have to participate in during the season. You will get this out to all parents and pass on all info needed. (Individual team fundraisers need to be approved by the board).
- **Annual Post Season Party:** At the party, kids receive their trophies and award if they got any during the season. Trophies may be purchased by the individual teams.
- **Monthly Board Meeting:** These are open to all PVYHA families. It is strongly encouraged to have a team manager or someone in their place to attend each meeting. The more you get involved the better organization will function. Please stay involved. Remember it is for the kids.
- **PVYHA By-Laws:** can be downloaded and printed from our website.
- **Practice Jerseys:** can be purchased by individual teams at Betrteilli's Skate Shop.
- **No Play Dates:** Please see GSL website for cutoff dates.

- **Board Members:** all contact info is on the website, feel free you contact any of us with your questions, and we are here to help.