



CANANDAIGUA KNIGHTS
YOUTH HOCKEY

Team Manager's Handbook
2014-2015

Ver. 1.0



Team Managers:

Welcome new and returning managers to the 2014-2015 hockey season with the Canandaigua Knights Youth Hockey Conference, Inc. Team managers have been identified as an important link to ensure this organization runs smoothly, and play a key role in communications from the board and coaches to your team families throughout the season. As a team manager you will coordinate all off-ice activities for your team, and be instrumental in the planning for all your team events and activities through the season. Please feel free to delegate some of these duties to your team's parents, this helps create team unity and eases the burden on you. Your team has been assigned a board liaison as a contact but all the board members are available to provide support in any way possible.

The Manager's Handbook identifies the activities and responsibilities the manager needs to understand and complete for the season. Some of the information you may receive will be in your team folder located in the Team Manager's box located at the rink. Most of the forms you will need are available directly from the CKH website under the "Documents" section. Please take a few minutes to become familiar with what forms are available on the website, including those referenced in the handbook.

Thank you again for volunteering to be a team manager. We believe that all the parents as well as the Knight's organization will appreciate the effort you provide to this task. You are often the unsung hero of the team, but you are a hero to the organization for handling this very important responsibility. If you have any questions, suggestions, or concerns, please do not hesitate to contact myself or anyone on the board.

Have a great season.

Carl Cichetti
(585)703-0501
ccichet1@rochester.rr.com

Team Manager Responsibilities

General Responsibilities:

- Act as the liaison between parents, coaches, and the CKH Board.
- Assist the Coach with administrative, supervision and other duties as requested.
- Maintain and distribute a team contact list (players, parents, coach's e-mails & phone numbers).
- Provide directions to rinks for Away games.
- Attend the scheduling meeting with the coach to develop the Empire, WNY, or GLGHL League schedule for your team.
- Maintain complete team schedule of team activities on the website. In addition to providing the team with practice and game schedules, this data is important to the organization to enable scheduling referees and to review and approve the ice bills received from the GCCC.
- Organize workers for home games (running of the clock, scorekeeper, and penalty boxes).
- **IMPORTANT - When handing out ANY information, give it directly to the parent or guardian. Please do not give information directly to the player unless at Midget level.**

Team Paperwork -

- **Required** documents to be completed and signed by all players/parents:
 - f USA Hockey Code of Conduct
 - f CKH and USA Hockey Consent to Treat
 - f Additional forms may be required based on league or tournament requirements
- **Completed required forms for each player should be with you at all practices and games.**
- All forms listed above are available online in the Documents section on the CKH website

USA Hockey Team Roster - All teams will be provided a certified USA Hockey Roster from Kelly McMullen, the CKH Registrar. It is the responsibility of the manager to review these rosters to assure they are correct and to notify Jim of any errors.

Player Injury Report — if an injury occurs that requires medical treatment, this form must be completed and forwarded to Craig Towne, CKH Vice-President. Critical Injury Reports need to be filled out by officers of Canandaigua Knights Hockey within 24 hours of injury. Please see sheet for more information.

Team Schedules should be distributed as soon as the Empire, WNY, or GLGHL scheduling meeting is complete. Please note that it is not uncommon for teams to be given an additional home ice sheet at the scheduling meeting to allow for ease of scheduling. This sheet should be returned to the ice scheduler at the completion of the Empire or GLGHL scheduling meetings if the team will not be purchasing this additional ice sheet. All team members should be called, or given an updated schedule in the event of a change. Please keep your team schedule current on the website throughout the season.

Time Clock and Score Keeping. It is the home team's responsibility to provide a scorekeeper, penalty box keeper and timekeeper. Have a list of parents who will rotate this job when you are the designated home team. Parents can practice using the time clock during your team's practice. **THIS IS VERY IMPORTANT**, and provides great way to involve parents during the season. Please remind anyone who sits in the timekeeper or penalty box areas they are acting in an official capacity, and must refrain from cheering or calling out to any player(s) on the ice.

Arena Directions – Provide the parents with a copy of the directions to surrounding rinks or refer them to the CKH web site where you can find directions to MANY rinks. Many of the automatic game / practice reminders from the CKH website include directional links which can be handy at times.

First Aid Kits – Designate responsibility for having a first aid kit available for on ice team activities (GCCC has a in-house first aid kit available), and identify an adult on the team who has first aid or higher medical training willing to assist in the event of an emergency. Note, most rink facilities also have an AED (Automatic External Defibrillator) onsite and will have staff trained in its use. The GCCC has an on-site AED (located adjacent to the snack bar counter).

Snack List is optional and should be distributed if decided upon by Coach and Parents. Please be sure to reconfirm with parents when they have snack week. Please make sure to abide by any policies in place regarding snacks or beverages at the facilities the team plays.

Score sheets must be completed for every game and scrimmage you play. The home team will provide a scorekeeper. Please be prepared to complete the score sheet for both home and away games. **IT IS VITAL** that the score sheets are completed properly. Make sure that if you are the home team that the original copy of the score sheet goes to the commissioner of your division on the next mail day or the Canandaigua Knights Hockey organization is fined for each sheet not mailed in a timely manner. It is recommended you make a copy for your binder also.

Independent Team Ice Scheduling— Please contact Don Guay at 585-704-7646 should your team be interested in purchasing additional ice time. This would include any additional practice time, or time for scrimmages arranged for directly by your team. The cost of this additional ice would be the responsibility of the team. All requests for ice should be made first to the Knights' ice scheduler (Don Guay). The Knights purchase a pool of ice for this purpose each year and these ice slots are typically more convenient for our families. If the Knights do not have an ice slot available that can be used, you may purchase ice directly from the rink at a time outside the typical Knights window. It is very important that all teams understand that if they have scheduled through the rink and

the ice time for their team is needed for an organization activity, the organization will override their scheduled ice time and they will have to reschedule using ice available. All payments for ice booked with the Knights should be made via check to the Knights at the mailbox at the rink. The check must indicate the date and time of the ice slot. If ice is scheduled directly with the rink outside of the Knights ice timeframes, payment can be made directly to the rink either at the time of the slot or when an invoice is received from the rink. Individual team purchases made directly with the rink should not be requested to be billed directly to the Knights. Team Picture Day - A notice will be sent to all teams when team pictures are scheduled. Additional information will be provided in that notification. Please remind all parent and players to PLEASE BE PROMPT for your scheduled picture time.

Website Updates — The Team Manager typically keeps the schedule, game scores, stats and game highlights up to date on the website. Please note that we are linked to Empire site, and we can take a direct feeds from empire on game results. You need to follow the direction of your league commissioner regarding schedule and scoring updates for all league games. The Team Manager's are assigned specific permissions that allow them access to maintain this information on the website. You should use your standard CKH registration login/password. Please contact Carl Cichetti ccichet1@rochester.rr.com) if you have any questions.

Officials Game Assignments – Officials are assigned for all home league (EAHC, WNY, and GLGHL) games based on the posted schedules. It is the responsibility of each team to arrange and pay for officials requested for any scrimmage or practice games. Contact John Millsbaugh to arrange for officials. Payment to the officials for practices and scrimmage game should be handled directly with the officials by the team.

Officials Evaluation Form – All evaluations are now done online through the Empire website. Only team officials (coaches) can submit this form.

Tournaments. Help the coach in arranging and planning tournaments. It is best that the team has 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 confirmation numbers and check in/out times to each family. Keep copies of all information that you receive and information that you send for registration purposes. PLEASE NOTE THAT TOURNAMENTS USUALLY REQUEST AN OFFICIAL USAH TEAM ROSTER. This is the roster sent by USA Hockey and has a stamp on it. Make sure you have a copy of the player's birth certificates and medical release forms when attending a tournament.

Team Activities - Functions such as holidays, mid-year and year-end parties encourage team spirit and unity.

Team Finances – The team manager should make it very clear to all team parents how your team budget will work. You will need to prepare a budget guideline based on any extra expenses (scrimmage ice, tournament, parties, etc) you expect the team to incur through the season. You will 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 provide this in writing to team parents. You may wish to provide a financial report to be given to each team parent showing the expense breakout. *Note, Travel Teams have a separate policy for managing team finances and payments. Contact the CKH Registrar for the current travel team finance policies.*

Please note: **ANY BANK ACCOUNT OPENED TO MANAGE TEAM FUNDS CANNOT CARRY THE CKH NAME AND SHOULD BE A NON-INTEREST BEARING ACCOUNT.** The account should be closed at the end of the season. Any money remaining should be equally distributed to team parents, or used at a season-end team event.

Team Concerns - Communicate any team or individual concerns to the coach. If a situation warrants, contact your board liaison.

Parent Education – The team manager is also of educating hockey parents, particularly those who are new to organized youth hockey. Refer to a sample letter at the end of this handbook that can be used to help educate parent regarding general information about the program, and their roles and responsibilities to help ensure a rewarding experience for their player and team.

Player Award Tracker - Please be sure to use the attached sheet to keep track of hat tricks and play makers. All the information asked for on this sheet will be needed in order to apply for the award patches hand out at the banquet. Team Managers will be contacted at the end of the season and collecting this form, **IT IS IMPORTANT TO KEEP TRACK OF THIS THROUGHOUT THE SEASON.**

Goalie Equipment (CKH Loaned Equipment) - Each team is responsible for taking care of their goalie equipment. The Knights Organization has purchased new equipment for our younger level teams and it is very important that it is taken care of each season. Please make sure that who ever takes home the gear after practices and games understands that it needs to be hung to dry out immediately. This is a great expense to replace if we have to do it every season. All coaches will be responsible to turn in their gear after playoffs are finished.

And finally.....

- *Be a good role model and ambassador of good sportsmanship.* 😊

Canandaigua Knights Board of Directors

Don Guay	President
Craig Towne	Vice President
Kelly McMullen	Treasurer/Registrar
Aly Marshall	Secretary
Carl Cichetti	
Benjamin Dunton	
David Harvieux	
Don Burkard	
Raymond Marshall	
Kim Coffey	
Brian Spitz	

The CKH House Director, Carl Cichetti will serve as the Board Liaison for each house team for the duration of the hockey season. The board liaison is responsible to help resolve individual team issues. Please contact the board liaison to express any issues of concern.

CKH Association Documents for Managers

(located on the CKH website under Documents)

2014-2015 Guidebook - 2014-2015 Knights Guidebook

Consent to treat form - Used to give either coaches or managers the consent to treat an injury if guardian is not available

Critical Injury report instructions - This document explains whom to contact and the procedures to follow in the event of a serious injury to a player. It is critical that these steps are executed ASAP after the game.

Daktronics scoreboard manual - User manual for our new scoreboard

Injury report form - Form used to document a player injury

USA Hockey Code of Conduct - USA Hockey code of conduct form

Parent Education

Dear CKH Family,

Canandaigua Knights are committed to teaching our youth to play the great game of hockey in a safe and welcoming environment. To endorse that commitment, we have adopted the USA Hockey Code of Conduct for players, coaches, parents and spectators.

Not only do we strive to see our players and coaches succeed on the ice, but we hope other hockey organizations recognize us as good spectators and sportsmen off the ice. Please read the following Code of Conduct and adopt it during the hockey season.

We would like to recommend some “Good Parent/Spectator” practices:

- 1) Thank the coaches of your team after practice.
- 2) If you feel like congratulating your player for a good game, think about congratulating the entire team.
- 3) Remember to cheer on the entire team during games, not just one player.
- 4) Thank the Referees of a game after the game; remember that they are there for your players benefit.
- 5) Instruct your player to help keep the Goalies’ spirits up during a game by giving him an encouraging word.
- 6) Discourage your player from blaming everyone else on the team for a poor performance. Each performance is a team effort.
- 7) Remember that games are a learning experience just as much as practices are.
- 8) Encourage your player to listen to the coaches and ask questions when they don’t understand.
- 9) If you feel your player does not understand what the coaches are instructing him to do, set up a quick meeting with you, a coach and the player to better explain the instruction.
- 10) Don’t focus on wins and losses; focus on how much your player progresses in skill level during the season.
- 11) Know and understand the USA Hockey Rules found on the USA Hockey Website:
www.usahockey.com
- 12) Watch the USA Hockey Standards of Play video on the USA Hockey Website.

In accordance with the USA Hockey Zero Tolerance policy, not following the USA Hockey Code of Conduct can result in:

- 1) Verbal warning by official, head coach, and/or head of league organization
- 2) Written warning
- 3) Personal game suspension with written documentation of incident kept on file by organizations involved
- 4) Game forfeit through the official
- 5) Season suspension of Person by Coach or CKH

Conflicts may arise during the season. CKH has developed the following procedure for Reporting Conflicts:

- 1) Request meeting with Coach, Team Manager and CKH Board Liaison to document conflict and recommend resolution.
- 2) Board Liaison will report the violation to CKH Board President and VP for guidance.
- 3) If necessary, a meeting will be set up with the CKH Board President, VP, Coach, Team Manager, CKH House Director, and pertinent parties to resolve.