



Policy #: 10.[1]6

Effective: September 2003

Revised: September 2006

## Policy Name

**Policy:** It is the policy of Menomonie Youth Hockey to have a Team Manager for every team. The job Description below is the duties and responsibilities of the Team Manager.

### MYHA Team Manager Job Description

**Position Summary:** The team manager is responsible for coordinating all non-coaching activities of the team to include maintenance of all team paperwork, coordination of all tournament play and travel arrangements, communication of all changes in practices and games, serving as the liaison between parents and coaches, securing team work schedules for concessions, at-home team level tournament, and other coordination of routine parent meetings.

#### Duties and Timeline:

##### 1. Maintain Official Team Roster *(Not applicable for LTS)*

Approximate Date / Timeline	What / Who	Document
November _____	You will receive a "To Be Signed" Official Team Roster from the Registrar, Vicki Weber.	USA Hockey Official Team Roster <b>Labeled A</b>
November _____	Return corrected and signed Document A to Registrar, Vicki Weber.	USA Hockey Official Team Roster <b>Labeled A</b>
December _____	You will receive Roster back signed and dated by USA Hockey official. Maintain this on file throughout the season to present at tournaments or games upon request.	USA Hockey Official Team Roster <b>Labeled A</b>
November (Prior to first game)	Prepare team roster stickers for all home and away games – you will need 3 stickers for each game.	Team documents spreadsheet. Avery labels # 5163 <b>Labeled B</b>

##### 2. Maintain Other Team Documents

Approximate Date / Timeline	What / Who	Document
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November (Prior to first game)	Obtain and maintain the following documents for each skater: <ul style="list-style-type: none"> <li>• <b><u>Consent to Treat</u></b> (only side 1 required to be completed)</li> <li>• <b><u>Code of Conduct</u></b></li> <li>• <b><u>PCA Document</u></b></li> <li>• <b><u>Birth Certificate</u></b> (<i>Not required for LTS</i>)</li> <li>• <b><u>Individual Membership Registration</u></b> (you will receive this from the registrar in <b>December</b>)</li> </ul>	<b>Labeled C</b>  <b>Labeled D</b> <b>Labeled E</b>  <b>Labeled F</b>
October / November	Gather, maintain and distribute parent/player and game information: <ul style="list-style-type: none"> <li>• <u>Player and Parent Information</u></li> <li>• <u>Call Tree</u></li> <li>• <u>Team Specific Schedule</u></li> </ul>	Team Manager Coordinator will e-mail templates to you.  <b>Labeled G</b> <b>Labeled H</b> <b>Labeled I</b>
November	Obtain and maintain copies of all <b><u>Coaching Certificates</u></b> – both sides	<b>Labeled J</b>

### 3. Communications

Communicate, Communicate, Communicate – to coaches, to parents, to the association, to the community.

- Frequently touch base / interact with coach(es)
- Parent meetings and e-mail notes/updates to them
- Activate the call tree
- Cougar Chatter – set a goal of 2 brief articles and/or pictures throughout the season (**Example K**)
- Website – send information to Larry Graves for the website – pictures, stories, team highlights, etc.
- Newspaper – set a goal of 2 positive hockey experience pictures or story to Dunn County News
- Serve as liaison between coaches and parents. Work with Team Manager Coordinator and Coaching Coordinator as needed.
- Communicate details about picture night, kick-off parties, etc. to team parents.
- Communicate with your team parents relative to work assessment hours throughout the season.
- Schedule and conduct parent meetings throughout the year. See suggested meeting agendas. (**Examples L**)

### 4. Maintain statistics and information for end of year Player Patches: (NA for LTS)

- Zero Patch: Any goalie who gets a shut out
- Hat Trick: Any skater who scores 3 goals in a game
- Playmaker: Any skater who has 3 assists in a game

Maintain a list of skaters who earn any of these patches at a home or away season game or tournament. Retain a copy of the game sheet with player's name and date circled. You will submit these records to the Team Manager Coordinator at the end of the season.

**5. Coordinate home game job assignments and ensure proper training:** *(NA for LTS)*

- Penalty Box - 2 parents who can refrain from cheering
- Announcing - 1 parent
- Score sheet - 1 parent
- Clock - 1 parent

(See Job Descriptions for Tournaments labeled **O, P, Q, R**) There might be some differences for season play)

**6. Report League Game Scores to Norwest League:** *(NA for LTS)*

- Following each Norwest League game, the Team Manager should e-mail or call the scores in to Bob Normand at [rjn@sgi.com](mailto:rjn@sgi.com) or 715-723-6529. Make a point to get all scores in for the week by Sunday evening of each week.
- The Menomonie levels in the league are Squirt A, Pee Wee A, and Bantam A.
- When one of the above teams play the same level from Chippewa Falls, Hayward, Rice Lake, New Richmond, River Falls or Eau Claire, these games are considered league games.

**7. Away Tournaments**

Coordinate and schedule participation in tournaments per team/parent/coaches discussion. This includes the following:

- Obtain payment from Dave Church (Treasurer)
- Collect money to refund the association from parents of participants
- Submit registration and roster
- Plan hotel and travel information
- Check in the team at the tournament. (Birth certificates, coaching certificates, and USA Hockey Official Roster required.)

*(Note tournament specifics such as if they have gate fees and running clock.)*

**(See Let's Play Hockey)**

**8. Away Games**

Obtain travel directions and ensure all families know how to get to the rink. See [arenamaps.com](http://arenamaps.com) and resource list labeled **S**.

**9. Concession Stand**

Coordinate and assure coverage of the concession stand during your team's week (s).

**Our Team's Weeks are \_\_\_\_\_**

**10. End of Season Activities**

Approximate Date / Timeline	What / Who	Document
February _____	Distribute evaluation packets to players and parents. Follow up with a couple of reminders.	Team Managers will get together to compile the evaluation packets. Example <b>T, U, V</b>
March _____	Turn in all <b>birth certificates and binders</b> to Team Manager Coordinator.	
March _____	Turn in information for Zero, Hat Trick and Playmaker patches to Team Manager Coordinator.	
March _____	Assist equipment manager in collecting equipment and/or collecting fees for summer rental.	

## **11. Optional Extras**

Door decorations at hotel for away tournaments

Bulletin board at the rink – decorate, pictures, notices, etc.

End of year gathering and coaches gift (maybe mid-year or holiday gathering)

## **12. Learn To Skate Specific**

- Kick Off Night
- Orientation Night
- Concession Stand Training
- Attendance Policy

Contact your Team Manager Coordinator if you have questions or concerns:

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