



Team Manager Handbook

YELLOWJACKET - TEAM MANAGER HANDBOOK

INTRODUCTION

First, thank you for committing to be a Team Manager. The Team Manager plays an integral role in the success of a travel team. The key to success is planning, organizing, and effective communication with coaching staff, parents and players. The Team Manager will form a partnership with the Head Coach and coaching staff to ensure success for the team.

TEAM MANAGER ROLES & RESPONSIBILITIES

GENERAL RESPONSIBILITIES

- The Team Manager is responsible for all off-ice activities so the coach can focus on the on-ice and player activities.
- Team Manager will support the Coaching Staff.
- Team Manager will work with the Coaching Staff to determine what tournaments the team will enter. Team Manager will submit tournament application registrations and voucher requests.
- Help coordinate and communicate Picture Day.
- Team Manager will work directly with the registrar on issues of USA Hockey, AHAI, Northern Illinois Hockey League and Northwest Hockey League player/coaches registration.
- Ensure that the team represents the Yellowjackets with pride and honor.

PLANNING AND ORGANIZING

- Meet with the Coaching Staff at the beginning of the season to determine expectations for both Manager and Coaches.
- The following team functions can be part of the manager's role or delegated if volunteers can be recruited to assist the team activities.
 - Time Clock and Penalty Box coordinators
 - Equipment manager: Includes water bottles for practices and games, first aid kit, bench set up prior to practices and games
 - Hotel Coordinator
 - Team Building Event Planner
 - Communications – email blasts, website reporting, phone tree and the teams website calendar



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COMMUNICATION RESPONSIBILITIES

- When issues arise, remember to observe the 24-hour rule (and remind others of that). If an issue arises and parents request to meet with a coach, the Team Manager should arrange the meeting with the Head Coach and be present for all discussions. The Team Manager should inform the Rules & Ethics Director when issues cannot be resolved.
- Make sure all players and parents know game times and locations. Contact them promptly with any changes to the schedule.
- Ensure the parents on your team are adhering to the Zero Tolerance Policy and the Parents Code of Conduct Policy. Talks to parent(s) that are not following the policy.

GAME OPERATIONS

- Schedule any scrimmage games as per the Head Coach's request.
- Team Manager will get a copy of game score sheet after each game and keep on file for the entire season.
- Team Manager will secure officials (referees and scorekeeper) for any scrimmage game. **The costs of referees for scrimmage games are not included in the fee structure.**

PLAYER ROSTER BOOK

The player roster book is a binder that needs to be taken to all tournaments and games to show all paperwork on each player if needed. The Player Roster Book binder will consist of the following documents:

- USA Hockey Team Roster – "1-T" Signed and dated by USA Hockey Registrar
- USA Hockey supplemental roster adds/deletes
- AHA! Team Travel Permit

For each player – (originals or copies acceptable)

- USA Hockey Registration
- Birth Certificate
- USA Hockey Consent to Treat
- Medical History Form
- USA Player Code of Conduct



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For each coach – (originals or copies acceptable)

- USA Hockey Registration Confirmation Number.
- Copy front and back of USA Hockey Coaches card with # and level certification

Tip: use the 8 ½ x 11 clear pockets protectors and on front put a sheet with player name and jersey #. On back (when you flip over) have the birth certificate showing. For tournaments, you will need to make copies of birth certificates, USA Hockey team roster and AHA travel permit. The coaching staff must have a Coaches USA Hockey certification card. They must be at the Associates level at a minimum. There is a Coaching Education Program and there are classes available throughout the year. There are five levels a coach can attain: Initiation, Associate, Intermediate, Advanced and Masters.

RESPONSIBILITIES AT GAMES

Before every game:

- Put team labels on the sheets on the score sheet (each page needs a label).
- Need to write in Head Coach's name and CEP#, CEP level and Team Manager name and phone number. CEP refers to the Coaching Education Program. Make a copy of their USA Hockey Coaches Card and keep within your Player Roster Book.
- Check in with the Coach to ensure all players are present.
- If a player is not present, cross their name off label list. Team Manager should know which player(s) will not be at the game.
- Verify if a penalty box person is needed, if so; ensure a team representative is in the penalty box.

After every game:

- Get a copy of the score sheet from the scorekeeper.

Before tournament games:

- Check in with Tournament Director or Registration Table. Ensure they have a number to reach you in case the schedule changes.
- Need to write in Coaches names and CEP#, CEP Level, and year attained and Team Manager name and phone number. CEP is Coaching Education Program. Make a copy of their USA Hockey Coaches Card and keep within your Player Roster Book.
- You may need to show your Player Roster Book and Travel Permit.
- Put team labels on the four sheets of the score sheet.



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- Check in with Coach to ensure all players are present and mark the names of missing players on labels.
- Read the tournament rules thoroughly. Make copies for coaching staff.
- Review tournament schedule to ensure game times have not changed.

TEAM LABELS FOR SCORE SHEETS

The Team Manager is responsible for listing players on the score sheet before each game. Instead of writing each name, you can make team labels and stick a label on all sheets.

GAME OFFICIALS

Referees and scorekeeper must be scheduled for all league and scrimmage games. If a Team Manager schedules a scrimmage game you must contact our designated referee coordinator to arrange for the referees. All referees must be USA Hockey certified. **Payment for the scrimmage referees are the team's responsibility.**

PERSONAL INFORMATION AND COMMUNICATIONS

Each team will keep an updated database of information on each player. When players register for tryouts, the registrar provides the team manager with their address, phone #'s, email addresses, and more. If a player on your team has any change in their personal information, they are required to update their family profile online.

PICTURE DAY

The Team Manager is responsible for handing out picture packets to all players at least 2 weeks prior to Picture Day. Picture Day will be scheduled in October.

Code of Conduct

Each player must sign both the USA Hockey and the YJ Player Code of Conduct and **each set of parents must sign the Code of Conduct and Rules & Ethics sheet.** Copies of the documents are posted on our managers website.



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We suggest that each team also has a set of Team Rules. The Coaching staff should create these rules and distribute to the team at the beginning of the season. Best known method is during a team meeting (parents and players present).

HOTEL & TRAVEL ARRANGEMENTS

Hotel Reservations:

Most tournaments you attend out of town will require you to stay at a tournament-sponsored hotel. Be sure to get a list of hotels at the time of registration. The better hotels fill up quickly so booking a block of rooms should be done as soon as a tournament is chosen. You should make sure you have an opportunity to cancel, without penalty, should plans change.

When securing a hotel for your team when traveling, here are some of the questions to ask the hotel to determine the best fit for your team.

- Price per room
- Type of room (King, 2 Queen, Doubles, Pull out, kitchenette, microwave, etc)
- Amenities (continental breakfast, onsite gym, indoor/outdoor pool, use of conference room for team meetings, etc.)
- If you are booking a hotel outside of a tournament the hotel will often give you a complimentary room for each 10 rooms reserved. Be sure to ask for a free room for the coach. You will want to secure a block of rooms (determined by the amount of families).
- Be sure to set up the block of rooms where the families call in to confirm their reservations with their own credit card #. Do not use your own personal credit card to reserve rooms. Alternatively, you can set up a team rooming list with room preferences for each family and a credit card to use for reservations. You need to validate the list and rooms needed each trip.
- Send an email communication to your team and let them know the hotel name, contact person, phone #, address, and due date to confirm their room.

COACHES REIMBURSEMENT

It is the intention of each team to reimburse a non player Head Coach's reasonable travel expenses relating to out of Area Travel with their team. Out of Area Travel is defined as any travel that is over 80 miles one-way.



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Reasonable travel would include: travel: air, bus, or car (car rental not to exceed \$60 per day), lodging (only at designated team location), meals (not to exceed \$35 per day, alcohol is not reimbursed). If a coach drives to the out of area event, team will reimburse .45 cents per mile; gas is not reimbursed in this case, just mileage reimbursement. All members of the team will divide the amount equally, even in the event one of the team members will not be making the trip, they will be expected to contribute.

The Team Manager will submit all monies for deposit to our bookkeeper. The Head Coach will submit their reimbursement expense sheet to the Team Manager. The Team Manager will review and submit reimbursement expenses to our treasurer via a voucher request.

TEAM ACCOUNT

For the 2011 – 2012 season hockey operation via its general account will pay for (1) jersey, the teams travel permit and two USA hockey sanctioned tournaments.

The money resides in Fire Wagon Hockey Inc. general account and will be disbursed upon approval of a voucher request.

When you need to request a tournament check, please follow the following steps below:

1. Fill out a check request form; please provide receipts on all check requests (where applicable). If requesting a check for a tournament, please provide a copy of the tournament flyer with the check request.
2. Once you have filled out the check request form, you can either email it directly to club's treasurer or put in a sealed envelope in the YJ drop box at the Ice House. If you email the check request, you must still provide receipts to Treasurer.
3. The Treasurer will email the requester when the check has been issued and mailed.

When you need to deposit money into the general account, please follow the steps below:

1. Fill out the Team Deposit form provided.
2. Attach all checks or cash with the deposit form.
3. Make copy of the Team Deposit Forms, checks for your files.
4. Provide the original deposit form, checks or cash to the club bookkeeper for deposits.
5. The bookkeeper will provide the club with deposit receipt, form, copies of check and cash.



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Team Level:

Team Manager Name:

Date:

Item#	Player/Payer	Check #	Amount	Comment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total			\$	



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CHECK REQUEST FORM

To Be Filled Out By Team Manager or Event Requestor	
Date	
Event Name	
Requestor Name and Phone Number	
Purpose	
Amount	
Make Check Payable To	
Date Check Needed	
Signature of Requestor	

For Board of Directors Use Only	
Date Received Request	
Check Number & Amounts	
Executive Signature	
Date Check Given	



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CHECKING CLINIC

It is mandatory for all first year Pee Wee and any Pee Wee, Bantam or Midget player new to the YJ's to complete a 2 hour checking clinic. This is mandatory for NIHL and NWHL.

LOCKER ROOMS

Team Manager will secure a locker room for practices and games (Home and Away). Team Managers must recognize the issue if you have Co-Ed Locker rooms. (**Gender Equity Policy – USA Hockey**). The YJ offers a Girls/Family locker room #11 to address the policy. Please review the club **Locker Protocol Policy** with mandatory pre and post game locker room and clean-up (Home and Away).

UNPAID TEAM FEES

Outstanding player team fees will be invoiced and provided to the Team Manager for distribution and collection. Players with unpaid team fees will not be allowed on the ice unless approved by our Treasurer and/or our Rules & Ethics Director.

TRAVEL PERMITS

Travel Permits – Please contact our registrar to request your 2011 – 2012 travel permit.



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KEY CONTACTS

Director of Managers bman300@ameritech.net	Anne Biewald 847.707.7322
Registrar registrar@firewagonhockey.com	Kara Simpson 815.353.6283
Treasurer SeaRay89@aol.com	David Lichterman 815.354.3761
Bookkeeper Elizabeth.greenhill@firewagonhockey.com	Elizabeth Greenhill 847.380.0592
Website Coordinator Jeff.bruns@firewagonhockey.com	Jeff Bruns 815.331.2804
Picture Day agdarnell@foxvalley.net	Linnae Darnell 847.812.3983
Master Scheduler teresarainey@sbcglobal.net	Teresa Rainey 224.715.5325
Crystal Ice House Rinkman27@msn.com	Jeff Johnson 815.356.8500
Referee Coordinator varkalishkeith@yahoo.com	Keith Varkalis 815-403-1991