



Team Manager Handbook

FIRE WAGON HOCKEY INC – 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, players and the Fire Wagon Hockey organization. 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 and Board decisions.
- Team Manager will work with the Coaching Staff to determine what tournaments the team will enter. Team Manager will submit tournament application registrations and applicable documents. The Coach must have all tournaments approved by the President as part of the season plan.
- Help coordinate and communicate Picture Day activities.
- 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 Fire Wagon Hockey Inc. with pride and honor.
- Attend all Advisory Board meetings as scheduled.

PLANNING AND ORGANIZING

- Meet with the Coaching Staff at the beginning of the season to determine expectations for both Manager and Coaches.
- Team Manager is to develop a budget for the team account and submit for Executive Approval. The budget is to be provided to the team by September 15th. Quarterly reports of all deposits and expenses for the team account are to be distributed at least quarterly to the team 9/30, 12/31 and season end.
- The following team functions can be part of the manager's role or delegated if volunteers can be recruited to assist the team activities.
 - Penalty Box coordinator
 - Equipment manager: Includes water bottles for practices and games, first aid kit, bench set up prior to practices and games.



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

- Hotel Coordinator
- Fundraising Coordinator
- Team Accounting – Manage the team account. Request checks and keep team balance sheet up to date. Communicate with Treasurer regarding any team account issues.
- Team Building Event Planner
- Communications – email blasts, website reporting, phone tree

COMMUNICATION RESPONSIBILITIES

- When issues arise, remember to observe the 24-hour rule (and remind others of that). Team Manager should mediate as necessary. 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 Board President and 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. Talk to parent(s) that are not following the policy.

GAME OPERATIONS

- Schedule any scrimmage games as per the Head Coach's request.
- Team Manager needs to get a copy of game score sheet after each game and keep on file for the entire season. You will need these at the end of League play for the regular season to verify who is eligible for the League End of Season tournaments (NIHL and NWHL).
- Team Manager will secure officials (referees and scorekeeper) for any scrimmage game.

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

For each player – (originals or copies acceptable)



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

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

For each coach – (originals or copies acceptable)

- USA Hockey Registration
- 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 USA Hockey Coaching Application. 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). You may also just write each player's name and jersey number on the score sheet, but be sure it is very legible and you press hard enough to make all 4 copies of the score sheet legible.
- Need to write in Head Coach's name and CEP#, CEP level and year attained and Team Manager name and phone number (could add to label). CEP stands for 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 score sheet. 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.



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

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 Head Coach's name and CEP#, CEP Level, and year attained and Team Manager name and phone number. Make a copy of their USA Hockey Coaches Card and keep within your Player Roster Book.
- You will need to show your Player Roster Book.
- Put team labels on the four sheets of the score sheet.
- 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. If a player is missing a game, make sure to cross off the player on all labels, not just the top copy.

GAME OFFICIALS

Referees and scorekeeper will be scheduled for all league and scrimmage games. If a Team Manager schedules a scrimmage game on home ice, you must contact the Fire Wagon Hockey Inc. designated referee coordinator to arrange for the referees. All referees are USA Hockey certified. Payment for the referees will be deducted from the team's account. You will also need to seek volunteers from your team to run the clock and keep the score sheet.

TEAM EQUIPMENT

Each team will be provided (P) or will not be provided (NP) the following:

- Water bottles (NP)
- First Aid kit (P)
- Puck Bag (NP)
- Pocket game board (P)

FUNDRAISING



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

Fundraising opportunities are available to any team that wants to participate. Each team can decide if they want to fundraise to raise money to cover team expenses, tournament fees, coach's expenses, etc.

If a team decides to use any fundraising programs, the team should have a Fundraising Coordinator to organize the team fundraising activities.

If a donation is received and the donor requests a receipt with our 501 3 (c) tax ID number to document the donation for tax purposes, 100% of that donation will be allocated and credited to the team account. Only the Executive Director and Treasurer are authorized to issue a tax receipt letter with the tax ID number.

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, please send any changes to the YJ registrar via email.

registrar@firewagonhockey.com

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. You will be given a copy of each form and must ask the players and parents to sign.

TEAM RULES

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



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

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, 2Queen, 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.

Travel Arrangements:

There may be times when your team will need to fly to your travel destination. Here are some tips/suggestions when making airline reservations.

- You can call the group sales department at an airline and ask for group rates. You will need to know the date/time of departure and the date/time of arrival. Be sure to ask if there are any monetary penalties for non-use or changing flight dates/times. Sometimes you can build that option into the group booking if done in advance.
- If you book through an airline group sales department, they require a deposit. You can have the people buying tickets deposit money into the team account to cover the airline deposit.
- You will need to supply the airline with a list of travelers and provide a single check for the remaining balance. Again, use the team account process to deposit the money from each family and then the check request process to pay the airline.



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

- Be sure to check online individual rates to see if it's a better deal to buy your plane ticket individually versus the group rate.

Tip: The team may want to have a team stick bag for traveling trips. You can have one person be responsible for collecting sticks and taking on the plane.

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.

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. Adequate funds must be taken in the team account before any reimbursement of Out of Area Travel will be made. 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 to (team account); the Head Coach will submit their reimbursement expense sheet to the Team Manager. The Team Manager will review and submit reimbursement expenses.

TEAM ACCOUNTING

As Team Manager, you are also the Team Accountant (unless you have delegated otherwise). You will need to keep track of all monies that go in and out of your team account. The money resides in the team's general account; it is up to you and the Treasurer to keep track of specific team balance.

To keep track you will use Balance Sheet template provided. Any time you have a change (deposits or withdrawals), update the Balance Sheet and keep for your records. The Treasurer will send out periodic QuickBooks statement of your teams account in for December 31 and March 31. Shown below is a sample of a Balance Sheet.



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

Yellowjackets - Pee Wee AA Tier II Applicant Team

Team Manager:

Date:

Date	Description of Donation	Deposits
Total		\$
Date	Expenditures	Amount
Total		\$
Balance in Account		\$

When you need to request a check (drawn from money in your team account), please follow the following steps below:



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

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 mail directly to Treasurer or put in a sealed envelope and leave in the YJ hockey office in the Treasurer box. If you email the check request, you must provide receipts to Treasurer.
3. The treasurer will email the requester when the check is ready and it will be left in the Team Manager box. Each team has a team box.

When you need to deposit money into your team 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. Make a set of copies of checks and cash receipts for Treasurer.
5. Provide a copy of the Team Deposit Form via email to the Treasurer, if needed.

Tips/things you need to know.

- You should not be handling any monetary transactions from your personal banking accounts.
- If you are requesting a check and your account is empty, you will need to collect money from your team to deposit before you can request a check.
- You will need to have money in the team account to pay for tournament fees, Coaches expenses, and other various items. A key strategy from year to year is to ask for money at the beginning of the season from each family to put into the team account. Instead of asking for money each time your team has an expense, you can better manage your expenses.
- Make copies of everything and keep in your Team Manager binder.
- Plan ahead for check requests. Emergencies do happen, but for the Treasurer to better manage their time, please give them enough time to process check requests.
- Keep receipts for everything.
- Update your balance sheet immediately after each check request and/or deposits into your account. If you wait, there are always things forgotten or problems with the account.



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK



Yellowjackets - Pee Wee AA Tier II Applicant Team

Team Manager:

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				



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

20				
Total			\$	



CHECK REQUEST FORM



To Be Filled Out By Team Manager or Event Requestor	
Date	
Team Event	
Requestor 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	



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

Executive Signature	
Date Check Given	

RESTRICTED AND NON-RESTRICTED DONATIONS

Individuals or business can donate money to Fire Wagon Hockey (non-restricted donation) or designate to a particular team (restricted donation). The donation can be in any amount and is deductible for tax purposes. If someone from your team wants to make a restricted donation to the team, have him or her write the check and give to team manager. The team manager will log the donation in their team balance sheet and give check to Treasurer to deposit.

If the donor requires an acknowledgement letter with our 501 C (3) tax ID number, 100% of those funds will be recorded in the teams account.

If you receive a donation from a business or individual, make a copy of the check and put in treasurers box and he/she will write a letter to the business/individual on behalf of the team receiving the donation.

Tip: always make a copy of every check you receive. This ensures you have a “paper trail” in case there are any questions.

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 and key 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. Supervision mandatory pre and post game locker room and clean-up (Home and Away).

UNPAID TEAM FEES



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

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. Team fees cannot exceed \$300.00 per player.

TRAVEL PERMITS

Travel Permits – All teams will receive a Travel Permit so that you can attend tournaments out of Illinois. If traveling to Canada you will need to contact our registrar. Travel permit fees will be charged to the requesting team account. \$50.00 (USA) \$100 (Canada /International).

KEY CONTACTS

Game Official Coordinator chris.hentz@att.net	Chris Hentz 815.403.9431
Director of Managers bman300@ameritech.net	Anne Biewald 847.707.7322
Registrar registrar@firewagonhockey.com	Deidra Busch 815.353.6283
Treasurer dlichterman@lillibridge.com	David Lichterman 815.354.3761
Website Coordinator Jeff.bruns@firewagonhockey.com	Jeff Bruns 815.331.2804
IHOA keith@iho.com	Keith Varkalis 815.363.6849
Team Photos chris.hentz@att.net	Adrienne Hentz 815.402.1348
Master Scheduler James.martin@motorola.com	James Martin 224.715.5325



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANAGER HANDBOOK

Crystal Ice House

Rinkman27@msn.com

Jeff Johnson

815.356.8500