

Job description for LFYHA Team Managers: Squirts-U10, Peewees-U12, Bantams-U14:

Communication information:

There is a good deal of communication that must happen between you, parents and coaches. This works best via EMAIL. (If you don't have easy email access you may not want to take on this job) For parents who don't have email, print out a copy of sent emails and have it available at a common location each week (in the main lobby or in the locker room) so parents know where to look. (It is helpful to put the parents names on their copy so that at the end of practice you know who received the information and who didn't.) or (maybe a file box with each families name on a folder so that you can tell who has picked up what)

As soon as possible in the season, get a **roster** for your team put together with the following information (each player/parent should get a copy):

- Player name
- Parent(s) name
- Address
- Home Phone, Work Phone, Cell Phone
- EMAIL Address
- It might also be helpful to set up a calling chain where you distribute a list of parents names and phone numbers. Then when a message needs to get out quickly (like a canceled game or practice) You can call the first person on the list and if they aren't home you leave a message and continue calling families until you reach a person who is able to take over and do the same as you did until everyone has been notified.

You will be involved with getting team pictures taken. This should be done early in the season (Many people use them for Christmas cards, gifts, etc) You will need to talk to the Board Publicity person.

Be visible to the parents, coaches, and players, so that you can help communicate any questions, concerns, information to them. It is helpful to have one person to be the primary hub of team information.

Team Binder

- Birth Certificates (Copies of County issued: no Hospital certificates)
- Coaches certifications (CEP#, Level#, Expiration date)
- Signed "Consent To Treat" Forms
- Signed roster sheet. (This will be given to the manager by the Registration Board member)
- It is a good idea to always have the team binder at every game because it will be reviewed for tournaments and possible games also.
- At the end of the year you need to return the binder so that we can pass on Birth certificates etc. for the next season.

Team Resource Binder (carry with to all practices/games also in case of questions) This can include Practice Schedule, Game Schedule, Team Roster, Coach List, Team Manager Job Description, Puck Shot calendars (collect completed ones), Jamboree planning information, LFYHA Board contacts list, etc

Roster Stickers

- 2"x4" adhesive stickers (Avery 18163) can be bought at Walmart in the office supplies section.
- List all players with jersey numbers, Coaches names (with CEP numbers, level numbers and expiration date) and manager's name.

Home game work schedule.

- One person to run the clock.
- One score keeper.
- Two people for penalty boxes.
- Two people to work concession stand.

It works well to assign duties equally among families and if they're unable to cover their shift they need to find their own replacement. Post these assignments on the bulletin board by pop machines inside arena.

Score Book

- Each team will be issued a Score Book at the beginning of the year to record all the stats of each home game.
- Before each game get the roster stickers for that team: three for non-district games and four for district games.
- Each portion of the score book should be filled out for each home game i.e. Roster stickers in correct place, each periods shot locations and totals filled out, saves for each team, goals scored per period, and the score book signed by each team's coach and both officials.
- Visiting team gets second copy of score sheet.

Away Games

- Make sure you have enough stickers (3 or 4) for all away games for their score book.
- You need to check the web site or otherwise confirm (call someone from the other team) that they have your game on their schedule too.
- For tournaments where overnight stays may be required you want to get a block of rooms set aside at a motel for the team families. Then the give the families the details so they can and reserve and pay for their rooms

District game reporting (Peewee and Bantam only)

- Check the District 15 web site <http://d15.pucksystems.com/page/show/49095-home> to find out which teams are in your district. They will also have a copy of the game reporting sheet that will need to accompany each score sheet.
- The winning team is responsible for reporting the game to the District President. The sheets can be faxed or scanned and emailed. The contact information will be on the game reporting sheet.

Team concessions:

- Each team will be responsible to cover the concession stand for their home games and tournaments. (as described above)
- The concessions coordinator (board member) will also assign a predetermined number of "slots" for each team to fill for HSB, HSG, figure skating, etc. Early in the season the coordinator will provide each team with the list of dates and times to be filled. Team manager or concessions manager for each team have the options of:
 - 1 Assign dates to each family and let them swap if assigned time doesn't work.
 - 2 Parents chose which shifts work best for them.
- Within 2-3 weeks return filled schedule to concession coordinator (board person) to be posted in concession stand. Make a copy of your teams assignments to remind parents of their shifts. Must have phone numbers and email address is very helpful.

Being a team manager is not a small job. As you can see from the list above there is a fair amount of duties involved. Feel free to delegate different responsibilities to others. Maybe you might assign someone to manage concession duties, or what ever. Work with your strengths and if there is something that isn't so much up your alley there might very well be someone involved with your team who could fit right in and handle that responsibility very well. This is meant to be a list of what needs to be done with a few hints of how to do it a little easier. Be creative and find a way to get all that needs to be done in an efficient manner. Talk to people that have done the job before you, see how they did things and then choose what will work best for you. Thank you for taking it on it is a very important job.