

EXPECTATIONS - TEAM MANAGERS

Each Mite, Squirt, Peewee and Bantam team will have a parent manager, who will assist the coaches. Mini-mites may have 1 or 2 Managers for this level. Read and Understand the District 4 operating rules. ASK, if you don't have a copy. Responsibilities of the Team Manager will include the coordinating of activities, for their team including the following, as applicable to each level.

A Team Manager's meeting will be held for all team managers as soon as all of the team have selected their manager.

1. SCHEDULING

- a. League/District Schedule
 - i. Verify league schedule.
 - ii. Schedule necessary changes.
- b. Non-league games
 - i. Help coach schedule non-league games, as required.
- c. Tournaments
 - i. Check "Lets Play Hockey" tournament schedule early.
 - ii. Call for tournament information.
 - iii. Reserve Spot ASAP.
- d. Referees
 - i. Verify all games, with the Referee Coordinator.
 - ii. Verify games and practice times, with Master Schedule.

2. GAME RESPONSIBILITIES

- a. Verify all games, by phone, one week before scheduled date.
- b. Arrange scoreboard help for home games.
 - i. Running the clock, announcing, working both penalty boxes. Four people recommended.
 - ii. No kids under 12 are allowed in scorer's table or penalty box.
- c. Prepare official score sheet, for home games. Insure that the sheets are filled out completely.
- d. Provide roster to scorer, at away games. Insure that the sheets are filled out completely.
- e. Turn in completed game score sheets as directed by the district rules as outlined in the handbook.

3. TOURNAMENTS: Work with tournament directors to:

- a. Line up hotel information & directions, for parents.
- b. Communicate game schedules & directions to arenas.
- c. Provide roster information, before tournament, as required.
- d. Handle team registration, at tournament.
 - i. Registration: the showing of the USA Hockey Player form, USA Hockey Team Membership Application, USA Hockey verification of Registration, I.M.R. Forms, and Birth Certificates.

- ii. Parent Consent forms.
- iii. Locker room arrangements.

4. TRANSPORTATION (No transportation will be paid for by MAHA.)

- a. Coordinate travel time, with coaches and parents.
- b. Van/bus can be arranged at the team's request. The team is responsible for the cost.

5. MISCELLANEOUS

- a. Team Managers must attend the team rep meeting, scheduled after the teams are picked.
- b. Fill out Official Team roster, as soon as possible, obtaining the signatures of all players, coaches and Team manager. Get this to the registration chairperson as directed.
- c. Keep and maintain the team's book, which has the team's roster, I.M.R.s, birth certificates, a copy of this Policy Manual, etc. At the end of the season, this book is to be returned to the MAHA Registrar.
- d. Help registrar to have each team member, fill out a Wavier/Insurance/Medical Form. This completed form is to be kept and placed into the Team Rep.'s notebook.
- e. Coordinate accident reports and make sure all injuries are reported to MAHA registrar.
- f. Communicate to the MAHA Registrar, any address/phone number corrections/changes of team player, as required.
- g. Provide game/practice schedules for players/parents.
- h. Coordinate home game schedule(s) with the concession stand chairperson.
- i. Submit a write-up of your team games, as soon as possible after the game(s), to the Marshall Independent sport's editor.
- j. Communicate pertinent information, from coaches to parents, and vice-versa.
- k. Keep statistics, as required by coach.
- l. Coordinate team pictures in conjunction with the picture committee.
- m. Fundraisers: Work with fundraising committee to facilitate full cooperation at the team level.
- n. As soon as possible, AFTER the end of the season, supply the MAHA Registrar, with the following information: (This information is needed so the team players will receive their patches.)
 - i. The total Number of players, on your team (for the playing level patches).
 - ii. The total Number of new MAHA players, on your team (for the MAHA patches).
 - iii. The name of the players, who had hat tricks, playmakers, and shutouts. Also, send the MAHA Registrar, a copy of the game score sheet, each hat trick, playmaker, and shutout, was achieved. Only 1 achievement patch of each type will be awarded to the same player.
 - iv. The date of which the patch are needed by. Please allow 2 weeks, minimum, for the MAHA Registrar to obtain the necessary patches.
- o. Equipment disbursement and collection: Work with equipment committee.
- p. Any other tasks that may be inherent to this position.