



CSB TEAM MANAGER - The Team Manager is a key role in any hockey team and must be organized and have good communication skills. The primary responsibilities of a team manager include:

- Finding and training parent volunteers to help with off-ice activities during home games and tournaments, and to ensure that games start and end on time. The volunteers will run the clock, keep the score sheet, mind the penalty boxes and work with the rink manager to ensure clean ice.
- Timely communications of CSB activities to coaches, team members, and parents. Distribute schedules and parent contact information, communicates schedule changes, organizes housing for overnight trips/tournaments and distributes information about any special events including fundraising.
- Collect information from Parents and provide to CSB upon request. Maintain (and bring to all games) a "Team Binder" with schedules, game sheets, player emergency contact / consent to treat info, birth certificates, and other team related paperwork.
- Prepare official game score sheets for each home game. Collect sheets after each home and away game and keep copies in the Team Folder for Registrar.
- Maintains the Team Schedule and keeping the Team Page(s) on the CSB website current. Coordinate with the team head coach to facilitate team meetings including a mandatory initial parent meeting at the beginning of the season. Distribute information to parents and players from the Head Coach.
- Confirming all weekend games with opponents and CSB Master Ice / Referee Scheduler – **this must be done each week no later than Wed. 4:00 PM**. All home games should be confirmed at least 2 weeks in advance, and away games 1 week in advance. Use this Google spreadsheet (available under documents on Website) to confirm games.
https://docs.google.com/spreadsheet/ccc?key=0Aro3SECnAytVdF9TM215eW03RkRDVm5tWVUxUC1EWmc&authkey=CI_CiZMH
- In the event of a cancellation, the Team Manager will also be responsible for filling any open game slots and communicating with the CSB Ice / Referee Schedulers ASAP. Referees and Ice time cost CSB money.
- At the end of the season, the Team Manager will coordinate any end of season gatherings along with the Head Coach.

TEAM MANAGER PRIMARY RESPONSIBILITIES:

1. Promote the Parent's code of Conduct
2. Ensure the prompt and efficient operation of home games
 - a. Schedule workers for each home game (time keeper, scorer, 2 penalty box)
 - b. Prepare score sheets
 - i. Make sure white copy is placed upstairs
 - ii. Coaches of each team gets a copy
 - c. Enforce game start and end times
3. Maintain the team roster
4. Maintain game schedule
 - a. Schedule both home and away games as needed after the preliminary schedule is completed
 - b. Confirm each game early in the week prior to the game
 - c. Maintain game schedule on CSB website
5. Primary communication link between CSB organization, coaches, parents & players as it relates to game and practice times as well as other CSB activities
 - a. Determine best way to communicate any last minute changes for practices or games due to weather, etc
6. Schedule workers from team to cover State & Regional tournament games that have been assigned to your team
7. Participate in running an in season home tournament (if scheduled in your team's division)
8. Coordinate rooms for any away tournaments (secure block of rooms, parents call and reserve themselves)

Each team must have a primary team manager as a point of contact. The duties can be divided so that there is a team scheduler/confirmer and a team manager.

WEB:

Our website, www.csbhockey.com, has a wealth of information and is a tool vital to team management. Key items that you will find online:

- Directions to other rinks
- Game schedules
- Practice schedules
- Forms
- Score sheet label template

BOARD MEETINGS:

CSB Board meetings are generally held the first Tuesday of each month at the Doubletree Hotel at 7pm. All are welcome and encouraged to attend.

JERSEYS:

Players on travel teams should bring both white and red (and black) jerseys to all games.

The CSB equipment manager assigns players' numbers. Players born in even years are assigned an even number; those born in odd years are assigned an odd number. The player's number will remain the same throughout their career at CSB.

Please list all of your players and their numbers on the form in this binder. You will need this information for the game sheets. It is also great to hand a listing out to all parents at the beginning of the season so that they can cheer on the entire team!

Please determine as early as possible if anyone needs a new jersey. If so, please contact the CSB Equipment Manager to order new ones. The parents are responsible for the cost of jerseys. The parents are also responsible for having the name and number put on the back of the jersey. Sports Central in Essex Junction is able to do this, usually within a few days.

SCORESHEETS:

Many managers have found it helpful to print their roster with players' names, numbers, coaches' names and certification numbers onto stickers. You will need (4) labels for every game, 2" x 4" mailing labels work well (Avery #8163). There is a template on our website that makes them easy to use. Make sure to collect copy of signed (ref and coaches must sign) sheets after every game (home and away). Keep copy in your binder and another copy in your Team Folder in the CSB Referee Room upstairs above Cairns 1.

TOURNAMENTS:

CSB hosts several tournaments throughout the season. When CSB hosts in-season tournaments, the teams at that level are expected to oversee the tournament. Traditionally, we host a Squirt Tournament each January, typically MLK Weekend.

CSB often also hosts several State & regional tournaments. All teams are expected to provide workers to cover these tournaments. Games will be assigned to each team, and it is the team manager's responsibility to find workers for these games.

When traveling to a tournament, CSB pins are available for trading with other teams. Please contact the equipment manager several weeks prior to the tournament to receive the pins.

HOME ICE:

Practices will be scheduled for your team and will be posted mid month for the following month. Each team is allotted 14 home games.

It is your team's responsibility to make sure that your game begins and ends on time. If the team in front of you is running late for a game, it is your responsibility to make sure that they will be done on time. Options are to shorten a period or to switch to running time. The rink clock is the master clock.

GAME SCHEDULING:

Games (both home and away) will be scheduled prior to the start of the season. Once a team manager is assigned, it is the team manager's responsibility to maintain the schedule. This will include confirming each game and finding teams to play when there are openings in the schedule as well as posting the game schedule to the CSB website.

GAME WORKER (OFF_ICE) ASSIGNMENTS:

- Time clock: It is best to train as many people as possible on how to run the game clock. You will need them for each home game and for tournaments.
- Scoresheet: There is a sample included in your binder
- Penalty boxes: You will need two for each home game.

MEDICAL FORMS:

The USA Hockey Occurrence report should be completed for any injury in either practice or game, regardless of whether hospitalization is required. The coach should complete the form. Please place completed forms in the CSB board folder in the CSB Referee Room upstairs above Cairns 1.

TEAM PHOTOS:

Team photos are generally taken at a practice in November. Your assistance may be needed, and will certainly be appreciated.

MISCELLANEOUS:

It has been useful to put an extra pair of laces and a new mouth guard in your player's bag, just in case it is needed at the last minute. Note NY requires both a neck guard and mouth guard for all games. They should be used for all VT games too!

STILL NEED HELP?

If you have any questions about manager duties, contact:

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