

TEAM MANAGERS

Registration:

- Register as a Volunteer (Team Manager) with USA Hockey (no charge)
- Register with the GSAHA on www.saginawbayicearena.com under “REGISTRATION” tab
- Complete online MAHA Background Screening at www.maha.org (Cost \$12 for 2 years) Send email confirmation to office or kbenson@saginawbayicearena.com .
- Recommended: Perform Concussion training.

General Duties:

- Works with Coaches to effectively communicate to team members and association office
- Attend games and practices
- Make sure that there are at least two registered, screened adult locker room monitors at all times in each locker room.
- Collect binder with required team forms and carry them to **ALL** practices and games. If you are not in attendance, make sure binder is in attendance. Forms include USAH Team Roster, Consent to Treat, Game Log, Score Sheet Copies, Score Sheet Stickers, etc...
- Report Injuries or players that may have dropped from the Team to the office
- Communicate weekly with families regarding schedules, tournaments, etc.
- Disseminate and collect any materials for the association.
- Work with Head Coach to select tournaments to attend. If traveling to Canada for a Tournament, a Canadian travel permit is required to be submitted with request. Complete all required paperwork for tournaments.
- Make sure there is a scorekeeper and timekeeper at all home games.
- Coordinate set up/break down of rink divider boards when used (6u Atom & 8u Mite games)
- Turn in white copy of score sheet to the office for all home games.
- Complete PR form for all games you would like submitted to the paper and turn in to the office.
- Plan end of season party/event