

Team managers are the liaison between the parents/coaches and the Association's Executive Board. As a team manager, you are responsible for communications, team accounting, record keeping, tournament and non-league game coordination, team activities, all team/PAHL/tournament/ and USA Hockey rules and fundraising activities.

As liaison, you will handle any issues that arise during the season and take action to resolve conflicts. If parents have a concern please ask that they inform you of the problem and go through proper channels. You may be able to handle a problem directly. If not, you will have the responsibility of notifying the coach or appropriate Executive Board Officer of problems and follow up to make sure that a satisfactory resolution has been found.

As a team manager, you are a member of the Association's Board. You must make every attempt to attend the scheduled Board meetings. As a member of the Board, you are granted voting privileges as outlined in the Association By-Laws.

Below you will find some detailed instructions on various team rep duties throughout the year.

Prior to the season starting

- Coordinate the team's jerseys, both sizing returning players and new players. Numbers shall be determined in accordance with the Association's jersey policy, which can be found under the Handouts section of this website.
- Distribute copies of practice schedule and game schedule to team members.
- Verify USA Hockey team roster is accurate.

Team Book - The documents listed below must be contained within your team book and travel with the team wherever it may go:

- A USA Hockey "Player Roster Form" that has been certified by the MidAm District USA Hockey Registrar to be true and correct.
- Copies of Birth Certificates of each rostered player.
- A completed USA Hockey "Consent to Treat" and "Code of Conduct" form for each rostered player, coach, and Manager
- A USA Hockey On-Line Registration Confirmation Page for players who registered on-line or a completed USA Hockey "Waiver of Liability for players who did not register on-line, for each player and coach.
- A copy of USA Hockey "Coaches Achievement Program" card for each registered coach.
- Evidence of screening----Act 33/34 as required by USA Hockey for each coach and manager
- Other USA Hockey or P.A.H.L. documents pertinent to players and coaches eligibility, including approved "Roster Changes".
- PAHL Risk Acknowledgement and Liability Waiver form for any player that is playing up at an age level that is one year in age above USA Hockey's recommended guidelines.

Away game activities:

- Prior to the day of the game, confirm with opposing team's manager date, time and location of game.
- Prior to the day of the game, distribute directions to rink.
- Immediately before the game, give opposing team's manager scoresheet stickers.
- Obtain from opposing team's manager a copy of the scoresheet for the team's statistics.
- Confirm a volunteer from your team to man the penalty box.

Home game activities:

- Prior to the day of the game, confirm with the opposing team's manager date, time and location of the game.
- Schedule off-ice volunteers for penalty box, timeclock keeper, scoresheet, announcer/music and 50/50.
- Meet with opposing team's manager to get scoresheet stickers.
- Get head coach, EMT and official scorekeeper to initialize the scoresheet.
- After the home game, the scoresheet is to be verified and signed by all referees, linesmen, Coaches and the official scorekeeper. Give the opposing team's manager a copy of the scoresheet and save white copy for Division Statistician. Save copy of the scoresheet for your own team's statistics.
- The Home team has the ultimate responsibility that the scoresheet is filled out in an accurate, legible and complete manner according to PAHL and USA Hockey rules.

1. Date of Game.
2. Age Group.
3. Level and division.
4. Complete Team names, both home and visitor.
5. Game Number.
6. Curfew time.
7. Coach and Manager names and telephone numbers.

The team rep is responsible for forwarding the white (top) copy of the scoresheet to the Divisional Statistician. If the scoresheet is not submitted within the appropriate timeframe, the home team will be assessed a fine.

Scoresheet must be faxed or emailed within 24 hours of completion of the game. If faxing, send a copy of the original score sheet. If e-mailing results, please include home and visitor names, score and any game misconducts/game/game penalties. E-mailed results will be posted on the website pending verification after receipt of original score sheet.

Scoresheet original (white copy) must be postmarked within 5 working days (no certified mail, first class only).

Scoresheet must be submitted in a legible, complete and accurate manner. If not, the Member Association home team will be assessed a fine.

Home and Away Game Activity - Click on Tracker ESCORE to report game results as soon as possible after your game.

Tournament Selection – The team rep should consult with the head coach and parents as to when/where the team would like to go. The team rep should present to the parents and coaches a list of possible tournaments.

Game Postponement - Extreme inclement weather, rink equipment failure, inadequate number of required referees, or other extraordinary circumstances shall be grounds for game postponement and will not constitute a forfeit.

This decision will be made by the two PAHL Association Presidents, designated Executive Board members or PAHL VP of Scheduling and if necessary by the PAHL Rules and Procedures Committee.

Coaches and Referees and team managers are not authorized to cancel games.

Any team not showing up to play a scheduled game except for the above reasons will forfeit the game unless both PAHL Associations Presidents consent to reschedule the game. If the president is unavailable the Vice President will be authorized to make the decision.

The canceling P.A.H.L. Member Association is liable for all game costs.

The game should be rescheduled at the rink where it was originally scheduled to be played.

Photos - Email any photos your team would like to be published on the website to aayiha@hotmail.com (preferably digital and in JPEG format). If you have a printed copy of a photo, please deposit it in Gail Badorrek's mailbox with your name and team written on the back. The photo will be scanned and returned to you. Photos will be requested at the end-of-season Tracker banquet, so keep a file for future reference.

USA Hockey Patches -

Players earn USA Hockey patches throughout the season in one of three ways:

- Goalie's earn a patch for a shutout
- The Playmaker Award is for three assists by one player in one game
- The Hat Trick Award is for three goals scored by one player in one game.

Scoresheets in which the player earns a patch should be faxed to the appropriate USA Hockey Registrar.

**** Remember to keep your Tracker families well-informed of any announcements throughout the year.**