



## **HOUSE TEAM MANAGER CHECK LIST**

### **2018-2019 SEASON**

House Team Managers are responsible for communicating all essential information to team families, along with performing a variety of other administrative tasks. An effective manager can ensure that a long season runs smoothly for players, parents & coaches.

Listed below are the team manager duties for the season:

- **Contact the Webmaster to gain administrative privileges to the website**
  - Most of your communication with the families will largely be through emails - reminders of upcoming week's events, schedule changes, etc...
  - Contact Ann Prokop at [annprokop@icloud.com](mailto:annprokop@icloud.com)
  
- **Obtain a 3 ring binder and dividers to start your "Team Book"**
  - Add Players Profiles / Contact Information
  
- **Send Welcome Email to your Team**
  - Include as attachments: Consent to Treat Form, Code of Conduct and Locker Room Policy. These can be found on the SYHA webpage under the Team Manager Tab. Consent to Treat Form is the only form that needs to be signed and collected.
    - Consent to Treat Form:
      - This form should be completed ASAP and recommended to be brought to the 1<sup>st</sup> practice (definitely must have prior to the 1<sup>st</sup> game).
      - Make a copy of the form and place a copy in the Team Manager Binder
  - Assign or ask for Volunteers to Run Clock & Keep Score for all home games.
  - Ask all families to update their profiles on the SYHA website as soon as possible. Direct them to go to the **SYHA Home page > edit my account (located on the left hand side of the page)**
  - Encourage your families to download the league athletics app and upload the team calendar.
  
- **Equipment**
  - Jerseys
    - **Squirt House:** Contact the equipment manager Mary Kay Curtis at [mkcurtiss@comcast.net](mailto:mkcurtiss@comcast.net) and arrange the pickup of your team equipment
    - **Mite House:** Contact Peter Klorer, Mite Development Director at [peter.klorer@ge.com](mailto:peter.klorer@ge.com)
  - First Aid Kit – Contact Director of Safety, Anthony Matteo at [anthonym66@comcast.net](mailto:anthonym66@comcast.net) to arrange the pickup of the First Aid Kit - this kit must be on the bench for all games and practices – best to have the head coach bring this to all games and practices.
  - Distribute equipment. NOTE: Be sure families know how to care for the jerseys – Wash, DO NOT DRY – hang dry.
    - **Squirts:** These need to be returned at the end of season or pay for replacement.

- **Mites:** Players can keep their jerseys!

#### □ **CHEER CARDS for Squirt House**

- Make Cheer cards – include Players Name, Jersey Number & Parents Name and Cell Phone Numbers. If you need a template one can be found on the team manager page.

#### □ **Upload League Athletics App**

- not needed but highly recommend
- Here you have the ability to send emails to your team, see schedule, etc...

#### □ **USAH Requirements for Team Managers**

- **The link to the USAH Registration page and Screening Application can be found on the “Team Managers” page of our website.**
- Register with USA HOCKEY & SYHA.
  - Register with USA Hockey: There is no fee to register with USA Hockey as a volunteer.
  - Register with SYHA:
    - Please go onto the SYHA website and Register Online by selecting the "Team Manager -Volunteer - Board Member Registration", enter your USA Hockey number for the 2018-2019 season and complete your registration.
- Screening Policy
  - To help protect the youth that participates in our sport. ALL TEAM MANAGERS MUST BE SCREENED.
- Safesport Certified
  - USAH recommends that all team managers be Safesport certified. It is a web based class that can be found on the USA Hockey website.

#### □ **TEAM PHOTOS**

- Schedule will be sent to you and posted on the website. This year photos will be taken the weeks of October 29<sup>th</sup> & November 5<sup>th</sup>.
- Please notify your team of your scheduled time.
- Order forms will be placed in your team folder in the SYHA plastic “locker” at ISCC (NLH rink next). There is also a folder so you can leave me things there if needed.

#### □ **Team Parties & Coaches Gifts:**

- Plan team parties and coaches’ gifts.
- It is nice if you can do a team party at the beginning of the season to help build team unification for not only the kids but the grownups. Also, to do another team party after the start of the 2<sup>nd</sup> session is important so the new players and families also feel included. Most teams will do some sort of holiday party and then, of course, the end of the season party!
- Please remember that participation in events and monetary contributions to gifts or parties are voluntary and should be communicated as such.

## **Additional Responsibilities – Mite Team Manager**

- Organize the between period play at a Hartford Wolfpack game. Call 860-246-7825 to make arrangements as soon as possible.
- Mite House Jamboree – coordinate with Peter Klorer, Mite Development Director at [peter.klorer@ge.com](mailto:peter.klorer@ge.com) and coaches to organize the event
- James Stover Cup – coordinate with the Peter Klorer, Mite Development Director at [peter.klorer@ge.com](mailto:peter.klorer@ge.com) and coaches to organize the event.