



## TRAVEL TEAM MANAGER CHECK LIST

### 2017-2018 SEASON

Travel 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 Kelle Beccensall at [kellebecc@gmail.com](mailto:kellebecc@gmail.com)
  
- Obtain a 3 ring binder and dividers to start your "Team Book"**
  - Add Game sheets, Game Sheet Label, Consent to Treat forms all should be kept in the binder and **brought to every game.**
  - Add Players Profiles / Contact Information
  
- Send Welcome Email to your Team**
  - Include 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:
      - 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.
  
- Obtain Game Sheets, Game Sheet Labels & Helmet Stickers**
  - These are located in your team folder in the SYHA plastic "locker" at ISCC (NLH rink next to candy machine). There is also a folder so you can leave me things there if needed.
  - Additionally there is a folder with extra game sheets and label pages. If you notice something needs to be replenished shoot me an email.
  - Helmet Stickers - Please give to only those players who do not have one on their helmets.
  
- Crat your Team Games Sheets Labels**
  - You will receive an official USAH roster from Suzanne Croke, SYHA Registrar at [dscroke@hotmail.com](mailto:dscroke@hotmail.com)
  - Create your Teams game sheet labels using information found on your official roster. The game sheet template & directions can be found under the team manager tab on the SYHA web page.

## □ Provide to the Head Coach

- Place in a large Ziploc bag a extra games sheets & labels. These should be kept in the coach's bag just in case you are not at a game.

## □ Equipment

- Jersey & Socks - Contact the equipment manager Mary Kay Curtis at [mkcurtiss@comcast.net](mailto:mkcurtiss@comcast.net) and arrange the pickup of your team equipment
  - You will be provided jerseys for your team based on the sizes obtained during the Jersey Fitting Session. Please emphasize we cannot guarantee number preference and **give the player the size that was obtained at the Jersey Fitting Session.**
- First Aid Kit – Contact Director of Safety, Phil Mikan at [philipmikan@yahoo.com](mailto:philipmikan@yahoo.com) 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 prior to the first game & Collect at end of season and return to the equipment director.
  - NOTE: Be sure families know how to care for the jerseys – Wash, DO NOT DRY – hang dry. These need to be returned at the end of season or pay for replacement. Also the jerseys need to be returned on the plastic hangers provided. If the hangers provided break or get lost a replacement of like-kind is required.
- Remind families that both jerseys are to be brought to games on Plastic hangers provided, not shoved in their hockey bag!

## □ CHEER CARDS

- 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, update your game scores, etc...

## □ USAH Requirements:

- USA Hockey & CHC Mandatory Screening Policy
  - To help protect the youth that participates in our sport. **New for the 2016-17 season, ALL team managers are required register with USA Hockey for the 2016-17 season and must complete be screening application.** The link to the USAH Registration page and Screening Application can be found on the “Team Managers” page of our website.
- 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.
- Important note:
  - Once you have registered with USA Hockey, please update your account on the SYHA website with your 2016-17 USAH Confirmation number, and email your confirmation to Kim Loveland, Director of Team Managers at [keloveland@yahoo.com](mailto:keloveland@yahoo.com)

## □ Report Games to CHC

### ***Within two days of the game:***

- *Scoresheets are to be submitted by the winning team, or the home team if there is a tie. (Note: All Mite cross-ice scoresheets are to be submitted by the **home team** regardless of the outcome).*

**Three choices for submission:**

- a. Email of a scanned original.
- b. Email of a cell phone photo of the original. (**Note:** Texting photos of scoresheets will not be accepted. Typically, cell phones re-size (reduce) photo sizes for texting purposes to reduce a persons data usage resulting in a scoresheet that's not legible).
- c. Mail in the white sheet.

**Things to keep in-mind:**

- All email submissions must be clear / legible, and full size
- Division Director may request a re-scan, or an original if necessary to resolve any confusion or discrepancy.
- The white sheet must be completed properly (see score sheet example under the team manager page on the SYHA website). Please make sure score sheets are complete per the above link, and that they are submitted to the appropriate Division Director.

<b>Division Directors Email</b>		
8U Director	Chuck Wilkerson	chctournamentdirector@outlook.com
10U Director	Matt Dutton	Mdutton0256@charter.net
12U Director	Sarah Waddle	waddles1@hotmail.com
14U Director	Richard Pelletier	richardpelletier78@gmail.com
16U and 18U Director	Brad Conlin	bgconlan@aol.com
All Boys Tier 1	Art Blakeslee	chcmidgets@yahoo.com
Girls Tier 1	Graham Gill	graham@graham-gill.com
Girls Tier 2, Tier 3 and Undeclared	Frank Usseglio	ussegliox6@sbcglobal.net

**TEAM PHOTOS**

- Schedule will be sent to you and posted on the website. Please notify your team of your scheduled time.

**Holiday Tournament / Blue & Gold**

- More information to follow

**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. 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.