



EASTON YOUTH HOCKEY ASSOCIATION TEAM MANAGER HANDBOOK

The Team Manager Handbook is a “guide” to the typical duties a team manager **may** be requested to handle.

- Actual duties will vary from this based on the preference of your teams’ coach. Some coaches’ request very little collaboration while others willingly accept any assistance offered.
- An organized team manager can make for a great year for coaches, players, and parents.
- Your time and effort is greatly appreciated!

The Basics:

- To support EYHA’s initiatives and your team coaches.
- To be the main contact person for team parents and players and to inform or to seek out information when necessary.
 - SOLICIT HELP:
- Parents will help when asked. Well most of the time...
- Overall Communication – Keep team informed of all relevant information. Pass along messages from the coach.
- To be a role model and positive influence on the team and parent environment.
- You will most likely be the first person to know there is a concern by a parent... Make your coaches aware of the big concerns and try to take care of the little one.

Ongoing Duties Throughout the Season:

- Finding information for parents
- Encouraged to send a weekly email highlighting the events of the week.
- Share information on schedule changes if necessary.

Team Mailboxes:

- Each team has a team mailbox located in the coach’s closet.
- EYHA Board of Directors will place information to distribute to your teams in the mailboxes. Please check the mailboxes periodically.
 - The Board will typically send an email when information has been placed in the mailboxes.
- Closet is located inside next to Rink 2 between the locker room entrances.
- Combination on the door is 1225.

TEAM BINDERS – Each team will receive a team binder including a Team Roster & Player Consent to Treat Forms.

- Binder should be on hand at every game and practice for emergency use if necessary.
- Squirts, Peewees, & Bantams
 - Create Roster Labels for game/score sheets – Optional

Game Day Duties – Time & Score Keeping, Penalty Box, Locker Room Duties

- One person to run the clock and scoreboard at home games
- One person for the penalty box for both home and away games
- One person to run the score sheet for home games
- One same-sex adult to monitor the locker room for every practice/game

Social Events – Coordinate end-of-season celebration if your families agree. May also look into other events, i.e., play periods at a college game or Columbus Blue Jackets game, if the coach and parents are interested.

EYHA Events to Help Promote & Distribute Paperwork:

- **10/22 EYHA 4th Annual Skate-A-Thon**
 - Largest fundraiser of the year while providing skill development for the players!
 - Distribute paperwork.
 - Encourage players to register – GOAL 100% Player participation!
 - Pre-Registration online at www.eyhaicedragons.com under the registration tab for \$25.00 per player.
 - Registration at the door will be accepted for \$35.00 per player.
 - If every player registers online we raise \$7,000!
 - Remind parents to bring in donations for the Skate-A-Thon Basket Raffle
- Mini-Mite Division - **Toasty Warm**
 - Gloves, scarves, socks, earmuffs, hand/foot warmers, blankets, travel mugs, hot drinks....
- Mite Division - **Spa/Pampering Basket**
 - Eye masks, lotions, shower gels, candles, spa gift cards, manicure/pedicure gift cards, and bathrobe....
- Squir Division - **Family Movie & Game Night**
 - Movie theater gift cards, DVD's, board games (Clue, Monopoly, Scrabble and more!), card games (UNO, Phase 10 and more!) microwave popcorn, brownie mix, snuggly blanket, and candy....
- Peewee Division - **Sports of all Sorts!**
 - Jump rope, street hockey, trading cards, water bottle, football/basketball, sports drinks....
- Bantam Division - **Ohio State**
 - OSU Tickets to a game (Football, Hockey, Basketball), t-shirts, sweatshirts, foam fingers, autographed memorabilia

Additional Items to be raffled & donations accepted:

We will also be raffling off CBJ Merchandise, a Cam Atkinson signed Jersey & MORE!

- If you have Columbus Blue Jackets Tickets, Autographed Pictures, Pucks you would be willing to donate to our raffle, please let us know! All donations welcome!
- Help us reach our goal of beating last year's grand total of \$8,000 raised!

- **Distribute EYHA Jersey & Socks**
 - End of October assist with distributing team jerseys & socks to the players
- **EYHA Team & Individual Photo Day**
 - First week of November
 - Distribute Photographer Ordering Sheets
 - Assist with organizing your team prior to the team photo.
- **12/20 EYHA Blue Jacket Foundation 50/50 Raffle Night**
 - CBJ vs LA Kings 7:00 pm Game
 - 30 Volunteers needed
 - To volunteer visit the EYHA Online Volunteering Sign Up on the website www.eyhaicedragons.com
 - Parents will need to arrive by 5:00 pm and parking is included
 - Encourage parents to volunteer
- **10/15 EYHA Spotlight Night at the CBJ Game**
 - CBJ vs SJ Sharks 7:00 pm Game
 - Coordinate a team group ticket sale to attend the game together. No one is required to attend the game but it is an opportunity to attend the game together.
- **Team Manager Requirements to get started:**
 - Team Managers need to register as a volunteer with USA Hockey & obtain a USA Hockey # and it is FREE!
 - Visit www.usahockey.com.
- **Team Managers must go through a Background Screening Process**
 - Visit www.midamhockeyscreen.com.
 - There is a \$25.00 fee, which is reimbursable by EYHA.
 - Please submit electronic receipt to the EYHA Treasurer at eyhatreasurers@gmail.com and fill out the online check request form located on the EYHA website www.eyhaicedragons.com vertical tab "Financial Policies" and then click on the Online Check Request tab. Be sure to submit to the "House" Treasurer.
- **Team Managers are also required to go through the USA Hockey SafeSport training**
 - Visit www.usahockey.com/safesporttraining.
 - Just a quick note of clarification, the Team Manager requirements and training will not permit you to be on the ice as a coach or on the bench. All

parents on the ice with players or on the bench must go through the USA Hockey Coaching Certification process.

SafeSport Training:

- USA Hockey SafeSport Program is the online training/education that is available to help our USA Hockey members become aware of the information necessary to help prevent abuse from occurring in our sport. All USA Hockey registered coaches, officials, employees and **volunteers** are required to take the training at no cost. The training is comprised of short video segments that take approximately 90 minutes to complete. SafeSport Training is valid for two seasons and must be completed by December 31st. Thus if you took the training for 2015-16, you will not need to take the training again until the 2017-18 season.

EYHA WEBSITE:

When you first login, you will see the online 'Team Manager's Manual'. Documentation is designed to make it easier for you to use the different features associated with our website.

- There are videos to demonstrate how to Add or Edit a team bulletin, Edit game results, Upload a document, and upload photos.
- You can also access these functions by clicking on the 'Administrator' tab on the top right corner of your screen. This will bring you to a multi-colored checkerboard of administrative functions.
- When you are logged in as a Team Manager, you will only have specific rights. These rights are highlighted on the multi-colored checkerboard of administrative functions.

As a team manager, please make sure your team families are comfortable navigating the website especially the homepage, team schedule, team's bulletins, exchange (lost and found), and updating their member profiles. Suggest that members set their profile for game/practice reminders.

To view the team's roster, enter email address and personal password in the top right corner of the EYHA homepage. If password is forgotten, log into 'Edit My Account' from the left vertical tabs on the homepage, and follow the instructions to change password.

- **Administrative Functions:**
 - **Messaging: Team Bulletins-** Post message to your team page that you may have emailed as well. This info can be retained for several days to months. This is very helpful for detailing tournament plans, etc. Also, one can send an email broadcast from this option. Team emails can also be created from the Roster page; at the top- click on 'email the team'. If you are emailing or posting a bulletin that is lengthy or contains very important info, it is recommended that you create a document in word, then cut/paste into a bulletin/email.

- **Teams: Enter Game Results-** All EYHA – Columbus Cup game results must be posted on this page shortly after the game is completed. It is helpful if the manager is also responsible for collecting the team’s copy of the official score sheet following the game as this aids accurate reporting. It is important to enter timely results for parity rounds during the fall and determining ranking for league playoffs in March.
- **Pictures: Add Pictures-** kids like to see their pictures on the bulletins page. Upload from your computer to the team bulletins page.
- **Support: Manager’s Manual** – View the Team Managers Manual for instructions on team manager related website functions.
- The **“Hey Coach”** tab on the EYHA homepage vertical menu tabs is a great resource for Coaches and Team Managers.
 - Please refer here for valuable information throughout the season. Another great resource is your Coach and other team managers as well as your EYHA Division Ace Coordinator.
 - Please do not hesitate to email us with any questions you may have.

PHEW.....

- OK you know your role, you understand your head coaches’ expectations, and you’ve done a lot of research and reading, asked a lot of questions...
- Your kids are rostered and have all their paperwork in...
- Your parents are informed, know how to reach you, and you know how to reach them...
- And you’ve probably already dealt with your first problems...
- Now you’re asking yourself... How the heck did I get myself into this...
 - Well... because you’re the best, you want a good experience for your child and the team!
 - Very few will say **THANK YOU**, but always know how important you have been to the team this year!
 - Without your work this would not be possible.
 - On behalf of EYHA... **THANK YOU**, we do appreciate and value your work with our teams!
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- **THANK YOU** for volunteering your time and energy!
- ***You are an important part of what makes hockey happen for our children!***

***Have a great season & Go Ice Dragons!* THANK YOU!**