

TEAM MANAGER :

- I. *Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone.*

Team Treasurer

You must set up a bank account with KEY bank, the contact will be LISA WEBBER at the ANGOLA Branch . Her number is 716-651-6060. She will begin opening new accounts on or after 4/23/2019

All accounts require two signatures per check 2 OF 3 Coach, Manager, Treasurer must not be related

EACH SIGNER MUST APPEAR IN PERSON TO SIGN AND TO COMPLETE THE PAPERWORK FOR YOUR TEAM ACCOUNT. **PLEASE BRING YOUR NYS DRIVERS LICENSE AND AN OPENING DEPOSIT OF MIN. 250.00**

Additional signers on every account are the club President and the treasurer

Bank accounts must be as close to a zero balance at the end of the season

When a team accepts donations, these monies should be deposited into EDP fund account and credited back to the team. Checks are to be made payable to **BUFFALO REGALS EDP FUND, INC**

The team treasurer is responsible for setting up a payment schedule and notifying the families and the organization of this payment schedule in writing prior to 6/1/2019. We are now requiring a spreadsheet submitted along containing team members and current payments listed. Anyone not adhering to the payment policy set forth by their team and not paid in full prior to 10/1/2019 will be unable to skate until balance is paid

Payment DUE Dates :

JERSEY PAYMENTS will be due **UPON RECEIPT OF INVOICE**

ANY JERSEYS ORDERED AFTER THE ORIGINAL ORDER WILL REQUIRE PAYMENT WITH ORDER and depending on the date there may be an additional charge.

ANY JERSEY QUESTIONS CONTACT

MIKE ANSWEENEY VIA EMAIL

BUFREGAL11@AOL.COM

THE SOCK ORDER WILL BE PLACED ON 5/15/18

YOU WILL BE EMAILED A FORM TO PLACE YOUR TEAM ORDER BY 5/8/2018 THE FORM WILL CONTAINING SIZING AND PRICE INFORMATION.

SCTA TEAMS- YOU WILL BE BILLED 9.00 (SUBJECT TO CHANGE) PER PLAYER AND ROSTERED PERSONNEL LEAGUE FEE INCLUDING AP PLAYERS AND 95.00 PER TEAM (SUBJECT TO CHANGE) OMHA REGISTRATION FEE- THIS AMOUNT WILL BE DUE 7/1/2019. YOU WILL BE BILLED PRIOR TO 6/1/2019 AND THE FUNDS WILL BE TRANSFERRED 7/1/2019. EACH TEAM WILL BE RESPONSIBLE FOR A 200.00 ADVERTISING FEE FOR THE SCTA WEBSITE, YOU CAN SELL THIS ADVERTISING TO SPONSORS TO COVER THE COST. PLAYOFF FEE FOR MINOR PEE WEE AND BELOW IS 1350.00 (SUBJECT TO CHANGE) DUE 12/1/2019

WNYAHL TEAMS- YOU WILL BE BILLED 300.00 (SUBJECT TO CHANGE) PER TEAM ON 5/10/2019 AMOUNT TO BE TRANSFERRED ON 6/1/2019. **ANY SCORESHEET INFRACTIONS OR LEAGUE FINES WILL BE DEBITED FROM YOUR ACCOUNT**

ICE BILL- YOUR ICE HOURS WILL BE BILLED RIGHT AFTER THE ICE GIVE BACK MEETING

PAYMENT FOR THE ENTIRE SEASONS ICE DUE DATE 10/15/19

3/1/2020.....BALANCE FINAL RECONCILIATION ACCOUNTS WILL BE RECONCILED AND ANY UNDERPAYMENT WILL BE CHARGED AND ANY OVERPAYMENT WILL BE REFUNDED

RECORD KEEPING

Consult the www.NYRegistrar.com website for instructions on putting the credential book together and the documents needed to complete the book. To keep all of the documents organized you should use a 3 ring binder.

MANAGERS SHOULD HAVE ACCESS TO THE CONSENT TO TREAT FORM FOR EACH PLAYER AT ALL TIMES IN CASE OF EMERGENCY IF A PARENT IS UNAVAILABLE

- A.** USAH membership registration: All participants, coaches and manager must register with USAH online. There is no fee for managers or volunteers to register with USAH. Upon Registration the participant will be given a confirmation # that they will need to provide to the TEAM MANAGER. The club registrar will then claim the participants to the program and assign players, staff and personnel to the roster.

B. THE MANAGER MUST REGISTER WITH USA HOCKEY AND COLLECT ALL THE USA HOCKEY REGISTRATIONS FOR THEIR TEAM PRIOR TO JUNE 1, 2019 AND DELIVER TO THE CLUB REGISTRAR

C. SCTA MANAGERS WILL BE SENT A PLAYER INFORMATION SHEET AND A STAFF INFORMATION SHEET BOTH MUST BE FILLED OUT COMPLETELY AND SENT BACK TO regalsiceb@gmail.com ASAP no later than 6/1/2019 no exceptions !!!

B. MANAGERS MUST CHECK ROSTERS **PRIOR** TO ANY PLAYERS PARTICIPATION AND MAKE SURE PLAYERS ARE VERIFIED. IF NOT COLLECT AND SUBMIT ANY NECESSARY PAPERWORK TO THE CLUB REGISTRAR. Birth verification and Citizenship: All participants on State and national bound teams and teams in the WNYAHL AND SCTA MUST have all their players date of births and citizenship verified prior to participation in the league. In addition, NY rule is that all players 8 and under must be verified to participate. Once completed, the verification does not need to be done again {unless there is an issue}. Participants who are citizens of another country are not eligible to participate unless they are living in the United States with a parent and hold specific legal documents as outlined by USAH. Players who are citizens of another country and are residing in the U. S. without a parent must hold an Alien Registration Card or Permanent Resident Card or an F. Academic Student Class visa or exchange visa. Playing hockey in the U. S. is not enough to make the player eligible.

C. MANAGERS ARE RESPONSIBLE TO OVERSEE THE FOLLOWING CONDITIONS

Rosters: all teams of USA Hockey member programs must register with USA Hockey in a manner prescribed by the appropriate district registrar. All national championship bound teams shall be required to use the official USA Hockey roster registration form (1-T). Affiliates and leagues may also require the USA Hockey roster registration form (1-T) for specified teams.

1. Every team participating in WNYAHL AND SCTA/OMHA must have an approved roster prior to the team's first game.
2. The team will be identified by the Team ID # located on the roster as well as by their head coach
3. The roster may not exceed 18 skaters and 20 players total in US league play / 17 skaters -19 players total in OMHA/SCTA league play
4. Only 4 coaches are allowed on the bench during a game. However a team may have more than 4 coaches on the roster SCTA TEAMS MAY HAVE 4 COACHES AND A TRAINER
5. Any roster changes must go through the club registrar and be approved by the USAH registrar **prior** to any players taking the ice
6. **ALL Coaches must complete the SafeSport training and be screened prior to roster inclusion**

SAFESPORT AND SCREENING MUST BE COMPLETED **PRIOR TO THE SEASON**

7. Screening Direct Link: <http://www.commercialinvestigationsllc.com/VSSNYSAH>

8. SafeSport Direct Link: <http://www.usahockey.com/safesporttraining>

9. Coaches must also have a current coaching education program {CEP} level and module. The league deadline for modules for all coaches at any level is October 1st of the current season. The league deadline for current CEP credentials for midget coaches is also October 1st. all other levels mite – bantam have until December 31st .

10. Rosters are frozen for Midget teams at the start of the Tier I playdowns in Early November. All other teams have until December 31st to change and amend their rosters. House teams and MOHL teams can change their rosters at any time.

11. DO NOT USE ANY PLAYERS THAT ARE NOT PROPERLY REGISTERED WITH USAH. All participants must be on the approved roster to be eligible to play

12. SCTA TEAMS MUST HAVE A CERTIFIED TRAINER AT ALL TIMES

<https://www.hdcolearning.com/>

SCTA COACHES AND MANAGERS RESPECT IN SPORT AND GENDER TRAINING

EVERY OFFICIAL WITH THE TEAM MUST TAKE THE RESPECT IN SPORT ACTIVITY LEADER COURSE

omha.respectgroupinc.com

AND THE GENDER IDENTITY TRAINING COURSE

ehockey.hockeycanada.ca/ehockey/Account/Login.aspx?ReturnUrl=%2fehockey%2f

REQUIRED BY HOCKEY CANADA PRIOR TO 6/1/2019 including the manager and trainer. If the coach, manager, trainer.... Has a child on the team they must ALSO take the respect in sport parent program

omhahockeyparent.respectgroupinc.com

to link to your players account choose USA-Buffalo Regals from the drop down menu

Game Scheduler

Your ice request must be submitted online prior to 5/15/2016 please use the following link or the ice request form on the website in the left column under the tab online forms

<https://leagueathletics.com/UserForm.asp?RegID=48562&n=110808&org=buffaloregals.org>

The most important component of the ice request is when you do NOT want ice, tournament dates and the approximate number of ice hours

YOUR ICE WILL BE EMAILED TO YOU 10 DAYS PRIOR TO THE ICE GIVE BACK MEETING, AFTER THE ICE GIVE BACK MEETING ANY ICE WHICH HAS BEEN ASSIGNED TO YOUR TEAM IS YOUR RESPONSIBILITY AND CAN NOT BE TURNED IN. WE WILL HOWEVER TRY TO SELL IT.

If at anytime prior to when you receive your full ice, you wish to schedule a game, contact the ice scheduler, he will be able to give you the date and work on the exact time.

Throughout the season ice times need to be changed due to the rink, rescheduled games, teams coming in from out of town etc.

ICE FOR THE 2019-2020 SEASON IS 235.00 PER HOUR.

SCTA – YOUR GAMES WILL BE SCHEDULED FOR YOU BY YOUR LEAGUE SCHEDULER. BY 6/1/2019 YOU MUST SUBMIT YOUR TOURNAMENT WEEKENDS TO YOUR LEAGUE SCHEDULER – YOU ARE ALLOWED THREE IN SEASON TOURNAMENTS ALONG WITH ANY PRESEASON OR CHRISTMAS BREAK (12/26-1/2)

SCTA LEAGUE SCHEDULER

MARY KOMPSON (716) 316-7676 REGALSICEB@GMAIL.COM

ALL RESCHEDULES ARE TO BE DONE THRU THE SCHEDULERS NOT BETWEEN THE TEAMS. THE TEAM MANAGER IS RESPONSIBLE FOR VERIFYING THE TIME AND LOCATION WITH THE MASTER SCTA WEBSITE AND SCHEDULING THE HOME GAME REFEREES.

<http://sctahockey.com/>

PREFERABLE METHOD IS THRU THE WEBSITE VERIFYING ACCEPTANCE. Please refer to help documents on the Regals website. You will need to edit the game by opening it up and assigning the appropriate official

Buffalo : John Jaracz

Canada : DAN STRUGAR

WNYAHL SCHEDULING- You will be responsible for scheduling games for your team, if you contact teams prior to the actual ice meeting. You can schedule the date however not the time. Contact the ice scheduler and work out a time based on the available ice.

CANCELLATIONS: *If a game on your ice is cancelled and will be used for a practice, it is your responsibility to cancel the officials and notify all of your parents. This must also be done on the website. DO NOT CANCEL THE ICE _ ONLY CHANGE THE EVENT FROM A GAME TO PRACTICE CLEAR THE OPPONENT AND UNCLICK THE OFFICIAL ASSIGNED. YOU WILL ALSO NEED TO EMAIL THE ASSIGNER DIRECTLY VIA EMAIL*

BUFFALO - JOHN JARACZ Jjaracz673@roadrunner.com

CANADA – FE-RIC@HOTMAIL.COM

TOURNAMENTS: *Your team can only attend USAH sanctioned events.* Therefore check before you book a tournament that it is indeed USAH sanctioned. Ask for their sanctioning # and to see their approved sanctioning form. This includes traveling to Canada. For any tournament out of state ask the tournament director if it is sanctioned by their affiliate/district and request to see the approval form.

TOURNAMENT AND AWAY GAME UPDATES ON WEBSITE: You will be responsible for the input of your away games including tournaments. Make sure you choose the correct rink and double check the address provided on the website. Be sure Parents have the correct directions, date, and time to be at Ice Rink. Experienced Team Managers know it is essential to call or email the Manager of an out of town team about 2 – 3 days before the event. That way if there has been a scheduling mishap, you still have time to notify your families that plans have changed.

Hotel information:

When an overnight is involved, please book hotel rooms way in advance.

ON ICE OFFICIALS

HOME TEAM MANAGERS ARE RESPONSIBLE FOR SCHEDULING AND CANCELLING ALL ON ICE OFFICIALS

JOHN JARACZ BUFFALO (716) 830-1486 JJARACZ673@ROADRUNNER.COM

DAN STRUGAR FORT ERIE (905) 931-3787 FE-RIC@HOTMAIL.COM

ALL HOME TEAMS ARE RESPONSIBLE FOR THE PAYMENT OF THE REFEREES

Scorekeeper/Off-ice Official

Every team is required to provide off-ice officials for each game. These officials perform the duties of scorekeeper, timekeeper and sometimes penalty box attendant. In theory, each team can provide two people to perform these duties, usually a penalty box attendant and either the scorekeeper or timekeeper. You should enlist some of your parents for these jobs. Having several parent volunteers makes it easier to ensure that someone is available at every game. The clock controls will vary from rink to rink. In most cases the “home” team will have someone running the clock. You will need to do the same at your rink, so it is important that you familiarize yourself, and some of the parents, on the operation of the clock controls. As a scorekeeper, the on-ice officials will provide the number of the players who scored a goal and any player who should get an assist. They will also report penalties and the player’s number who is penalized. The on-ice officials are generally very good about explaining any unusual situations, so you or your designated helper should be able to record the information on the score sheet correctly. SCORESHEETS MUST BE COMPLETELY AND CORRECTLY FILLED OUT

SCTA SCORESHEET PROCEDURE

Immediately following the game you must scan and email (within 48 hours) your gamesheet to

SCTA WILL BE USING ELECTRONIC SCORESHEETS FOR THE 2019-2020 SEASON

Your team scorekeeper will need to have an ipad

THE HOME TEAM MANAGER MUST ENTER THE SCORE WITHIN 3 HOURS OF THE CONCLUSION OF YOUR HOME GAME AT WWW.SCTA.HOCKEY.COM

A MORE DETAILED INSTRUCTION SHEET WILL BE SENT OUT PRIOR TO 9/1/2019

COMMUNICATION

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Organization, other teams, referees, officials, etc. Simplistically, a team is like a small business with the coach being the CEO and the manager being the CAO. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid Team Managers in the smooth operation of the team by discussing the need to delegate and by identifying key topics that the Team Manager will need to address.

- II. Team Meetings Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team – for many this will be the first time they meet other players, parents and coaching staff. Ideally, the manager should be in place before the initial team meeting, which should also discuss the seasonal plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. There is much information to discuss at the beginning of the season, so it is up to the Team Manager to lead this meeting ensuring that the group stays on topic and does not exceed any time restrictions. Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. Having information in handout form for parents to take away will assist with the retaining of dates and details. Once the First Parent Meeting has taken place, team meetings can be set based on the team's need and desire for more meetings. Many sub-committees will form following the first meeting as well. ***Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone.*** Each team should have a manager and a treasurer, both parties will be responsible signatures on the team bank account.