



## Casper Amateur Hockey Club Team Manager: What is it?

Team Managers are needed for every House, League (i.e. WAHL), and Travel Tournament team. The Team Manager serves as a liaison between the team and the Board, and the parents and the coaches.

Other general responsibilities for all Team Managers include:

- Assist in communicating monthly practice and game schedules.
- Assist in team jersey distribution and return.
- Assist in organizing divisional picture night and year-end celebration.
- Participate as an active member of the Fundraising and Equipment Committee.

### House Team Managers

- Assist in creating a team roster with player names and assigned jersey number for each House division team following "Jersey pick up" night. This roster can be posted on the divisional bulletin board section for reference.
- Assist in organizing House division games (recruiting volunteers for scoreboard, score sheet, announcer, penalty boxes, play music).
- Assist in organizing House division Tournaments (8U division-Jamboree and 8U Developmental tournament) by recruiting volunteers for scoreboard, score sheet, announcer, penalty boxes, play music, etc., organizing fundraisers (raffle table, puck toss, souvenir table, etc.), and managing the hospitality room.
- **Player statistics for all house games need to be kept** to award players with Achievement patches (hat trick, play maker, shut-out) and first goal awards at the end of the season (the score sheet reflecting the player achievement needs to be submitted to the CAHC Registrar). A USA Hockey score sheet should be used for all House games, and they can be found in the CAHC mailbox under the front lobby counter at the rink (extras are stored in the equipment room). If you have questions about the Achievement patches or first goal awards, please ask a member of the Scholarship Committee. The CAHC Pointstreak Representative will schedule informational meetings regarding keep statistics and how to score keep upon request.

### League (WAHL) Team Managers

- Tryouts maybe necessary to establish team rosters in the Squirt through High School divisions for League and/or Travel Tournament teams. Registration numbers and player interest in competitive play will determine if there will be more than one league team in a division. There will be only one Travel Tournament team in Squirt divisions and higher, with the exception of the High School division which may field two Travel Tournament teams (16U and 18U).
- Once the coaching staff has set the team roster, assist with the "Jersey pick up" night with the Fundraising and Equipment committee.
  - Make a player roster list and include the player's chosen jersey number, as that information needs to be included on the official USA Hockey roster.
- Forward the team roster information as soon as possible to the CAHC Registrar to begin preparing the Team's Credentials binder. The Credentials binder contains the official USA Hockey roster (which has to be signed and stamped by the Registrar), in addition to the USA Hockey Consent to Treat forms, and the USA Hockey Codes of Conduct organized alphabetically by players last name.

- The Team Manager is responsible for the League Team's credentials binder for the season; please note that the Credentials binder needs to be returned to the CAHC Registrar at season end as per USA Hockey rules the information has to be kept for three (3) years.
- Coaches/managers cannot be added to the official USA Hockey roster until they have completed the USA Hockey SafeSport training and passed the background check.
  - CAHC's deadline for Coaching certification requirements is December 1. Coaches who have not completed their certifications by this deadline will not be allowed to participate until the certification requirements are completed.
- Any changes to the player roster throughout the season needs to be communicated to the CAHC Registrar as soon as possible, so that a new official USA Hockey roster can be provided and added to the Credentials binder.
  - Changes to the roster would include adding/removing players and/or staff (coaches, managers). Per USA Hockey rules, a coach cannot be on the bench during a game unless he/she is listed on the official USA Hockey roster.
- Communicate league schedule to the team's families, as well as other important dates. The league website also posts the schedule and can be found at [www.wyohockey.com](http://www.wyohockey.com).
  - The league schedule is set and posted on the league website in the beginning of October by the WAHL Scheduler. Specific game times are to be posted a minimum of 10 days in advance per league requirement.
  - Schedules should be distributed by email and posted on the divisional bulletin board regularly.
  - Every division has a page on our website at <http://casperhockey.com>, where schedules can be posted by the Communications committee website representative.
- Establish the team dress code. CAHC policy is for teams to dress CAHC warm-ups or dress shirt with tie and dress pants. It is the Manager's responsibility to enforce the dress code once set.
- Organize away league games
  - Arrange hotel block accommodations for coaches and players' families for away league games.
    - Communicate by email all the hotel details, including room block deadline, breakfast included, etc.
    - Consider scheduling a team dinner during trip if the schedule permits (venue reservation, set time/date, etc.)
  - Transport the Teams credentials books to every league game for roster check (if requested by hosting team) and medical consent availability.
  - Arrive at the rink early (one hour pre-game) to check in your team if necessary, find out locker room assignments, and have time to communicate any changes (game times, team dinner plans, etc) to the families via text.
    - If a player or staff member is not present for a specific game, their name needs to be crossed off the roster for that game (one single line drawn through the appropriate name).
    - If a player is injured and can't play in a specific game, but is dressed (helmet and jersey needed only) and on the bench, the scorekeeper must be notified so that the player's attendance will be counted.
    - If a player or coach receives a Game Misconduct, Match penalty (suspension) or any penalty where they have to leave, miss, or sit out a game, a copy of the score sheet for that game must be given as soon as possible to the CAHC Registrar.
  - Recruit parent volunteers for one penalty box for away league games.
- Organize home league games
  - The CAHC Scheduler sets times for all the league games once the league schedule is distributed and forwards the game times to the CAHC Pointstreak representative (who posts the information on the [www.wyohockey.com](http://www.wyohockey.com) website schedule) and the respective Team Managers.
  - Check credentials of visiting league teams for games hosted following league roster deadline.
    - Missing information/errors on a team's roster must be reported to the respective WAHL Age Director as soon as possible.

- Recruit volunteers for home league games (scoreboard, score sheet, Pointstreak, announcer, penalty box, play music) and fundraisers if desired (i.e. 50/50 raffle; all league games at CIA have a “curfew” so unable to do puck toss due to time constraints).
- Educate team families on Pointstreak and scorekeeping. The CAHC Pointstreak Representative will schedule informational meetings regarding keep statistics and how to score keep upon request.
- For game days, a WAHL hard copy score sheet has to be used for all league games (\$100 penalty), in addition to using Pointstreak live. The CAHC Pointstreak representative will put a printed hard copy in the CAHC accordion folder in the scorekeepers box prior to respective game days. All WAHL game sheets can be printed at any time during the season from the [www.wyohockey.com](http://www.wyohockey.com) once the games are posted prior to season start.
  - Following each league game, print out a copy of the game score sheet from the league website at [www.wyohockey.com](http://www.wyohockey.com), so you may determine patches/awards at the end of the year for hat tricks, playmakers, shut outs and first goals.
- Completed score sheets need to be put in the CAHC in the rink lobby.
- Supervise player behavior on and off the ice at the rink and at the hotel.
  - **If a player is ejected from a game to their locker room, it is the Team Managers responsibility to escort the player as he/she leaves the ice and supervise the player until the game is over and the coach has returned to the locker room.**
- **Player statistics for all league games need to be kept** to award players with Achievement patches (hat trick-3 goals scored by a player in a game, play maker-3 assists by a player in a game, shut-out-no goals allowed by the goalie in a game) and first goal ever awards at the end of the season (the score sheet reflecting the player achievement needs to be submitted to the CAHC Registrar). If you have questions about the Achievement patches or first goal awards, please ask a member of the Scholarship Committee.
- Additional assessments for League team players pay for the actual expenses of the team (per team WAHL dues payable to WAHL, ice time for home WAHL games, referee fees for home WAHL games, travel expenses (mileage, food, lodging) for non-parent coaches for away games, and additional ice time for designated League team practices). These assessments are added to the family accounts near the end of November and at season end.

## Travel Tournament Team Managers

- Tryouts maybe necessary to establish team rosters in the Squirt through High School divisions for League and/or Travel Tournament teams. Registration numbers and player interest in competitive play will determine if there will be more than one league team in a division. There will be only one Travel Tournament team in Squirt divisions and higher, with the exception of the High School division which may field two Travel Tournament teams (16U and 18U).
- Once the coaching staff has set the team roster, assist with the “Jersey pick up” night with the Fundraising and Equipment committee.
  - Make a player roster list and include the player's chosen jersey number as that information needs to be included on the official USA Hockey roster.
- Forward the team roster information as soon as possible to the CAHC Registrar to begin preparing the Team's Credentials binder. The Credentials binder contains the official USA Hockey roster (which has to be signed and stamped by the Registrar), in addition to the USA Hockey Consent to Treat forms, and the USA Hockey Codes of Conduct organized alphabetically by players last name.
  - The Team Manager is responsible for the Travel Tournament Team's credentials binder for the season; please note that the Credentials binder needs to be returned to the CAHC Registrar at season end as per USA Hockey rules the information has to be kept for three (3) years.
  - Staff (coaches/managers) cannot be added to the official USA Hockey roster until they have completed the USA Hockey SafeSport training and passed the background check.

- CAHC's deadline for Coaching certification requirements is December 1. Coaches who have not completed their certifications by this deadline will not be allowed to participate until the certification requirements are completed.
  - Any changes to the player roster throughout the season needs to be communicated to the CAHC Registrar as soon as possible, so that a new official USA Hockey roster can be provided and added to the Credentials binder.
    - Changes to the roster would include adding/removing players and/or staff (coaches, managers). Per USA Hockey rules, a coach cannot be on the bench during a game unless he/she is listed on the official USA Hockey roster.
- Schedules should be distributed by email and posted on the divisional bulletin board regularly.
  - Every division has a page on our website at <http://casperhockey.com>, where schedules can be posted by the Communications committee website representative.
  - **For ice cancellations, please email your desire to cancel a practice to the CAHC Scheduler at least three (3) weeks in advance** to prevent the club being liable for the ice time.
  - Please note ice cancellations on holidays (Thanksgiving, two week period over Christmas break). Other ice cancellations you may want to consider if your regular practice time falls on one of these dates include Halloween, Super Bowl Sunday, etc., and Sunday ice times if you have them the weekend of your House Tournament (8U only).
- Establish the team dress code. CAHC policy is for teams to dress CAHC warm-ups or dress shirt with tie and dress pants. It is the Manager's responsibility to enforce the dress code once set.
- Organize away tournaments
  - Discuss tournaments the team will attend with coaches and present to families at a Team meeting for selection as soon as possible as tournaments fill up quickly.
  - Apply for selected Tournaments and submit a copy of all tournament applications to the CAHC Treasurer prior to **November 15**. Contact the CAHC Treasurer when checks are needed for tournament registration fees.
  - Communicate Travel tournament schedule to the Team's families, as well as other important dates.
  - Arrange hotel block accommodations for coaches and players' families for away tournaments.
    - Communicate by email all the hotel details, including room block deadline, breakfast included, etc.
    - Consider scheduling a team dinner during trip if the schedule permits (venue reservation, set time/date, etc.)
  - Transport the Teams credentials binder to every tournament for tournament check-in purposes and medical consent availability.
  - Arrive at the rink early (one hour pre-game) to check in your team if necessary, find out locker room assignments, and have time to communicate any changes (game times, team dinner plans, etc) to the families via text.
    - In the Travel Teams Credentials binder there are team roster labels (provided by the CAHC Registrar) to be used on score sheets (if the host team is not using pre-printed score sheets). Provide some labels to the host team to use if desired.
    - If a player or staff member is not present for a specific game, their name needs to be crossed off the roster for that game (one single line drawn through the appropriate name).
    - If a player is injured and can't play in a specific game, but is dressed (helmet and jersey needed only) and on the bench, the scorekeeper must be notified so that the player's attendance will be counted.
    - If a player or coach receives a Game Misconduct, Match penalty (suspension) or any penalty where they have to leave, miss, or sit out a game, a copy of the score sheet for that game must be given as soon as possible to the CAHC Registrar.
  - Recruit parent volunteers for the team's penalty box for Tournament games.
- Organize the Travel Tournament hosted by your Team.

- For games, make sure you have score sheets filled out (players names and jersey numbers) prior to the game's start time. A USA Hockey score sheet should be used for all tournament games, and they can be found in the CAHC mailbox under the front lobby counter at the rink (extras are stored in the equipment room).
- Recruit volunteers for scoreboard, score sheet, Pointstreak, announcer, penalty box, play music, etc., organizing fundraisers (raffle table, puck toss, souvenir table, etc.), and managing the hospitality room.
  - If your team desires to host an online souvenir store through Bush-Wells for your tournament, this needs to be setup at least 8 weeks in advance.
- Educate team families on Pointstreak and scorekeeping. The CAHC Pointstreak Representative will schedule informational meetings regarding keep statistics and how to score keep upon request.
- Supervise player behavior on and off the ice at the rink and at the hotel.
  - **If a player is ejected from a game to their locker room, it is the Team Managers responsibility to escort the player as he/she leaves the ice and supervise the player until the game is over and the coach has returned to the locker room.**
- **Player statistics for all Travel Tournament games need to be kept** to award players with Achievement patches (at least 3 goals scored by a player in a game, play maker-3 assists by a player in a game, shut-out-no goals allowed by the goalie in a game) and first goal ever awards at the end of the season ((the score sheet reflecting the player achievement needs to be submitted to the CAHC Registrar). If you have questions about the Achievement patches or first goal awards, please ask a member of the Scholarship Committee. The CAHC Pointstreak Representative will schedule informational meetings regarding keep statistics and how to score keep upon request.
- Additional assessments for Travel Tournament team players pay for the actual expenses of the team (tournament fees, travel expenses-mileage, food, lodging) for non-parent coaches, and additional ice time for designated Travel Tournament team practices). These assessments are added to the family accounts near the end of November and at season end.

