

TRI-CITY
TEAM
MANAGER
TRAINING
GUIDE



Welcome!!!



- ▶ ...and thank you for volunteering to be a Team Manager!!!
- ▶ Coaches, players, parents, and leadership appreciate the time you dedicate to support the Tri-City Eagles!
- ▶ The key is being yourself: a parent that wants to contribute to a successful experience.
- ▶ You have a strong support network so be sure to ask questions.

Manager Requirements

- [USA Hockey Membership Registration](#)
- [SafeSport Information and Training](#)
- [USA Hockey Background Screening](#)

Manager Expectations and Tasks

- Communication
- Parent Volunteers
- Official Scoresheet
- Team Building
- Attendance
- Merchandise/Uniforms
- Community Outreach

Communication

As a manager, you are part of a team: utilize your fellow managers (and coaches) when situations or questions arise.

All team managers are placed on a “Managers” TeamSnap team for ease of communication.

Your manager coordinator is available if the answer cannot be found among your teammates.

❖ Up

- ❖ Managers Coordinator
- ❖ Tina Widener
- ❖ managers@tricityeagles.com

❖ Across

- ❖ Head Coach
- ❖ Other Team Managers

❖ Down

- ❖ Parents

Parent Volunteers

- ❖ Parent volunteers are necessary for the following tasks:
 - ❖ Locker Room Monitors
 - ❖ Scoresheet
 - ❖ Score-clock
 - ❖ Penalty Box
- ❖ Tri-City strongly recommends that all parents become SafeSport certified
- ❖ Collect and store all SafeSport certificates

Locker Room Monitors

- ▶ Locker room monitors are required for all practices and games
- ▶ Locker room monitors are the gate keepers to player safety
- ▶ [USAH Locker Room Policy](#)
- ▶ Locker room monitors must be [SafeSport certified, background screened](#), and ensure safe practices
- ▶ Document and track of all your qualified locker room monitors

Locker Room Monitors (continued)

- ▶ Add an assignment for locker room monitors on TeamSnap
- ▶ It is highly recommended that all parents become qualified locker room monitors especially at younger ages to assist with tying of skates, etc.
- ▶ Parents who are not locker room monitors *MAY NOT* enter the locker room.
- ▶ NOTE: All managers and coaches are required to be SafeSport trained and background

Using TeamSnap to Assign Volunteer Duties

- ❖ TeamSnap allows you to create and fill assignments for volunteer duties
- ❖ Instruct parents to volunteer for assignments by using TeamSnap

Scoresheet Volunteer

- ❖ Scoresheet volunteer is needed for home games
- ❖ See Manager Scoresheet instructions below
- ❖ The scoresheet is the official record of the game
- ❖ Scoresheet volunteer is an off-ice official for games
 - ❖ There can be no bias or partiality
 - ❖ Cooperation with and respect for on-ice officials is mandatory

Scoreclock Volunteer

- ❖ Score-clock volunteer is needed during home games
- ❖ The score-clock is the official timekeeper of the game
- ❖ Score-clock volunteer is an off-ice official for games
 - ❖ There can be no bias or partiality
 - ❖ Cooperation with and respect for on-ice officials is mandatory

Penalty Box Volunteer

- ❖ Penalty Box volunteer is needed for both home and away games
- ❖ The penalty box volunteer handles the logistics of infractions
- ❖ Penalty box volunteer is an off-ice official for games
 - ❖ There can be no bias or partiality
 - ❖ Cooperation with and respect for on-ice officials is mandatory
 - ❖ Maintain a calm demeanor at all times

Scoresheet

It is the manager's responsibility to produce pre-game information for the scoresheet

- ❖ Providing a physical scoresheet is the responsibility of the home team
- ❖ Roster stickers will be provided by the Registrar in pdf form.
- ❖ Must be printed and applied to each copy of the scoresheet before home and away games
- ❖ Coaches are instructed to review, verify, and sign the scoresheet **BEFORE** the game
- ❖ On-Ice Officials (referees) are instructed to review, verify, and sign the scoresheet **AFTER** the game

Scoresheet Submission

- ❖ Following a league game, the home team manager must submit the completed scoresheet
- ❖ [CBHL Submission Instructions](#)
- ❖ MAWHA Submission – TBA
- ❖ Score sheets are to be submitted via email as PDF attachment no later than 5pm on the Tuesday following the game.
- ❖ In the event of a non-weekend (rare) game score sheet must be submitted within 48 hours of scheduled game time.
- ❖ Late submittal of score sheets are subject to a fine of \$50 per score sheet first offense/ \$100 after.

Team Building

- ❖ Communicate w/ coaches to create team building activities.
- ❖ Be creative, especially over tournament weekends.
- ❖ Make it accessible by [Adding Games and Events to TeamSnap](#)

Attendance

- ❖ Remind and reinforce members to mark availability using TeamSnap.
- ❖ You can send availability reminders using TeamSnap.
- ❖ TeamSnap availability constitutes attendance.

Merchandise

- ❖ Follow instructions and requests of Merchandise Director
- ❖ merchandise@tricityeagles.com
- ❖ Managers handle distribution for their specific team

Community Outreach

- ❖ Follow instructions and requests of Events Coordinator
- ❖ It is suggested that this task be delegated to another non-manager parents
- ❖ events@tricityeagles.com

Communication

- ❖ Get to know your team
 - ❖ Parents
 - ❖ Players
 - ❖ Coaches
 - ❖ Fellow Managers
- ❖ Be a positive ambassador of the club

Other items to note

- ❖ \$500 (\$250 for 8U) discretionary fund for team spending.
- ❖ [Reimbursement Form](#)

Game Day Checklist

- ❖ Confirm volunteers
 - ❖ Scoresheet (home games)
 - ❖ Score-clock (home games)
 - ❖ Penalty Box (all games)
 - ❖ Locker room monitor (all games)
- ❖ Print your roster stickers for the scoresheet (labels are provided)
- ❖ Have both coaches sign the scoresheet BEFORE the game begins – this confirms the roster.
- ❖ Submit Scoresheet (if home team)

What to be doing now...

- Email your team - introduce yourself and provide contact details.
- Familiarize yourself with TeamSnap by visiting their [Help Site](#).
- Send out volunteer email and get your locker room monitors cleared – background check & SafeSport training.
- Create event assignments on TeamSnap



QUESTIONS?

Tina Widener

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