

Responsibilities of the Team Manager

All teams are required to have a team manager who will be selected from one of the parents of the players rostered on the team. The coach's or assistant coach's spouse may not serve as team manager. If no one volunteers the head coach will appoint a parent or family to serve in this position.

The Team Manager is responsible for the following:

COMMUNICATION

1. Communicating grievances/suggestions to the appropriate party (BOD, Hockey Director, coach) and Manager Coordinator and relaying status of grievance to Player/Parent, as defined in Section VII b. of the DAYHA Handbook and the SafeSport Handbook.
2. Contacting the Manager Coordinator on all team matters.
Michele Baker: rmgbaker13@gmail.com
3. Open communication between parents and coaches regarding games, practices, jerseys, expectations, issues (pass on any pertinent information to parents and players on a timely basis).
4. When a new player registers be sure to communicate with newly/late registered players about practices etc. For updated rosters contact the DAYHA Registrar:
Megan Graham: registrardayha@gmail.com
5. Handling ice rink damages that may occur and report any such damages to the Manager Coordinator.
6. Ensuring proper conduct from team members and parents as defined in the USA Hockey Code of Conduct and SafeSport Handbook.
7. The Team Manager also functions as the DAYHA representative at home games and tournaments.
8. Team Manager will provide a game weekend summary to the Hockey Director by Sunday each week that games are held. Email to Dylan Forsythe: directordayha@gmail.com

Sport Ngin

1. For all home games the Manager may need to secure minor officials (timekeepers) from the parents on the team. DAYHA may occasionally hire a minor official for Sport Ngin who may be able to train new parents who have not been trained on the timeclock.
2. Managers can use Google Docs or another shared document site to have parents sign up via the web with an interactive sign-up. The manager can create the sign-up sheet and post it on the website, then e-mail the link to the sheet to their parents. The parents follow the link and sign-up to volunteer. The Manager may also use the scheduling spreadsheet provided in Appendix B.
3. The Durango Manager may be required to operate Sport Ngin at out of town games if the Durango team is designated as "HOME" (first listed team on schedule).
4. Please remind the volunteers that they are officials and may not cheer or yell while behind the glass. Think of it as a referee cheering for one team or another, which of course should never happen.
5. Managers must remind non-volunteer parents that they cannot be in the scoring or bench areas.
6. Managers must remind all parents who are not designated coaches, or managers registered with USAH and CAHA, that they cannot be in locker rooms or the hallways surrounding them.

7. Appendix A is a game tracking spreadsheet. It is necessary to keep notes on the game in the event that the system/power goes down the data can be entered when the system is online.
8. Contact the Sport Ngin Coordinator for DAYHA if help is needed.

TRAVEL TEAM TRAVELING ARRANGEMENTS

1. Reserve hotel blocks for away games, requesting rooms for coaches be comped for committing the entire team to the hotel.
2. Coordinate team travel for games and tournaments, and provide directions and phone numbers for families.
3. If traveling outside of the state of CO, a travel permit must be submitted to CAHA with all requested tournament information at least 2 weeks before scheduled travel (this should be completed when registering for an out of state tournament).

FUNDRAISING

1. Team Managers must facilitate and coordinate any fundraising efforts on behalf of DAYHA.
2. Teams that host a home tournament must organize a team fundraiser at the tournament (bake sale at tournament, puck toss, etc.). All money raised goes towards the general fund of DAYHA and helps keep costs down for the players/families.

RECORD KEEPING

1. Collect copies of all player birth certificates and submit to Manager Coordinator before the first game of the season.
2. Ensure that the team binder is current with the most up to date roster
3. Make sure that all player/coach/manager documents are included and available at EVERY game:
 - a. Acknowledgement of DAYHA Rules and Regulations and SafeSport Handbook
 - b. DAYHA Consent to Treat Medical History Form
 - c. USA Hockey Player Code of Conduct
 - d. USA Hockey Zero Tolerance Policy
 - e. DAYHA Photo Consent
 - f. Parent Acknowledgement of SafeSport
 - g. DAYHA Coach and Volunteer Consent
 - h. Coaching Education Program Cards (CEP)
 - i. These can be printed from the USA Hockey website
4. Ensure that any un-registered player or Coach is not on the ice at any time. Violation of this USA Hockey and CAHA policy voids the USA Hockey insurance coverage AND results in significant fines for the DAYHA organization.

APPENDIX A Sport Ngin TRACKING WORKSHEET

Date: _____ Time: _____
 Ref: _____
 Lineman: _____

HOME:

VISITOR:

Goals			Goals				
#	Period/Time	G/A/A	#	Period/Time	G/A/A		
1			1				
2			2				
3			3				
4			4				
5			5				
6			6				
7			7				
8			8				
9			9				
10			10				
11			11				
12			12				
13			13				
14			14				
15			15				
Penalties			Penalties				
#	Period/Time	Offence	#	Period/Time	Offence		
1			1				
2			2				
3			3				
4			4				
5			5				
6			6				
7			7				
Shots			Shots				
PERIOD	#		PERIOD	#			
1			1				
2			2				
3			3				

Please log power play goals (PP = when a team scores with the opposing team having a penalty) and short handed goals (SH = when a team scores having their own penalty) in the goal screen.

APPENDIX B Sport Ngin/SCORING VOLUNTEER SIGN UP

Event:

	Teams	Time	Sport Ngin	Clock
	Date:			
1				
2				
3				
4				
5				
6				
7				
8				
9				
	Date:			
10				
11				
12				
13				
14				
15				
16				
17				
18				

APPENDIX C TEAM BOOK REQUIREMENTS

DAYHA Team Manger's Handbook

Each Team Manager must keep a notebook containing the team's credentials. Maintaining this book is the most important task of the manager and the book should be available at all practices, games (league, non-league, and playoffs) and tournaments, traveling with the Team Manager and/or Coach.

It is important that the manager's book is accurate and complete for all teams. This is especially important for any team that makes it to the State playoffs at the end of the season. This book will be checked to ensure that all players and the team are eligible to participate in the playoff games. The manager must make sure the team's credentials are kept up to date throughout the season.

The Manager's Handbook must include the following:

USA Hockey Official Player Roster (USAH Form 2-T)

This form is created by the DAYHA registrar and verified by the Team Mangers. Official rosters must be submitted to the State and Regional Registrars (for approval).

All other rosters are submitted without signatures (players & coaches) and only need to be approved by the State Registrar.

Supplement Player Rosters document any additions and/or deletions that are made to the official roster (the deadline for roster changes is December 31). All additions/deletions must be approved the On-Ice Director and the Registrar before a player will be allowed on the ice with the team.

Birth Certificates:

Birth Certificates are **NOT** carried in the Manager's Handbook.

The Team Manger must work with the DAYHA Registrar to complete the CAHA Date of Birth Certificate Form. The DAYHA Registrar maintains copies of the Birth Certificates.

The form will then need to be notarized by the DAYHA Registrar.

All of the forms below MUST BE IN THE HANBOOK for each PLAYER:

- a. Acknowledgement of DAYHA Rules and Regulations
- b. DAYHA Consent to Treat Medical History Form
- c. USA Hockey Player Code of Conduct
- d. USA Hockey Zero Tolerance Policy
- e. DAYHA Photo Consent
- f. Parent Acknowledgement of SafeSport

All of the forms below MUST BE IN THE HANBOOK for each COACH:

- a. Acknowledgement of DAYHA Rules and Regulations
- b. DAYHA Consent to Treat Medical History Form
- c. USA Hockey Player Code of Conduct
- d. USA Hockey Zero Tolerance Policy
- e. DAYHA Coach and Volunteer Consent - Safesport
- f. Coaching Education Program Cards (CEP)
 - i. These can be printed from the USA Hockey website

All of the forms below MUST BE IN THE HANBOOK for each MANAGER:

- a. Acknowledgement of DAYHA Rules and Regulations
- b. DAYHA Consent to Treat Medical History Form
- c. USA Hockey Player Code of Conduct
- d. USA Hockey Zero Tolerance Policy
- e. DAYHA Coach and Volunteer Consent - Safesport
- f. CAHA registration confirmation