



Manager's Manual

Navy Youth Hockey Association, Inc.

The following document is intended to describe the position and responsibilities of a NYHA team manager. Please keep in mind that every team is run differently and the coach generally sets the tone. The manager should consult with the coach to determine how to handle the responsibilities outlined below. If you experience any issue not addressed here, feel free to contact the Manager Liaison for guidance or assistance to help resolve the issue or complete the task.

Beginning of the Season

1. Send out an introductory email to the team through the NYH website to introduce yourself and ask for a reply to check that parents are receiving NYH emails.
2. Review NYH team folder and its contents. Managers are responsible for assembling a complete set of the following documents in the team folder and bringing the team folder to all games.
 - A. Stamped USAH T1 roster *
 - verify all birth certificates are on file
 - B. Birth Certificate for any player whose birth date has not been verified by USAH*
 - C. USA Hockey membership number for every player*
 - D. Blank scoresheets for home games (league and non-league)
 - E. Team stickers (both front and back stickers)** Provided by Navy Youth Hockey

(The team folder must be at every game, if you are going to miss a game, be sure to assign another parent to the team manager duties for the day).

3. Register for USA Hockey
 - confirm that the head coach and all of the assistant coaches have registered for the current year
 4. Complete the SafeSport Training
 - confirm that the head coach and all of the assistant coaches have completed the online training
 5. Complete Background Screening
 - confirm that you, as the manager, the head coach and all of the assistant coaches have completed a background check within the past two years (submit your receipt for the background screening to NYHA treasurer for reimbursement).
- The Consent to Treat form is no longer a required form.
 - The Participant Code of Conduct is no longer a required form.



- **Team Staff will not** be able to be added to a Youth/Girls/HS roster until their SafeSport training is complete.
 - **A Coach will not** be able to be added to a Youth/Girls/HS roster until the required Age-Specific Coaching Module has been completed.
6. Make roster stickers for scoresheets
 - a. Team Roster/Lineups for front
(cross out the name of any player who will not be at the game)
 - b. Roster and USA Hockey Numbers for back
 - Avery templates are on www.cbhl.org
Go to Team Manager Guidelines tab on left
 7. Confirm the team roster on the NYH website matches your coach's list of players.
 8. Organize a team meeting for parents and players if requested by the coach.
 9. Have parents review the roster information for their play and make any necessary corrections. Be sure that they double-check to be sure that NYH has their correct phone and email contact information.
 10. Request that the parents have the calendar streamed to their phones, so that they receive scheduled changes and calendar updates directly from the league.
 11. Volunteer Positions:
 - a. Time Clock Keepers – home games
 - b. Score Keepers – home games
 - c. Penalty Box – home *and* away games

Remind volunteers that they are off-ice officials in those roles and must behave accordingly. Decide how the positions will be filled, Sign-up Genius works well. Schedule training, if needed.

12. Discuss with the coach:
 - a. **Attendance** – discuss with your coach how they would like to be notified if a player is going to miss practice or a game.
 - b. **Water bottles** – discuss with your coach who will bring the water bottles (coach or players). A water bottle volunteer must be dependable to maintain and fill water bottles for all games and practices (many coaches require players to bring their own water bottle to practice). Water bottles should be washed in hot water by hand or in a dish dishwasher after each use. Players should not touch bottles by mouth – no straws.



- c. **Locker Rooms** – coordinate with the coaches who will be allowed in the locker room. **The locker rooms must be monitored at all times, at all levels, by someone who has completed both the Background Screening and the SafeSport Training Program.**
- d. Confirm that your coach has obtained: (from Hockey Director)
 - First Aid Kit
 - Pucks/puck bag
 - Water bottles/rack

13. Game Roster Cards for Parents

14. NYH may not use official references to USNA in any way. For example, the N*, or Navy “Goats”, “Rams”, or other emblems or references used by the USNA cannot be used for tournament registration, spirit wear, etc. For tournament registration and team name labeling, use “Navy Bantam Gold”, or “Navy Youth Hockey”, etc.

15. Team Apparel Distribution – Jenn Testerman

- a. Spirit Wear
- b. Jerseys, Socks, Wear-Ups, Bags

Note that teams may not create their own NYH items without permission. If you have something you would like added, check with the manager liaison or the apparel coordinator.

Tournaments

Meet with your coaches to decide:

1. When – what holidays or long weekends are they available
2. Where – how far are they willing to travel
3. How many tournaments would they like to participate in

Some tournaments will tell you if your team would be a good fit compared with the teams who have already signed up.

Notify the Club Scheduler and BoD Travel Hockey Director of which tournament(s) your team will attend. League and non-league game scheduling usually occurs in July and August, so the scheduler needs to know which weekends to block (for tournaments or other special team events) early.

Optional Volunteer roles - If desired, recruit parents to assist you:

Tournament Coordinator - Assists the manager and coach in coordinating tournaments. The job may include identifying possible tournaments, collecting fees from parents, completing and filling the



registration documents, hotel accommodations and parent information updates, and confirming that all volunteer positions required for the tournament are filled.

Event planner – Plans non-hockey team events and/or arranges meals and team activities for away weekends and tournaments.

Throughout the Season

1. Weekly Email Updates - Email team the week's practice, game schedules, and game details. Emails may include dates, arrival times, off-ice official assignments, rink locations and directions. (Discuss emails with coaches, some may have things they'd like to add, or prefer to send their own email updates.)
 - a. Keep emails brief and informative, never recognize individual players or plays. Keep to dates, times and information - the fewer words the better.
2. Attendance – Confirm weekly attendance in advance of practices and games. Some coaches prefer to receive notice about player absences from the players or parents directly. Consider using the website/SportsEngine RSVP feature to minimize filling inboxes.
3. Volunteers – Confirm that the game day volunteer positions have been filled and ask volunteers to check in with you 15 minutes before game time.
4. Rosters for game scoresheets – Update stickers as needed. If you will miss a game, please provide the labels to the coach or another parent ahead of time.
5. Preparation and submittal of home game score sheets – For home games, prepare scoresheet prior to the game. Complete game information at the top of the scoresheet, add the stickers for your own team on each page of the and the USA hockey number sticker on the back. (*see directions in the CBHL Team Managers guide). Before the game, obtain signatures from home and away coaches and the game officials, and submit scoresheet to CBHL or CCHL before 5:00pm on Tuesday. (*see Score Submission Process Page).
6. Preparation for away games - For all away games, make sure that you have stickers and provide them to the other teams' manager or coach. After game, make sure to get the copy of the score sheet.
7. Entry of game scores onto NYH website – Enter game scores in the space provided in the team schedule of the NYH website. Either the coach or manager (or parent volunteer) may enter scores.



8. Teambuilding and organization of non-hockey events – pool parties, picnics, tailgates, movies, bowling, laser tag, skiing, snowboarding, open skate, stick and puck, rock-climbing, 5 K races or other fitness events such as those offered at the Y.

Washington Capitals - The game-day initiatives are Mites on Ice, Flag Kids (Squirts, Peewees), Ice Crew and program sales. Coordinate with the Board of Directors to ensure you are considered for these events if interested.