

## **TEAM MANAGER DUTIES**

The team manager should have daily access to the internet and email to keep parents updated on all hockey activities. Team Manager duties *do not* count as work hours.

### **Team Website - if you do not have access, contact Megan Sukalski**

- Keep it updated and include contact information for the coach (if they are okay with having their contact information listed) & coordinator/manager.
- Add team picture, sponsor information, and FYHA logo if the team picture is unavailable.
- Keep the team game schedule updated on the website
- Contact Brenna Anderson for practice time change requests if your coach asks you to find a practice time change for various reasons.

### **Communication**

Communicate with parents/coaches at least weekly. It is beneficial to send weekly emails detailing practice times, especially if there are schedule changes, upcoming games and tournaments, open work positions for home games, etc.

- Assist your coach in keeping everyone informed.
- Practice and game changes
- Tournament info. and hotel accommodations
- Fundraisers, pictures, equipment handouts, etc.
- Other association events

### **Practices**

- Requests will only be granted from HEAD coaches and managers
- I believe any practice changes must be coordinated with Brenna Anderson and head coaches or managers

## **Games**

- Games (home and away) that need to be added/removed or changed must be addressed to Brenna.
- Brenna should upload all home games. As a Manager, it is your responsibility to check that games are correct before game time!
- GameSheets must be signed and completed with no errors before uploading on the platform on the IPAD
- Game changes need to be reported to DIBS Coordinator (Rachel Manwarren) ASAP to update dibs
- Reporting of games. The form and email template are on the website under Team Manager Resources
- Sentinel Sports Writer, Caleb Brinton.
- [cbrinton@fairmontsentinel.com](mailto:cbrinton@fairmontsentinel.com)
- Or use: [sports@fairmontsentinel.com](mailto:sports@fairmontsentinel.com)
- Game report/photo can also be reported to Photo Press (mainly for Tournament results) – Chirp ([ads@fairmontphotopress.com](mailto:ads@fairmontphotopress.com)) Form available on the website.
- Game stats are NOT to be placed on the website
- Assure that all credentials for players are present at all league games and tournaments.
- Submit forms for patches to districts as needed. *(We have had major problems with this the last 3 years. Patches have not been received and we cannot get anyone to answer at District 4 or MN Hockey. I have reached out to other associations and they are also not receiving the patches they request).*

## **Worker signups**

Make sure ALL your worker positions are covered for each home game (at least 24 hours ahead). If workers are still needed, contact team parents to fill. *Sign Up Genius* works well for this sign-up.

- Scoring / Announcer
- Penalty Box

- Penalty Box / Music
- Clock
- Facebook Live
- Locker Room Monitor

Concession stand coverage will be assigned once games are scheduled. This is through Dibs. Please check concessions for your games and reach out to Rachel Manwarren, and she will send an association email if they need to be filled.

### **Rock On Ice**

Each team will host a Rock On Ice during the season

Rock on Ice schedule will be released on the calendar

See the Rock On Ice procedure on the website for responsibilities

### **Locker Room Monitor**

All programs must have at least one responsible screened adult (Locker Room Monitor) present to monitor the locker room or changing area. This includes every practice and game. Home games will need a screened parent assigned, and away games may, if the coach decides. Please ask your coach if they want a screened parent assigned at away games or if the coach will ensure that responsibility.

Follow the locker room monitor procedure found in the FYHA Handbook

### **Other**

Maintain a positive attitude toward Fairmont Youth Hockey and promote good behavior on behalf of players and parents.

Please seek out the following individuals with questions/issues you may have. We all need to work together to make this a successful association. Thank you for volunteering to help our teams!!!

**FYHA President**

Jessica Grolla- Sholl      [jessijg@aol.com](mailto:jessijg@aol.com)      507-236-6782

**FYHA Vice President**

Andrew Sukalski      [ajsukalski@hotmail.com](mailto:ajsukalski@hotmail.com)      507-236-6492

**Registration**

Danielle Juliar      [thate613@gmail.com](mailto:thate613@gmail.com)      507-236-4119

**Dibs (work hours)**

Rachel Manwarren      [rachel.manwarren@gmail.com](mailto:rachel.manwarren@gmail.com)      660-624-1439

**Head Team Coordinator**

Megan Sukalski      [mm.sukalski@gmail.com](mailto:mm.sukalski@gmail.com)      320-510-2123

**Scheduling**

Brenna Anderson      [brensblue03@gmail.com](mailto:brensblue03@gmail.com)      651-246-5381