

Taos Youth Hockey | Manager Handbook 2009

Definition of a Manager:

Manager: Team Mom/Dad, Organizer for Head Coach, Team scheduler, Go between parents and coaches, Communicator.

Duties of the Manager

It is suggested that you recruit as many parents and family as possible to help with the following duties:

Mom/Dad

- Support each child on the team and strive to attain team unity.
- Help the parents understand the game of hockey and keep them informed (email, phone).
- Perform functions in accordance with USA Hockey and Taos Youth Hockey rules and policies.
- Support the coaches.

Organizer

- Organize the team book and take to every game and practice. It should contain: the player roster, player birth certificate, medical history forms for coaches and players, consent to treat forms, code of conduct for each coach and player, copies of USA hockey coaching cards, practice and game schedules, team contact information, registration packets, hockey board contact numbers.
- Assure each player is registered and fees are paid. Contact returning players in August and remind them to register soon for the new season.
- Confirm that each parent, manager and coach has completed and handed in a perpetrator screening.
- Keep a copy of all score sheets and turn in all hat tricks, shut outs, and play makers to the registrar for USA hockey patches.
- Create and hand out parent information lists and keep one in the book.
- Check out jerseys and socks to the parents and pick up at seasons end. Return to the association clean and bagged. Coordinate with equipment manager to assist players with proper equipment at the beginning of the year and during the season.
- Update the Taos hockey website with information about your team and encourage parents to use the site.
- Complete all applications for tournaments and request the registration fee from the board so as to timely submit the application, the fee and the roster of players.

Scheduler

- Check the game schedule at the beginning and ask the coach and the parents if they want to pick up more ice time for practice, games or out of town tournaments. We usually play in Los

Alamos during their Christmas Festival and Jamboree. Coordinate with the master scheduler with regard to extra events your team may attend. Use your ice time in Taos, as it is the most economical.

- Recruit parents for scoring at games, running the clock and helping during Taos tournaments and games. We should staff the score box during our tournaments with parents from each division scoring games for that division. A list should be provided to tournament director days before the tournament starts.
 - Keep parents well informed by having meetings frequently.
 - Conduct early player, parent, and coach meetings.
 - Inform all participants of the Zero Tolerance Policy.
 - Schedule other team building activities such as pizza party, watch a hockey game or attend clinics.
 - Coordinate a snack schedule for games and practices

Go Between

- Communicate with coach and determine goals for the team and what USA hockey expects the players to learn. Explain to parents and players what the goals are and what they mean.
- Inform parents that all complaints should be directed to the manager and not the coach.
- If there is a problem or incident with a child or parent, record the complaint, communicate with the coach and record a response, then communicate the response to the parent. If not resolved, report with the coach to the head coach or appropriate board member. Keep a good written record of all events to document all actions involved. Should a parent go to the board your notes will be most helpful in solving the problem.
- With regard to any problem or incident it is best to document all actions and resolutions made. Bring any questions to the board and or head coach.

Communicator

- Communicate with the children
- Communicate with the coach
- Communicate with the parents
- Communicate with the board

Remember to put the children first in making decisions. Youth hockey is first and foremost about the young players and their wellbeing and development. Encourage all to follow your example.

Please contact the board prior to any fundraising activities so as not to conflict with the many annual sponsors we have in place.

Thank you for volunteering with our hockey association. We can't do it without you.