

## AAAHA Team Managers

Thank you for volunteering to be your team's manager. The role of manager is determined by the head coach and is key to the smooth functioning of the team. The manager takes much of the administrative burden off the coaches allowing them to focus on player development and games. The manager is often the primary contact for the parents, the main organizer of off-ice activities, and may be responsible for collecting fees for extra team activities, if any. Meet with the head coach as soon as possible to ascertain the coach's expectations and requirements and determine a date for a parent meeting.

Managing a team is an important role for the entire season for communicating with players, parents and AAAHA; share it, solicit help from other parents. Most would be more than willing to help out and would welcome the opportunity to be more involved with their player's activities. You will need to have internet access and the ability to send and respond to emails to the team and to your division coordinator. AAAHA has a mailbox at the front office of the Cube, in the upper left corner of the white mailbox center. It's a good idea to get in the habit of stopping by that mailbox to check for any envelopes with your name, your head coach's name or the team name. Items can be returned to AAAHA in that mailbox, or in the slot on the office door.

### **USA Hockey/MAHA requirements for rostering as a manager.**

Complete the following forms:

1. Background check – complete this on-line at [www.maha.org](http://www.maha.org). A confirmation copy will automatically be e-mailed to you. Print off a hard copy and turn in to AAAHA..
2. Participant Code of Conduct
3. Consent to Treat, including insurance policy information
4. Waiver of Liability form – Obtain from AAAHA office or by emailing [registrar@aaaha.org](mailto:registrar@aaaha.org). If the manager is registered with USA Hockey for other reasons, a copy of the USAH confirmation can be used in place of the Waiver.

Turn in completed forms to AAAHA. Managers do not need to register on-line with USA Hockey. Except for the waiver of liability, all forms and links are on the AAAHA website [aaaha.org](http://aaaha.org). Managers are not permitted on the bench during games or on the ice for practice. If you wish to participate in those activities, you must roster as an assistant coach.

### **Manager responsibilities**

**Team rosters** – Rostering is the most important activity that must occur prior to teams participating in games. For Fall 08, all players should have submitted all paperwork to AAAHA prior to being allowed on the ice for evaluations, it is possible however that omissions or mistakes could be discovered after players are assigned to teams. Managers will be asked to contact players/parents to get the paperwork updated as soon as the problem is discovered and before the next ice time. Coaches also have paperwork that must be submitted in order to generate a team roster. Players that may join a team after the season begins will also need all paperwork in good standing before skating with the team.

Managers will receive either a team roster or a list of outstanding paperwork shortly after the teams are formed. USAH and MAHA require that the roster be certified by the USA Registrar prior to playing any games, and the manager plays a key role in getting this requirement fulfilled. Any missing or incorrect forms must be submitted to AAAHA as soon as possible. Once a roster has been generated, all players (except Mites) must sign the roster with **first and last name, as it appears on their birth certificate**; coaches and manager initial the roster. Mite rosters do not require any signatures. **Do not add or change any roster information.** Do not make any marks or notes on the roster. Contact the AAAHA office if there are errors or if you have questions/concerns. Return the signed roster to the AAAHA office so that AAAHA can have the roster certified. If a player is out of town and unavailable, turn in the roster with the rest of the signatures, and the absent player can be added on a supplemental roster when they return. The team can play games **only after** a copy of the certified roster and all required USA Hockey/MAHA player/coach paperwork is returned to you. Keep these documents in a binder/file and take them to all team activities. A general list of all the team paperwork required for rostering is on the AAAHA website in the Coaches Corner.

Changes to the roster may occur during the season, players or coaches may be added. In those instances AAAHA will print an add roster and forward it to the manager who is responsible for having it signed/initialed and returned to the office. Players may not participate in a game until the add roster has been certified. Should a player withdraw during the season, the manager should inform AAAHA.

Team binder/file – managers should organize team information in a binder or file in the following order.

1. Certified copy of the roster
2. AAAHA Registration forms with each player's forms in the following order:  
Consent to Treat, Participant Code, Parent Code
3. Copies of the coaches' USAH CEP card, Consent to Treat and Participant Code for each coach, copy of Coaches Code of Ethics
4. Copy of the manager's Waiver of Liability form
5. Team copy of game log and all score sheets in date order
6. Team schedule

This binder should be at every team event: all games, practices and tournaments. If you cannot attend, please have a coach bring the binder to the event. *Coaches are required by USAH to have their CEP card on their person during games.* Referees are likely to ask to see it.

### **Team equipment**

Before the first scheduled House games, managers will receive jerseys and sox for distribution to the team. Name plaques for each player usually arrive in October. Mite-Peeewe team managers will be notified when to pick up the team's goalie equipment and are responsible for returning this at the end of the season. If any equipment needs to be repaired during the season, please contact the division coordinator.

If there is an injury during a practice or game, please alert Cube staff and an AAAHA Board member as soon as possible.

### **AAAHA fees**

Player fees for the season can be paid in full or in installments according to the fee schedule posted by the association. Names of players whose fees are not paid on a timely basis are posted on the AAAHA bulletin board and the AAAHA office door. It is the manager's responsibility to check this listing on a regular basis, inform the coach and remind the parents. Players with outstanding fees are not eligible to participate in practices or games. Games will be forfeited if ineligible players are allowed to participate.

### **MAHA S.T.A.R. Program**

The mission of the **Michigan Amateur Hockey Association's S.T.A.R. HOCKEY** program is to provide a youth hockey environment in which all the individuals are treated with respect and dignity for the enjoyment and personal development of everyone. The S.T.A.R. Hockey program is meant to be presented and explained to ALL hockey participants in Michigan, including parents, players, coaches, officials, and administrators. It is reviewed in Coaching and Officiating education programs. The Parent Code of Conduct form is a mandatory part of registration. AAAHA has copies of the S.T.A.R. video on VHS for team viewing. DVDs will be available this Fall. Talk with your Head Coach to schedule a time for reviewing and discussing materials with players and parents.

### **Game timekeepers and score keepers**

Managers are responsible for providing a game timekeeper and a scorekeeper when the team is the home team. Information on running the time clock at the Cube is attached. AAAHA will provide score sheets and a game log to each team. Scoresheets can be obtained from the office. The coach or manager is responsible for completing the basic team information on the score sheet, i.e., team number, name, date, arena, player numbers and names, coach's names and USA card numbers for the home team. Printing score sheet labels (Avery labels #2163 (2"x 4")) will expedite this. Coaches must sign the score sheet prior to the game to certify the lineup. The manager also ensures that the visiting team's manager completes the visitor portion of the score sheet prior to game start.

Timekeepers and score keepers are off-ice officials. Their function is to accurately manage the clock and record all game activity appropriately. They must remain neutral during the game, having no contact with players or coaches other than to clarify game information, such as ending time for coincidental minor penalties.. Instructions for the scorekeeper's completion of the game score sheet are attached. Additionally AAAHA will schedule some "training sessions" for new timekeepers and scorekeepers at the beginning of the season. The USAH website provides online resources for off-ice officials. Parents are encouraged to practice running the clock during team practices to become familiar with its operation.

At the end of the game, after referees have certified the information, score sheets are distributed as follows, original returned to the AAAHA office, yellow copy retained by the home team, pink copy given to the visiting team. Typically managers keep the score sheets for all games and records these on the game log.

### **Team communication**

Coaches and Managers are the focal point for all team and AAAHA communication. Each team has its own web page and calendar on the AAAHA website. Register on the

website, and then send an email to [webmaster@aaaha.org](mailto:webmaster@aaaha.org) with your username and which team you are managing so that you can have the proper permissions for editing the team pages. You may also want set up an e-mail group for weekly communication to parents of practice times, games, clinics, picture days, the holiday fund raiser, special events, hockey weekend, etc.

### **Team finances**

Note that per AAAHA rules, a player is not required to pay for anything in addition to the fees assessed by AAAHA. A player cannot be penalized in any way if they chose not to participate in extra team activities, i.e., chooses not to go to a tournament, etc.

If the coach and team jointly decide to purchase extra ice, apparel, participate in tournaments, have team parties, etc., team managers may be responsible for collecting additional monies. Funds may never be commingled with personal money. If a team anticipates a lot of activity, it should consider opening a team checking account or collecting money on an as needed basis. Always keep track of moneys collected/expended and keep the team informed on a regular basis. You need to provide an accounting of these fees should AAAHA request it.

### **AAAHA Yearbook**

The yearbook goes to press in February. Coaches and Managers are encouraged to submit a photo and brief write-up of season highlights/special events for inclusion in the book. AAAHA reserves the right to edit material as necessary due to space limitations.

### **Hockey awards**

In late February, managers will be asked to review score sheets of the team's **regularly scheduled and tournament games** and submit a listing of players who have earned hat trick, playmaker or zero club awards. Attach a copy of the appropriate score sheet(s) with the player highlighted. Only one patch per category is provided, if a player has multiple occurrences (i.e., has scored a hat trick in more than one game), submit the score sheet for the first occurrence only.

Hat Trick – scored three goals in the game

Playmaker – assisted on three goals in the game

Zero Club – goalie shut out

This task is most easily accomplished if you track the awards all season long, noting the award and copying the score sheet after each occurrence.

### **Questions**

Contact the AAAHA office (734) 213-0370 or any board member (contact info on the AAAHA website).

### **Other items and helpful tips**

**AAAHA Office** – Usually someone is available at the office before and after MiniMite sessions on Saturday mornings and Wednesday evenings. All Board members have a key and will be happy to make arrangements with you if you need access to items in the office. Almost always, items can be left up at the Cube front office for you if you let someone know ahead of time.

**Tournaments** – Be sure any tournament the team enters is sanctioned by USA Hockey. Hockey Weekly and Michigan Hockey devote several pages to tournament listings. The MAHA website lists many sanctioned events. Tournament hosts will require that you send in a copy of your certified roster. Be sure to take the team file to the tournament, some tournament directors may also check the team players/coaches paperwork.

**Extra ice and extra games** – Note all AAAHA scheduled ice and games are included in the player's fees. When teams purchase extra ice for practices or games, the ice fees and any referee, referee scheduler fees are the responsibility of the team.

**Use of Cube facilities** – The Ann Arbor Ice Cube will provide reasonable access to space for team meetings, parties, etc. To request space, contact Crew Gary or Casandra Young at (734) 213-1600. Be sure that the room/area is left in good condition.

**Locker rooms** – The manager usually picks up the locker room keys for the team from the arena office, leaving his/her car keys with that office. If a locker room is not in acceptable condition when you enter it, report it immediately to arena personnel. Ice arenas are very open facilities and may have persons in the building who have no legitimate purpose for being there. Managers should be sure that all doors of the team locker room are locked, including the door to the shower, when the team takes the ice and likewise locks all doors when the team is through using the locker room. This includes the Ann Arbor Ice Cube. Cube staff prefer that AAAHA teams obtain locker room keys and lock the locker rooms while on the ice.

Adult locker room supervision is required at all times. In those instances when a coach/manager is not available to be in the locker room, team parents may fill in. A MAHA background check and Waiver of Liability form must be completed by ALL parents supervising the locker room. Managers should provide a list of locker room personnel to the AAAHA office.

**Travel to other hockey arenas** – Directions/maps for most rinks can be found at [www.arenamaps.com](http://www.arenamaps.com).

**Team lists** – Providing team members a list of players including parent names, phone numbers and cell phone numbers is helpful for emergency contact and for parents who might need occasional assistance in getting their player to/from the rink. Names and contact information should not be listed on public websites however.

**Manager extras** – Helpful items to have with you:

- Extra pens and paper

- Dry erase markers

- Screwdrivers, both flathead and Phillips, for tightening helmet screws, etc.

- Hockey Tape (note: black friction tape should not be used on the handle of the stick, only on the stick blade)

*A big thank you for volunteering! Let us know if we can help in any way.*

**August 2008**