

TRAVELING TEAM MANAGER GUIDE



HASTINGS HOCKEY

2011/2012 SEASON

Introduction

If you are reading this manual, congratulations! You've decided to take an active role and support your child's love of hockey. Managing a youth sports team is incredibly rewarding, educational and requires some dedication and work on your part.

So, what exactly does a team manager do?

The team manager's job is to serve as a liaison between players, parents, coaches, tournament officials and others. This guide helps you understand what needs to be done and provides guidance for specific tasks, so you can feel good about your contribution and your team will be happy with the job you do.

Keep in mind that all activities do not have to be handled by the team manager – some can be delegated and some are “nice to have” items but are not mandatory.

The more you can do to keep your team organized and running smoothly, the better season everyone will have!

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GETTING STARTED

Meet with Coach

Schedule a meeting or phone call with the coach before the season to discuss the expectations of your role and make sure that you both understand what duties you will and will not be responsible for. Many of the coaches will want you to take care of everything off of the ice, but not always. Find out if the coach wants you to attend the District 8 game scheduling meeting with him (most likely this will be done already).

Managers Meeting

All team managers are expected to attend the team managers meeting which is typically held the first week in November, right after tryouts are over. At this meeting this manual as well as other important information for the season will be reviewed.

Team Meeting

Your coach will likely set up a meeting with the parents and players early in the season. It's a nice opportunity for both kids and parents to get to know one another, ask questions about the upcoming season and for the coach(es) and manager to set expectations for the year. The team meeting can be as simple as a quick 20 minute gathering before or after a regular practice, or it can be an extra event that takes place at a restaurant or someone's home.

Your responsibility as the team manager is to coordinate the event and communicate the date and time to the parents and players. Be sure to relay the importance of attendance (mandatory) at this meeting. It is helpful to send an email to the parents with the date, time, place and what will be discussed at the meeting as soon as possible. You should attach the following documents (which reside on the Manager page of our website) for the parents to print, complete and return to you at the team meeting. A sample parent email/letter can also be found on the Manager page.

- Consent to Treat
- Waiver of Liability
- Player Code of Conduct
- Parent Code of Conduct

You will also need to collect the \$250 volunteer deposit check for each player. Forward checks in a sealed envelope labeled with your team name to Lisa Foster, Director of Volunteers. Checks will be shredded at the end of the season if required volunteer points have been fulfilled. Checks will be cashed for those who do not fulfill hours! See volunteer policy for details.

Jerseys

Team jerseys and socks will be handed out at the team meeting after volunteer deposit checks have been received. **No deposit check, No jerseys!** Traveling teams will receive both a home and an away jersey (which are returned at the end of the season) and team socks (not returned). Team jerseys and socks are to be worn for games and scrimmages only. Jerseys should be kept in a garment bag and not in player's equipment bags. You will need to keep a record of jersey numbers assigned. It is helpful to make laminated wallet cards for parents with this information (template on Manager webpage).

Team Book

Traveling team books will be handed out at the Team Manager meeting by the HHB Registrar, Kari Gruden registrar@hastingshockey.com or 651-592-3347.

Your team book should include:

- Team Roster
- Player Birth Certificates (add any that may be missing)

Upon receipt of team book:

Have all players sign the Team Roster and add the following completed forms for each player to the book. (All forms on Manager webpage)

- Player Code of Conduct
- Parent Code of Conduct
- Consent to Treat
- Waiver of Liability
- Completed Background Check Consent Forms (all coaches, team manager and locker room monitors must complete a form)

Once all information above has been placed in the book, contact the HHB Registrar, Kari Gruden, to arrange for sign off by the District 8 Registrar, Rich Rakness "Rak". **IT IS REQUIRED THAT THIS IS DONE BEFORE THE FIRST GAME!!!!!!** Be sure to allow enough time for this; communicate with the Registrar so she is aware of your timetable.

Team Apparel

Team apparel such as warm-ups can be ordered through Terry Thompson at Advanced Sportswear in Cottage Grove <http://advsportswear.com>. Advanced Sportswear is a strong financial supporter of our program and provides us reduced rates on apparel. Team Managers should pick up various sizes and an order form at Advanced Sportswear before their team meeting and return to their shop ASAP thereafter.

For other types of apparel, Terry will be at Hastings Civic Arena on a handful of dates this year and those will be posted on the HHB website.

Website

As the team manager, you will be responsible for setting up, maintaining and updating your team web page. To create your team web page, you will need to use the user name and password you created to register your player for the season. After the Team Manager meeting a list of all team managers will be forwarded to the Website Coordinator to grant permissions to individual team pages.

Your team web page should be your main form of communication with players and parents. The team page should include information such as your team calendar and roster (see more info below), home game volunteer schedules, practice/game changes, tournament info, reminders to turn in paperwork or money, team party info, etc.

Creating your Team Page

This link will take you to a how-to video <http://support.ngin.com/questions.php?questionid=287>

VIDEO: How to Add Content to a Team Page

This video tutorial provides step-by-step directions on adding and modifying **page** elements within a **team** page.



Creating your Team Roster

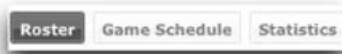
You will create your team roster on your team page. It is Important to “add names from membership directory”, **not** create new or from scratch! Modify last name to first initial only. No individual photos will be allowed on team roster pages.

Adding a Player to a Roster from the Member Directory:

1. **Login** to the organization
2. Ensure you are in **Edit Mode**



3. Go to the **Team Page** you wish to create a Roster for
4. Click on the **Roster** button



5. Select **Add Player from Network Member Directory**



6. Start typing the player's name in the Search profiles by name window, or select from the scroll menu



7. Enter the Jersey Number and Position
8. Click **Save Player**

Please Note: Players that are successfully attached to an NGIN account will automatically be placed in a Team Roster **Group**. This group is accessible to users with Page Owner permissions for the Team Page by going to the Groups Tab when in Edit Mode on your team page. This will allow the coach to send a mass email to the entire roster group to notify the team of any important updates such as canceled practice, game time changes, etc.

Creating your Team Calendar

Your web page includes a calendar that you will use to publish all team practices, games and tournaments. You can add scrimmages, dryland practices and outdoor ice as needed.

Adding Articles and Events

Articles

News articles are a great way to enhance your webpage and highlight "time sensitive" information. When you add an article for your team, it is displayed in an "aggregator", always displaying the newest story first. Add news articles about a big win, an upcoming team party, or important parent meeting. To create a new article, click on Add Article on the yellow bar above Recent Team news. If you include a photo with your article, consider adding a News Slideshow Page Element to your page to enhance the presentation. The optimal aspect ratio for the News Slideshow Element is 600 x 370.

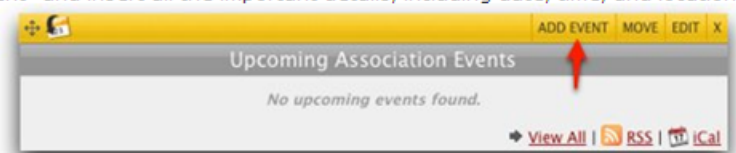


Events

As a manager you can add two types of events: **Non-Games** and **Games**. Please note that the calendar and game schedule will NOT recognize duplicate events. If your organization has a scheduler that uses our Schedule Upload tool, please check to see if they have loaded any of your events.

Non-Games

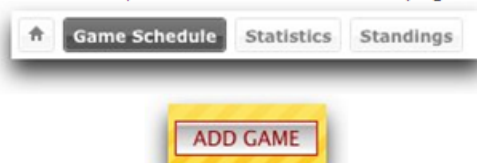
Practices, Fundraisers, Team Parties, Meetings, etc. can be added directly into your team calendar and displayed within the "event aggregator" on your webpage. Simply click on "Add Event" and insert all the important details, including date, time, and location.



All aggregators are set to default into a FIVE day view. You can always "edit" the actual aggregator to display information in a list view. This is a great way to display location and notes about each event within the calendar.

Games

All games should be added through your team Game Schedule; the games will be displayed within this game schedule page, along with your master team calendar. To add a game, simply click on Add Game, found within the schedule page.



When adding a game, you can enter in all game details including: Opponent, Home/Away, location, location URL, game time, status and referees. All scores and stats will be updated through this same section (see Managing Team Stats below).

Sending Team Emails

How do I send an email to my team roster?

Sending an Email Message to a Team Roster:

Players that are successfully attached to an NGIN account, will automatically be placed in a Team Roster **Group**. This group is accessible to users with Page Owner permissions for the Team Page and will allow you to send a mass email to the entire roster group to notify the team of any important updates such as canceled practice, game time changes, etc.

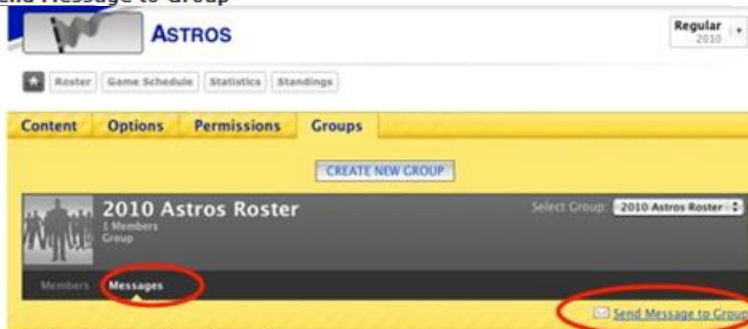
1. **Login** to the website
2. Go to the team page you have permissions for and ensure you're in **Edit Mode**



3. Click the **Groups** tab



4. Click the **Messages** tab of the group you wish to send an email to
5. Click **Send Message to Group**



6. Choose the All or Selected option



7. Begin typing your message and hit **Send Message** when finished

* **Please Note:** If a player is not successfully attached to a valid NGIN account, they will not receive an email. To ensure they are attached to a valid NGIN account, click on their player profile name from the Roster page, click Edit Player Details, and ensure the Player NGIN Account has a name listed. If there is a message that says Invite Someone to Claim, you must click this to invite them to claim their player profile. An email invitation will then be sent to **claim** the player profile.

DISTRICT 8 INFO

The HHB website also has links to the District 8 website (stickstats.com). Here you can find league information such as the rule book, current standings and contact information for other teams, etc. It is recommended that you familiarize yourself with this website so you know where to find information you may need.

Once the District 8 Game Scheduling Meeting has taken place (your coach may ask you to attend with him), make sure to check the schedule on the website against your own. Click on League Information, then on League Schedules, and type in the appropriate information there. If there are any discrepancies, it should be taken care of right away.

REPORTING SCORES

The District 8 website is also the place to report game scores if your coach asks you to do that. Right on the front page is a link to the Game Results Form. Again, it is very easy to do, just follow the directions. The score needs to be reported by the winning team, or, in the case of a tie, the home team. You also need to report if each team gets their HEP point (fair play point), so make sure you understand how this works. There is a link on the main page right underneath the Game Results Form, or the coach or another manager can explain it to you. Be sure to note the penalty minutes change with the level of play.

GAME BOOK LABELS

The manager needs to have labels printed and ready before the first district game (and available for every game and scrimmage). These list the team name, roster and coaches name and (4) copies are needed for each game. When you have a home game, you need to request a scorebook at the arena office. Apply 1 label to each of the 4 copies in the book. You will also need to get the opposing teams labels from their manager and put those in there as well. For away games, you will need to provide the labels to the opposing teams manager for them to put in their scorebook. There is a template for printing these labels on the Team Manager webpage.

SCORE SHEETS

Before each game, the parent who is doing the score book will need to get each teams coach to sign the sheet, and get the referees signature after the game. One copy goes to the referee for District 8, one copy goes to the opposing team, one copy goes to you to keep, and the remaining copy stays in the book. Check with your coach if he wants you to hang on to the score sheets, or if he will.

RESCHEDULING A GAME

If a conflict arises and a home game needs to be rescheduled, you will need to use one of your practice times or contact the Vice President for additional ice time. Contact the coach and/or manager from the other team and agree on the new date and time. Go to the District 8 website, click on the District Forms & Rates link on the left column of the main page for the form needed. Please note that there is a fee involved, so you will need to let the Treasurer know that a check needs to be sent. You will also need to make sure to contact the Referee Coordinator to inform him of the change in date and time. Please note that if there is not at least a 2 week notice of this change, the district may not approve it and it could result in a forfeit!

SCHEDULING SCRIMMAGES

Some coaches prefer to do their own scheduling of scrimmages, but, if he asks you to do it, here's how. First, find out if the coach wants to use a practice hour or if you need to get additional ice time from the Vice President. Then, contact the coach and/or manager from the team he wants to scrimmage and see if they are available for the date and time you have. You will need to contact the Referee Coordinator so he can arrange for a referee to be there. **Please note:** you need to give the Referee Coordinator a 10-day notice for scrimmages, so he has enough time to get a referee! You will also need parent volunteers for the penalty boxes, time clock and scorebook.

SCHEDULING TOURNAMENTS

Here again, this may already be done by your coach. If not, hopefully he will have an idea about which tournaments he wants to get into. You may need to do some legwork for him to find out if the tournament is full or if you can still apply. Usually there is a registration page that needs to be filled out and e-mailed or sent in. You will also need to contact the Treasurer so the registration fee check can be sent in. Many times, there will be other forms you need to submit such as team roster, shoot-out list, or t-shirt orders. Once you know for sure that you are in the tournament, you should research hotel fees in the area and reserve a block of rooms if necessary (ask for a hockey tournament discount). Be sure to let parents know the info up front, so they can call in and make their own reservations. Once you receive the tournament brackets (schedule of games), be sure to post it on your team page and/or distribute a copy to parents. As the team manager, you will be expected to arrive early for the first game so you can check-in your team. Be sure to bring along your team book, as they will need to check the approved roster. You should also be prepared to take a team picture after the tournament if they do well, and submit it to the local newspaper.

SCHEDULING DRYLAND

Each team has the opportunity to use our dryland facility for additional training. Please check with your coach to see if he wants to do this. There may be a limit to how many times per week or month any given team will be allowed to use the dryland facility. Dryland schedules should be posted on the coaching page of the website.

SCHEDULING OUTDOOR ICE

Again, weather permitting, outdoor ice time may be available for teams to use for additional practice time. This **MUST** be scheduled through Outdoor Ice Coordinator since we have to cooperate with the City of Hastings on this. More information will be available on the website.

PLAYER ABSENCES

Ask the coach if he would prefer players to contact him or you if they are unable to make it to a practice or game due to illness or vacation or whatever. If he wants them to contact you, be sure you communicate it to the coach in a timely manner, so he can plan accordingly.

VOLUNTEER REQUIREMENTS/DIBS

The Hastings Hockey Association is a volunteer organization that relies on the volunteer assistance of all its members. To ensure everyone is doing their part each set of parents/guardians will be required to complete volunteer credits based on level of play, with a **maximum of 36 credits per family**. Parents/guardians will be required to provide a volunteer deposit check per player. These checks will be shredded or returned upon request at the end of the season once all required volunteer credits have been completed and verified by the Director of Volunteers. The Director of Volunteers will determine what qualifies as a volunteer credit. Volunteer credits will be tracked utilizing the online DIBS system through the HHB website. The credits and deposits are as follows:

- Blue Mites: **2 Credits per player/no deposit**
- Gold/White Mites & U8: **2 credits per player and \$50.00 deposit per player**
- In-House Squirts: **4 credits per player and \$100.00 deposit per player**
- Traveling Players: **14 credits per player and \$250.00 deposit per player**

***Jerseys will not be issued until team managers at ALL levels have received the required deposit.**

If the player is on a traveling team, each family will be required to pay a volunteer deposit of \$250.00. This deposit should be in the form of a check made out to HHB. This check will only be cashed if that family does not fulfill their volunteer hours. You should collect the checks at the team meeting if possible, then turn in all the checks to Lisa Foster, Director of Volunteers, for tracking purposes. PLEASE MAKE SURE THEY UNDERSTAND THAT THEIR CHECK WILL NOT BE CASHED AS LONG AS THEY FULFILL THEIR REQUIRED VOLUNTEER POINTS/CREDITS!!! If you encounter any problems collecting the checks from families, please speak with the Level Director, the Director of Volunteers, or the Treasurer. Other volunteer opportunities will be available throughout the season and posted on the DIBS site as they become available.

Home Games/Scrimmages

Each traveling team must provide parents to work the penalty boxes (2), time clock and the scorebook (4 volunteers) for each home game. The Manager is responsible for coordinating these volunteer assignments. A home game work schedule template can be found on the Manager webpage. The Manager will track DIBS points earned (1 point for timeclock, 1 point for scorebook, zero points for penalty boxes) and report to Director of Volunteers at the end of the season.

Locker Room Monitors

All teams must have same gender locker room attendants for each practice, scrimmage and game. For girls teams only, moms will receive 3 DIBS points for the season, but must do locker room duty a minimum of 5 times during the season. Managers are responsible for scheduling locker room monitors and reporting points earned to the Director of Volunteers at the end of the season.

TEAM FEES

Team fees are additional charges your team incurs throughout the year such as: tournament entry fees, additional scrimmages and referee fees, additional ice time, etc. These fees are to be split among all team players evenly. Check with your level director approx. early December for a list of these fees. Parents can pay it in one full payment, or they can split it into two payments. Again, check with the level director or the Treasurer for due dates. You may want to create a spreadsheet to keep track of payments. You will be responsible for collecting these payments and turning them in to the Treasurer. Be sure to give parents a few weeks notice before payments are due. If you have trouble collecting payment from any parents, talk to your level director or the Treasurer.

MISCELLANEOUS

TEAM PARTIES

Start of Season – Plan a get-together at the beginning of the season so that players and parents can get to know each other. This would be a good time to hand out the laminated wallet cards with players names/numbers.

End of Season – Celebrate the end of the season to honor your coaches and players. Coordinate appreciation gifts for coaches.

You can do a potluck at someone's house, have it at a restaurant, or whatever you decide. Make sure to let people know ahead of time and what the financial contribution needs to be for each family.

YEAR-END DUTIES

Be sure to check with the Treasurer to make sure all families have paid their portion of the team fee.

All the team jerseys need to be collected and turned in. The jerseys must be washed by the team manager prior to returning.

Turn in the team book to the Registrar.