

# HYLAND HILLS HOCKEY MANAGER'S HANDBOOK



Hyland Hills Jr. Hockey Association  
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### Message from the Hockey Director:

I want to thank all of our managers for volunteering for the toughest position in hockey – *The Manager*. The manager is the key to a successful season and a happy coaching staff. The Manager is always on the front line and does all the great work behind the scenes. To have a successful coaching staff you need a great manager that can communicate with the parents and coaches. Managers truly are the back bone to a team.

Good Luck,

Shawn Kurulak

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## **Team Manager**

The Team Manager is the communication director, financial director and all around team liaison. You will make sure that all pertinent information is forwarded appropriately to the players, parents, and coaches. The manager is responsible for ensuring that all the off-ice tasks are completed. This does not mean that the managers has to do it all; he or she needs to make sure that it gets done via delegation.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with a rewarding hockey experience.

This handbook provides information to aid the managers with the operation of the team. The manager's duties will vary depending on level and division of the team.

### **Manager's Starting Checklist**

- Supply the HHA Registrar required information (full name, address, date of birth, telephone, and e-mail) for all team staff to include coaches and manager.
- A team roster must be submitted to USA Hockey Registrar before any non-league games/scrimmages can be scheduled. Any situation with a referee is a game/scrimmage.
- All Coaches and Team Managers must register on the CAHA website for the background check.
- Each family must register on the CAHA website for the CAHA/Avalanche Cares Program.
- Get Pucks. Pucks are distributed by the equipment managers; there is a team deposit of \$100 required at pick up.
- Order Captain Letters. The HHA registrar has a supply of captain letters; they are \$4.00 a letter.
- Schedule parent meeting.
- Place all USA hockey forms copies of score sheets in you credential (manager) book.
- The team treasurer needs to open the bank account as outlined in the team account section of this manual.
- Watch the website for the HHA managers meeting announcement.
- Tier 1 and Tier11 managers are required to attend the CAHA Manager's meeting. This announcement will be on the CAHA website.
- Order practice jerseys.
- Order team apparel: player/coach track suits, game/practice socks, team bags (optional) etc.

## **Team Manager's Book**

Each Team Manager must keep a notebook containing the team's credentials. Maintaining this book is the most important task of the manager and the book should be available at all practices, games (league, non-league, and playoffs) and tournaments.

It is important that the manager's book is accurate and complete for all teams. This is especially important for any Tier Team that makes it to the State playoffs at the end of the season. This book will be checked to ensure that all players and the team are eligible to participate in the playoff games. The manager must make sure the team's credentials are kept up to date throughout the season.

**This manager's book must include the following:**

### **USA Hockey Official Player Roster (USAH form 2-T, see example)**

- This form is created by the HHA registrar and verified by the Team Manager. Signatures of the players, coaches, and manager are required for Tier I (AAA) and Tier II (AA). Official rosters must be submitted to the State and Regional Registrars (for approval). All other rosters are submitted without signatures and only need to be approved by the State Registrar. These rosters can be signed once they are returned by the registrar, however, they are not a requirement.
- Supplement Player Rosters document any additions and/or deletions that are made to the official roster (the deadline for roster changes is Dec. 31). All additions/deletions must be approved by the Hockey Director and the Registrar before a player will be allowed on the ice with the team.
- Birth Certificates are **NO** longer allowed to be carried in the manager's book. You will need to complete the CAHA Date of Birth Certificate Form, by looking at the actual birth certificate and verifying that it is correct before posting it. The form will then need to be notarized by the HHA registrar. The form is not needed for in- state tournaments.
- Any foreign born players must complete an additional form to submit to USA Hockey. The Team Manager needs to contact the HHA registrar to get this completed.

### **USA Hockey Consent to Treat Form (see exhibit)/ USA Hockey Code of Conduct (see exhibit)**

- Each player, coach and manager needs to complete these forms, and have them kept in the manager's book.

### **USA Hockey Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement**

- This is now accepted as part of the on-line registration with USA Hockey as is noted on the Official Roster. No separate form is required to be in the book.

### **Coaching Education Program Cards (CEP)**

- The manager must make a copy of the front of the back of each coaches CEP card and keep it in book as part of his or her credentials.

## **Summary of Insurance Coverage for Members**

- The HHA Registrar will supply each manager with a copy of the insurance booklet provided by USA Hockey. Keep this booklet with your team credentials. In case of an injury, there is a form included in the book and the HHA Registrar can assist you in getting it filed with the appropriate persons.

## **Team Meetings**

There is so much important information to discuss at the beginning of the season that it requires a team meeting. (The brief meeting that a coach holds directly after team selection is basically conceived for the coach to welcome the players to the team and introduce him or herself.) The next meeting will be an opportunity for the manager and coach to discuss the season expectations with the parents. For some, this meeting will be the first time they meet other players, parents, and the coaching staff. Prior to the meeting the coach and manager should discuss tournaments, costs and off-ice training in order to present all this information to the parents at the meeting.

## **Sample Team Meeting Outline**

### **1. Welcome**

- Introduction of coaches, manager, treasurer etc.
- Explanation of the importance of the meeting

### **2. Coaching Overview**

- Coach to provide information on the goals and objectives for the season and his/her credentials and philosophy. Including the following:
  - Tournaments
  - Off-Ice training
  - Coaches expectation of the players
  - Team Rules
  - Pre-Practice, scrimmages, game expectations, dress code, etc

### **3. Detail of program and expectations of players**

- With coaches input present specific information regarding the operation of the association with focus on the team elements.
- Discuss expectations of the players and parents

### **4. Time Commitment for players and parents**

### **5. Budget**

- Outline the expected team fee and hand out the team budget
- Initiate fund-raising discussions
- Budget for Extra activities- team building events, team parties, tournaments, etc

### **6. Team Apparel**

- Discuss HHA uniform policy. Give information on wind suit fittings and gather a list of players who need game socks.

## 7. Expectations of Parents and Volunteers

- Have each family complete a player information sheet to be used in putting together the team contact list.
- Remind players and parents to check their e-mail frequently as well as the HHHHA website for updates to the schedule and reminders.
- Stress the importance of parent volunteers- volunteer roles are essential and every family should participate.
- Organize parent volunteers and coordinators to help with the following roles:
  - Treasurer
  - Tournament/Travel Coordinator
  - Off-Ice Officials (locker room, point streak, clock, stats, music, penalty box, etc.)
  - Team Equipment Manager (pucks, banner, etc)
  - Social Event Coordinator
  - Team Writer- HHHHA newsletter and post game e-mails. Stories, etc.
  - Team Safety Volunteer (first aid kit)
  - Fund-raising Coordinator
  - Snacks
- Have each family express areas of interest. Then complete the volunteer list and distribute to all families.
- Inform parents that at all Hyland sponsored tournaments, the team will be required to volunteer during their team's games as well as games in which the team is not participating.

## 8. Questions

- Allow time for additional question, allow for parent concerns, etc.
- Distribute materials and all required forms.

## **Other Managerial Duties**

### **Volunteers and Delegation**

It is imperative that the Team Manager delegates tasks. Many parents are waiting for the opportunity to help out. There are plenty of areas parents can help out: Travel, Treasurer, Equipment, Social and Event Planning, Penalty Box, Score sheet, Point Streak. Take advantage of their willingness. Training for some positions may be required. The Team Manager should set up training sessions at the beginning of the season for the various positions such as: running the clock, point streak, and paper score sheet. The training can take place during a team practice.

### **Score Sheet Administration Volunteer and Directions**

Prior to a game, print off a blank score sheet, from the Point Streak web site, of the game. Point Streak will have a score sheet filled in with teams, including player names and coaches listed. Verify all players are list on score sheet. If player is not listed confirm with hockey office that player's fees are current. All payments made in person need to be made two days prior to

games, to allow office enough time to process. Use this score sheet as your paper score sheet. Have coaches confirm player attendance, record any game misconduct, and list the official's names. This information is then also recorded on the Point Streak terminal. After the game, confirm with the officials before sending the game to be recorded from the terminal. If the terminal does not send or there are transmission problems, you have the proper score sheet that can be entered to record the game. No changes will be made once the game is sent.

Notify the Hyland Point Streak Administrator within 24 hours, or as soon as possible, if you were unable to record a game via Point Streak.

#### **Important reminders when scoring:**

- Point Streak, Shorthanded, Power Play, Empty net goals need to be noted when entering the goal.
- Record goalie changes
- When 3 or more players are serving penalties (not including coincidental penalties), a player is not allowed out of the box before the next whistle, even though time may have expired. Letting a player out of the box during game play will have the penalized team playing an extra player, or causing the infraction of too many players on the ice.
- Note any game misconducts begin served need to be noted in the notes section of the Score sheet.
- USA Hockey Off-Ice Officiating Manual can be downloaded from the USA Hockey Web site; [www.usahockey.com](http://www.usahockey.com); specifying officials, rules/equipment.

#### **Running Clock Volunteer and Directions**

Switch from time clock to scoring clock located underneath the table. There is a silver toggle switch. Turn on located on the back of the machine. Push operation #062 and push yes. Select *no* for the 1/10 seconds. If period 1 is not on the board press period + 1 button or press period button. Press *yes* then the number of the period.

#### **Keeping Score**

Press score + 1 button for every goal scored. This can be done based on the home or guest groupings you select.

#### **Change Score**

Based on whether the home or guest grouping needs changing, press score button the score for that team.

#### **Recording Penalties**

Select home or guest groupings. Press player penalty then *yes*. Enter player's jersey number and then *yes*. Enter length of penalty then push *yes*. \*\* During a run time clock DO NOT press *yes* until the referee drops the puck!

### Running Clock Penalty

Select home or guest groupings. Press player penalty and then yes. Enter the player's jersey number and then yes. Enter length of penalty and WAIT until the puck drops to push the last yes. The penalty will start immediately when the yes button is pushed.

### How to Clear Penalties

Select home or guest penalty (hit the penalty button at top left 1<sup>st</sup>), and then press player penalty and push the up arrow button on the menu to the penalty that should be cleared and push the clear/cancel button, then yes.

## Equipment, Apparel & Locker Rooms

- Name tags **are not** to be placed on CCYHL, DNHL and 8U jerseys.
- Managers need to contact the Equipment Coordinator to schedule a time to check out team equipment: jerseys, pucks. A deposit of \$100 will be due at the time a team checks out the equipment. Per USA Hockey rules water bottles should be an individual item. Do not share team bottles.
- Player equipment requirements: HHA requires that all players are properly equipped prior to getting on the ice for any practice, scrimmage, and game. All players on the bench are also required to wear a helmet.
- HECC Certificated Helmet (black)
- Shoulder Pads, Chest Protector
- Gloves mostly black
- Athletic Supporter
- Knee and Shin Pads
- Elbow Pads
- Hockey breezes black
- Hockey Socks
- Mouth Guard
- Coaches Requirement: All coaches are required to wear a helmet while on the ice
- 8Under Equipment: 8U teams will be required to put down a \$100 deposit for their equipment and jerseys. Team equipment will be given to the head coach once the season begins.
- Beginners: blue pucks, goalie stick
- Intermediate: blue pucks, goalie blocker, goalie catcher and goalie stick
- Advance: blue pucks, goalie stick, goalie leg pads, goalie blocker,
- Goalie catcher, goalie chest protector.
- Other 8Under Equipment
- Black bumpers, rink dividers, mini nets, 2/3rd nets can be used by 8Under teams as long as the equipment is placed back where it was found or in the rinks selected area.

- Practice Jerseys and Socks - CCYHL teams are encouraged to have practice jerseys and matching socks for each player. This is highly recommended for 8U and DNHL teams. Practice jerseys and socks must be purchased through CHE Sportswear (303-604-4343) or [www.chesportswear.com](http://www.chesportswear.com). Jersey colors will be assigned by HSHA's Hockey Director.
- Player/Coach Track Suit - Players and coaches are required to dress in a respectful manner at all times. Player track suits are required for all CCYHL players and are highly recommended for 8U and DNHL players. The track suits are only available through Players Bench. The process will be e-mailed to you or a copy is attached to this manual. No orders will be taken at the store directly. Wind suits will display HSHA and the player's last name embodied on the front. Travel teams must wear track suits to all league games and tournaments.
- Locker Rooms are an important aspect of a hockey player's season. A great deal of time is spent in the locker rooms before and after practices, scrimmages, and games. Players bond and build team unity during these times. Here are some recommendations in order to ensure that this a positive experience.
- Locker rooms should be left clean at the end of each practice or game. If the locker room is dirty when your team arrives, notify the rink staff so that the offending team before yours and be notified.
- An adult, usually the coach, is required to be present in the locker room at all times.
- Keys to the locker rooms are available for checkout next to the skate rental. A set of car keys are required to check them out. Locker room must be locked while the team is on the ice.
- Locker room schedules are on the TV monitors in the rink. Players should refrain from dressing or undressing in the lobby

## **Scheduling**

The games and practice schedules for each month will be posted as far in advance as possible. Schedules will be posted on the HSHA website. Everyone is encouraged to check the website frequently.

It is inevitable that changes will be made to the schedule. These changes affect the teams, the scheduler, the treasurer, and the rink manager and all rink personnel. To ensure that the process flows smoothly, the following policies and procedures apply. Head coaches are only ones allowed to change a practice with the scheduler.

### **Change Initiated by Scheduler**

Procedures:

1. E-mail is automatically generated indicating a schedule change has been made.
2. It is the responsibly of the Team Manager or the coach to give parents ample notice of the changes.
3. The Scheduler will make all changes to the master schedule.

## Changes Initiated by Teams

Procedures:

1. If the change involves a swap with no change in practice length, there is no need to notify the scheduler. The manager or coach should notify players which team they have swapped with, so they can be sent to the correct locker rooms.
2. If the swap involves more or less ice team, the **HEAD COACH (ONLY)** must notify the scheduler via e-mail, who will in turn make changes to the master schedule.
4. It is the responsibility of the team manager or coach to notify parents.
5. If the change involves cancellation and replacement of ice team, it is the responsibility of the scheduler to find ice.
6. If the change involves swapping with other teams, the team managers and coaches are encouraged to work on their own.
7. If a team wishes to share ice with another team. The team adding the practice must notify the scheduler. It is the scheduler's responsibility to notify the rink so a locker room can be assigned.

## Tournaments

Tournaments are determined by the coach, with approval from the Hockey Director. The coach will consider the different issues of a tournament before going forward with an application, but it is the manager that needs to follow through on all arrangements and communication with the team.

ALL CCYHL players will be required to pay player portion whether attending the tournament or not. DNHL and 8U players are not obligated to participate in all team registered tournaments.

### Tournament Planning

The coach and/or manager will determine if there are conflicts related to the team's league games dates and tournament dates. If there is a conflict please inform the Hyland Scheduler of the conflict in order to have games rescheduled. The manager will obtain a tournament packet and rules. After reviewing the tournament, the manager then will share the reviewed information with the coach. The manager will collect the tournament fee to cover the tournament entrance fees as soon as possible. The manager will confirm player attendance with parents and players. Any conflicts should be addressed to the Head Coach as soon as possible.

- All tournaments attended must be USA Hockey Sanctioned.
- The Tournament Schedule is usually posted or e-mailed a few weeks prior to the tournament. Notify the team as soon as possible of the dates and times of the games
- Meet with the Head Coach on any extra activities he would like the team to participate in while at the tournament (i.e., team meals, team events, trading pins, etc).
- Team Manager will need to create and print roster label sheets for score sheets and bring a sufficient supply.
- Schedule your game volunteers for away tournaments that generally require the penalty box.

- For home tournaments you are required to schedule
- Point Streak, paper score sheet, clock, penalty box and security volunteers of all team games within your division.

### **Tournament Duties**

- Upon arrival of the tournament, verify that all players and coaches have arrived safely.
- Tournament Check In: Tournaments require managers to check in their team prior to their first game. The Manager's book is inspected for the USA Hockey Team Roster, Player Forms. Tournament Rules are usually supplied again; give a copy to the coaches as a reminder.
- The manager needs to collect copies of all tournament game sheets at the conclusion of each game. These copies need to be kept in the manager's binder.

### **Travel**

- Travel Budget: As soon as you know that your team has been accepted to an out of state tournament, put together a budget to include: airfare, hotel, rental cars/vans, COACHES' PER DIEM, team meals (if any), estimate the out of pocket expense for each player, the tournament registration fee. You will need to communicate to the parents what the estimated cost of the tournament as soon as possible.
- Air Travel: All of the changes in the airline industry have made group travel more difficult. Do some checking on flights through your favorite travel search engine: Expedia, Travelocity, etc. This will give you an idea as to what the airfare might be for your budget. On most teams the parents will be making their own travel arrangements and traveling with their player. For some older age level teams, the players travel as a team on their own and booking that travel becomes the responsibility of the manager. Travel agents are an option but it will cost more for each plane ticket purchased.
- Hotel Accommodations: Some tournaments will require you to stay at certain hotels. Confirm this with the tournament director before booking any rooms.
- Ground Transportation: It will be necessary to arrange for vehicles to transport teams that travel together. It works well to rent passenger vans for the players and a cargo van for the equipment.
- Itinerary: Once you know the teams' game schedule and travel details compile an itinerary and give it to all parents, players, and coaches.
- Maps: Do some research for the area to which you are traveling. Have driving directions to and from the airport, hotel and ice arena. Also, find some nearby restaurants that would accommodate team meals. Contact the restaurants ahead of time to see if they could put a limited menu with one price for the meals.

## **Coaches Travel**

It is the procedure of Hyland Hills Hockey Association to pay for the **Head Coach and the First Assistant Coaches' Travel expenses** as described below, for any tournaments that a team participates in. Any decision to have the team cover expenses for additional coaching staff must be discussed as a team and voted on by the team.

- Travel Cash for Coaches: the per diem is \$50 for the head coach and for the 1<sup>st</sup> assistant coach.
- The \$50 is broken down as follows: \$15 for breakfast, \$15 for lunch and \$20 for dinner. The per diem is prorated the time of departure to the time arrival back home
- Airfare (if required)
- Mileage repayment of \$0.51 per mile traveled.
- 1 hotel room to share between the head coach and the first assistant coach
- 1 rental car to share to share between the head coach and the first assistant coach

Any decision to have the team cover expenses for additional coaching staff expenses must be voted by the team. All team decisions involving additional paid coaching staff should involve input from all parents. The Manager should communicate any additional financial and budgetary costs involved to all families. The manager will decide with majority input from all parents on whether to cover additional coaching staff expenses.

## **Financial Information**

The team treasurer is responsible for the collection and distribution of the team's funds as well as making available an accounting report of the team's expenditures to the parents. This is a very important role and is a huge help to the manager. The treasurer must keep all accounting information accurate and ensure all information is being recorded in a timely manner.

### **Team Treasurer**

The team treasurer is a very important role. It is the job of the treasurer to budget (with assistance from the coach and manager) all team expenses for the season, to collect the appropriate funds from each member of the team, and to maintain accurate and up to date records of these transactions. The treasurer must keep the manager informed of the account status on a weekly basis. He or she needs to keep the parents informed of their account status monthly. The treasurer shall make a written report to the HSHA Treasurer on a monthly basis or when requested.

### **Treasurer Guidelines**

The treasurer must work closely with the manager and coach to report weekly account updates. The treasurer must inform the manager and coach if they are having trouble collection funds from a player's family. If after the help of the manager and coach the treasure is still no getting results, the next step is to contact the HSHA Bookkeeper and the HSHA Treasure for assistance.

The Treasurer must supply statements to the families at least once a month. This will indicate where the team and individual accounts are and show what expenses have been paid and those that are still outstanding. The treasurer must forward a summary of the team account to the HHA Treasurer by the 1<sup>st</sup> Friday of each month. This can be e-mailed. To be noted: Credit card payments aren't accepted for team fees.

### **Team Bank Accounts**

All Bank accounts must be opened at the Key Bank Branch located at 120<sup>th</sup> Ave and Lamar, right past Applebee's. After the team account is opened, you may do the daily banking at any branch location that is convenient to you. The Association has arranged for Key Bank to service all HHA accounts.

The treasurer's home address is where the checks, debit card, and all bank statements will be mailed. A minimum order of checks will be ordered for each team. The charge for this will be \$15.

It is best to collect money from each family at your first team meeting or one of the first practices. After this collection you can open the bank account. Work closely with the manager on this amount. Every team is different, but the top travel teams generally will collect \$300 to \$500 per family upfront, while a DNHL team may only collect \$20 dollars to start from each family. This is based on the tournaments the team has signed up for and how soon the entry fees need to be paid.

Please remember that all travel teams are responsible for their share of the tournament fee and the coaches' travel even if they are unable or choose not to attend the tournament. DNHL and 8 under players who cannot attend a tournament are not responsible for these expenses.

### **Team Accounting Financial records**

The treasurer must keep accurate records of the team account. One way of doing that is to create an Excel spreadsheet. The Excel format will be e-mailed to you at the start of the season. This is the tracking form that all teams are required to use.

For deposit records, it is suggested that: track date of deposit, players name, check number, and amount in the event of a discrepancy should arise. An accurate check register will alleviate any overdraft charges that are unnecessary team expenses.

### **Closing of All Team Accounts**

At the end of the season, work with the manager to finalize outstanding team expenses (coaches' gifts, end of season party) then determine and distribute any refunds to the families. The bank account must be brought to a zero balance and closed by May 31st.

The treasurer will need to go into the bank and remove his or her name from the account and turn in all extra checks and the debit Card

## Miscellaneous

### Rules and Safety

The coach will communicate with the players concerning expectations of them as a member of the team. When implementing rules it is important to explain the significance of the rule to the team and the consequence for not abiding the rules. When enforcing rules, everyone on the team must be treated equally. In addition, all players must sign and abide by the USA Hockey Code of Conduct. This pledge needs to be kept in the manager's book. The Ice Centre has a set of policies and guidelines to facilitate a safe environment for HHA players, parents, and spectators during rink usage. All association members must sign and acknowledge the Ice Centre Rink Rules.

### Conflict Resolution

In the event there is a conflict on your team, the parties involved need to observe the 24 hour cooling off period, as outlined in the HHA Discipline Policy. After that, the parties involved should deal directly with each other. If the conflict cannot be resolved, contact an HHA official for guidance in this order: Hockey Director, Discipline Committee Members and the Board of Directors.

### Other Miscellaneous Items

- Team Building: Team Building consists of team activities involving the coaches and players. This primarily occurs at the beginning of the season and during tournaments. Team Building activities are at the discretion of the coach. The manager and team volunteers will need to coordinate the activities.
- Team Parties: Team Parties are for players, coaches and family members. Many teams have a meet and greet party at the beginning of the season. Teams will also often arrange parties during the holidays, tournaments and an end of the year season party.
- HHA pins: Jaguar pins are very popular for trading during tournaments. If your team wants to participate, HHA pins can be purchased in the hockey office for \$3.50 per pin.
- HHA car stickers: Are available for \$5 each also in the hockey office.
- Team Fund-Raising. See Fund-Raising Guidelines located on hha.org under Fund-Raising. Delegate someone to be the fund-raising coordinator for the team.
- Spirit Cans: Spirit cans are a fun and excited way to raise money during games. Delegate a volunteer to decorate the can and to be responsible for turning the collected money over to the team treasurer.
- Team and Individual Photos: The Association schedules team photos with a professional photographer and will post the schedule on the website. These are generally at the beginning of the season.
- Individual Fund-raising opportunities:
  - GL Scrip & King Soopers Script programs. Program information available on hha.org or contact Jaimie Lewis at [jaimie2020@msn.com](mailto:jaimie2020@msn.com).

- SEAS working out of the Pepsi Center, Comfort Dental Amp Theater, and Dick's Sporting Goods Park: are also non profit organizations that schedule volunteers to work events. The money earned while working at the events can be used to help defray costs of hockey.

Thank you for stepping up to do this important job for the association and your Team!

GO JAGS!