

TRI-CITY
TEAM
MANAGER
TRAINING





Welcome!!!

...and thank you for
volunteering to be a Team
Manager!!!

*Coaches, players, parents, and
leadership appreciate the time
you dedicate to support the Tri-
City Eagles!*

What is required to be a Manager?

- [USA Hockey Membership Registration](#)
- [SafeSport Information and Training](#)
- [USA Hockey Background Screening](#)
- Contact registrar@tricityeagles.com to confirm certifications.
- Contact treasurer@tricityeagles.com for Background Screening Reimbursement

Expectations

Chain of Command

Assemble Volunteers

Scoresheet and Scoresheet Submission

Team Building


Attendance

Gear, Equipment, and Swag

Stat Compilation

Community Outreach


Communication



What is expected of me?

Chain of Command

- ❖ Up = Marketing Coordinator
 - ❖ Tina Widener
 - ❖ marketing@tricityeagles.com
- ❖ Across = Team Managers
- ❖ Down = Parents
 - ❖ Communication and Information
 - ❖ Questions re: schedule, merchandise, and events
 - ❖ Volunteers
 - ❖ Administrative
- ❖ Age Group Coordinators
 - ❖ Handle parental questions, comments, ideas, and concerns pertaining to club operation
 - ❖ More information to follow



What is expected of me?

Assemble Volunteers

- ❖ Parent volunteers are necessary for administrative tasks
 - ❖ Locker Room Monitors
 - ❖ Scoresheet
 - ❖ Score-clock
 - ❖ Penalty Box
 - ❖ Gameday Music (optional)
- ❖ Volunteers must be [SafeSport certified](#)
- ❖ Tri-City strongly recommends that all parents become SafeSport certified
- ❖ Collect and store all SafeSport certificates

Volunteers

Using TeamSnap to Assign Volunteer Duties

- ❖ TeamSnap allows you to [create and fill assignments for volunteer duties](#)
- ❖ Instruct parents to volunteer for assignments by using TeamSnap

Volunteers

Locker Room Monitors

- ❖ Locker rooms are not currently being used due to Covid-19
- ❖ When in use, locker room monitors are needed for all practices and games
- ❖ Locker room policies will be distributed when applicable
- ❖ Locker room monitors must be [SafeSport certified](#), [background screened](#), and ensure safe practices
- ❖ Managers may act as Locker Room Monitor



Volunteers

Scoresheet

- ❖ Scoresheet volunteer is needed for home games
- ❖ See Manager Scoresheet instructions below
- ❖ The scoresheet is the official record of the game
- ❖ Attention to detail is important
- ❖ Scoresheet volunteer is an off-ice official for games
 - ❖ There can be no bias or partiality
 - ❖ Cooperation with and respect for on-ice officials is mandatory
- ❖ Must be [SafeSport certified](#)

Volunteers

Score- clock

- ❖ Score-clock volunteer is needed during home games
- ❖ The score-clock is the official timekeeper of the game
- ❖ Attention to detail is important
- ❖ Score-clock volunteer is an off-ice official for games
 - ❖ There can be no bias or partiality
 - ❖ Cooperation with and respect for on-ice officials is mandatory
- ❖ Must be [SafeSport certified](#)



Volunteers

Penalty Box

- ❖ Penalty Box volunteer is needed for both home and away games
- ❖ The penalty box volunteer handles the logistics of infractions
- ❖ Attention to detail is important
- ❖ Penalty box volunteer is an off-ice official for games
 - ❖ There can be no bias or partiality
 - ❖ Cooperation with and respect for on-ice officials is mandatory
 - ❖ Maintain a calm demeanor at all times
- ❖ Must be [SafeSport certified](#)

Volunteers

Video, Stats, Etc.

- ❖ Video, stats, and the collection of any/all analytical information pertaining to hockey are the responsibility of the coaching staff
- ❖ Collaborate with coaches as needed
- ❖ Manager is responsible to compile stats, or delegate to a parent volunteer (see next slide)



What is
expected of
me?

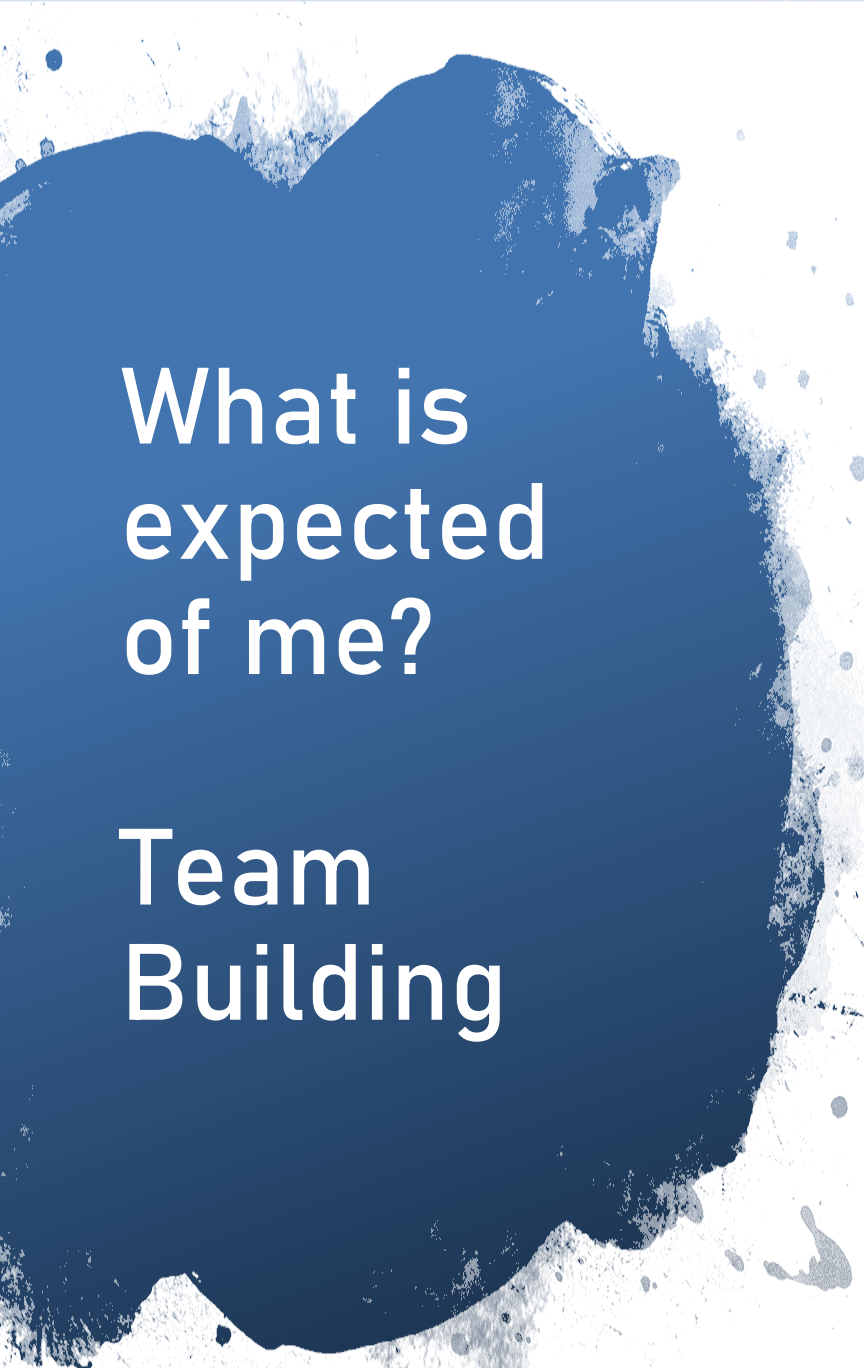
Scoresheet

- ❖ It is the manager's responsibility to produce pre-game information for the scoresheet
- ❖ Providing a physical scoresheet is the responsibility of the home team
- ❖ Roster stickers will be provided by the Registrar in pdf form. Do not create your own.
- ❖ Must be printed and applied to each copy of the scoresheet before home and away games
- ❖ Coaches are instructed to review, verify, and sign the scoresheet **BEFORE** the game
- ❖ On-Ice Officials (referees) are instructed to review, verify, and sign the scoresheet **AFTER** the game

Scoresheet Submission



- ❖ Following a league game, the home team manager must submit the completed scoresheet
- ❖ [CBHL Submission Instructions](#)
- ❖ MAWHA Submission – TBA
- ❖ CCHL Submission - TBA
- ❖ Score sheets are to be submitted via email as PDF attachment no later than 5pm on the Tuesday following the game.
- ❖ In the event of a non-weekend (rare) game score sheet must be submitted within 48 hours of scheduled game time.
- ❖ Late submittal of score sheets are subject to a fine of \$50 per score sheet first offense/ \$100 after.
- ❖ Tiny scanner – suggested free app to use.



What is
expected
of me?

Team Building

- ❖ Communicate w/ coaches to create team building activities.
- ❖ Team meals, either before or after games, are a great idea.
- ❖ Be creative.
- ❖ Make it accessible by [Adding Games and Events to TeamSnap](#)



Team Building at Tournaments

- ❖ Tournaments are a wonderful opportunity for team building. Building a creative schedule focused on team bonding is an experience that cannot be duplicated
- ❖ Collaborate with coaches to create a schedule that focuses on team building
- ❖ Meals, meetings, video, movies, sightseeing, events, etc.
- ❖ Tournaments are a unique opportunity:
 - ❖ to invest into the fabric of the team
 - ❖ provide new opportunities to make life-long friendships, for both players and families
 - ❖ to educate players synchronously
 - ❖ for access to coaches



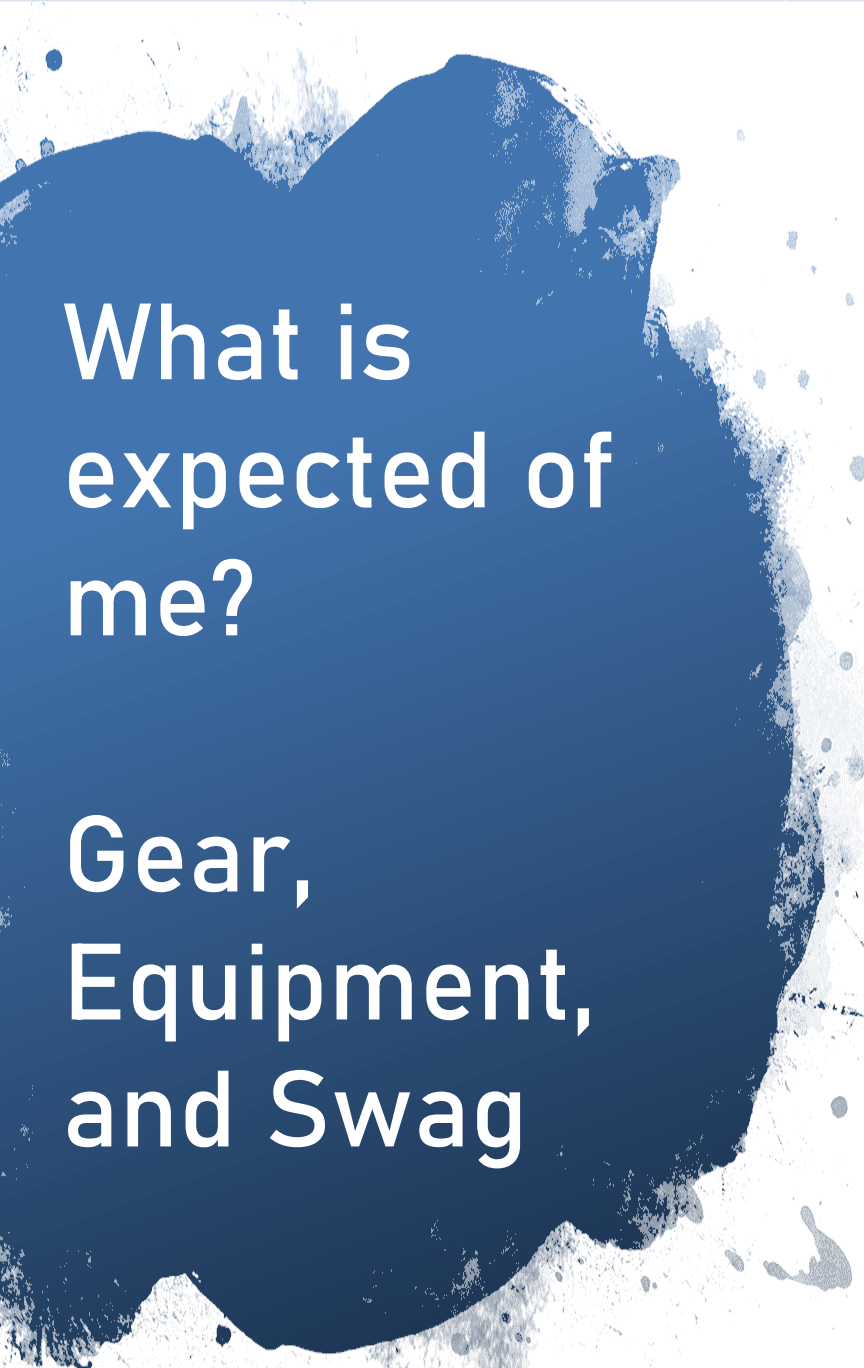
What is expected of me?

Tracking Attendance

- ❖ Remind and reinforce members to [mark availability using TeamSnap](#).
- ❖ You can [send availability reminders using TeamSnap](#).
- ❖ TeamSnap availability constitutes attendance.

Tracking Attendance (continued)

- ❖ Update each player's attendance as necessary to reflect attendance
- ❖ Collaborate with head coach; they also have editing permissions
- ❖ [Run a report](#) for attendance information
- ❖ Check out [all the features in TeamSnap for scheduling and availability](#).



What is expected of me?

Gear, Equipment, and Swag


- ❖ Following instructions and requests of Merchandising Coordinator
- ❖ merchandise@tricityeagles.com
- ❖ Gear and equipment is ordered by Merchandising
- ❖ Managers handle distribution for their specific team
- ❖ Encourage members to visit [Squad Locker](#) for swag that is delivered right to their door.



What is expected of me?

Stat compilation


- ❖ Stat collection (data collected in addition to scoresheet) is the responsibility of the coaching staff
- ❖ Collected data is delivered to Manager for compilation, tracking, and reference
- ❖ It is recommended that this responsibility be delegated to a parent volunteer



What is
expected of
me?

Community
Outreach

- ❖ Following instructions and requests of Events Coordinator
- ❖ It is suggested that this task be delegated to another non-manager parent
- ❖ Communicate with Events Coordinator re: team service project
- ❖ events@tricityeagles.com



What is expected of me?

Communication

- ❖ Get to know your team
 - ❖ Parents
 - ❖ Players
 - ❖ Coaches
 - ❖ Fellow Managers
- ❖ Be a positive ambassador of the club
- ❖ Social media score reporting (pending with more info to follow)

Other items to note

- ❖ Squisitos discount
- ❖ \$500 (\$250 for 8U) discretionary fund for team manager
- ❖ Keep receipts for reimbursement
- ❖ Encourage parents to submit photos and ideas to marketing@tricityeagles.com

Manager's Game Day Checklist

- ❖ Confirm volunteers
 - ❖ Scoresheet (home games)
 - ❖ Score-clock (home games)
 - ❖ Penalty Box (all games)
 - ❖ Locker room monitor (all games)
 - ❖ Home game music (optional)
- ❖ Print your roster stickers for the scoresheet (we will provide you with the labels)
- ❖ Have both coaches sign the scoresheet BEFORE the game begins – this confirms the roster.
- ❖ Submit Scoresheet (if home team)
- ❖ Post score on social media (pending)

What to be doing now...



- Email your team - introduce yourself and provide contact details.
- Familiarize yourself with TeamSnap by visiting their [Help Site](#).
- Send out volunteer email and get your LR monitors cleared – background check & SafeSport training.
- Create event assignments on TeamSnap

QUESTIONS?

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