



In today's youth sports programs, the **Team Manager** is more like a Chief Executive Officer responsible for just about everything except coaching the team - from getting the team to the right rink at the right time, ensuring the team complies with ice rink contracts, arranging for immediate medical care for an injured player, and representing the Team at meetings.

While this site can't possibly cover all duties and responsibilities of a manager, the following topics will help you to get your priorities in line before and during the season.

TEAM MANAGER - USA Hockey and the Section recommend that each registered team have a manager. Team managers, who are not registered as coaches, register with USA Hockey as managers. These registrations (on IMR forms or data disk) are to be submitted with player and coach registrations and entered into USA Hockey's computer database. Managers are covered under USA Hockey Insurance policies as described in the Registration section of the USA Hockey *Annual Guide* under Procedure. A member card or American Hockey Magazine subscription is not included in with a manager's registration.



CYCLONES Team Manager Responsibilities also include:

- ✓ **Team Portfolio** - The "*Team Portfolio*" is a major responsibility for a Manager and one of the most important items to have at all team functions, including games, practices, tournaments, banquets, and other team activities.
 - ❑ Managing confidential family information such as birth certificates and credit card numbers.
 - ❑ Distributing and collecting all required forms, such as registration, medical/consent to treat, and rosters; Registration for tournaments.

The Portfolio contains at least the following items:

- USA Hockey certified Team Application form.
 - USA Hockey certified Player Roster form.
 - Birth certificate for each rostered player.
 - [USA Hockey](#) Individual Membership Registration (IMR) form for each rostered player, head coach and assistant coach(es), and manager.
 - [USA Hockey Waiver and Release](#) completed for each registered participant.
 - [USA Hockey](#) Consent To Treat form for each rostered player.
 - Sanctioned game score sheets to verify compliance with 20/10 game rule (when applicable) for each rostered player.
 - Other documents pertinent to team activities and player eligibility.
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- ✓ [First Aid Kit](#) - A team first aid kit is usually the Manager's responsibility for obtaining and having available at team activities. The kit will prove to be invaluable at team activities provided the manager or some other designated individual is present and knows how, when, and when not to use it. Suggested contents of a typical first aid kit for a Hockey team can be reviewed by clicking the following button. When an accident first happens, the team will have to depend upon the support of individuals who are on-site at the scene for the first few minutes. Ideally, a team would have access to an individual such as a team physician or registered nurse. (**See First Aid Kit Page**)
 - ✓ [Equipment](#) - Historically, the Manager is responsible for ensuring the availability and serviceability of team equipment such as water bottles, pucks, and on-ice training devices such as cones.
 - ✓ [Schedules](#) - Besides game and practice schedules, the Manager is usually responsible for ensuring that all team members and staff have copies of the most recent schedules. Besides passing out copies of changes at practices and games, many Managers are posting schedule changes on the team's web site on the Internet.
 - ✓ [Communications](#) - Devising and implementing a system for keeping in touch and getting the word out quickly and accurately are major responsibilities for a Manager. Besides a telephone tree, more and more Managers are communicating faster and cheaper with players, coaches, parents, and staff by using email.
 - ✓ [Coordination](#) - of team activities with the team coaches and parents
 - ✓ [Serves](#) as a liaison between the Board, coaches and parents
 - ✓ [Coordinating](#) travel arrangements such as hotel accommodations
 - ✓ [Maintenance](#) and oversight of team page on the CCYHA website, unless otherwise designated
 - ✓ [Coordinating](#) off-ice team officials for clock operation, score sheets, and penalty box operation for home games
 - ✓ [Attendance](#) at CCYHA Team Manager's meetings
 - ✓ [Serves](#) as an advocate for their respective team and CCYHA.