

## DYHA Team Manager Description

**Background check is necessary for the Team Manager; DYHA will reimburse for this expense.**

### **Position Summary:**

To help organize team logistics, functions and communications as requested by team coaches. Team coaches and team manager(s) will work together to provide the following, so that the team is organized, legal and fun for all.

- Communicate with coaching staff and parents regularly.
- To complete all rosters and assure rosters and other league papers (photo consent, etc.) are filed with the League officers in a proper and timely manner. This includes Team Roster and Game Play Validation Sheet (check boxes)
- Ensure all forms are filed in alphabetical order in 3-ring binder from coaches and players.  
**Needed from both coaches and players:**
  - Signed Roster
  - Medical Insurance
  - Consent to Treat
  - Code of Conduct
  - Email addresses, home and cell phone numbers**Needed from just players:**
  - State issued birth certificate (not hospital issued)
  - Foreign born player documentations (VISA, Foreign Player Release)**Needed from just coaches:**
  - Coaches Cards (front and back)
- To train and organize the parents and assign scorekeeping responsibilities for each home game.
- Assist the coaching staff in reporting league/game information to the league officials.
  - **Seacoast Hockey League:** the Team Manager should e-mail or call the Seacoast Hockey League Representative for DYHA by Sunday evening for the week's games.
  - **Granite State Hockey League:** the Team Manager should mail in the game sheets to the State VP for your team by Monday morning for the prior week's games (labels provided).
  - **New England Hockey League:** the Team Manager should submit the score via the NEHL.com website and then fax/mail in the game sheet to the League Office.
- Website – updating the team website on a weekly basis – pictures, stories, team highlights, etc. You will need to contact Kevin Fascetta or Blake Pease for access.
- Print team labels for game sheets (need 4 per game; must include players name and number, identify the goalie and all coaching staffs names, level and number)
- Assist in team promotions, including organizing sale of dance tickets and a “team basket” to be donated to annual fundraiser in February; communicate details about picture night, kick-off parties, etc. to team parents
- Season ending banquet
- Submit nomination for annual Warren Brown Award
- Coordinate and schedule participation in tournaments per team/parent/coaches discussion. This includes the following: obtain payment from Craig Lombard (Treasurer) – when necessary; collect money from parents when necessary; submit registration and roster; plan hotel and travel; check in the team at the tournament (must have birth certificates, coaching certificates and USA Hockey Official Roster required).
- Obtain travel directions and ensure all families know how to get to the rink.