

# **Dover Youth Hockey Team Managers Job Description**

**\*Dover Youth Hockey Association requires any and all persons involved with the organization are required to get a background check. This will include all Members or the Board of Directors, Coaches, Assistant Coaches and Team Managers.**

\*The cost of this expense will be reimbursed.

\*\*See tab for directions on how to proceed with this. Please provide your Team Manager Coordinator with proof of this as soon as you have completed the proper steps.

## ***Position summary:***

To organize team logistics, functions and communications as requested by your team coaches and Dover Youth Hockey Association. Team coaches and team manager(s) will work together to provide the following in order to keep your team organized, legal and fun for all.

## ***Team Manager duties:***

- Communicate with coaching staff and parents on a regular basis.
- Complete all paperwork required by the Dover Youth Hockey Association and all Association affiliated with DYHA in a timely manner. \*See attached list of required paperwork.
- Complete and organize all paperwork in team books (three ring binder provided by DYHA) keeping up to date, in alphabetical order for players and coaches. This paperwork is to meet the criteria of USA Hockey, GSL, Seacoast Hockey Association and any other associations that DYHA is an affiliate.

### **Paperwork needed from coaches and players:**

- Signed Roster-Credentials Verification Sheet
- USA Hockey Consent to Treat/Medical History Form
- USA Hockey Code of Conduct Form
- DYHA Code of Conduct and Disciplinary Form

### **Paperwork needed from players only:**

- State issued birth certificate (not hospital issued)
- Foreign born player documentations (VISA, Foreign Player Release)

### **Paperwork needed from Coaches only:**

- USA Coaches Certification Cards (copied-front and back)

-Train, organize and assign parents to be scorekeepers for each home game.

- Assist the coaching staff in the reporting of ALL scores to each league your team plays within to their league officials.

**Seacoast Hockey League Game Scores:** Team manager will email or call the Seacoast Hockey League Representative for DYHA by Sunday evening for your weeks games.

**Granite State Hockey League Score Sheets:** Team manager will email your Granite State League games scores to the DYHA representative assigned by midnight Sunday evening. Team managers will then mail in that week's game sheets to the Granite State VP for your team Monday morning.

**New England Hockey League:** Team manager should submit the score via the NEHL.com website and then fax/mail in the game sheet to the League Office.

- Print team labels for the game sheets to your coaching staff (four labels are needed per game; this must include player's name and number, identify the goalies and all coaching staffs names, level and number). Please see website for a template for creating these game sheet labels.

**Seacoast Hockey League Labels for Game Sheets:** The labels for the SHL game sheets need to be in alphabetical order.

**Granite State Hockey League Labels for Game Sheets:** The labels for the game sheets for the GSL need to be in numerical order.

- Provide parents and coaches with weekly communications via email/phone calls about upcoming schedule for games and practices. This should include directions to rinks that you are traveling to that week.
- Update your team's website with news, pictures and upcoming team/DYHA events on a weekly basis.
- Assist DYHA in communicating and promoting all DYHA fundraisers and events. This is to include gathering donations for a Team Basket for the DYHA Annual Dance in February, help assist in your team picture night, Team parent/player meetings, DYHA Hockey night with the Manchester Monarchs, Etc....
- Coordinate, communicate and organize any and all team tournaments. This is to include collecting moneys from parents (when necessary) or a check from the treasurer of DYHA to pay for tournament fees, submitting a registration and roster for tournament, planning hotel and travel arrangements (if necessary) and checking the team in for the tournament (providing your team with a up to date and completed Team Book).
- Plan an end of the year celebration for the team.
- Collect and submit nominations from your team for the Warren Brown Award before the end of the year.