

# MYHA Team Manager Duties

**Your role is vitally important by ensuring that important team and league information is being conveyed to players, parents, and coaches.**

**Good communication is key!!**

1. Complete a background check. If you did this last year you don't have to do it this year. A background check is good for 2 years. <https://www.usahockey.com/backgroundscreen>

2. Complete the SafeSport training as a volunteer. <http://www.usahockey.com/safesporttraining>

3. Be the liaison between team coach and your team. Relay messages, practice or game schedule changes as needed.

4. Submit all correct roster information to MYHA Registrar.

5. Travel Tournaments

A. Work with coaches to determine tournaments to attend during the season.

B. Recommended number of travel tournaments per age group:

- Mites 2-4
- Squirts 4-6
- Peewees 5-7
- Bantams 6-8
- High School 4-5 Travel dates to fulfill league qualifications
- U18 4-5

C. Reserve a block of rooms at a hotel and inform families of the information, dates, Address of hotel and rink.

D. Organize a team lunch or dinner during the tournament if families agree.

E. Plan team decode or treat bags for players (if desired)

F. Remind parents on your team to sign up for any posted jobs during tournaments.

4. Responsible for the maintenance, distribution, and retrieval of team jerseys.

HS is the only team with loaner game jerseys but we do loan out game jerseys at other levels if we are picking up temporary players.

5. Coordinate with star news to get tournament info/game sheets turned in for any travel/home tournaments that a team may want advertised in the sports section of the paper

6. Plan and execute an end of season party with team and coaches gifts.

Compensation to be \$500 off registration