

WOBURN YOUTH HOCKEY



TEAM MANAGER GUIDE

UPDATED FOR 2020-2021 SEASON

1. TEAM MANAGER REQUIREMENTS

- 1.1. Register with USA Hockey as a volunteer at <https://www.usahockey.com/>
- 1.2. USA Hockey background screen <https://www.usahockey.com/backgroundscreen>
- 1.3. USA Hockey SafeSport Training <https://www.usahockey.com/safesporttraining>

2. WOBURN YOUTH HOCKEY DIVISION COORDINATORS

Mites	Ian Hunt	mite@woburnyouthhockey.org
Squirts	Rob Carabello	squirt@woburnyouthhockey.org
PeeWees	Tom Martin	peewee@woburnyouthhockey.org
Bantams	Shawn Riley	bantam@woburnyouthhockey.org
Midgets	Filipe Barreto	midget@woburnyouthhockey.org
City League	Chad Driscoll	cityleague@woburnyouthhockey.org
Learn to Skate Clinic	Don Chamberlain	learn2skate@woburnyouthhockey.org
Challenger	Kim Chamberlain	challenger@woburnyouthhockey.org
Mass Bay Warriors	Mike Ferragamo	massbay@woburnyouthhockey.org
Valley Hockey League	Don Chamberlain	valleyhockey@woburnyouthhockey.org
Mass Hockey / District 9	Shawn Crosby	masshockey@woburnyouthhockey.org

3. WOBURN YOUTH HOCKEY WEBSITE

- 3.1. www.woburnyouthhockey.org
- 3.2. All parents can login to the website. Select *Edit My Account* on the homepage to login in and access your team page.
- 3.3. Website Team Page. On the webpage you will be able to access the:
 - 3.3.1. Team roster; you can email the team from this page.
 - 3.3.2. Team Practice Schedule; you can also access all WYH teams practice schedules.
 - 3.3.3. Coaches and Team Managers can personalize the team page with team news and information.
- 3.4. Questions regarding the website should be directed to Filipe Barreto at filipe@woburnyouthhockey.org

4. VALLEY LEAGUE HOCKEY WEBSITE

- 4.1. www.valleyhockeyleague.com
- 4.2. The game schedule is NOT reflected on the Woburn Hockey website because an automated link cannot be established. We do not have the staffing to monitor the VHL site for schedule changes. Teams will need to monitor the schedules themselves. There is a link to the VHL site from the WYH homepage.
- 4.3. Most Team Managers send email updated weekly with the practice and game schedule for the coming week.
- 4.4. If you must cancel and/or reschedule a game, the coach must contact the opposing coach through the website.
- 4.5. If your team is attending a travel tournament and you want to block the games for that particular schedule, contact Don Chamberlain at valleyhockey@woburnyouthhockey.org with the dates. He will notify VHL.
 - 4.5.1. Blocked dates for the fall must be submitted in August 2020 (may be different this season)
 - 4.5.2. Blocked dates for the winter must be submitted in October 2020 (may be different this season)
 - 4.5.3. Note: VHL will not block schedules starting in March for the remainder of the season.
- 4.6. Questions regarding VHL contact Don Chamberlain at valleyhockey@woburnyouthhockey.org

5. MASS HOCKEY

- 5.1. www.MAHockey.org
- 5.2. Forms

5.2.1. Player Awards Forms

- game sheets must be submitted with the forms
- only one of each award per season per player (Hat Trick, Shut Out, Playmaker)

5.2.2. Travel Permit Form (for tournaments out of state)

5.3. Tournament information – a good source of information for travel tournaments.

5.4. Questions regarding Mass Hockey, contact Sean Crosby at masshockey@woburnyouthhockey.org

6. USA HOCKEY WEBSITE

6.1. www.usahockey.com

6.2. SafeSport training.

6.2.1. SafeSport Training and Refresher Training are both valid for 2 years.

6.2.2. To register and complete the training, go to the webpage: <http://www.usahockey.com/safesporttraining>

6.2.3. Submit training certification to Jean Sullivan at wyh.jeansullivan@outlook.com

6.3. This website is a good source of information regarding age level specific training, parent and coaching information.

7. USAH ROSTERS

7.1. WYH Register, Kim Chamberlain wyhregistration@outlook.com creates the USAH rosters for the program

7.2. Approved rosters should be available by late October/November

7.3. Team managers should review their USAH roster for accuracy; note that coaches who have not completed their training requirements could be redlined and unable to coach from the bench; it would be noted on the official USAH roster.

7.4. The team will need to submit USAH rosters for travel tournaments; electronic copies are available from Kim Chamberlain once she receives the approved rosters from Mass Hockey.

8. TRAVEL TOURNAMENTS

8.1. Team managers and/or Coaches typically research and present options for tournaments to the team parents for their decision to participate. Players are not required to participate in the travel tournament.

8.2. Team managers collect and submit tournament fees, USAH rosters and other required documentation for tournament.

8.3. Team managers typically arrange for a block of rooms at hotels for the team

8.4. Team managers and/or other team parents often organize social events in conjunction with a tournament to sometimes include team dinners at restaurants, pot luck dinners, an activity room for socializing; goodie bags for players, parent spirit pins, etc.

9. WYH RULES AND POLICES

9.1. The WYH Rules and Policies document can be found on the website under *Documents*. Of particular interest would include: Equal Ice Time, Discipline, Accident/Returning to Play after Injury, and Substitution of Players policies.

9.2. Substitution of Players. Refer to the Rules & Policies.

9.2.1. Note that the Division Coordinator needs to be advised of player substitutions for every occurrence.

9.2.2. Only Woburn Youth Hockey players may be used for substitution

9.2.3. Each player can only substitute for a team 6 times.

10. GAME CANCELLATION/RESCHEDULE

10.1. Travel Tournaments. Submit black out request dates for the time your team will be away for travel tournaments to the WYH VHL Contact, Don Chamberlain, so he can submit them to VHL prior to the schedule being set. If the schedule is already published, the Head Coach will need to contact the opposing teams to cancel and/or reschedule the games.

10.2. Cancelled Games.

10.2.1. Head Coaches contact the opposing coach to cancel the game.

10.2.2. Head Coaches can contact Nick Thomas (obrienrink@comcast.net) to request ice time for a make-up game.

10.2.3. Head Coaches must request referees for make-up games from VHL. Team Managers collect money from team parents to pay cash to the referees for the game. Contact Mike Ferragamo for assistance lining up refs.

10.2.4. Head Coaches/Team Managers must find a time keeper for makeup games. There are often older players in our program who have experience running the clock and can serve as timekeepers. Historically timekeeper for make-up games are paid \$20 cash by the team – monies collect from the families as well.

11. SOCIAL FUNCTIONS

11.1. End of year function. The manager or coaches often organize this event. It could be a team member's home or out in the community. Some teams at this event present mementos for the players and/or coaching staff.

11.2. Holiday functions and other events. Some teams have a holiday dinner/party, often following a regular season game. Some teams get together more regularly for dinners. All events are optional for parents, players and coaches. The Team Manager may organize these events. The manager could also encourage other parents to take on this role.