

TEAM MANAGER 101

It may be a little overwhelming for a new manager at the beginning of the season, but with a little organization it can be a great season for everyone.

1. Thanks for your commitment to your team. A good manager leads the way for a happy season with good communication with the team families.
2. Bank account- Set up your EIN- Employer Identification Number with the IRS, www.irs.com, search ein and apply on-line. Once you have your number/team name, you can set up your bank account.
3. You or your coach will receive a Little Ceasars League Team Book. This is known as the team “bible”. Someone must have it for all games. There is an area for score sheets, team stats, team correspondence, bills, game log, schedule, rosters etc.
4. Collect all MAHA paperwork and get it to the registrar as soon as possible. Registrar has a procedures checklist, if you don't have this get it from the current registrar.
5. Collect at least \$100 from everyone to get started. You will get a bill in September from the hockey association for draft skates etc. And you can better figure the bill in October based on current rate per hour and numbers of skates. Don't forget you will also need to add in ref and timekeeper fees, THA fundraisers, hardship fund, jersey deposit, USA registration, MAHA registration, socks, tournament fees etc. Which leads us to...
6. Fundraising! The team will probably have to raise at least \$1200 during the year to keep the ice bill down to under \$200/mo. Have other parents help come up with ideas, casino trips are easy and sponsorships are even better. I found if each player can get a \$100 sponsor, they get an ad in a monthly newsletter (if you are up to that) and a listing on the team banner, it eliminates a lot of other soliciting. But there are also cookie dough, pizza kits, Plymouth Whalers give \$5 back per seat sold for a team outing or if you can get a Chuck a Puck deal you can work the booth one night for anywhere from \$200-400 in team profits. You can also do a goal jar or 50/50 raffle at games.
7. Extra stuff...Parents like the “cheat sheets” when you make up players names, number and parent names. It helps with getting to know everyone too. A monthly note, balance sheet and calendar updates go along way for communication, but many teams get at least a calendar. Some teams do a Christmas party and an end of the season party with coach thank you's if you are up to it. A banner is also nice to have at games.
8. There is probably a few more items that will come up, the coach may need you to schedule games, make calls for refs and timekeepers, pay the refs and timekeepers for each home game, coordinate the tournaments if they are out of town. Ask for other parents help for parties and fundraising and if you just remember that it is for the kids, it really can be fun!