



FALMOUTH ICE HOCKEY ASSOCIATION

Team Administrator Guide

Thank you! - for volunteering to be a Team Administrator (TA). Your child's team will greatly benefit from your support. The following is offered as a guide to help you during the season. Again, thank you for your volunteerism and support!

COMMITMENT AND CREDITS:

As a TA it is important that you are committed to the role for the entire season; as such, a blanket 15 volunteer credits will be awarded for the TA position for the entire season. There is no need to further report or record your hours.

GENERAL DUTIES:

As a TA you will mainly communicate critical team information between the coaches and the families. Periodically, there may be instances where communication is required between the Board of Directors and/or School Liaison and the team's families. Among the most important communication to the families will be game/practice times, schedule changes, and other critical announcements. Additionally, the TA is responsible to manage/organize team level volunteers (clock, score sheet, etc.) for home games. The TA also assists with team logistics, particularly, uniform inventory, distribution and end of season collection as well as promoting fundraising activities. You may also assist with coordination of the end of season team banquet as needed.

- **Middle school** TAs are additionally responsible to collect and deliver game score sheets to Peter Baker Peter.Baker@amec.com and/or Anne Sarazin annes@maine.rr.com immediately following games so they can load statistics into the SMMSHL website per league rules. At a minimum, final scores need to be e-mailed or texted to Peter and/or Anne the night of the game. The actual score sheets also need to be mailed to SMMSHL within 3 days.

TEAM LEVEL VOLUNTEER MANAGEMENT:

As a TA you are responsible to manage "Team Level" volunteer efforts which include scheduling assignments (particularly home game clock and score sheet positions). Other Team Level volunteers include photography, videography, game announcing, and gate keeping (as applicable). There is no set procedure to assign these tasks but preparing and distributing an advanced list of assignments (for clock and score sheet) works best. Some TAs simply run through the team's roster of families to make assignments game by game to ensure a fair and predictable assignment process. Other TAs opt to solicit volunteers for each individual game. This method can be more labor intensive and tougher to manage. Regardless of how you choose to manage clock and score sheet (and other ad-hoc Team Level volunteers) it is imperative that assignments are made and communicated well before game day and that the parents fully understand that they have that duty for their assigned

game. Weekly, (preferably Sunday) you are requested to e-mail the names and hours of the families/players that earned volunteer credit for the previous week to the Volunteer Coordinator for record keeping. Contact Brian Downey at 899-7123 or brian.downey@marinecs.com for more information or assistance.

RECOMMENDED BEST PRACTICES:

- Coach Engagement: Remain engaged with the coaches to stay current on team developments and potential schedule changes.
- Organization: Maintain a team binder/folder to include game and practice schedule, blank score sheets, SMMSHL bylaws, copies of player release forms, code of conduct and any other forms required by the league. **The folder should accompany the team for all games.**
- Roster Stickers: Create roster stickers for your team to be used for game scores sheets. Stickers should include names of the coaches and all players including swing players. Stickers should be sized to fit the appropriate "Roster Section" of the score sheet. This is a one-time effort that will greatly streamline the scoring process at game time.
- Clock and Score Sheet Schedule: Ensure that home game score sheet and clock assignments are made early and clearly communicated to families.
- Sunday Communication: Consistently communicate with families with Sunday night E-mails which outline the upcoming schedule of games, practices, family clock and score sheet assignments, as well as promotion of other volunteer opportunities and pertinent team, league, or FIHA announcements.
- Wallet Cards: While not a requirement, it adds to team unity to create Team Roster wallet cards which include players with corresponding parent names and contact information. These can be particularly useful for parents needing to coordinate with transportation and other behind the scenes communication between families. It works best to keep cards wallet size and laminated. Reimbursement is available from the FIHA for production.
- Uniforms: Conduct a simple jersey inventory and oversee distribution of home, away, and practice jerseys at the beginning of the season. At the end of the season, collect and account for the jerseys and coordinate their return to the FIHA through your school liaison.
- Banquet: Conduct a head count of interested players and collect funds in support of a banquet, and assist as needed. Typically, a separate volunteer will organize team banquets.

On behalf of FIHA, the coaches and players, thanks for your support. Have a great season!