



Batavia Ramparts

Roles and Responsibilities of the
TEAM MANAGER

Support and Assist the Coach

- The PRIMARY role of the team manager is to support and assist the coach. The Head Coach is the leader of the team and the manager always takes direction from them. It is ultimately up to the team head coach as to what responsibilities a manager will take-on. However there are many traditional activities we will cover here. Please sit down with your coach to review these activities and to make sure you are taking responsibility where they need and wants you to.

How to support your coach

- Due to the geography of ice rinks, the coach is often the last one to know what the mood and tone of the team families are. It is the responsibility of the Manager to keep the coach informed of any issues and to support their decisions off the ice.
- The manager is a key person in helping to explain and support the coach with parents. They should support the decisions of the head coach, answer questions, seek out answers, and be a positive influence on the culture of the team. The goal of a great manager is to allow a coach to focus on players, practices, and games as much as possible.
- Managers should encourage and support open and solution focused conversations. They should discourage side discussions (that exclude those in control of the concern), venting on social media, and other unproductive communication's that only serve to perpetuate discontent and rumor.
- **THE MANAGER IS RESPONSIBLE FOR ASSISTING WITH A POSITIVE, FUN, AND SUPPORTIVE ENVIORMENT FOR ALL PLAYERS ON THEIR TEAM.**

How to support your players

- The single most important people in the rink are the players. They are simply the reason we do everything.
- The experience they have with hockey and everything around hockey should always be at the center of every decision. Make sure you always take time to listen to them.
- Players are also children. Children who are at various developmental stages and who have their own individual strengths and weaknesses. Discipline is the responsibility of the coaching staff with the support of the Coaching Committee and on occasion a manager, if appropriate.
- As a manager, it is very important that you discourage and do not engage in gossip or conversations that target or criticize a specific child outside a productive, developmental discussion that is supported by a head coach and includes the coach/coaching committee or a players parent. Players should NEVER be referenced by other parents in social media or reproducible media in a negative light.

GAHA Manager Code of Conduct

- 1. The position of Team Manager is an important one and carries with it the responsibility to portray a proper role model for all players and parents within GAHA.
- 2. GAHA Team Managers must abide by the playing rules and codes of conduct of USA Hockey, NYSAHA and their respective league WNYAHL, GLGHL, and EAHC.
- 3. All Team Managers are subordinate to the head coach in all administrative decision making. Team Managers shall be responsible for those duties assigned by the team coach.
- 4. Team Managers must conduct themselves in a sportsmanlike manner at all times.
- 5. Team Managers are the most accessible and visible link between GAHA and parents. It is the responsibility of Team Managers to help create a positive environment at the team and organization level. Team Managers should assist parents when needed, seek out answers, and be knowledgeable and informed about game/practice scheduling as well as organizational and team activities and policies.
- 6. It is the expectation of GAHA that Team Managers will maintain confidentiality when involved in decisions or privy to private/confidential information at the team and organizational level.
- 7. Physical or verbal abuse of a player by a Team Manager will not be tolerated and may be grounds for dismissal following an investigation and hearing.
- 8. All Team Managers are expected to handle themselves in an appropriate manner at all times. All disputes between managers and coaches, and with administrative bodies of this organization shall be handled in a controlled and professional manner. Any issues of disagreement should be brought forth in a spirit of cooperation. Inappropriate language, threats, or aggressive behaviors will not be tolerated.
- 9. As a representative of GAHA it is expected that Team Managers will represent and respect the decisions of the administrative bodies of this organization and USA Hockey. At no time will it be acceptable for a person acting as a GAHA representative (i.e., coach, manager, etc.) to defame another volunteer in this organization to parents or players. Any violation may result in disciplinary action, including but not limited to temporary or permanent suspension of management duties.
- 10. Outside the rink Team Managers should continue to show the same courteous respect for officials, other teams, players, parents, teammates, and coaches.
- 11. All Team Managers shall abide by the USA Hockey SafeSport Policies.
- 12. Genesee Amateur Hockey Association promotes a "value added" model in regards to social media. (i.e.: Facebook, twitter, etc.) opinions, even strong ones are welcome. However, published public comments should add something more to the conversation without taking from the humanity or dignity of others.
- 13. All Team Managers must comply with the GAHA Code of Conduct and abide by GAHA policies. Failure to follow GAHA policies or direction of the coaching committee either written or verbal throughout the season will result in disciplinary action by the GAHA coaching committee.
- 14. All Team Managers must comply with USA Hockey Code of Ethics. If there is a conflict between the USA Hockey and the GAHA Code of Ethics, the more restrictive of the two codes applies.
- 15. The Coaching Committee reserves the right to take immediate temporary disciplinary action against a manager for violations of the above code. All actions will be presented to the Team Manager in writing. Further or permanent disciplinary actions shall be approved by the GAHA board. A manager or other volunteer reserves the right to due process and may appeal the decision of the coaching committee to the GAHA board. They will have the right to be heard and to present witnesses on their behalf. The decisions on appeal to the GAHA board will be final.

Codes of Conduct Parent/Player

- It is important to educate parents and players on the applicable codes of conduct.
- All GAHA Players and Parent are subject to USA Hockey, New York State, League, and GAHA Codes of Conduct. The specific league codes are available on their websites. The GAHA Parent and Player Codes of Conduct are included in the following slides.
- GAHA Policies and Procedures includes codes of conduct for: Board of Directors, Coaches, Managers, Parents and Players.
- USA Hockey Zero Tolerance Policy:
<http://files.leagueathletics.com/Text/Documents/8581/37746.pdf>

Player Code of Conduct

- 1. While representing GAHA during all GAHA functions including home and away games, practices, fund raising activities, etc., all players will refrain from violence, profanity, and illegal activities, and will abide by rules of the NYSAHA, USA Hockey, and GAHA.
- 2. Good sportsmanship is required by all players who represent GAHA. Players are expected to abide by the rules of GAHA, NYSAHA, and USA Hockey.
- 3. GAHA players must abide by the playing rules and codes of conduct of USA Hockey, NYSAHA and their respective league WNYAHL, GLGHL, and EAHC.
- 4. During practices and both home and away games players shall show courteous respect to the game officials, other teams, players, parents, teammates, and coaches. Players should be ever mindful that their actions are a reflection of our entire Association.
- 5. Off the ice players should continue to show the same courteous respect for officials, other teams, players, parents, teammates, and coaches. Genesee Amateur Hockey Association promotes a "value added" model in regards to social media (i.e. Facebook, twitter, etc.). Opinions, even strong ones are welcome. However, published public comments should add something more to the conversation without taking from the humanity or dignity of others.
- 6. Any player who is found with alcohol, tobacco, or any controlled substance that is not prescribed by his/her physician as a registered member of GAHA will automatically be suspended until a hearing can be held by the Coaching Committee.
- 7. All players must respect the property and facilities of the City of Batavia and the facilities of other hockey associations and refrain from willful or intentional destruction of property and/or facilities.
- 8. If GAHA equipment is not returned to a coach or designated person, the player will not be eligible to participate next season until the matter is cleared.
- 9. Any player found to be responsible for the theft of GAHA or personal property or damage to such property while under the direction and supervision of GAHA may be removed from participation in GAHA and held financially responsible for any and all losses.
- 10. Each player must abide by the GAHA Code of Conduct and USA Hockey SafeSport Policies.
- 11. Failure to abide by these rules may result in suspension or dismissal from GAHA.

Parent Code of Conduct

- 1. At all GAHA home and away games, practices, and events, parents of players registered with GAHA shall act in a manner that is conducive to the goals and objectives of GAHA.
- 2. During practices and both home and away games parents shall show courteous respect to the game officials and their decisions. They are expected to demonstrate good sportsmanship and exhibit this same courteous respect to other teams, players, parents, and coaches. Parents should be ever mindful that their actions, and those of their children, are a reflection of our entire Association.
- 3. GAHA parents must abide by the codes of conduct of USA Hockey, NYSAHA and their respective league WNYAHL, GLGHL, and EAHC.
- 4. Outside the rink parents should continue to show the same courteous respect for officials, other teams, players, parents, teammates, and coaches. Genesee Amateur Hockey Association promotes a "value added" model in regards to social media (i.e. Facebook, twitter, etc.). Opinions, even strong ones are welcome. However, published public comments should add something more to the conversation without taking from the humanity or dignity of others.
- 5. Parents are expected to volunteer their efforts and resources for the benefit of all GAHA teams/players. This includes participation in GAHA events, tournaments, and fund raising activities.
- 6. Parents are expected to provide encouragement and support for their team coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the coaches as volunteers who give their time and skills for the benefit of all players.
- 7. Parents are expected to treat all administrative volunteers and coaches in the organization with appropriate and professional behavior. Parents should respect the volunteers who give their time and skills for the benefit of all players and the organization as a whole.
- 8. All parents must abide by the GAHA Parent Code of Conduct and USA Hockey SafeSport Policies.
- 9. Inappropriate language or actions may result in expulsion from an arena or, in the extreme, from all activities of GAHA. Any other violation of the above stated behaviors may result in other restrictions on the parent's or their child's participation in GAHA.
- 10. Violation of the above will result in a written warning relative to the violation and review and reinforcement of current parent/player code of conduct, a meeting with the offending parent(s) or family member(s), signing an enhanced code of conduct and any other actions deemed appropriate by the BOD, up to and including written apologies to offended parties, suspension from team activities or expulsion from GAHA.

Confidentiality

- All discussions and information on families, volunteers, players discussed or provided to you is completely confidential, including but not limited to; medical, behavioral, financial, disciplinary. It CAN NOT be discussed outside professional conversations with authorized personnel.

Team Declarations

- WNY Teams will declare their status during the summer before the season. If you are the coach or manager of a WNYAHL team please do not ignore any correspondence in the summer and required paperwork in regards to this. Declarations allow us to be recognized by the State and USA Hockey as a competitive state bound team.

Set up communication

- Get information from your head coach on all of the members of your team and what contact information they have.
- Get a complete list together. Reach out to your parents and find out how best to reach them and who needs to be reached on each player.
- Set up a way to communicate. In recent years a lot of managers have found free apps. Such as 'TEAM SNAP' useful.



<https://www.teamsnap.com/>

Make sure
players are
Registered and
Payed

- **_ USA HOCKEY REGISTRATION**

https://www.usahockeyregistration.com/login_input.action

- **GAHA REGISTRATION**

<https://www.bataviaramparts.com/page/show/902415-registration>

- **FULL PAYMENT IS DUE BEFORE PLAYERS TAKE THE ICE FOR THE SEASON.**
- Questions on payment or billing should be directed to the GAHA Treasurer Carrie Hutchins, carriehutchins11@gmail.com
- Payment information will be available on our website. Payments can be made by cash or check at time of registration or may be sent to:

GAHA / P.O. Box 9 / Batavia NY 14021-0009

Checks should be made out to GAHA

Know your league rules

- NYSAHA Guidebook link for 19/20 season:
<https://www.nysaha.com/page/show/885596-nys-usah-guide-book>
- WNYAHL Guidebook for 2019/20 season can be found at the following link:
<https://www.wnyahl.net/page/show/1519354-for-managers-and-coaches>
- EAHC Guidebook for 2019/20 season can be found at the following link:
<http://www.empirehockey.org/Documents.asp?n=100435&org=EmpireHockey.org>

Coaches and Managers Credentials

- Register as a member of USA Hockey (Cost is \$46 plus any affiliate fees if applicable). [Click here for more information.](#) (managers are free) (every year)
- Complete the background screening <https://www.nysaha.com/page/show/886605-screening-safesport-policy> (\$25.00) (every two years)
- Complete the USA Hockey Safe Sport Training (required every year and cannot be added to a roster until completed). [Click here for more information.](#)
- Find, register and attend the required certification clinic. (Cost is \$45 plus any lunch fees if applicable) You can only attend one clinic per season and all coaches start at Level 1. (The coaching clinic season for Levels 1-3 officially runs from September 1 to December 31). [Click here to locate a clinic.](#) (every year through level 3, then can renew 2x, level 4 is permanent)
- Complete the appropriate age specific module for the level being coached (1x for each level)
- Background Checks and SafeSport must be completed BEFORE any team or ice event. (Modules and Clinics must show proof of registration and be completed by 12/31)
- Managers must complete registration, SafeSport, and Background Checks. ANYONE supporting the team (ie: penalty boxes, locker room supervision must have these)
- For any questions or problems with these requirements contact the GAHA ACE coordinator: Joe Eschberger jberg_14482@yahoo.com or (585) 729-6327

Rosters

- The GAHA Register (Sue Ryan) will be creating rosters at the beginning of the season and editing them as required.
- ANY changes to an initial roster (adding an alternate or player) must first be approved by BOTH the coach and Coaching Committee. No players will be added by the Registrar without these approvals.
- Rosters and accuracy of them are very important for liability, entrance into tournaments, and state eligibility. Please attend closely to communication on Rosters from the Registrar and check them for accuracy. (ie: let her know if we are missing someone or there is a incorrect coach or player.) PLEASE MAKE SURE YOU HAVE ONE.
- Rosters may be edited up until Dec. 31st. However there is a process time and holidays come at the same time of year. So please make every effort to make needed roster changes by Dec. 15.
- Any questions or updates on rosters should be brought to the GAHA Register Sue Ryan, spryan3412@gmail.com, (585) 734-5631

Jerseys and Equipment

- You or your coach should receive communication over the summer regarding ordering jersey's. New ones and for players who have grown out of theirs.
- The first step is to find out who already has a jersey and what number they are and to resolve existing number conflicts and make sure you do not order a duplicate number that someone already has for a new player. The coach should be involved in number conflict issues.
- Note: GAHA will not issue jersey numbers 99 or 69 to any player. It is at the discretion of the coach as to whether jersey number 1 may be worn. (99 is the only number retired by the entire NHL, we honor that. Number 69...for obvious reasons, Number 1 is traditionally "the fans number".)
- Jersey numbers seem to become a highly emotional issue. We discourage this heavily from developing. The reality is a number is just that 'a number'. However in order to deal with such issues GAHA does have a numbering policy. (next slide)
- Jersey's should be ordered ideally in the summer. However, we do have loaners and can accommodate late orders when required. At the Squirt Empire Level we allow season long loaners and at Mite level we provide GAHA owned jerseys for the season.
- Questions and Information on Jerseys should be directed to the GAHA equipment Manager: Steve Pies, steve@maxpiesfurniture.com.
- GAHA will also provide needed equipment to Goalies if they are paying full price. If your team requires Goalie Gear please let us know ASAP as that will require special attention.
- No patches or other decoration (with the exception of approved GAHA sponsors and last name) may be added to the traditional GAHA Jersey without the permission of the President and Sponsorship Chairperson.

GAHA Jersey Number Policy

Jersey Number Assignment Policy

- a. If conflicts arise, the seniority rule applies from an age perspective. The older player gets first choice to keep his/her number (with exception noted below). • Exception on age seniority: Former players that have left GAHA for 1 or more years or new players to GAHA have lost their number seniority.
- b. The organization will entertain requests for numbers, as long as no conflict is in place for any player in the same age bracket described above (regardless of Empire or WNY/MOHL). Player movement between the programs is common, thus unique numbering schemes need to be viewed across all players in the organization.
- c. For WNY and MOHL teams, jersey number seniority begins when you purchase your first WNY/MOHL jersey and is kept as long as you are within the travel organization. Please also note that GAHA Empire players moving over to a WNY/MOHL team carry no seniority regardless of how many years they have been in the GAHA House program. They will be treated the same as a new WNY/MOHL player to GAHA.

Jerseys and Equipment: Names & Sponsors

- Last Names on the backs of Jerseys is a GAHA ‘tradition’ but not a requirement. Whether players are required, not required, or whether they wear last names on the backs of their jersey’s is a decision of the head coach.
- Name Plates may be ordered from Tom Antinore at LOGO IT. Tom has the style and colors required. Players will have a home and away jersey.
- LOGO IT (Tom Antinore): logoitny@gmail.com, (585) 409-1401
- Sponsor Plates are REQUIRED. Sponsor Plates will be provided to you by our Sponsorship Chair, Sarah Rosenbeck. sarah.rosenbeck@gmail.com, (585) 329-8415.
- GAHA will pay for Sponsor Plates to be attached to Jerseys. Traditionally Liz Scott has provided this service and will bill GAHA for the sewing. Other arrangements for sewing need to be approved by our fundraising chair to make sure they meet the expense and billing requirements.
- Liz Scott: 585-344-1266 home, 585-344-1662 work. Liz lives over by the hospital.

Third Jersey's and other Team Apparel

- Third Ramparts/GAHA Jersey's are permitted. Traditional Ramparts Jersey's MUST be worn in all League Games, Play Off's, and State Contests, unless special permission is granted by the President for a one time situation. Pre-approved third jersey's may be worn in scrimmages, tournaments, non league contests and such without additional approval.
- All designs must be approved by the board (time allowing) or the President. Specific taste is not an approval factor. Third Jersey's must be consistent with the goals and philosophies of the Ramparts, clearly identify the team as a Batavia Ramparts or Genesee Amateur Hockey Association Team, and mirror or adapt the colors, logo, and theme of the Ramparts appropriately.
- Team Apparel may be ordered from anywhere. Many traditionally order from LOGO IT and Tom has some designs in-stock.
- Specific Warm-ups or other GAHA Apparel or specifically colored equipment is not required by the GAHA organization and such requirement or 'game-day' dress requirements are at the discretion of the head coach.

Jersey's/Apparel Pride, Wear, and Care

- It is the responsibility of the Head Coach and or Manager (at Mite) to establish guidelines as to the appropriateness of wearing the GAHA/Ramparts Jersey outside of games.
- GAHA discourages the casual wear of Jersey's on a day-to-day basis or in practices. Donning of the GAHA jersey and any team jersey should be in recognition of the unity, pride, and membership of that player with others who share the same ideals, philosophies, sport, and goals.
- Jersey's should be kept in a respectable condition as to best represent our teams.
- Players should be taught and encouraged to recognize the significance of their membership on a team and with this organization. Part of that is understanding that their actions while wearing our colors/logo are a reflection of every member and coach in this organization.
- Parents and fans should be aware of the same standard and be cognizant of any logo or phrase mixed with the Ramparts Logo or name on apparel is a reflection of all of our players and coaches. Also their behavior while representing our organization or wearing our colors/logo is also a reflection of the organization.

Equipment

- Parents are responsible for providing their player with hockey equipment that meets an appropriate level of safety and is in an appropriate size to best protect our players.
- Guidance on helmets, equipment, sticks should be obtained from the head coach.
- Head coaches have the discretion to determine if a player piece of equipment is appropriate in standard, level of play, and to require/request a replacement or adaptation of that equipment.

Scheduling Meeting

- Both the Empire and WNYAHL Leagues will hold scheduling meetings. WNY will occur in early September, Empire in early-mid October. Information on your scheduling meeting can be obtained by the GAHA VP of your league or league website. Managers are expected to attend the scheduling meeting with the head coach. Game Scheduling slots for the purpose of scheduling should be obtained from the GAHA Ice Scheduler: hollyccarney@yahoo.com
- At both scheduling meetings, KEY information on game reporting, penalties, and procedures will be shared.
- Full game schedules should be sent to Holly Carney (GAHA Ice Scheduler) hollyccarney@yahoo.com, and Carrie Hutchins (treasurer) carriehutchins11@gmail.com IMMEDIATELY after your meeting.
- ALL our leagues discourage reschedules if at all possible so get your team calendar (tournaments/conflicts) in-line ahead of time.
- WNYAHL teams will often schedule by phone/email ahead of the meeting.
- WNYAHL and MOHL:

Dale Hutchins, dthutchins@yahoo.com, (585) 370-1715, www.wnyahl.net

- EAHC:

Justin Rosenbeck, jprsnbk@gmail.com, (585) 409-6259,

www.empirehockey.org

Scheduling Responsibilities: Officials

- Once you have your game schedule in place and as you schedule new scrimmages or cancel/reschedule home games ALWAYS remember to get officials and provide as much notice as possible to the Game Assigner. Send your entire HOME schedule as well as any scrimmages, and update as needed.
- Game Assigner: Scott Martin, lockitdn@gmail.com
- There has been a dramatic increase in harassment and bullying of game officials. Please be aware this is NOT TOLERATED or permitted. Call judgement is part of the game.
- Opinions on the skill level or judgement of Officials is handled in a formal manner. Officials feedback is available through the league website. However, it is important for meaningful development that these are not ONLY completed when someone has a big concern, they should be completed by the Head Coach or by the manager with the Head Coaches feedback, knowledge and input after every contest.
- A Parent, Manager, Scorekeeper is NEVER to approach or contact a game official. Coaches may enquire as to calls in a professional manner. NO ONE is EVER to enter the Officials Locker Room without being invited in OR follow an official in or outside a venue. Violations are considering bullying.
- Jay Schwerthoffer is a former member of the GAHA coaching Committee. He graciously often provides us with guidance and information. Both Scott and Jay have been generous with their time and help in these matters. However, they will NEVER make a specific judgement or interpretation of a call that they did not make. Jay or Scott should ONLY be contacted by a league VP (Dale or Justin) or a member of the coaching committee, or a head coach at the direction of the coaching committee. They also are not to be harassed over calls.
- Empire Referee Evaluation:
<https://leagueathletics.com/UserForm.asp?RegID=82167&org=EMPIREHOCKEY.ORG>
- Western New York Referee Evaluation: (sorry I can't find this..I am looking for it)

Game Responsibilities: Paying Officials

- At all Home Games you will be responsible for paying the officials and having them sign-off.
- When you have completed your league game schedule please submit that to our GAHA treasurer Carrie Hutchins (carriehutchins11@gmail.com) so a check for you home game ref. fees can be cut for you. It is your responsibility to cash the check and divide it into appropriate payments for 2 refs per game and have them sign the payment tracking sheet.
- The amount paid to refs. at each level this year (19/20) is on a following slide.
- Our Treasurer will provide Managers with BOTH a payment tracking sheet and a lump sum check for each year (ie: 2019 then 2020).
- Scrimmages and other games outside the league schedule must be paid from team accounts or team money.
- Complete your player names and basic scoresheet information prior to arriving at the rink (alot of managers print out labels with the required information for their team and put on each copy of the sheet)

**Game
Responsibilities:
Referee
Payment
Tracking Sheet**

| | | | |
|----|---|--------------------|---|
| 1 | GAHA Referee Payments made | | |
| 2 | (2018 Payments ONLY please) | | |
| 3 | Coach | | |
| 4 | Team Manager | | |
| 5 | | | |
| 6 | Date | Amount paid | Referee's name (please print legibly as this will be used for taxes) |
| 7 | | | Ref's signature proving receipt of payment |
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| 32 | **Please return this form to the GAHA Treasurer at the end of the year (no later than 1/15/19) when all has been paid out for tax reporting purposes** | | |
| 33 | | | |

Game Responsibilities: Referee Payment per level

- Midget 16U and 18U 120.00 (60.00 per official)
- Midget Empire 100.00 (50.00 per official)
- Bantam III 90.00 (45.00 per official)
- Bantam Empire 80.00 (40.00 per official)
- PeeWee III 70.00 (35.00 per official)
- PeeWee Empire 60.00 (30.00 per official)
- Squirt III 60.00 (30.00 per official)
- Squirt Empire 50.00 (25.00 per official)
- Mite 50.00 (25.00 per official)
- Also be aware that GAHA pays a 1.00 assignment fee for each game assigned. So when you reschedule or schedule scrimmages we are paying that. This is a new fee, we are going to see how it lays out. For the 19/20 season we have budgeted a general estimate of these fees into our overall account.
- In addition be aware that the WNYAHL charges a 50.00 rescheduling fee after the league scheduling. If the league imposes the fee, GAHA DOES have the discretion to require that to come from team funds. We budget a limited amount of money toward unexpected league fines and fees.

Game Responsibilities: Score Sheet/Score Reporting

- It is the managers responsibility to ensure that people are assigned to keep the score sheet and run the time clock. In most cases this this is 2 people. We do have a couple very highly skilled and experienced people out there that manage both on their own, but this is not advised except in those situations where they are very experienced.
- Sometimes you will have people who ‘like’ to do this and they will take care of every game for you.
- At the younger levels (Mite/Squirt Empire) we encourage ALL of our parents to learn these skills.
- We have several experienced people who would be willing to run a training for your parents. Let a board member know and they can help you find someone.
- These are important jobs. We also incur fines when we don’t complete correctly please reference VERY closely the guidance on the league websites on how to complete score sheets and how to submit scores as well as timelines. (links are on the next slide)

Game Responsibilities: Score Sheet/Score Reporting

- EAHC guidance on score reporting, score sheets and timelines.

<http://empirehockey.org/Documents.asp?n=100435&org=EMPIREHOCKEY.ORG>

- WNYAHL Guidance on setting up your account, score reporting, score sheets, and timelines.

<https://www.wnyahl.net/page/show/1519354-for-managers-and-coaches>

** Coaches and Managers are responsible for understanding their specific league requirements and complying to them. There are detailed examples on the WNYAHL website on score sheet completion.

The VP's can assist with any questions: Dale Hutchins or Justin Rosenbeck. At the Empire level they also have commissioners who are very helpful at each level.

Each team must be provided with a copy of the scoresheet before leaving the venue. Please keep copies of all sheets.

Make sure on all WNYAHL score sheets you reference our teams as Genesee Amateur Hockey Association (not Ramparts).

Game Responsibilities: Curfews and Periods Empire (EAHC)

■ Empire Amateur Hockey Conference

Game Duration (Zamboni time to resurface ice is not included)

- Squirt/10U level shall consist of three (3) ten (10) minute stop clock periods with a curfew time of no less than fifty (50) minutes.
- Pee wee/12U level shall consist of three (3) twelve (12) minute stop clock periods with a curfew time of no less than sixty (60) minutes.
- Bantam/14U level shall consist of one (1) twelve (12) minute stop clock period and two (2) fifteen (15) minute stop clock periods played in 12-15-15 order with a curfew time of no less than seventy (70) minutes.
- Games at the Midget/18U level shall consist of three (3) fifteen (15) minute stop clock periods with a curfew time of no less than eighty (80) minutes

Game Responsibilities: Curfews and Periods WNYAHL

| Level of Play | <u>Game Times:</u> <i>Note all times include resurfacing</i> |
|--|---|
| <u>Squirt</u> 9 & 10 | One (1) ten (10) and two (2) twelve (12) minute periods of hockey with a minimum of sixty- five (65) minutes of ice time including re-surfacing. |
| <u>Pee Wee:</u> 11 & 12 | Two (2) twelve and one (1) fifteen (15) minute periods of hockey with a minimum of eighty (80) minutes |
| <u>Bantam:</u> 13 & 14 | Three (3) fifteen (15) minute periods of hockey with a minimum of ninety (90) minutes |
| <u>Midget:</u> 15 & 16/ 17 & 18 | Three (3) fifteen (15) minute periods of hockey with a minimum of one hundred (100) minutes |

(5) All league games shall be played using stop time penalties as follows:

| For Squirt and below | For Pee Wee and Above: |
|---|--|
| Minor: 1.5 minutes Major: 5 minutes Misconducts: 10 minutes | Minor: 2 minutes Major: 5 minutes Misconduct: 10 minutes |

Game Responsibilities: Penalty/Suspension & Tracking & Reporting

- It is critical that coaches and managers learn and understand the penalty and suspension structure of USA Hockey and your individual leagues.
- Some words of wisdom:
- Stay Calm! Your example will help the situation.
- Don't let a parent or player follow you around as you try to make sure you know what is happening, gather information, or talk to coaches/officials. Nicely tell them, you have some clarifications and information to gather and you will keep them in the loop. As soon as you know for certain what the penalty is you will IMMEDIATELY give them a call but there is some timely business you have to take care of after the game.
- Make sure your head coach is the lead on any clarification, make sure that there is a 'rule number' listed for all Game Misconduct and Match Penalties and that any notes made by officials are legible. If you can't read it ask them if they can tell you what it says or make it neater. Be able to read what is on the sheet, cause you will have to know it.

Game Responsibilities: Penalty/Suspensi on Tracking & Reporting

- Understanding the Important Basics...
- Game Misconduct Penalties
 - Player is ejected from game in progress and suspended for future game or games depending on the severity and type of call. The player incurring the penalty is charged with 10 minutes on the score sheet. The Game Misconduct Penalty must be reported to the proper authority using the Report Game Misconduct Form. NOTE: 10 minute Misconduct penalties do not need to be reported.
- Match Penalties
 - Penalized player is immediately ejected. Substitute for the penalized player serves a 5-minute time penalty. Penalized player is suspended pending the outcome of a hearing. Match Penalties can be assessed for these infractions: Deliberate injury to an opponent, Deliberate attempt to injure, Deliberate kicking of an opponent, Detrimental conduct, to include-- Deliberately injuring or attempting to injure a game official (including off-ice officials) or opposing team official., Verbally threatening a game official (including off-ice officials) with physical harm. Spitting at an opponent, spectator, game official (including off-ice officials), or team official.

**Game
Responsibilities:
Penalty/Suspension
Who do I ask for
help**

- If you are at a game and you don't know what to do about a situation..any coach or manager may contact their VP, the Chair of the Coaching Committee or the President...also text us and let us know the urgency “Answer my call...I need to talk now!”
- Dale Hutchins (WNY & GAHA Pres.): 585-370-1715
- Michael Reich (Coaching Committee): (585) 356-3439
- Justin Rosenbeck (Empire): 585-409-6259

Game
Responsibilities:
Penalty/Suspension
Tracking &
Reporting WNYAHL

- **Western New York Amateur Hockey Association (WNYAHL) Penalty Information**
- For WNYAHL Managers and Coaches..make sure you understand specific rules on progressive discipline and the WNYAHL Aggressive Play Policy on page 2 of the below flowchart.
- Suspension Flowchart:
https://cdn4.sportngin.com/attachments/document/c3ba-1620795/SUSPENSION_FLOWCHART_3_REV_7-29-18-final.pdf
- Teams that have participants or team officials who received a match penalty must report the incident to the proper authorities within 24 hours of the completion of the game. Complete the Match penalty report form and the WNYAHL disciplinary chair will contact you regarding the incident.
- Game Misconduct Reporting:
https://wnyahl.sportngin.com/register/form/037911935?_ga=2.78150417.445655069.1535210452-1359597132.1522959175
- Match Penalty Reporting:
https://wnyahl.sportngin.com/register/form/623023154?_ga=2.170458917.445655069.1535210452-1359597132.1522959175

Game
Responsibilities:
Penalty/Suspension
on
Tracking &
Reporting EAHC

- Empire Amateur Hockey Conference (EAHC) Penalty Information

- For Empire Managers and Coaches..make sure you understand rules on progressive discipline and the EAHC specific rules on Total Penalty Minutes, Aggressive Play Policy for both players and coaches. Specific Information on these policies is in the EAHC guidebook located in the documents section of their website:
- EAH Guidebook
<http://leagueathletics.com/Documents.asp?n=100435&org=EMPIREHOCKEY.ORG>
- For the Empire League you must report Game Misconducts, Match Penalties AND 5 minute majors.
- Empire Reporting Link:
<https://leagueathletics.com/UserForm.asp?RegID=101217&org=EMPIREHOCKEY.ORG>

Things you
must report to
GAHA!!

- Please report to your VP and the President ASAP any game misconduct or match penalty, any coach or parent ejected from a game and any situation involving police or law enforcement. Please send us a copy or photo of the score sheet.

Dale Hutchins, dthutchins@yahoo.com, (585) 370-1715

Michael Reich: Reich17@aol.com, (585) 356-3439

Justin Rosenbeck: jprsnbk@gmail.com, (585) 409-6259

Tournaments and Playing in Canada or Out of State

Note: It is not uncommon for Canadian Teams at young levels to trade pins with teams they play!

- All tournaments that GAHA teams play in and/or teams they scrimmage must be USA Hockey Sanctioned.
- USA HOCKEY TEAMS PLAYING IN CANADA USA Hockey registered teams playing games in Canada are authorized to play under the Hockey Canada playing rules, including delayed off-sides and body checking at the 12- & -Under age classification, provided they have received the proper travel authorization from their USA Hockey Registrar. In addition, USA Hockey registered players must wear the following USA Hockey mandatory equipment: 1. Hockey Skates of approved design for hockey 2. HECC Approved Helmet (Mandatory for all Youth and Female classifications and those players under the age of 18 in Junior classifications. HECC approved helmets recommended (with or without earpieces) for players in the Junior or Adult classifications. However, non-HECC approved helmet must be designed for ice hockey.) 3. HECC Approved Face Mask (Required for all Youth and Female classifications and Juniors below age 18. Junior players who have reached age 18 may wear a HECC approved Visor. 4. Non-Clear Internal Mouthpiece (Required for Youths -and Girls 12- & -Under and older, including Junior Classifications. NOTE: USA Hockey playing rules do not mandate the wearing of a neck guard at any age classification. Summary The standard insurance coverage will be considered to be in effect as long as the injured participant was wearing the proper protective equipment as mandated by the organization (HC or USA Hockey) with which he/she is registered. Please note that all other playing rules of the host country are in effect for games played in that country, except when U.S. teams are playing on U.S. soil in Canadian-based leagues using HC rules under league direction, and vice versa.
- To obtain a permit to play in Canada Please contact the GAHA Registrar at: spryan3412@gmail.com
- Please notify your VP when you are playing out of state or country so we are aware:

Dale Hutchins, dthutchins@yahoo.com, (585) 370-1715

Justin Rosenbeck: jprsnbk@gmail.com, (585) 409-6259

Substitutes: EAHC (Empire)

- Substitutes should come from lower level EAHC teams unless the situation is extraordinary. Substitutes MUST play up as per USA Hockey rules, not down.
 - a) A player who is playing up is NOT eligible to substitute down even if age eligible (for example: a Squirt/10U aged player playing on a Peeewe/12U team may not substitute on a Squirt/10U team despite his/her age eligibility).
 - b) RWB/Mite/8U players are NEVER allowed to substitute on Squirt/10U teams per USAH rules.
- Use of substitute SKATERS is only allowed when a team has less than ten skaters available at the start of the game.
 - 1. Teams may only utilize substitute skaters to bring their game roster to ten skaters.
 - 2. Skaters may only substitute three (3) times per season (including playoffs).
 - 3. Skater substitutes, if needed, are obtained:
 - a) From a lower level EAHC team within their organization.
 - b) Horizontal skater substitutions are allowed at the Bantam/14U and Midget/18U levels with approval by the Commissioner and verification no lower level substitutes are available. No player may substitute more than once. No horizontal subs during playoffs.
 - c) Exception: Squirt/10U B skaters may substitute on Squirt/10U B teams as RWB/8U players are ineligible. No Commissioner approval required. C. Use of a substitute GOALIE is only permitted if the team has no Goalie available.
 - 1. If a team has a player who can play Goalie, he/she may not skate out so the team can obtain a substitute Goalie unless the team has less than 10 skaters available.
 - 2. Goalies may substitute an unlimited number of times per season.

Alternates: WNYAHL (travel)

- Any player (skater or goalie) rostered on a Conference Team may play ten games TOTAL (includes any USA Hockey Sanctioned game with referees and a score sheet) for a Tier III or above Travel Team (including Girls TB teams) and/or Select Team. Once a player rostered on a Conference Team plays in their eleventh (11th) game for a Travel they forfeit their Conference eligibility.
- Skaters: Any skater listed on a travel scoresheet is considered to have played in the game unless the name is crossed out. Goalies: If a goalie rostered on a House team sits on the bench as a backup for an entire travel game, it will not count as one of their ten games played provided the scoresheet clearly shows the goalie who played and the backup.
- All players who play as alternates on a WNYAHL team must be approved by the coaching committee (before a player is asked) and added to the roster. These two steps can be completed by contacting the Chairperson for the Coaching Committee (CC) and the GAHA Registrar.
- At NO TIME is it appropriate for an alternate player to play their 11th game with a travel team without the permission of CC Chair.
- Chairperson for the Coaching Committee: Michael Reich, reich17@aol.com, 585-356-3439
- GAHA Registrar: Susan Ryan, spryan3412@gmail.com

Injuries

- All injuries obtained on GAHA Home ice or at an Away rink of a GAHA player should be documented on a GAHA injury form or equivalent league/rink form (if required) and submitted to the GAHA Safety Coordinator as well as appropriate league officials.
- GAHA Safety Coordinator: Joe Eschberger
jberg_14482@yahoo.com or (585) 729-6327
- GAHA Injury Report Form:
https://cdn2.sportngin.com/attachments/document/0040/4950/2013-14_Injury_Report_Form.pdf
- Empire Hockey Conference Injury Report Form:
<http://files.leagueathletics.com/Text/Documents/4919/21678.pdf>

Injuries: Concussion

- In compliance with USA Hockey GAHA functions under an approved concussion protocol: ANY player with a diagnosed concussion
- A concussion is a traumatic brain injury- there is no such thing as a minor brain injury. A player does not have to be “knocked-out” to have a concussion- less than 10% of players actually lose consciousness. A concussion can result from a blow to head, neck or body. Concussions often occur to players who don’t have or just released the puck, from open-ice hits, unanticipated hits and illegal collisions. The youth hockey player’s brain is more susceptible to concussion. In addition, the concussion in a young athlete may be harder to diagnosis, takes longer to recover, is more likely to have a recurrence and be associated with serious long-term effects. GAHA will follow the USA Hockey Post-Concussion Functional Return to Play Protocol (this protocol is available on the website). This protocol should not be initiated until after the athlete has been released to participate in the functional return to play protocol by a qualified health care provider. If symptoms appear during a functional test, the test should be stopped and the athlete monitored until symptoms resolve. No further functional testing should be performed that day. Functional testing may resume the following day at the previously asymptomatic level if the athlete remains asymptomatic. If symptoms do not resolve, appropriate medical attention should be obtained. An athlete who has been diagnosed with a concussion or has suffered a head injury must be medically cleared, in writing to return to participate by the athlete’s family physician (documentation should be provided to the President of GAHA, ACE Coordinator and Head Coach of the players team). The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before a return to the sport. An athlete that has been diagnosed with a concussion or is determined to be suffering from concussion like systems must follow the following Six Step Return to Play process outline below: 1. No exertional activity until asymptomatic and cleared to return by physician. 2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training. 3. Sport specific exercises such as running, skating, etc. Progressive addition of resistance training may begin 4. Non-Contact training/skill drills. 5. Full contact training in practice setting(following medical clearance). 6. Return to competition/play. Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest. The athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, taking a test, etc.
- It is the responsibility of the parent(s) of the injured player to ensure that these steps are followed to insure the well-being of the player. The Safety Coordinator may require the parent to provide medical clearance for a player to be reinstated to hockey as a GAHA Player.

Team Level Fundraising

- The Batavia Ramparts Budget allows teams to function with No additional parent expenses. However..... Teams are permitted to engage in activities to raise funds for supplemental activities.
- 1. Any team wishing to participate in activities beyond those funded at an organizational level may hold team fund raising activities to support such activities. All team fund raisers and supported activities should be decided with input from all parents. At no time should a parent/player be required to participate in a team fund raiser in order to be a member of a GAHA team.
- 2. All team fundraisers must be approved by the GAHA Sponsorship/Fund raising Committee prior to implementation. The Fund Raising Committee reserves the right to delay approval of any fund raisers pending consultation or approval by the GAHA Board of Directors.
- 3. A fundraising form must be submitted to the Sponsorship/Fund raising Committee for each approved fund raiser. (GAHA Fundraising Chair: sarah.rosenbeck@gmail.com)
- 4. All activities supported through team fundraisers must meet any applicable GAHA and USA Hockey requirements. All fiscal requirements must be adhered to.
- 5. All fundraising money is the property of GAHA/individual team that the fundraising was generated for. If a player/family decides to leave the individual team or GAHA, the fundraising money associated with a particular player/family is not transferrable and remains an asset within GAHA. The GAHA BOD reserves the right to determine final disposition of remaining funds.

Fiscal Accountability for Managers

- 1. Each GAHA team is responsible for keeping detailed records of all financial activities in which they engage at a team level. This includes but is not limited to team level fundraising, tournament expenses, referee fees, and away tournament expenditures.
- 2. Team Managers will be responsible for collecting money from their players/parents for organizational level fundraisers and optional activities (i.e. banquet) as well as team level activities including fundraisers, name plates, etc. All money collected must be submitted to the GAHA Treasurer in a timely and efficient manner.
- 3. Every team will have access to a team account managed by the GAHA Treasurer. All money submitted for the purpose of team level activities and purchases must be deposited and accessed through the team's organizational account.
- 4. Team financial records must be available for team parents to review and must be available upon request to the GAHA Treasurer or GAHA Board of Directors.

Locker Rooms

- A few reminders on locker rooms...
- Coaches are responsible for supervision of locker rooms...for some teams that will mean they are 'inside' every single second players are...however..the standard is that they are 'under supervision'..so a few feet from the door and within ear shot is acceptable for some groups. However, it is important to remember we are responsible for everything that goes on in our locker rooms.
- LEAVE THE DROP CELING ALONE!!!!. For some reason the ceilings in our rooms get an insane amount of abuse. Coaches and Managers should remind players directly that they should not touch them.
- No Photo's in the locker rooms Period!!! Remind your players that Video and Photography, including selfies are prohibited by USA Hockey and can result in disciplinary action.
- Research shows most Bullying occurs in the locker room..be aware of that!

Bullying

What is it? A Quick Guide:

Rude = accidentally saying or doing something hurtful.

Mean = saying or doing something to hurt a person on purpose, once or maybe twice.

Bullying = cruel behavior, done on purpose and repeated over time, that involves an imbalance of power.

- It is important to distinguish bullying from other types of inappropriate behaviors..
- USA Hockey Recommendations...How can you deter and mitigate bullying?
- Put an emphasis on team-building and creating a “family” atmosphere. One of the best protections against bullying is a sense of belonging and connection.
- Sometimes you may see actions by older players that seems harmless. Remember if the behavior has a power imbalance (like a group of players ganging up on one player), is intentionally hurtful and repeated, you may be witnessing bullying behavior. Check it out!
- Sometimes the player being bullied may be trying to ignore or avoid confrontation, so they do not complain or might even laugh it off. Just because the player does not appear bothered by the treatment does not mean the behavior is acceptable.
- If coaches think a player is being bullied, talk to the player and tell them what you have noticed. Provide specific details (hanging out alone, missing articles of equipment, level of play has decreased, interest in game has decreased). Then listen to the player. Discuss your concerns with the player’s parents and the association’s SafeSport Liaison.
- Enforce a zero tolerance policy regarding bullying, hazing and any similar behaviors.
- As a coach or team official, you can often quickly defuse a situation by acting quickly and helping correct the misbehavior.

Hockey is for Everyone

- The NHL “Declaration of Principles”:
<http://files.leagueathletics.com/Text/Documents/8581/37746.pdf>
- GAHA supports an inclusive hockey experience...as a result we support the doctrine of the NHL Declaration of Principles and encourage our coaches and managers to use it’s resources to create a positive experience for players.
- **We Believe...**
- Hockey should be an enjoyable family experience; all stakeholders - organizations, players, parents, siblings, coaches, referees, volunteers and rink operators - play a role in this effort.
- Hockey's greatest value is the role it plays in the development of character and life skills.
- All hockey organizations - regardless of size or level of competition - bring value to players and families in their ability to deliver a positive family experience.
- Physical activity is important for a healthy body, mind and spirit.
- There are significant benefits of youth participation in multiple sports.
- Hockey programs should be age-appropriate for all players, accounting for each individual's physical, emotional and cognitive development.
- There is great value in all forms of hockey, both on and off the ice.
- All hockey programs should provide a safe, positive and inclusive environment for players and families regardless of race, color, religion, national origin, gender, age, disability, sexual orientation and socio-economic status. Simply put, hockey is for everyone.

Managers Role in creating a GREAT Team experience!

- Creativity and enthusiasm (not necessarily money) is the key to great team off ice experiences...
- It is important to create positive and fun off ice experiences for players and families.
- Whether it is cooperative games, holiday parties, scavenger hunts, or knee hockey tournaments players really enjoy these things.
- Never underestimate how much even an older team enjoys a scavenger hunt, locker room treats on occasion (nothing like handing a midget team cake pops..they like it more then then mites), or an organized activity, like golfing together.

End of the Season Manager Responsibilities: State Credentials

- ALL teams invited to a state tournament will need to compile a credentials book.
- In order to facilitate the compilation of this...please keep all score sheets in a secure and complete manner.
- If you are a ‘Tournament Bound’ team manager it is worth taking a look at the below link BEFORE or at the beginning of the season...so you can prepare for what is expected.
- Specific Information on the requirements of the credentials book are located at this link:
<http://nyregistrar.com/forms/40-consent-to-treat-form>

End of the Season Manager Responsibilities

- Paying for States or Play-Offs. Make sure you check with your league officials on how you pay for your playoffs/states. Sometimes checks must be taken to contests, other times we are billed.
- If you will be participating in States there will be a mandatory State Tournament Meeting.
- Arrange and Communicate Information on the Annual Banquet
- Help make award nominations
- Order 'Playmaker', 'Zero', 'Hat Trick' Patches
- Collect and return Sponsor Plates from Team Jersey's to the Sponsorship Chairperson
- Disseminate Tryout and Evaluation Information

End of the Season Manager Responsibilities: Tryouts

- Warning: Try Out fever begins after January 1st...so prepare.
- There will be lots of speculation on coaches, ‘politics’, and releases.
- It’s important for managers to model self control and the appropriate attitude and not to instigate the ‘insanity’.
- In hockey...we are particularly prone to tryout stress.
- Some GREAT articles on youth and tryouts...
- https://www.washingtonpost.com/news/parenting/wp/2018/05/16/tryout-season/?utm_term=.6725e086a11f
- <http://www.momsteam.com/successful-parenting/tryouts-and-cuts-advice-for-parents>
- <https://anotherworld.com/parenting/how-to-survive-hockey-tryout-season/>
- https://www.admkids.com/news_article/show/539381

