

**DELCO PHANTOMS
ICE HOCKEY CLUB**

**TEAM MANAGERS
HANDBOOK
2014-2015**

DELCO PHANTOMS ICE HOCKEY

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DELCO PHANTOMS

Thank you for volunteering your services in managing your team!

Team Managers have a huge job within the club. It is your responsibility to assist the Head Coach in all of the team's administrative duties, and managing communications between the team and the Head Coach. The functions that a Team Manager performs are important to the daily operation of the team and services to make the season enjoyable for everyone.

The more difficult part of the job is rising above any arguments or politics of a team. Remember that you are the intermediary. You are the problem solver.

Make your job easier by involving as many of the team parents as possible in various duties and events of the team.

Some teams have 'Team Moms', 'Team Dads', or a 'Social Committee', who take care of 50/50 and other social events. Encourage all parents to take on certain off-ice jobs: i.e. score sheets, score keeping, Pointstreak, stat keeping, etc. Also, get your parents involved in gathering information for the website. Be creative, it helps you and it helps the team!

But above all, have some fun along the way!

Thank you for your help to make this season a terrific one for everyone involved!

Sincerely,

The Delco Phantoms Board

IMPORTANT LEAGUE MEETING DATES

MEETING	LOCATION	DATE	TIME
Team Managers Meeting	<i>There will be NO DVHL Team Managers meeting for the 2014-2015 season</i>	--	--
Coaches Meeting	Wyndham Garden Exton/Valley Forge 815 N. Pottstown Pike (Rt. 100) Exton, PA 19341	Tuesday, September 2, 2014	7:00 PM
Mites Conference Call	Phone number for conference call will be provided as the date approaches.	Wednesday, September 3, 2014	7:00 PM

***Meetings are MANDATORY! Failure to attend a DVHL meeting or Conference Call will result in a \$50.00 fine. If you cannot attend the meeting, please have a representative from your team go in your place!**

IMPORTANT FORMS & DUE DATES

USA HOCKEY REGISTRATION CERTIFICATES: USA Hockey registration certificates must be gathered for your players, coaches and assistant coaches and delivered to the Phantoms Club Registrar, so the USA Hockey roster can be created for your team. No player or coach will be allowed near the ice unless his/her name appears on the team's USA Hockey roster.

DUE DATE FOR USA HOCKEY REGISTRATION CERTIFICATES: August 1, 2014

SUBMIT TO PHANTOMS CLUB REGISTRAR: Patti Casey

USA HOCKEY ROSTER: Once the USA Hockey roster has been completed by the Club Registrar, you will be provided with a copy. You must have this copy signed by every player and coach. Once you have gathered the signatures, return the rosters to the Club Registrar and she will supply you with an approved USA Hockey roster for your manager's binder.

DVHL ROSTER: The DVHL roster is uploaded to the DVHL by the Club Registrar.

DVHL CODE OF CONDUCT FORMS: One (1) Code of Conduct form for each player on every team MUST be delivered to the Phantoms General Manager by September 30, 2014. A copy of the DVHL Code of Conduct is included in the Attachments section of this document. Please copy and distribute to your team members. If there are siblings on the same team, you need to submit a copy of the code for each.

DUE DATE FOR DVHL CODE OF CONDUCT FORMS: September 30, 2014

SUBMIT TO PHANTOMS GENERAL MANAGER: Patti Casey

BACKGROUND CHECKS: All coaches, assistant coaches and team managers must apply for a background screening on the Atlantic District website. The website address is: <http://www.atlantic-district.org>

DUE DATE FOR BACKGROUND SCREENINGS: OCTOBER 1, 2014

***The Atlantic District will send a copy of each screenings directly to the Phantoms Club.**

*** Anyone without a confirmed background check after this date will not be allowed on the bench or near the team.**

TEAM EMAIL CONTACTS

TEAM CONTACT INFORMATION: A list of your team members, including all coaches and team managers, email addresses and cell phone numbers should be submitted for the club email contact list. Please try to remember to contact the General Manager if any contact email address or phone number should change during the season.

TEAM EMAIL/CELL PHONE CONTACT INFORMATION DUE DATE: ASAP

SUBMIT TO: Phantoms General Manager Patti Casey

DUTIES OF THE TEAM MANAGER

One of the most important duties of the Team Manager is to keep the lines of communication open.

The Head Coach and the Team Manager are the focus for everything that needs doing and communicating with the team. Make sure that you and the Head Coach are always on the same page. Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care.

MANAGER INFORMATION: At the beginning of the season, the Phantoms Club Registrar will provide you with important team information, i.e. rosters, player medical release forms, etc. Additional details can be found in the 'Team Records' section of this handout.

Keep all of your team's information, both from the club and from the DVHL in a binder. This binder should be kept at-hand during all games and tournaments.

COMMUNICATION WITH PARENTS: The best venue for communications with your parents today is e-mail. You will receive the team list with all the current information that was supplied to the Phantoms Club at the time of registration. Please verify with your parents and players that all information is correct and current. Please be sure to pass along to your team families all pertinent information you receive from the Phantoms and/or the DVHL.

Once you have verified your teams email addresses, please forward a copy of the addresses to the Phantoms General Manager by September 30th. As you acquire new team members, or if a team member's contact information changes, please pass along the new, updated information to the Phantoms General Manager.

COMMUNICATION WITH THE COACHES: Create a procedure of communication between yourself and the Head Coach. Pass along to your team parents any rules that the coach wishes to have for the team. The Phantoms Club has a 24-hour rule in place for any problems between parents and coaches.

NOTE: Some Head Coaches may wish to impose a 48 or 72-hour rule. If that is the case, make sure to inform your team parents.

You are the conduit between the Coach and the team parents and vice versa. If you do encounter any issues, please stay as impartial as possible while you try to resolve any difficulty you may encounter. If you encounter a problem that you or the Head Coach cannot handle, contact the appropriate Phantoms board member listed in the next section.

COMMUNICATION WITH THE PHANTOMS CLUB

COMMUNICATION WITH THE PHANTOMS: Any information coming from the Phantoms Club that is important to the parents must be passed on to them. Please contact the following Phantoms board members for the following issues:

<u>BOARD POSITION</u>	<u>BOARD MEMBER</u>	<u>EMAIL ADDRESS</u>
Phantoms President	Larry Sechuk	president@delcophantoms.org
Phantoms Vice President – Boys Program and Board Administration	Heidi Brennan	vp@delcophantoms.org
Phantoms Vice President – Girls Program DVHL representative and Club communication	Sue Gornik	vp@delcophantoms.org
Phantoms Registrar	Sandy Iovannoni	registrar@delcophantoms.org
Phantoms Master Scheduler	Rikki Newlander	scheduler@delcophantoms.org
Phantoms Treasurer	Michele Filippello	treasurer@delcophantoms.org
Phantoms Ace Coordinator	Stephane Charbonneau	ace@delcophantoms.org
Phantoms General Manager	Patti Casey	gm@delcophantoms.org
Phantoms Secretary	Nicole Starzi	secretary@delcophantoms.org
Phantoms Webmaster	Cindy Gill	webmaster@delcophantoms.org

Phantoms President: Larry Sechuk: Any team issues between the Head Coach, players or parents should be handled at the team level. However, if these issues overpower you and the coach, please contact the President or Vice Presidents.

Phantoms Vice Presidents: Heidi Brennan & Sue Gornik : Heidi Brennan: VP for Boy's program and board administration Sue Gornik: the VP for the Girl's program, DVHL Representative and Club communication.

Phantoms Registrar: Sandy Iovannoni: All roster changes, either deleting players or adding players or moving players from one team to another for any reason, must go through the Registrar.

TOURNAMENTS: All registrations for tournaments must first be approved by the Club Registrar.

Phantoms Master Scheduler: Rikki Newlander: Any questions regarding practice or game schedule, i.e. difficulties, confirmation of games, any alteration of game schedule should be addressed to the Scheduler. The Club Scheduler must be informed when your team registers for a tournament. **NO ONE BUT RIKKI CAN CHANGE A LEAGUE GAME!**

Phantoms Treasurer: Michele Filippello: All financial questions should be directed to the Treasurer.

COMMUNICATION WITH THE PHANTOMS CLUB (Continued)

Phantoms Ace Coordinator: Stephane Charbonneau: Any difficulty encountered by your coach (i.e. coaching rules, game rules, certification, coaching supplies, issues with other coaches, suspensions, game misconducts) should be addressed to the Ace Coordinator.

Phantoms General Manager: Patti Casey: Difficulties such as score sheets, game problems, questions regarding forms for game misconducts, etc., or any questions or concerns regarding managerial problems, or team issues/problems, please contact the General Manager.

Phantoms Secretary: Nicole Starzi: Information on meetings and meeting minutes. Any topics requesting to be discussed at a General Membership meeting must be first sent to the Phantoms Secretary for approval and scheduling.

Phantoms Webmaster: Cindy Gill: Any information you would like to have placed on the website please contact the General Manager.

SCHEDULING

The Club Scheduler sends each Team Manager their team's practice and game schedule. The team's league games are set by the Club Scheduler in conjunction with the DVHL.

The Team Manager is responsible for scheduling Non-League (NL) games and tournaments. The Club Scheduler on occasion will schedule Non-League games.

NON LEAGUE GAMES: Once Rikki Newlander, the Club Scheduler, has sent your teams schedules, both Non-League and DVHL games, you can begin contacting the schedulers of other teams to fill in you open Non-League game slots.

The following is contact information for the DVHL, the NJYHL and the CBHL:

Delaware Valley Hockey League (DVHL)

www.dvhl.org

New Jersey Youth Hockey League (NJYHL)

www.njyhl.org

Chesapeake Bay Hockey League – Maryland & Virginia (CBHL)

www.cbhl.org

Helpful Hints When Scheduling Non-League Games:

- ✓ Discuss with your Head Coach what teams he is interested in playing.
- ✓ Always get reciprocal ice from the opposing team scheduler for your home ice slot, when possible. Unless your Head Coach waives the need for reciprocal ice.
- ✓ Confirm games, with all parties (coach, parents, opposing team scheduler, club scheduler) one (1) week before you are scheduled to play.

Information You Must Supply to the Phantoms Club Scheduler

As soon as you schedule a home or an away Non-League game, it is your responsibility to notify Rikki Newlander, the Phantoms Club Scheduler (scheduler@delcophantoms.org) Rikki needs to know where all teams are playing at any given time.

***If you do not notify Rikki, you will not have referees for your home Non-League game(s).**

SCHEDULER INFORMATION FOR NON LEAGUE GAMES: Rikki needs the following information for both home and away Non League slots:

Day
Date
Time
Opponent
Rink

LEAGUE GAMES: Rikki Newlander will provide you with your DVHL game schedule.

****NOTE:*** *You cannot change, cancel or modify a league game! Cancellation of a league game without permission from the DVHL will incur a **HEFTY** fine, along with ice costs for your team.*

TOURNAMENTS: The Team Manger is responsible for enrolling the team in tournaments, as the coach and team parents determine. Some sources for locating tournaments: the Club Scheduler, various club websites, other club team managers, other rink managers, internet. When the Club Scheduler or General Manager received emails regarding tournaments, they will pass them along to the team managers.

Registering early for tournaments is always a good idea. You might consider involving your team parents in this process.

NOTE: Before you register your team for a tournament, you **MUST** form Sandy Iovannoni, Club Registrar (registrar@delcophantoms.org) so that your roster can be approved.

ALWAYS: Inform Rikki Newlander, Club Scheduler (scheduler@delcophantoms.org) so that she can block out the time on your teams schedule.

INCLEMENT WEATHER – GAME CANCELLATION(S)

LEAGUE GAMES: The **DVHL and the DVHL ONLY** can cancel or postpone a league game. During inclement weather you will be notified by the Club Scheduler if the DVHL has cancelled or postponed any game. Any cancelled league game will be rescheduled either by filing a Non League slot or adding a slot at the end of the season before playoffs. Rikki Newlander will notify you on any rescheduled game.

The Team Manager is responsible for notifying the team of any league game cancellations.

NON-LEAGUE GAMES: It is the Head Coach's decision to cancel a Non League game due to inclement weather, or for any other reason.

HOME NON LEAGUE GAMES: If a home Non League game is cancelled, please notify the following as soon as possible:

- Rikki Newlander (scheduler@delcophantoms.org)
- The Team Manager or Coach of the opposing team.
- Your team members
- Iceworks (610-497-2200)

AWAY NON LEAGUE GAMES: If an away is cancelled by your Head Coach due to inclement weather, or for any other reason, please notify the following as soon as possible:

- The Team Manager or Coach of the opposing team.
- Your team members
- As a courtesy, please inform Rikki Newlander.

If an away Non League game is cancelled by the opposing team due to inclement weather, or for any other reason, please notify the following as soon as possible:

- Your Head Coach
- Your team members
- As a courtesy, please inform Rikki Newlander.

TEAM RECORDS

TEAM MEMBER INFORMATION: You may find it's easier to purchase a binder for your team's paperwork. Paperwork for your team should be in-hand at all games and tournaments. Here is a list of paperwork you should have included in your Team Manager's binder:

- ✓ Waiver of Liability
- ✓ Medical Consent
- ✓ DVHL Roster (once loaded to the DVHL website, print a copy for yourself)
- ✓ USA Hockey Roster
- ✓ Pointstreak Instructions and password information (for home games)

NEW PLAYERS: If, after the initial formation of the team, you acquire a new player, BEFORE that player is evaluated by a coach (i.e. takes the ice during a practice), you must have them fill out the USA Hockey Waiver of Liability and give you a deposit check for \$300.00 (payable to the Delco Phantoms). This check will be returned if the player is not picked up by the team. The Waiver of Liability and the check must be given to the Club Registrar.

If a player is accepted by the coach, the following paperwork must be sent to the Club Registrar ASAP:

PAPERWORK TO KEEP IN YOUR TEAM MANAGERS BINDER

- ✓ Agreement form
- ✓ Registration form
- ✓ Information form
- ✓ Uniform form (if jerseys are required)
- ✓ Consent to Treat form
- ✓ USA Hockey Code of Conduct
- ✓ DVHL Code of Conduct
- ✓ USA Hockey Waiver
- ✓ Birth Certificate

NOTE If this player has come from another DVHL club and played last season, you do not need to collect a birth certificate. If the player is new to hockey, you need a copy of the birth certificate.

NOTE: NO player can play in a DVHL or Non League game or tournament unless they have been cleared to play by the Phantoms Club Registrar, Sandy Iovannoni.

A phone call and email to Sandy is absolutely required in order for you to add a player to your roster before that player even touches the ice. Whether it's a home game, away game, non-league game, practice, scrimmage, etc., you must contact Sandy. registrar@delcophantoms.org

SCORE SHEETS

Maintain copies of all the team's game score sheets. You will be provided with enough DVHL score sheets to use for all of your home DVHL games.

DO NOT use the DVHL scores sheets for Non League games. When hosting a Non League game at home, please use an Iceworks score sheet. Iceworks score sheets are available at the front office.

DVHL HOME GAME SCORE SHEETS: Home game score sheets MUST be faxed, mailed or scanned and emailed to the number/address/email provided on the DVHL score sheet. Also, the Pointstreak system **MUST** be used for all DVHL league games – no exceptions.

NOTE: There is a fine imposed by the DVHL for any late or missing score sheets. The fine is \$20 for each week the score sheet is missing or late. Only the home team is responsible for mailing, scanning or faxing the game score sheets. The mailing address is printed on the score sheets.

- ***Please note, as per the DVHL meeting on August 13, 2014: Players are no longer required to sign the score sheets. The only persons who sign the sheet are – coaches, officials and suspended players.***

The Team Manager is responsible for viewing the score sheet and following up with the coach and the players, if there are any suspensions.

INFORMATION ON THE SCORE SHEET: The DVHL will fine teams for information that was missing on the score sheets, so please make sure that all score sheet information is correct and complete before submitting to the DVHL.

GAME DAY – TEAM MANAGER

GAME DAY TEAM MANAGER DUTIES: The Team Manager has the following duties on game day:

SCORE SHEETS: Bring the appropriate league (DVHL score sheet) and Non League (Rink score sheet) to each home game. Fill out the home team side of the score sheet, either in writing or with pre-printed labels. **ALL DVHL SCORE SHEETS MUST BE SIGNED BY COACHES, OFFICIALS AND SUSPENDED PLAYERS ONLY.** All Players are no longer required to sign the score sheets.

Once your team side of the score sheet is completed, pass the score sheet onto the opposing team manager or coach so that they can fill out their side of the score sheet.

- **Assistant Coaches sign the score sheet BEFORE the game**
- **Suspended players and coaches sign the score sheet BEFORE the game in the presence of the referees**
- **The Head Coach signs the score sheet AFTER the game**

IMPORTANT NOTE: If the Head Coach has a problem with the score sheet and intends to protest for any reason, **HE MUST NOT SIGN THE SCORE SHEET!** Once the coach signs, it is an indication that the score sheet is accepted as true and no protest will be accepted.

Following the game, make sure that the referees have also signed the score sheet as well as all coaches and the off-ice officials. Distribute the appropriate copies of the score sheet to the opposing team and your coach.

Mail, fax or scan and email the home league game score sheets to the DVHL.

SUSPENDED PLAYERS & COACHES: If you have a suspended player(s) or coach, that player or coach must sign the score sheet before the game in the section provided on the score sheet.

SUSPENDED PLAYER: Once the suspended player has signed the score sheet, they can leave if they wish. If they chose to remain, they must watch from the stands. They are not allowed in or around the player's bench or scorekeeping box.

SUSPENDED COACH: Once the suspended coach has signed the score sheet, they can leave if they wish. If they chose to remain, they must watch from the stands. They are not allowed in or around the player's bench or scorekeeping box. They cannot be in contact with the bench in any way, shape or form.

OFF-ICE OFFICIALS: The Home team is responsible for providing a timekeeper and a score keeper for every home game. This is an excellent job for parents on the team to become involved with the team. If you cannot get volunteers for these positions, please consider creating a schedule that involves at least one (1) parent, per player throughout the season. You may find you have a few parents who like to do this job on a regular basis.

NOTE If you need instruction for working the time clocks at Iceworks, check with the front desk at the rink. They have photocopied instructions for the clocks for each rink.

LOCKER ROOM: The Team Manager may want to get to the rink early to get the locker room key or discuss with the Head Coach who will have the responsibility of opening the locker room prior to the game. The locker room must be left in a clean condition (i.e. no trash on floors, toilets flushed). Please remind your players that they represent the Delco Phantoms and that the condition they leave the locker room should reflect the fact. If you find, when you open a locker room, that it is not in a clean condition, please report this immediately to the front office at Iceworks. Please keep in mind that during the game, the locker room should be kept locked to protect any personal items. Work out with the Head Coach who will keep the key. Only the Team Manager or the Coaches should keep possession of the locker room key.

PLAYER ATTENDANCE: With the Head Coach, keep track of player attendance at games, practices and off-ice sessions. Excessive absenteeism should be discussed with the coach, player and parents.

STATISTICS: The Head Coach in conjunction with the Team Manager should determine who is responsible for compiling the team stats (goals, assists, penalties, +/-, shots, etc.) If the Head Coach so chooses to have these stats kept. This is a good team job to delegate to a team parent.

INCIDENTS: Suspensions, game misconducts, injuries, discipline issues, etc. should be reported immediately to the Phantoms Vice President (vp@delcophantoms.org) and the Ace Coordinator (ace@delcophantoms.org)

GAME MISCONDUCTS OR MATCHED PENALTIES: Must be reported to the DVHL within 24 hours of their occurrence. This form can be found on the DVHL website under 'DVHL Forms': <http://www.dvhl.org/index.php> This form can be filled out and emailed directly from the DVHL site. A copy of the form is part of the 'Attachments' sections of this document.

All incidents involving refereed or a situation where a coach has a problem with a referee should be directed immediately to the Phantoms President (president@delcophantoms.org)

GAME CANCELLATION(S): Please note that NO DVHL games will be cancelled for any reason unless they are specifically cancelled by the DVHL for inclement weather or for any other need. You cannot cancel a DVHL game on your own. A large fine will be imposed on your team if you cancel a DVHL game. You are responsible for notifying your team if there is a game cancellation by the DVHL.

NON-LEAGUE GAME CANCELLATION(S): It will be your responsibility to notify the opposing team, if necessary, and your team if you cancel any home or away non-league game(s).

NOTE Your team is responsible for the costs of any non-league home ice or practice ice if your team does not show up for a scheduled slot that the Phantoms Club has provided.

INJURIES: The coach should always have a medical kit at hand during games. If the injury is deemed to require immediate medical help, the referee will usually have the off-ice official contact the rink's front office to call emergency services. If the parents are not present, contact them immediately. Make sure you have the player's 'Consent to Treat' form in your binder.

Please communicate to the Phantoms Club board members any injuries during games and practices.

GAME DAY – SCORE KEEPER

BEFORE THE GAME:

- The HOME TEAM MANAGER or SCORE KEEPER is responsible for bringing the appropriate score sheet to each game.
- The HOME TEAM MANAGER or SCORE KEEPER should prepare the score sheet by including the team names, game time, date, location, game number and level.
- The HOME TEAM MANAGER or SCORE KEEPER should add the team roster (player names should be printed or a label used).
- The AWAY TEAM MANAGER or SCORE KEEPER should add their team roster (player names should be printed or a label used).
- The HOME TEAM MANAGER is responsible for relaying the game score, game number, date, home and away teams and location to their appropriate web score keeper (Rikki Newlander-scheduler@delcophantoms.org) by the end of the weekend via email.

NOTE Suspended players and coaches (when required) should sign in the specific area of the score sheet before the game and in the presence of an on-ice (referee) official. Without an appropriate signature, the game will not count toward the suspension. (Consult the DVHL and USA Hockey rules or contact the Phantoms General Manager if you have any questions.)

DURING THE GAME: The SCORE KEEPER will record the following, as they occur, in legible handwriting:

- Shots on goal (saves and goals)
- Goals (including player numbers for the goal and assist(s); time elapsed into the period; and type of goal – (E) even-strength; (P) power play; (S) short-handed, (OT) over-time, etc.
- Penalties (including player name and number; length of penalty; time of penalty; time elapsed into the period; and time returned to game. List each penalty separately.
- Shots and goals against for the departing goalie, if a change is made.

BETWEEN PERIODS

The SCORE KEEPER will record the following at the end of each period:

- Shots on goal for each team for the period
- Goals scored by each team for the period
- This is also a good time to review or catch up on any missed information input into the Pointstreak system.

END OF THE GAME

The SCORE KEEPER will do the following at the end of the game:

- The SCORE KEEPER will sign the score sheet and obtain the signatures of the Referees and each team's Head Coach. Any obligations or issues should be discussed and resolved prior to a Head Coach signing the score sheet.

The Referees may use the riverside of the league (DVHL) score sheet to detail any incidents during the game. Head Coaches should provide their own written account of any incidents to the DVHL Commissioner within twenty-four (24) hours of the game. (Forms are on the DVHL website) Be sure to get written accounts necessary to assist the Commissioner's proper understanding immediately, preferably before leaving the rink.

- ✓ Top sheet of the score sheet (white copy) is mailed to the appropriate DVHL representative as indicated on the score sheet.

NOTE Fines levied for all missing or late score sheets are \$20 per week the score sheet is missing or late.

- ✓ Second sheet of the score sheet (yellow copy) is given to the visiting team manager or coach.
- ✓ Bottom sheet of the score sheet (pink copy) is retained for the home team's records.

The Home Team Manager or Head Coach retains the bottom sheet. Please work out with the Head Coach who will be keeping the score sheets.

It is important to keep your score sheets together as you will need them if your team attains a playoff slot or if you go to districts. You will also need them for the end of the season's Patch Awards. Information on the Patch Awards will be sent to you in February.

MISCELLANEOUS TEAM MANAGER DUTIES

FUNDRAISING: You may want to ask a parent or group of parents to volunteer to run the fundraising campaign for your team. 50/50's at home games are one way to raise funds for your team. Bake sales are another way to raise funds. Please check with Mary Ann Danish from Iceworks prior to holding a bake sale, silent auction or other fundraising endeavor if you will be holding that function at the rink. Mary Ann can be reached at: mdanish@iceworks.net There are many options to help your team raise money to pay for tournaments, so coordinate with your parents!

TEAM TREASURY: It is recommended that a parent volunteer and NOT the Team Manager be elected as the team treasurer. Whoever does the job, it is important that the team is informed on a regular basis of the status of all money raised and spent.

PARENT INVOLVEMENT: The Phantoms Club strongly recommends that the Team Manager encourage the team parents to be involved in the activities of the team. Parent involvement can be critical to the success of the team. Participation in team functions creates a greater sense of belonging and actually helps reduce stress, cut down on unnecessary distractions and creates a more positive experience for both parent and child. Parent involvement also greatly reduces the stress and administrative burden on the team manager and coaching staff.

Some examples of parental participation:

Parental Tasks – Participation on the Team:

- Statistician – Charging shots for both teams
- Statistician – Keeping plus/minus stats
- Statistician – Keeping 'special teams play' time and results
- Fundraising coordinator
- Travel Coordinator – Coordinates directions to tournaments and hotel room information
- Home game – Scorekeeper
- Home game – Time keeper
- Video taping of games

FUNDRAISING & ADVERTISING: When advertising your team fundraising event with flyers or posters, please do not hang any fundraising flyers around the Iceworks building until you receive permission from Iceworks. Advertising flyers are allowed, however there are designated areas for flyers and/or posters to be hung and approval from Iceworks must be obtained. Any team advertising posters and/or flyers must be brought to the Iceworks office for approval and posting. **Please do not post any team flyers until permission from Iceworks is received.**

Fliers and/or announcements for team fundraising to be posted on the Delco Phantoms website should be requested at least two weeks or more prior to the event to allow for time to post and remain on the site for parents/players to view.

Fliers and announcements should be submitted in a picture format (.jpg or .png) are the best. If possible, the image size should be no larger than 500 x 500. For any fundraising advertising you'd like to have posted on the Delco Phantoms website, please contact Patti Casey gm@delcophantoms.org

POINTSTREAK

Terminal Log-In Information for Delco Phantoms: User name: flyers Password: 12345

This is just a brief synopsis of basic Pointstreak terminal information. Please refer to the laminated hand-out you received at the DVHL Managers Meeting or the Pointstreak link under 'Links' of this manual or 'Attachments' included in this manual.

TOUCH-SCREEN USERS: DO NOT TOUCH THE SCREEN WITH THE INK TIP OF A PEN. This will cause damage to touch-screen terminals. Instead, use a stylus, your finger, or a retractable pen with the ink-tip retracted.

Step 1: Login to Pointstreak

Press the **On/Off** button on the terminal or touch/click the screen to begin. Login with your username and password. Click the **Pointstreak** logo to login. Click **Username** and **Password** fields and enter characters using the onscreen keyboard. Click **Login**.

Step 2: Set-up Game Information

Click each field to highlight and select item from drop down menu. Required: **League, Division, Home Team, Away Team** and **Referee** (Note: This screen can be accessed during the game via the **Game Details** option in the **Game Menu**). Click **OK** to save and continue with Home and Away

Step 3: Select Home / Away team players

Select a **Goalie** (one only) and select each **Player** by touching player's name. Touch again to deselect. Add a **New** player or **Edit** a highlighted player's details. Click **Confirm** after selecting and editing Home Team players. Repeat process with Away Team Roster (Note: Rosters can be accessed during the game by using the **Home / Away Roster** buttons on the terminal). Click field to edit. Enter data using the keyboard or keypad. Click **OK**.

Step 4: Recording game events

- **RECORD A GOAL:** Press the **Home or Away Goal** button => Select **Scorer, Assists, Period, Type of Goal** and **Score Clock Time** => Click **Save** (Note: To edit a **Goal** or **Penalty** later in the game, double-click the entry in the Gamesheet view).
- **RECORD A PENALTY:** Press the **Home or Away Penalty** button => Select **Player, Infraction, Severity, Period** and **Score Clock Time** field => Click **Save**.
- **RECORD A SHOT:** Press the **Home or Away Shot** button. The number of shots for the team is incremented by one (Note: To edit team shots, click the number for the team, enter the number).
- **CHANGE A GOALIE:** Press **Home or Away Roster** => Select **Goalie Roster** => Select new goalie under "Available Goalies on the Team" and click on **Add To Game** => Select **Period On** and **Time On** => **Save**.

POINTSTREAK (continued)

Terminal Log-In Information for Delco Phantoms: User name: flyers Password: 12345

This is just a brief synopsis of basic Pointstreak terminal information. Please refer to the laminated hand-out you received at the DVHL Managers Meeting or the Pointstreak link under 'Links' of this manual or 'Attachments' included in this manual.

Step 5: Finalize and post game to website

1. Review the game information for accuracy (to edit a game event, double-click the entry).
2. Press the **End Game** button on the terminal => Select **Game Complete** => Enter in **Username** and **Password** => Select **Send**.
3. A message saying "Sending data to server, please wait" will appear. When the **Pointstreak** logo is displayed, press the **On/Off** button to turn off the terminal.

Website: www.pointstreak.com

Email: support@pointstreak.com

ATTACHMENTS

DESCRIPTION

ATTACHMENT

Delco Phantoms Registration forms 2014-2015

(Waiver of Liability can be found on page 9)

[Delco Phantoms Forms 2014- 2015.pdf](#)

Delco Phantoms Club Rules 2014-2015

[Delco Phantoms Club Rules.pdf](#)

Delco Phantoms & DVHL Memo

[Club and DVHL Memo for Code of Conduct 1.pdf](#)

DVHL Bylaws & Constitution

[DVHL Bylaws and Constitution.htm](#)

DVHL Code of Conduct Form

(Not to be confused with the USA Hockey Code of Conduct)

[DVHL 2014-15 Code of Conduct.pdf](#)

DVHL Fine Schedule

[DVHL Schedule of Fines.pdf](#)

Match Penalty/Game Misconduct Form

[Match Penalty Form.pdf](#)

Pointstreak Instructions Log-in & Password Information

[Point Streak instructions.pdf](#)

USA Hockey Code of Conduct Form

(Not to be confused with the DVHL Code of Conduct)

[USA Hockey Code of Conduct.pdf](#)

COMMONLY USED WEBSITE LINKS

Delco Phantoms: www.delcophantoms.org

DVHL: www.dvhl.org

Pointstreak: www.pointstreak.com

SafeSport: <https://www.usahockey.com/Safesport/Training.aspx>

Iceworks: www.iceworks.net

Rink Atlas: www.rinkatlas.com

Arena Maps: www.arenamaps.com