

Introduction:

The Team/Business Manager position is very important. The Team/Business Manager's basic roles and responsibilities are defined below to assist you. The Team/Business Managers are an extension of the Pittsburgh Vengeance Board. It is your responsibility to represent the club and help your team understand the importance of what it means to represent the club. The Pittsburgh Vengeance Board appreciates your accepting this role and we thank you in advance for your efforts.

The benefits of serving as a Team/Business Manager include the ability to coordinate and work closely with your team's head coach and the various members of the Pittsburgh Vengeance organization. It also provides a wonderful way to get to know the players and parents on your child's team. The Team/Business Manager should always feel free to involve other parents on the team to assist with duties and responsibilities.

The overall duties of the manager which are described in more detail below include the following:

Ensuring that all players and coaches register with USA Hockey and providing the USA Hockey numbers received after the registration to the Pittsburgh Vengeance Registrar's.

Ensuring that all coaches are properly (and timely) Coach Education Program (CEP) certified, have a current, approved MidAm Hockey Screening (NCSI), have obtained the required PA Clearances for working with children, have completed the appropriate USAH Age-Based online Coaching Module, have completed the required CDC online Concussion Module and have completed the online Safe Sport Module.

Informing parents of the various USA Hockey and Pittsburgh Vengeance requirements.

Coordinating with the team head coach to provide information about practices, games, and tournaments.

Coordinating scorekeepers and penalty box monitors for home games and verifying and turning in scoresheet following each home and certain away games.

Maintaining the Team Credential Book and ensuring that the book is at every game and tournament.

Administrative:

Offices:

The Pittsburgh Vengeance has an Equipment room for the Team/Business Manager. This office is located in the hallway under the bleachers (player bench side) of the USA Rink and is used for the following:

Equipment that was donated to the organization for use by the organizational Developmental Program. If you are in a situation where a player or opponent has forgotten a piece of equipment, you are permitted to "borrow" equipment from this room. Please have the equipment returned to this room upon completion of the game or practice so the next person will have it available for them to use.

This season Pittsburgh Vengeance is excited to introduce the Vengeance Room off the main entrance to the rink. This room can be used for team workouts, meetings and film study. We are finalizing the security of the room and will provide all head coaches and team managers access to the room. In order to continue having the privilege of using the room, you must leave the room clean with nothing left out on the floors. If you use tables and chairs, those need to be put away prior to leaving the room.

Award Patches (USA Hockey)

Players from 10U to 18U can earn USA Hockey "Skills" patches during their sanctioned games. The patches they can earn are:

Hat trick: When a player scores 3 goals in the same USA Hockey sanctioned game.

Playmaker: When a player gets 3 assists in the same USA Hockey sanctioned game.

"Zero": When a goalie has a shutout in a USA Hockey sanctioned game.

It is important that the Team/Business Manager maintain the score sheets so that these patches can be provided to the applicable players at the end of the year.

Each player can only earn 1 patch per category per season.

Team Snap: The Team Snap application section for your specific team must be kept up to date with schedules and game results. You are not permitted to add additional players or coaches to your Team Snap page. If you have any questions, please contact the registrars for help.

We also ask for any team news to be sent to the organization webmaster for uploading on the Pittsburgh Vengeance website.

Sharing of Duties If you or your team chooses to share the Team/Business Manager duties, you may, if you choose to, split the stipend that is provided by Pittsburgh Vengeance for the Team/Business Manager responsibilities.

Player Issues: Any team or player issues may/should be brought to the attention of the Organization Safe Sport Coordinator as noticed and assistance with possible actions. If you are unsure whether a player activity or issue warrants board involvement, please feel free to discuss the issue with the Safe Sport Coordinator and they will assist you with deciding any next steps.

Communication:

The Team/Business Manager is responsible for all communications related to your team. These communications include, but are not limited to:

Team Schedule: Practice, Games and Scrimmage dates, times and locations

Team Events: Tournaments, parties, etc.

Slush Funds : If your team chooses to do tournaments you will need to collect and keep an accurate accounting of each players contribution to the slush fund. All costs should be split evenly between players.

Birth Year & Mixed Year teams have some tournament costs included in their season fees. Please contact the Treasurer to find out how much your coach has requested. This will not cover all of your extra cost.

Fundraising: If your team is interested in fundraising opportunities specifically designed for your team, then you must first obtain approval to conduct independent fundraising by the Pittsburgh Vengeance Board.

Liaison: You are the mediator between the parents and the Coach. Any questions, concerns or issues by your team parents should be funneled through you to the Coach. If the Coach chooses, he may permit the parents to communicate directly with him/her. However, please make sure your parents are aware of the USA Hockey 24-hour rule (discussed below). The Pittsburgh Vengeance Board recommends that each team hold an expectation meeting with the team parents to set the expectations of the Coaches, Parents and the organization expectations of the season.

Financial:

Pittsburgh Vengeance has a “No Pay, No Play” policy that will be strictly enforced. If a player’s account is past due the organization may restrict the player from any Pittsburgh Vengeance activity, including, but not limited to games, practices, scrimmages and tournaments. All financial information is private and should only be shared with the family it relates to.

Rosters:

The Team/Business Manager is responsible for the following:

All Clearance forms for coaches, managers and locker room attendants have completed the Team Snap form

Review USA Hockey Roster provided by Registrar for accuracy

Work with the Registrars to correct any missing or incorrect information.

Retain a copy of the USA Hockey Team Roster, Play Up Waiver (if needed), Student Coach Forms and Travel Permit (if needed), once approved by USA Hockey and provided to you by the registrar.

Note: As explained in more detail below, extra copies of the roster should be maintained in the Team Credential Book. You will be required to produce a roster at every tournament. Additionally, the roster must be maintained in the Credential Book to avoid sanctions if the book is audited.

Coaches Education Certification, SafeSport and MidAM Screening Requirements:

All USA Hockey coaches (head and assistant) must possess a current USA Hockey Coaching Education Program certification.

It is the responsibility of Pittsburgh Vengeance to identify those coaches who do not meet the certification requirements. All coaches must complete a USA Hockey coaching clinic(s), and complete the applicable Age Specific course, as defined by USA Hockey to become properly certified at the level of play that they are coaching. In addition, the coaches must complete the USA Hockey Safe Sport Training, and have a completed and verified MidAM Hockey Screening. **Coaches are not allowed to be on the ice coaching and will not be roster without having their coaching education and safety training completed.**

Prior to the start of each game, the head coach is required to sign the designated area of the scoresheet in order to verify the accuracy of the playing roster for that game.

All coaches must have the required certification level by the start of the current season.

It is the responsibility of the local association to identify those coaches who do not meet the certification requirements. All coaches have until December 31 of the current season to attend a USA Hockey coaching clinic and complete the online playing level component to become properly certified. **However, they cannot be added to the team roster or coach on the ice until they have completed all the requirements.**

Penalty and Enforcement All coaches must have current certification and online component verification beginning January 1 of the current playing season. Any coach not in possession of these requirements will be ineligible to coach for the remainder of the season. Districts and/or affiliates are required to uphold this penalty. It will be the responsibility of the local association registering the team to enforce the national policy.

*All coaches or volunteers on the ice must register with Pittsburgh Vengeance Registrar. Many teams will select on ice helpers that will not be on the bench for games, those folks will also need to be registered with the Registrar and meet the coaching requirements listed above. Any person not registered with the Registrar or fails to meet the requirements above will be asked to leave the ice and the team will be **finned by the Association. All coaches entering the bench for a game must be listed on the roster.**

Documentation/Credential Book:

The Team / Business Manager is responsible to collect certain documentation for your team and create a team "Credentials Book". This team book is kept by the Team / Business Manager and should be brought

to all team events, including practices, games and tournaments. This Credentials book should not be shared with anyone else on the team as it contains personal information about the players and Coaches.

The following documents should be in the Credentials Book:

1. USA Hockey Roster (Officially approved by USA Hockey Registrar). This includes any supplemental rosters created to add or delete players from your USA Hockey Roster and Travel Permits. These must also be approved by the USA Hockey Registrar. If you have questions about the roster, please contact the Organizations Registrar.
2. PAHL Playing-Up Waiver for any player playing one-age level higher.
3. Player Transfer Forms for players transferring to USA Hockey for another hockey governing body
4. Copy of all Game Scoresheets
5. USAH Student Coach Form for teams with Student Coaches

At the conclusion of the season, the team credentials book must be turned into the Pittsburgh Vengeance Board intact (including all required documentation) as it must be retained for 3 years by the organization.

Scheduling:

The Team / Business manager is responsible for the scheduling of all games, scrimmages and tournaments for your team. Game schedules include Independent games for Birth Year Teams, PAHL for Tier II teams and PAHL and Independent for Some Tier II Teams. For PAHL game scheduling, you must attend a meeting that will be scheduled by the league. The dates and times of these meetings will be provided to you by the Ice Scheduler or other appropriate board member. Your specific team game ice slots will be provided by the Ice Scheduler. These ice slots will be used to schedule your home games. If difficulties arise during the scheduling meeting, the ice schedule for the Organization will be at the location to help accommodate ice needs and changes to your ice slots.

Scrimmages:

Your team is responsible for scheduling and managing the coordination of scrimmages. Other teams may contact you requesting a scrimmage with your team. You are not required to scrimmage any team unless it is mandated by PAHL for placement purposes. If you are planning a home scrimmage

- You would normally cover the cost of the ice (it's your practice slot) and the opponent would cover the cost for referee's and EMT services. (except for PAHL mandated scrimmages for placement)
- To schedule ice/ref/emt for a scrimmage, contact the Ice Scheduler listed on the Association Contacts page.

PAHL Placement Games:

- PAHL Placement games will be scheduled to be played in September for 12U through 18U teams and in October for 10U teams. We caution teams committing to tournaments or travel during these times as

PAHL placement games take precedence. Scheduling other games could result in a team needing to play 2 PAHL placement games on the same day to get this played by the allotted deadline.

Game Day Responsibilities:

The Team/Business Manager is responsible for several Game Day assignments and activities. These responsibilities differ for Home and Away games as well as for tournaments and scrimmages.

Home Games:

Official Scorer: Someone from your team must be the Official Scorer, attend the game in the scorer box and manage the Official Game Score sheet. If the score sheet is not COMPLETELY filled out with all of the requirements, Pittsburgh Vengeance will be fined and these fines will be passed on to your team. A sample scoresheet will be provided to you for your reference. The following score sheet requirements must be met for each game:

Download your game onto ipad

Obtain both teams Coaches initials next to the curfew time (before game).

Obtain Referee's signatures after the game.

Provide the visiting team an opportunity to complete their portion of GameSheet

This person is an Official of the game and should act as such. They should refrain from cheering, commenting or coaching from the Score Keeper's position.

Official Time Keeper: Someone from your team must be the Official Time Keeper, attend the game in the Time Keeper box and manage the Official Game Time and Scoreboard.

This person is an Official of the game and should act as such. They should refrain from cheering, commenting or coaching from the Time keeper's position.

Penalty Box: Someone from your team must be the Official Penalty Box monitor, attend the game in the team penalty box and work the Penalty Box door as needed.

This person is an Official of the game and should act as such. They should refrain from cheering, commenting or coaching from the Penalty Box position.

Upon Completion of a PAHL league game, the home and team is responsible for the following:

Upload the game within 2 hours of the completion of the game

Download and print a copy of the scoresheet for your records.

All requirements have deadlines and fines access to teams not completing in a timely fashion. All fines will be passed onto your team.

Away Games

Make sure the Head Coach signs the scoresheet to verify the roster.

Penalty Box: Someone from your team must be the Official Penalty Box monitor, attend the game in the team penalty box and work the Penalty Box door as needed.

This person is an Official of the game and should act as such. They should refrain from cheering, commenting or coaching from the Penalty Box position.

Download and print a copy of the scoresheet for your records.

Travel:

The Team / Business Manager is responsible for making travel arrangements for your team. Many times the tournament will have preferred hotels and you should work with the tournament organizer to make the required arrangements

Birth Year & Mixed Year teams – Tournament budget may be included in your season fees. Please check with the Organization's Treasurer for funds and once tournaments are booked, please email the Treasurer for payment options.

All travel expenses must be split between your team players. A slush fund can be utilized for this. Make a budget with the tournaments that you will be attending and split the cost of entry fee between players and collect from all parents. PLEASE make sure that you have a clear and accurate accounting of all fees and who paid what. This will eliminate many issues later for parents.

Equipment:

Team / Business Managers should assist in ensuring that all players and coaches are wearing the appropriate and required equipment during all on ice activities, including practices and games.

1. For the safety of the players, all players MUST wear neck and mouth guards. Please help enforce the neck guard and mouth guard requirements and any other equipment requirements.
2. For the safety of the Coaches, please help enforce the PAHL and USA Hockey Helmet rule by requiring all coaches wear a helmet while on the ice for practices. Helmets are not required by coaches on the bench during games.

Required equipment: Players

- a. All players are required to wear an internal mouthpiece
- b. A full-face mask and helmet, certified by USA Hockey for ice hockey
- c. Elbow pads, chest protector, shin pads, hockey pant, and gloves, all items must be certified for ice hockey

d. Neck Guard- An unaltered throat guard of a commercial type specifically designed as a slash guard (Socks, rags, handkerchiefs, etc., tied around the player's throat are not adequate throat protection).

e. In addition to a neck guard, goalies must wear throat protection ("gobbler" style or an extension of helmet/mask and throat guard).

f. Only a player who is recuperating from a facial and/or mouth injury, or who has permanent vision impairment, as certified by a doctor's certificate, may wear special face and/or mouth protection.

g. All uniforms on a team, including the goalkeeper's uniform shall be of the same color and shall be numbered (no duplicate numbers). In case of similar colors, the home team must make the change. (Coaches are to cooperate in the choice of colors. Home teams should get their choice but must accommodate visiting teams that have only one jersey color).

Required equipment: Coaches

h. All coaches must wear proper USA certified helmets while on ice for any practice or team event other than a game. Any coach not wearing a helmet will be asked to leave the ice immediately and cannot return until they have the proper headgear. All coaches caught on the ice not wearing a helmet, can be fined by the USA or the governing body. Any fines levied on the organization in regards to the coach's violation will also be paid for by the coach.

i. All student coaches under the age of 18, working the bench area during a game must have a helmet with a full-face shield on at all times while on the bench even if the area is surrounded by glass.

Club Uniform: All club apparel must be purchased through K & B Outfitters by calling 412-794-0594. K & B Outfitters is the only authorized dealer to purchase Pittsburgh Vengeance apparel. This includes all club uniforms, socks, warm-ups, shells, etc.

All fundraisers intended to produce a Pittsburgh Vengeance logo must receive prior approval from the Organization Board. The logo for Pittsburgh Vengeance is owned by Pittsburgh Vengeance and any reproduction of it without consent is unauthorized

To view the complete list of items available, visit
http://www.kandboutfitters.com/store/c2/Steel_City_Ice_Renegades.html

The club will provide a coaches jacket to every head coach and 2 assistants per team. Any one coach is allowed to receive a jacket every other year. The coaches are asked to wear this jacket while on the bench for games. No other association's team jacket should be worn on the bench during a Pittsburgh Vengeance game. Our players must wear a uniform that is identical and we would like our coaches to have uniformity as well