

Woonsocket North Stars 2008-2009 Season

To: Team Representatives

From: Janet Lake, Level Representative

Re: Team Rep. Responsibilities (36-6-36)

Thank you for volunteering to become a “team rep” for your WNS team. To be successful in this position you must work very closely with your team coaches, parents, and the WNS Board of Directors. Your main goal will be to support your team’s coach with the administrative duties while also being a communicant between parents, coaches, and the board of directors. I would strongly recommend that you obtain parent involvement in some of your duties. The following is a list of your duties:

- Game Sheets
- Record Keeping
- Time Clock
- Referee Payments
- Publicity
- Players Awards
- Equipment
- Fundraising
- Tournaments
- Communication

The job description for those duties as well as required forms are in a new division on our website called – Team Rep Info/Forms. This division was created to replace the binders that were given out in the past. Please visit this area to become familiar with all of the information that you will need for a successful year.

Game Sheets

Home games you must prepare the game sheet. This includes filling out the top portion of the sheet and the home and away rosters. Locate the visiting team rep or coach (prior to the start of the game) and either request their labels or have them enter their roster information. The game sheet sticker

label template is on the website. You are also responsible for completing the actual scoring of the home games - scorekeeper. Please utilize parent involvement to assist you with this.

At away games, you should be available to either write your teams' roster on the game sheet or supplied the other team rep with your stickers. At the end of the game pick up the WNS copy. If the game sheet has been given to any of your coaches please be sure to retrieve it so you can keep it secure.

Note: Please note that it is the scorekeeper's responsibility to notify the referee when a player has three (3) penalties.

Home game or away game, the winning team will mail the game sheet to the State Division Representative. If the game is a tie, the home team will mail the game sheet to the State Division Representative.

- The white game sheet is mailed, the color copies are for the away and home team's records.
- Please write your name and phone # on the back of the white game sheet.
- If a State League game has been rescheduled, please write "Rescheduled" at the top of the game sheet. Please also write the original date of the game on the back of the game sheet.
- Please mail game sheets immediately following home or away game in the pre-labeled pre-stamped envelopes provided. Note: Games are to be received within the first 48 hours of the game. There is a penalty of \$5.00 for game sheets arriving after the 48 hour time limit.

Note: Tournament and scrimmage game sheets are important enough to be retained, but they do not have to be mailed to the State Division Representative.

Record Keeping

The RIAHA playing rules state that each team must play 20 games (state, tournament, or scrimmage games) to be eligible for regional playoffs. And each player must participate in at least 10 of these games to be eligible for regional playoffs.

Each player must participate in 75% of their teams' RIAHA State League games to be eligible for RIAHA Playoffs.

With that said, it is very important that you keep track of your game sheets as they will be submitted to your State Representative at the end of state league playtime to prove the team's and player's eligibility to play in the State and Regional Playoffs.

Time Clock

At all home games the team rep. or a person/parent chosen by the team rep will be required to run the time clock. The scorekeeper and the timekeeper will be required to be present in the Mount press box.

Please, no children in the Mount press box.

Referee Payments

At all home games it is the team reps responsibility to pay the referees. You will receive an envelope and a check to carry you through part of the season. The pay schedule for the referees will be posted on the envelope that you receive. It is important that you have the referee sign for payment at the completion of each game. If you require additional funds, please complete a check request, place it in the box at Mount or give to Paul Squizzero. Paul will issue you another check.

Publicity

Publicity is a role that you can appoint to a parent. Publicity information must be entered on the WNS website as this is where the board member in charge of publicity collects the game information and submits it to the local newspapers.

Players Awards

Keep track of the players that receive a Hat Trick, Playmaker, or Zero Award during state league games or tournaments. A copy of this information must be submitted so the player can receive his award at our player awards event. A Hat Trick is 3 or more goals per game, playmaker is three or more assists and a zero award is for a goal tender recording a shut out after playing a complete game.

There is a form on the website that you can use for your convenience. This form will be collected after State league play is completed (usually in April). We will need this information for the Awards Night event.

Equipment

The team rep is responsible for assigning two parents to assist with the team jerseys, one for away jerseys and one for home jerseys. It is important to make sure that you have matching home and away jerseys. Please be sure that the jerseys are collected in the locker room after each game. It is important that both sets of jerseys go to the games as sometimes the opposing team brings the wrong jersey or there is a conflict with the colors.

The team rep is responsible for assigning a parent to the water bottle duty. That parent will wash the bottles and bring water to each practice and game.

Fundraising

One of the major fundraisers is the Halloween Classic. The Halloween Classic is for all Mites, Squirts, and PeeWees. All WNS teams are required to play in this tournament. It is important for you and the parents on your team to donate their time during this exciting event. Although the WNS teams receive a discount on the tournament fee, it is mandatory parent involvement in this tournament. Parents need to donate their time to all of the levels in their division. For example, if you are the team rep for the Squirt A1 team, then parent coverage needs to be for all Squirt A1 teams that are being played, even if they are not WNS games. If there is not 100% parent coverage for the respective division, the WNS organization will be forced to eliminate the discount for the Halloween Classic for that team.

Tournaments

Tournament Selection Process – Please use the following websites to search for tournaments: www.masshockey.com/tournaments , www.usahockey.com (click on tournaments/events), and www.riaha.com (click on RI tournaments). Selection must be done quickly as most of the popular tournaments filled up very early in the hockey season. Once you have selected possible tournaments review them with the coach. If the coach is interested then you must have a “parent meeting” to see if you have enough parents interested in participating. It is very important that the parents are informed about a tournament prior to you completing the tournament application or submitting a deposit to participate.

Tournament Payment Process -- Tournament fees are not in the travel team tuition fee. The parents of the players attending pay all tournaments equally. Complete payment from the parent must be made to the organization before

a child is allowed to skate in any tournament games. The treasurer issues a check to be submitted to the tournament director that you are entering. WNS will be reimbursed by the parents. Their checks should be made payable to WNS. You should put all checks received in an envelope addressed Paul Squizzero and placed it in the Mount box. Once you receive your schedule, please provide a copy to the ice monitor - Dave Fontaine.

Tournament Pins – If you choose to order pins, they will be paid for by the parents. If you have 15 players who will be attending the tournament then you should order 4 pins per player which totals 60 pins.

Communication

This could possibly be your most important duty and may be the most difficult. Your responsibilities are to communicate between coaches and parents. Often differences of opinion arise and should be discussed as quickly as possible. Hopefully, you can add the third view or an unbiased opinion. If the coach, parent and team rep. cannot resolve the problem, it must be brought to the discipline committee. If the problem continues it will then be necessary to notify the hockey director. If the hockey director's assistance can't resolve the problem it should then be brought before the WNS Board of Directors.

Finally, in your role, I recommend you attend the monthly WNS board meetings. This will assist you in understanding our entire program and help you in answering parents' questions. I would like to thank all of you for your help, wish your team a successful year, and offer my assistance wherever possible.

Note: It was detected that AOL email addresses have not been receiving their emails sent from the WNS website. Please send a test email to your team which requests a response from them. Follow up with any member who does not respond.

Janet Lake – Level Representative Coordinator
401-766-0575 (h)
401-573-6888 (c)
Email: JanetLake@cox.net