



Role & Responsibility

Position: Manager

Description

The role of the team manager is to administer organizational and administrative tasks, under the guidance of LMH and the direction the Head Coach, so that he/she can concentrate on instruction and player development.

Qualifications

- Respect in Sport for Activity Leaders certification

Responsibilities

- Act on direction of team head coach and report directly to the team head coach
- Communicate with parents regarding team meetings, activities and events
- Check emails frequently and answer in a timely fashion
- Obtain necessary supplies and equipment for the team, i.e. socks, jerseys
- Distribute jersey numbers and report player names/numbers to registrar
- Collect money from parents for supplies, tournaments, fundraising
- Open a bank account and submit a financial summary to the team according to LMH policy
- Book tournaments, and accommodations when required
- Communicate tournaments with ice convener
- Enter tournaments on GoalLine
- Complete all forms required (ap players, travel permits)
- Generate a team contact list
- Provide parents the practice and game schedule
- Work closely with jersey manager, parent rep and safety person
- Prepare pre/post game sheets and report scores according to league policy
- Work with the fundraising director to implement any fundraising plans
- Ensure there are parents to work clock, scoresheet and 50/50 at every home game (remind parents of duties if a schedule was made)
- Reschedule games when needed
- Work closely with ice convener and opposing team manager to book playoff ice
- Notify ice convener immediately if there are any ice changes
- Organize end of the year wind up

Original Date	September 28, 2020
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Revised by	Dan Gilbertson