



# Team Manager

Team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and participant development on-ice.

We require one (1) individual per team to complete this task. Duties of the Team Manager include, but are not limited to:

- Reports to the SW Hockey Administrator & Head Coach.
- **General Acknowledgement:**
  - Ensures all administrative tasks as per SW Hockey are completed.
  - If there is no Assistant Team Manager, the Team Manager must oversee those duties too.
  - Is one (1) of two (2) required signatures for the Team Bank Account. The other signature required is from the Team Treasurer.
    - Ensures that the financial requirements are fulfilled.
    - Ensures that monthly updates are being sent to the team; by the Treasurer.
    - Monitors the collection of money and fundraising.
    - **NOTE:** signatories can **NOT** be connected in any way. Such as; but not limited to: spouses.
  - In conjunction with the Head Coach:
    - Responsible for coordinating the “off-ice” team building activities;
    - Assist with booking additional practices, dry-land training etc.
    - Organize the Parent Meeting
    - Ensures the Official Team Roster is on the bench at all times.
    - Assists with monitoring off-ice conduct and the safety of the participants.
  - Collect & submit all required forms; as requested.
  - Work with the Team Tournament Coordinator with regards to obtaining Travel Permits, team transportation, accommodations etc.; as required.
  - Ensure that the team Schedule Window(s) have been submitted to Hockey Calgary and the SW Hockey Ice Scheduler.
  - Ensures that the team’s role as a community and SW Hockey “ambassador” is maintained.
  - Utilizes the OneClickIce – Scheduling Tool with regards to practice ice, and follows all policies regarding the scheduling of ice; as per SW Hockey.
  - Ensures that Time and Score Keepers are scheduled for all games, along with Penalty Box volunteers.
  - Enter game sheets in a timely manner and as mandated by Hockey Calgary.
  - Report game suspensions to: SW Hockey Division Lead, Hockey Calgary League Chairs, SW Hockey Director and Assistant Director of Coaches.
  - Solicit support from the parent group, regarding the activities of the team.
  - Additional resources and responsibilities can be found on the SW Hockey website.
- **Communications:**
  - Assist with the communications as required by SW Hockey and responds to the directives and operates the team within established policies, guidelines and regulations.
  - Communicate appropriately with the coaching staff to support a cohesive team.
  - Responsible for team communications.
  - Liaise with Hockey Calgary League Chairs and Governors; as required.
  - Respect the use and access of team email addresses. It is required that BCC: is to be used when emailing families; unless ALL families agree otherwise.
- **Incidents & Disputes:**
  - Facilitates the communication of concerns between the parent group and coaching staff.
  - If there are escalating concerns of incidents & disputes; that cannot be solved at a team level, then refer to the Game & Conduct Process / Communication Chart.
- **House League:**
  - While there are similar volunteer positions for both Community and House League; the House League teams **must ensure** they are following all guidelines as per the House League Program.
  - Contact the Administrator to confirm what aspects of these responsibilities are required.