



# Assistant Team Manager

We require one (1) individual per team to complete this task. Works in conjunction with the Team Manager and also reports to the SW Hockey Administrator, in conjunction with the Director of Volunteers.

Duties include, but are not limited to:

- Helps organize the off-ice / team building activities that the Head Coach would like to book.
  - Sanction requirements to be confirmed with the Team Manager.
- Assists the Team Manager with monitoring deadlines:
  - Provide applicable support to the Team Manager to ensure SW Hockey and Hockey Calgary deadlines are being met.
  - Provides applicable support to the Team Manager to ensure TeamOps responsibilities are being met on a monthly basis.
- Schedules and ensures the Time Clock and Score Keeping has coverage for all games
- **Organizes at least one (1) “Cougars Give Back” Team Event** during the season. Ideas include; but are not limited to:
  - Being a ‘snow angel’
  - Become a Secret Santa for Seniors
  - Volunteer at the Calgary Food Bank
  - Rake leaves
  - Collect food, clothing, essentials for those in need.
- Sends team photos to the Association sharing and promoting their positive team experiences over the season.
  - Photos sent to: [photos@southwesthockey.ca](mailto:photos@southwesthockey.ca)
  - Include a description of the team event / initiative
- Should any TeamOps positions remain vacant, such as but not limited to; Team Raffle Liaison, Jersey Parent, and Tournament Coordinator → the Assistant Manager would ALSO oversee those role(s) ensuring tasks have been covered, while also encouraging parent involvement, until the role(s) have been filled
  - If teams find themselves in this position, they are to contact the Director of Volunteers for assistance with regards to the lack of parent/family involvement.
- 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.
- **Volunteer Bond Category – This is a ‘Full Credit Position**