



### Assistant Team Manager – House League

We require one (1) individual per team to complete this task.

Works in conjunction with the Team Manager and also reports to the SWH Administrator and House League Coordinator.

Duties include, but are not limited to:

- ❖ Assists the Team Manager with monitoring deadlines and collection of forms:
  - 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.
- ❖ Should any TeamOps positions remain vacant, such as; Jersey Parent, the Assistant Manager would ALSO oversee that role, while also encouraging parent involvement, until the role has 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'.**