



Team Manager – House League

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

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**.

Duties of the House League Team Manager include, but are not limited to:

- ❖ Reports to the SWH Administrator, Head Coach and House League Coordinator.
- ❖ **General Acknowledgement:**
 - Ensures all administrative tasks as per SW Hockey are completed; including the assurance that the Official Team Roster is on the participant bench at all times (photocopies / electronic copies accepted).
 - Follows the [Hockey Calgary House League Operations Guide](#)
 - If no Assistant Team Manager, the Team Manager must oversee those duties too.
 - In conjunction with the Head Coach, organize the Parent Meeting. SW Hockey does provide a meeting template.
 - Collect & submit all required forms; as requested.
 - Assists Head Coach in monitoring off-ice conduct and the safety of the participants.
 - Ensures that the Assistant Manager has parent/guardian Time and Score Keepers scheduled for all games, including the Penalty Box (as required).
 - Enter game sheets in a timely manner and as mandated by Hockey Calgary, utilizing the login information sent from the SWH Administrator.
 - Report game suspensions to the HL Hockey Calgary League Chair.
 - Additional resources can be found on the SW Hockey website
- ❖ **Communications:**
 - Assist with communications as required by SW Hockey and responds to 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; 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.
- ❖ **Game and Conduct Process:**
 - Facilitates 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 SW Hockey Game and Conduct Communication Tree, on the Parent tab of the Association website.
- ❖ **Volunteer Bond Category – This is a ‘Full Credit Position’.**