



TEAM MANAGER DESCRIPTION TEMPLATE

POSITION – TEAM MANAGER

LEVEL:

LEVEL OF PLAY:

OBJECTIVE: Under the guidance of the ~ASSOCIATION ~ perform Manager duties for the ~TEAM NAME and LEVEL~

QUALIFICATIONS

- Strong hockey background in team management.
- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice requirements to players and parents and association executive.
- Available to meet time requirements.
- Necessary certifications as outlined by your Branch and/or minor hockey Association
- Conversant on rules and regulations.

JOB DESCRIPTION

- Act on direction of the team head coach and report directly to the team head coach.
- Develop an operating budget for the team.
- Submit a financial summary of the team.
- Coordinate travel, accommodation, meals and facility rental for the team.
- Assist with team communication regarding events.
- Obtain necessary equipment and supplies for the team.
- Coordinate team financial matters including player fees, sponsorship, advertising, grants etc.
- Submit financial statements as per association policy.
- Submit a year-end evaluation report containing observations on team performance and recommendations on the program.
- Generate a team address list and circulate.
- Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff.
- Communicate needs for officials with association.



- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, etc.).
- Arrange for off-ice officials.
- Communicate with media/association on the team results.
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team Safety person/trainer.

TIME COMMITMENT

- Weekly practices and/or games; usually approximately 2-3 hours in duration.
- Tournaments (home and away).
- Meetings as required both at the team and association level.
- Check emails and answer any enquires in a timely fashion, approximately 3 hours a week.