

## **ROBLIN MINOR HOCKEY TEAM MANAGER TO DO LIST AND OTHER IMPORTANT INFORMATION**

### **What is a Team Manager?**

A Team Manager is basically the liaison between the board and the parents of your respective team. The board asks you to communicate any information that needs to be communicated and any board decisions that may affect your team to the parents. The Team Manager will also work closely with the coach of the team and at times the coach may ask you to communicate information to the parents, and/or help to solve certain issues and conflicts that may arise. As a Team Manager, you are also responsible for organizing most of the off-ice activities of the team.

Team Managers may also be responsible for scheduling all games, finding and entering tournaments and communicating all important game and tournament info to parents.

The team will decide how many managers are required to perform all of the above responsibilities, as it is now common to have two Managers per team. It is the responsibility of the coaches and managers to determine who is responsible for each task, so communication is very important.

Each coach manages their team differently, so some duties and responsibilities may vary, but these are the basic duties of a Team Manager:

### **1. Collect name bar, sock orders and money from parents**

The Equipment Manger will give you a sheet to fill out. Please return sheet and money to the Equipment Manager when finished taking orders.

### **2. Create a worker schedule for all home games.**

Each home game will require a parent to take door admission and one to sell 50/50 tickets. Two parents will also be needed to run the clock and announce. All announcing can be done from the penalty box where the clock is located. Playing music during games is optional. Please schedule door workers one hour before game time. All money collected from door admission and 50/50 sales should be given to the Treasurer for deposit.

Each team will be given a float at the beginning of the year, which you will keep and return at the end of the year.

### **3. Organize and Manage the Home Tournament**

While it is not your responsibility to plan the entire tournament, it is your responsibility to delegate duties and responsibilities to all parents. Each parent will have their own job for the tournament. The Team Manager, together with the coach, will oversee the tournament and ensure that everything is being done and is running smoothly. A document that outlines everything that needs to be planned for a tournament will also be distributed to Team Managers.

#### **4. Fundraising**

Any fundraising information will need to be distributed to all parents. For example, for our poinsettia fundraiser, Managers need to distribute order forms to parents and then collect all money and hand in to the Fundraising Manager.

#### **5. Attend All Board Meetings**

The Board usually calls a meeting once a month, and we ask that all Team Managers attend the meeting, so that you can communicate any important info to your team. At the meetings, you will also be given the opportunity to discuss any important issues, happenings and/or concerns regarding your team to the board.

#### **And Here Are Some Other Important Information...**

In the boardroom at the arena, minor hockey has a storage area (against the east wall). This is where we keep all 50/50 tickets, decorations and any supplies you may need for games and tournaments. Please help yourself and return anything that you have taken. Please keep the room clean and tidy!!!

Game admission costs will be posted at the door prior to the beginning of the season.

It is your responsibility to ensure that all rooms are cleaned after your home tourney. Please ensure that everything is put back into the storage closet in the boardroom and that everything is cleaned up in the lobby.

#### **Here is your board for the 2019/2020 season:**

President – Kenton Johnston

Vice President – Cam Rands

Secretary – Bobbi Moniz

Treasurer – Marla Johnston

Equipment Manager – Leanne Buick

Referee In Chief – Nathan McMillen

Referee Scheduling Manager – Shannon Genaille

Fundraising – Meghan Rands

Registrar – Leslie Andres

Please do not hesitate to contact any board member with any issues and concerns that you may have.

Thank you for volunteering to be a Team Manager and have a great year!

