JOB DESCRIPTION

1. Position Title: Team Manager

2. Client Group: Team in BMHA

3. Purpose of Position:

* Organize all aspects of team functions. Including fundraising, travel, scheduling, bookings, etc

4. Activities and Duties Associated with position:

* Includes all of the above as well as conducting parent meetings, dealing with potential discipline problems.
* All aspects of team organization
* Attend league scheduling meetings
* Organize tryout camp
* Arrange hotels and restaurants for road games and tournaments, administering budget, organize home tournament and communicate with parents.

5. Boundaries and limits to position:

* Takes care of most things that happen off the ice and typically, but not always, outside the dressing room

6. Skills, experience and qualifications required:

* Be organized, assertive and thorough

7. Orientation and training available:

* Previous experience

8. Support, supervision and evaluation provided:

* Support from team coaches and director

9. Reporting mechanisms and accountability measures:

* Report any incidents/problems to coaches and division head.
* Document on Complaint Form (available from your coach) and give to your Director.
* Accountable to Team Coaches, Division, BMHA Vice President and BMHA board.

10. Mandatory activities (e.g. Training, Monthly Meetings, etc.)

* Scheduling of ice, tournaments, playoffs, team functions, meals, buses and finances.
* Speak-out Clinic- if registered on team
* Police record check annually
* Sign and hand into your respective Head coach, the BMHA Membership Pledge.

11. Time Commitment:

* As much as or more than the coaches, approximately 5 to 10 hours per week.

12. Location:

* Own home/rink.