Edmonton Ringette - TEAM **MANAGER JOB DESCRIPTION**

The team manager is essential to the overall success of a team throughout the ringette season. The manager plays a key role in providing the necessary organization and communication which is required for a healthy and successful team environment. In addition he/she provides technical support for coaching staff, counselling and support of team players, and becomes a catalyst for involvement of all parents.

**General Responsibilities:**

* Contact coaches and assist them in setting up an initial parent meeting as soon as possible
* Prepare a team list with the players and parents’ names, telephone numbers, emails and addresses
* Set up and Manage team website (GoalLine, TeamSnap, Team Cowboy etc…)
* Assist the coaches in getting all volunteer position filled on your team.
* Utilize all of the parents’ in some capacity
* Hold several informal parents meeting throughout the season. Document decisions made at these meeting regarding fundraising, tournaments and anything else that concerns team funds or is of team importance; ensure all parents are aware of all the decisions that are made. The parents must vote on any decisions re: tournaments, fundraising etc. (remember majority rules).
* Promote sportsmanship and fair play both within the team and towards officials
* Initiate dialogue, communication, and involvement among all parents
* Encourage and promote team spirit
* Be sensitive to individual player problems and attempt to resolve them
* Secure or delegate minor game officials and other necessary volunteer duties
* Communication is the key to having a team that enjoys their season
* Get all forms completed (Code of Conduct, Medical etc…)
* Arrange for game sheets and their submission to league must email within 24 hours after the game statistician@ringetteedmonton.com and report a score at blackgoldleague.com
* Arrange referees for exhibition games
* Arrange details for out of town trips (transportation, lodging, etc.)
* Collect any money required for tournaments, travel, team photos, etc.
* Arrange for volunteers for Silver Ring tournament
* Manage the Safeway/Sobey gift cards
* Manage the volunteer cheques for the team
* Any personal information collected during the season by the manager (especially on the medical form) should be shredded at the end of the season. There are FOIP issues if this is not done.

**Suggestions:**

* Ask you parents for help….most parents are happy to help out
* Form a travel committee to assist with travel details
* Provide or obtain training for ALL parents in scorekeeper and timekeeper duties
* Promote team spirit by organizing activities
* Consider fundraising committee to organize funding activities or secure a major sponsor
* Use parent meetings to communicate information and gather opinions and assistance
* Use team meetings to explain team rules and ensure everyone is aware of team goals

(September 2014)