



## Team Manager To Do List

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1. Introduce yourself to your team's head coach and assistant coaches and discuss team philosophies, expectations and responsibilities.
2. In conjunction with your head coach, schedule a team meeting as early in the season as possible (in the dressing room following a practice is usually most convenient) to introduce the team, recruit volunteers, discuss team philosophy, expectations, etc., poll players and parents and make decisions about team events and fundraising activities.
3. Along with the head coach, poll the players for team name ideas and vote on a team name.
4. Fill all team volunteer positions. If your team has a volunteer coordinator, work with that person to ensure all volunteer positions are filled.
5. Create and distribute player wallet cards to all players/parents (see sample on website).
6. Order name bars for those who need them and organize or delegate the stitching of name bars onto jerseys for those who already have them.
7. Have all players and team staff complete the [Fair Play Pledge](#) form
8. Collect sizes for new coaches who require coach jackets and email the information to [vphockeyops@southwestkc.ca](mailto:vphockeyops@southwestkc.ca)
9. Poll the team to identify the events and activities the players would like to be involved in during the hockey season and work with the treasurer to develop an appropriate team budget.
10. Provide the team budget to the fundraising coordinator and event coordinator and task them with planning and carrying out activities as identified by the team.
11. Communicate information about team photos to players and parents and organize the pick-up and distribution of team photos to players.
12. Prepare game sheet team stickers (see [team manager handbook](#) for example).
13. Prepare game sheet prior to each game (see team manager handbook for instructions).
14. Enter score sheet information into RAMP within 24 hours of each game. Note, some coaches prefer to enter their own scoresheets. Discuss this job with your head coach and determine who will complete this task.
15. Ensure there is a time/score keeper is in attendance for each home game.
16. Research tournament opportunities and discuss with your head coach.
17. Apply/register for tournament and work with treasurer to ensure payment is submitted on time.
18. Collect silent auction prize items from each player's family. Deadlines for this will be communicated to the teams by the club.
19. Support your head coach with any other off-ice tasks that he/she may need assistance with.
20. Have a great season!