

## Manager Role

**Rosters and Contacts-** Prepare and have available- parent contact list, medical forms, referees and minor officials contact #s, association and other team reps contact details

**Games-** organize schedule and blackout dates with coaches and OCRRL rep, prepare and give completed and signed game sheets to OCRRL reps, ensure minor officials are paid, possible bench staff if required

**Tournaments-** register, ongoing dialogue with tournament organizers, arrange block hotel bookings & coordinate side events with Social Committee

**Player Jerseys-** manage distribution and return

### **Ongoing Communication with Parents**

- Weekly email- reminders, calendar, schedules, events, due dates
- Track, follow-up re: player and coaches availability for games, practices, team events
- Manage team website and calendar (not including games and practices) e.g. other events, photos, reminders, etc.
- Arrange team / parent meetings; consolidate and organize parent feedback

### **Liaise / Direct / Delegate other Parent Volunteers**

- Treasurer- collections, disbursements, budget (note- the Treasurer “reports” to the Manager; Manager directs when funds, budget reports are required)
- Social Committees- soliciting for support / directing team initiatives such as player year-end gift, Christmas “give back”, year end party, team dinners/lunch at away games or tournaments
- Team Projects- organize volunteering for local tournaments, off-ice gear purchases, etc.
- Assist with any sponsorship opportunities

### **Other Communications**

- Work with association registrar, as required (Team TRF and adjustments, Activity Logs, Matrix Evaluations)
- Liaise with CORRL and Association Reps- Manage schedule conflicts, weather cancellations, respond to queries re: available ice, exhibition games, association requests