**Team Manager**

Requirements:

* Ability to work well with fellow team personnel.
* Strong hockey background in playing, coaching, and evaluating.
* Strong interest and commitment to child/athlete development.
* Ability to communicate on and off-ice with coaches and parents.
* Available to meet time requirements.
* Ability to be present at as many games as possible, making prior arrangements if not able to attend.

Duties:

* Plan season with head coach (ie – schedule, tournaments, team functions)
* Regular communication with parents (verbal, paper, email, etc.)
* Regular communication and planning with Team Treasurer, and Tournament Coordinator.
* Prepare yearly Time Box and 50-50 Schedule and distribute to parents.
* Maintain contacts for other team managers.
* Organize team apparel.
* Communicate with any official team sponsors.
* Ensure proper documentation and submissions which include:
* Official Team Roster
* Game Score Sheets
* Signed Code of Conducts
* Medical Forms