

## TEAM MANAGER RESPONSIBILITIES

A Team Manager can have a significant impact on the success of the team's season. While the Head Coach takes responsibility for everything that happens on the ice, the Manager typically takes responsibility for everything off the ice.

Managers provide leadership to the team and manage the people involved. The Team Manager and the Head Coach must work together to establish the culture and structure for the team.

Responsibilities are as follows:

- Establish a mode of communicating effectively with your team (Ramp Team app, e-mail, Facebook etc.) and ensure team has accurate information regarding ice times/games.
- Provide a communication link between the team, the association and Ringette New Brunswick
- Keep team information current on FYRA website. If your team uses Ramp Team App for communication, this should take care of itself.
- Distribute jerseys and complete Jersey Inventory form
- Have parents and players sign Code of Conduct form
- Collect City of Fredericton Rec Card numbers from all Team members
- Ensure team has access to a First Aid Kit, RNB incident reports and emergency contact information during all ice/gym times.
- Arrange parent volunteers for all **home games** (Timekeeper, scorekeeper, shot clock, 50/50) U12+ ensure shot clocks are up and running.
- Prepare scoresheets for games
- Record scores on RNB site for all League Home games. You will be provided with login credentials.
- Register your team for tournaments and collect fees from parents
- Communicate hotel information for tournaments
- Check team into tournament games

- Arrange for all the fun extra's to keep your players engaged and support Team building. Some ideas but not limited to:
  - Team dressing room sign
  - Dressing room music
  - Dressing room snacks for tournaments or two game days
  - Team posters/hotel door markers
  - Face paint
  - Take lots of team pictures to share and for Banquet slideshow
  - Team Parties (season kick off, Christmas, year end)

Team Managers do not have to take care of all these responsibilities themselves but are responsible to ensure each task is taken care of. It takes the work of many volunteers to see a team function to its highest potential. Being a TM is a fun way to be more involved in your child's need and provides a much needed support to the dedicated coaches of FYRA.