

**Interested in being a Team Manager?** Do you enjoy staying organized, helping others, and being part of a great team environment? We're looking for reliable and enthusiastic individuals to step into the role of Team Manager for the upcoming hockey season!

Managers play a key role in supporting coaches, communicating with families, and helping the season run smoothly. Whether you're a returning volunteer or new to the position, we'll provide all the tools and guidance you need. Some of the duties include:

#### **Administrative & Organizational Duties**

- Act as the primary contact between parents, coaches, commissioners & GPMHA staff.
- Set up TeamLinkt at the beginning of the season
- Ensure schedules are uploaded promptly to Teamlinkt
- Be familiar with the GPMHA Bylaws & PPM
- Know your leagues rules & expectations
- Development Managers will attend the scheduling meeting

#### **Forms & Documents**

- Share all important information with the team
- Collect & ensure access to player medical forms for yourself, Head Coach & Trainers
- Learn & follow proper procedures for filling out game reports, suspensions, etc.

#### **Finance & Fundraising**

- Development Managers will work with their Head Coaches, Team Treasurer & GPMHA Treasurer on a team budget
- Ensure responsible financial management & keep parents updated
- Plan & coordinate any team fundraising if needed

#### **Travel & Tournaments**

- Find & register for tournaments
- Organize travel, accommodation & meals if necessary
- Get any required travel permits & sanctions for tournaments & exhibition games
- If hosting a tournament, act as Tournament Chair

#### **Game Day Operations**

- Organize volunteers for scorekeeping, timekeeping & penalty boxes
- Submit game sheets accurately and on time

#### **Team Culture & Communication**

- Help the Head Coach plan a start up parent meeting with your VP or Commissioner
- Book any development sessions
- Act as a liaison between the team & GPMHA staff & Executive Director
- Organize team apparel sizing & ordering if necessary
- Purchase year end gifts & organize year end party