

RED DEER POND HOCKEY TEAM MANAGER ROLE AND RESPONSIBILITIES

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Red Deer Pond Hockey Association, Division Managers, other teams, referees and officials. The Team Manager is responsible for all aspects of running the team that are not associated with the training, coaching, and performance of the players.

Communications - You will be the primary communicator to the team about team specific news, events, and information. This is done, primarily through email.

- Obtain current parent contact information (ie: Phone, Address, Email) from the Head Coach of your team.
- Obtain your teams scorebook from your teams head coach.
- Create an email distribution list specifically for your team to include all parents as this will serve as the most effective way of communication throughout the season.
 - Here's an email tip when using email distribution lists when someone doesn't want their email address available to the rest of the team:
 - Place the distribution list in the Bcc address line in Outlook – the email will go out to your entire distribution list but the recipients won't see each other's email addresses.
- Provide weekly email reminders or "A Look Ahead" on practices, games, and other events to your distribution list.
- Create a rotating schedule that consists of parent volunteers to perform different jobs/duties. (Rule of thumb: don't schedule spouses of the coaches or board members as they are already working the game and behind the scenes). For each "Home" game your team is responsible to cover the following:
 - Scoreboard and Clock
 - Scoresheet
 - Penalty Boxes
- Want to get in the game? Team Managers can download the app "RAMP Team"
 - "Our complete sports team management software makes managing any sport easier"

GAME DAY – Home team is to provide the scoresheets for all home games. If you are unable to make it to a game it is still your responsibility to insure the scoresheets are prepped and ready for your teams coach(es) and at the game.

- Once the scoresheets are either manually filled in manually or labels attached by both teams, the white copy needs to be given to the referees who will then put it in the referees room. The yellow copy will be kept in the book and then returned to RDPH at the end of the season.

Game Day Cont...

- For your convenience, a label template is located on the RDPH website. Pre-made team Labels that are ready to use or already attached to your scorebook are a time saving tactic that is very effective if it is utilized. It allows Managers/coaches to focus on the game rather than writing them all out each game.
 - Example of team label template:

Team Name			
Number	Name	Scoring	
		Time	Period
12	John Smith		
26	Jane Smith		
Coaches full name			
Assistant Coaches full name			

- Always bring extra stickers and your scoresheets to the games. (Even if you are not the home team)
- If a player does not attend a game, cross their name of the sticker.
- **For away games**, seek out the other Team Manager and provide 2 sets of stickers for their scoresheet. Your labels can also be given to your team coach for them to apply to the scoresheets directly if the head coach prefers to keep the scorebook with them at all times.

Team Documentation – As a team manager you may, at times, be asked for different items through the season. You are responsible for having and carrying all pertinent team documentation.

The following is a list of potential sections for a Team Manager Binder.

- Official team roster from the Red Deer Pond Hockey Association.
 - Team Roster List: This will include player name, jersey number, parent's names, phone numbers and email addresses, coaches names, phone numbers, email addresses. This list is often distributed to the team.
 - Some teams have laminated the team rosters (or made wallet cards) and distributed to the families of the team to assist in the families getting to know each other.
 - Ask team parents for a volunteer with knowledge, ability and/or experience in making team cards and labels if needed.

Team Documentation/Manager Binder cont...

- The Code of Conduct for coaches, managers, players, and parents.
- Game information for all games including game number and volunteer information.
- Contact information for all other teams we play.

Team roles - Delegate/request a parent volunteer to take on the following team tasks/jobs: (A sign-up sheet at your first team parent meeting is a great to pass around)

- **Social Planner:** This person is in charge of planning social events during the season for the team. These events need to be discussed with the team, and can include but are not limited to: Team Meet and Greet, team bonding events, parent nights, wind up party, etc.
- **Jersey Parent:** This could be the individual to deal with any repairs, sponsor bar updates and end of the year collection. Please take them home to wash at the end of the year before returning to the league Equipment Manager.
- **Outdoor Tournament Rep:** Each year the Red Deer Pond Hockey hosts an outdoor tournament in February, weather dependant!! We require one volunteer per team to be Tournament Reps (Timbits - Div VI), and attend organizational meetings for this years tournament.
- **Skate-a-Rama Rep:** This person will help coordinate their teams participation, determine time slots, distribute pledge sheets, or assist RDPH by helping collect and count pledges, record laps and/or hand out prizes! It's RDPH's only fundraiser of the year, help make it a great one!
- **Team Apparel Parent:** This person will be in charge of collecting orders and payment for any apparel that your team may purchase through the season. Please see our online apparel store for more information.
- **Photo Parent:** This person will be in charge of ensuring the order forms provided by the photographer are ready for your team on the designated photo night. They can be in charge of assisting the photographer during the session, as well as getting proofs back to the team when they become available. They will also be required to collect orders by the deadline (to be determined) and deliver the orders to the team once the process is complete.

KEEP IT FUN!!

Delegate tasks and jobs to parent volunteers throughout the season. Team Managers are not in this alone, there is no "I" in team.