



## DESCRIPTION/DUTIES

### Team Manager

<b>Job Title:</b>	Team Manager	<b>Revised Date:</b>	March 10, 2023
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	For the hockey season

### Description

Team Manager is the central figure in creating the flow of communication within the team (players, parents, and coaches), between the team and the other departments within KPMHA (referees, Division Directors, Ice Scheduler and other association teams within their division) and the VIAHA Divisional Commissioner. The manager is responsible for ensuring that all of the off-ice tasks are completed. By taking on the operational aspects of the team the manager enables the coach to focus on player development and on-ice instruction.

### Key Accountabilities

- The manager cannot do all of the work; delegating to others on the team will help build team unity and reduce their work load. (ex fundraising, time clock during games and E-game sheet or paper game sheet)
- Needs to work closely with the team Head Coach in order to carry out the tasks that need to be completed for the success of the team.
- Prerequisites are required;
  - Annual criminal record check
  - Respect in Sport Volunteer (one time clinic)
  - Concussion Awareness training tool (one time clinic)
- Must be familiar with the KPMHA's website and Policies & Procedures <http://www.islanderhockey.ca>
- Meet the Equipment Director to receive team jerseys. For the older groups, some players prefer certain numbers and sizes. Make a list of the players and the jersey number and size they are assigned. Add the jersey number to the appropriate player on Team Snap. The Registrar will use this information to create a team roster.
- Meet with Risk Management Director in order to receive team tablet at beginning of season (U11-18 Teams only)
- Submit every paper game sheet to the Risk Management Director within 24 hours of game completion. \*For U11-U18 teams the game sheet will also need to be emailed to your VIAHA commissioner as well. This happens automatically if using the e-game sheet tablet.
- Team scheduling: Check "islanderhockey.ca" website for the ice schedule and Association events. Enter all practices, games, meetings, team events and Association events into TeamSnap. This must be completed weekly and checked often.
- Exhibition games-for all non-league games look for an opponent to play against, after discussing with team Head Coach.
- For home games – ensures that there is someone to run the clock and prepare the game sheet (either paper or electronic). Music is also nice for the players.
- Some head coaches will let the manager know what colour jersey they will be wearing and it is the manager's duty to let the other team know.
- Maintains regular communication with the Divisional Director and VP Admin.
- Keep track of suspended players or team staff and let the Association VP know. For older divisions it is a good idea to keep stats on players because if a player receives too many head contact penalties the player is suspended.
- Attempts to mediate any complaints brought to their attention. Those that they cannot successfully mediate, will be forwarded to the Divisional Director for further mediation and consultation and finally in written form to the President.
- Any complaints of a serious nature shall go directly to the President at which time they will be handled strictly as per the procedures in KPMHA Complaint Handling Policy or the Harassment and Abuse Policy.
- Creates a list of which player receives which jersey number and track the distribution and collection of team jerseys.
- Arranging a time with the Equipment Director on returning jerseys at the end of the season.
- Arranging a time with the Risk Management Director on returning Team Tablet (U11-U18)
- Attend annual KPMHA Managers/Treasurers meeting
- U11-U18 the annual VIAHA meeting is mandatory for all Managers and Head Coaches or VIAHA issues fines.
- Ensure all injury report forms are completed by the Team Safety and filed with the KPMHA Risk Management Director.

- Ensure all e-game sheets are electronically submitted immediately after the game. (U11-U18)
- For all U7 – U9 teams, ensure all paper game sheets are emailed immediately after the game to the Risk Management Director.
- Maintain a good flow of communication with your VIAHA League Commissioner (request for game numbers for all exhibition games and tournaments outside your district).
- Coordinates tournaments, or delegates to other team parents.
- Sends email to KPMHA Bookkeeper, Treasurer Director and VP Admin of all tournaments your team wishes to enter with the request for KPMHA to send the initial registration fee with an understanding the team will be billed for it at a later date.
- Notify the Ref Assignor, Rink Manager and VP Admin of all home games and need for dressing rooms.
- Ensure the team head coach and the team families are advised of any changes to the schedule.
- A delegate on the team bank account
- Works with Team Treasurer and Head Coach on a team budget at the beginning of the season. The manager and team treasurer should work together on keeping the team's budget up to date.
- Assists Team Head Coach with the beginning of the season Team Meeting.
- Assists Team Treasurer with presenting team budget and collecting seed money.
- Be available to parents that need to talk, be a good listener and an effective liaison between parents and coaches.
  - Be diplomatic and fair at all times.
  - Direct problems to the Divisional Director.
  - Be intolerant of any abuse of officials, players or opponents by parents and/or other spectators.
  - Maintain good sponsor relations.
    - This means establishing and maintaining an appreciative relationship.
    - A team photo as well as a thank you card at the end of the season.

## Experience

- Good communication skills.
- Organized with good time management skills.
- An asset is knowledge of KPMHA Policies and Procedures and Constitution and By-laws.