

## **Team Duties:**

As Team Manager, you are responsible to make sure that the following team duties are filled by parents on your team. Everyone must have a job, and may be shared if you have extra hands.

**Team Treasurer-** Responsible for collection and payments made from team funds. Personal accounts may not be used (exceptions may be made when personal credit cards must be used to secure tournament application, which will be supervised by team managers/ treasurers/ and tournament coordinators) Team accounts are to be set up at a bank of the Team Treasurer's choosing, and reports given at Manager's request in a timely fashion.

*\*In the case of Active Start and U10 Step-1 teams only, where parents are ordering Team Wear individually and the team is looking to enter 0-1 tournaments, a bank account may not be deemed necessary. Funds may be handed directly to a Tournament Coordinator who has provided a personal cheque or cc number for the tournament application. Such actions must be recorded and supervised by the Team Manager.*

**Jersey Parents-** Responsible for BOTH sets of jerseys arriving clean and organized to all games in a timely fashion. (Usually 45 min early at the U10 levels, and 1 hour early at the U12+ levels) This timing is at the discretion of the Head Coach.

**Change Room Parent-** A female with a completed Criminal Record check and Child Intervention check is responsible to supervise athletes in the change room at U12-U16 levels during practices and games. This duty usually falls to the Manager, but may be filled by a female coach, or any female parent with completed checks.

\*Please note: Under no circumstance is a male allowed in the change rooms at the U12+ levels. These are young ladies. Players requiring skates to be tied may exit the change room. Male Coaches will be invited in by the Manager/ Change Room Parent, informing them that the girls are dressed and ready.

*\*In the case of Active Start and U10 teams only, males are still allowed in the change rooms to assist their children with their gear.*

**Tournament Coordinator-** Responsible for applying to Tournaments agreed upon by the team. Responsible for the collection of team funds from parents directly (in the case of AS or U10 Step-1 levels), or from the Team Treasurer to cover the costs of tournaments. This duty may fall to the Team Manager.

**Team Wear Coordinator-** Responsible for the ordering of Team Wear. Team Wear may be decided upon as team, forms handed out and team wear may either be ordered individually by each parent, or as a team (when using team funds or sponsored team wear). This duty may fall to the Team Manager.

**Fund-Raising Coordinator-** Responsible for organizing any fundraising decided upon as a team. Some teams receive sponsorship from parents, or choose to create their own Team Fund (\$100- \$200 per family is common) and would rather not fundraise. This is a team decision. Any funds left at the end of the season may be evenly distributed back to the parents, providing this amount does NOT exceed what they have put into the team fun. (Ex. If each parent puts \$100 in at the beginning of the season, and then decides to run a bottle drive, they may not receive more than their \$100 back at the end of the season, regardless of what is leftover) Excess funds may be used for additional team wear, equipment or year-end fun. Any funds left over after returning maximum allowed parent refunds, shall be turned in to the Association at the completion of each season, and may NOT be rolled into the team's next season. This duty may fall to the Team Manager.

**Box-Duty Coordinator-** Responsible for scheduling parents as off-ice officials for games. At the U10 levels, a minimum of 2 parents must be scheduled for all Home games, fulfilling the Game Sheet and Timeclock duties. At the U12+ levels, a minimum of 3 parents must be scheduled for all home games, fulfilling Game Sheet, Time Clock and Shot Clock duties. Some teams like to assign a parent for penalty doors as well, or a back-up parent for Away games. It is recommended that Coach's families are left out of the rotation (unless spouses offer) as they are already dedicated elsewhere during a game. This duty may fall to the Team Manager.

**Wild Thing Tournament Reps-** Responsible for representing the team for Leduc's own Wild Thing Tournament in January. These reps will be called to meet at a later date by our Tournament Coordinator, and will act as a liaison to communicate to the team what is expected during the tournament. All members will be expected to help during our annual Wild Thing Tournament.

**Social Coordinator-** Responsible for organizing team fun and team-bonding activities. Kick-off/ holiday or year-end parties may be planned by the Social Coordinator (working within a team budget set by parents and/or Team Manager and Treasurer.) The LRA is also looking to work with all teams encouraging civic duties in our community. Food/toy drives at Christmas, community services, or mentoring of younger players with fun mash-up exhibition games are a few ideas. This duty may fall to the Team Manager.

*\*Once these duties are filled, any parents left without a duty may be assigned to help where you see the most need (if you are planning to organize a lot of fundraising for example). Parents without team duties may also offer to be in high rotation for Box-Duties at games which is acceptable. Families with a parent coaching the team, either as Head Coach, or Assistant Coach, are exempt from these duties, unless offered otherwise, as they are already highly dedicated to the season and our athletes.*