



TEAM MANAGER DESCRIPTION

POSITION – TEAM MANAGER

OBJECTIVE: Under the guidance of the *Paradise Valley Minor Sports Association* perform Managerial duties for *Paradise Valley Jets Hockey teams (All divisions included)*

QUALIFICATIONS

- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on-ice requirements to players and parents and association executives.
- Available to meet time requirements.
- Necessary certifications as outlined by Hockey Canada, Hockey Alberta and Paradise Valley Minor Sports.
- Conversant on rules and regulations.

GENERAL DUTIES (all age divisions)

- Act on direction of the team coaches and report directly to the team coaches.
- The Manager is responsible for On Ice Management including, management of the RAMP Application (Adding players, practices, games and events. Ensuring parents have access to RAMP).
- Communicate on ice information to the team throughout the season (game, practice, tournament info etc.).
- Attend board meetings
- Book home/away games and ensure proper Game Sanctions and Travel Permits are completed preferably 1 week prior to the game.
- If it is decided the team is attending a tournament, the manager is responsible for
 - Consulting with the coaches and finding a selection of tournaments (by reaching out to managers from surrounding areas or looking on the Hockey Alberta Website) and consulting with the coaches on which one would be most suitable for their team to attend.
 - Once a tournament is picked, the manager will also work with the treasurer to ensure the host team receives the tournament fees.
 - Apply for a travel permit to attend the tournament.
- If it is decided that the team is hosting a tournament,
 - the manager and coaches will consult and decide how many teams they can host.



- The Manager will be responsible for posting the tournament info to the Hockey Alberta Website, finding teams to attend and ensuring teams are confirmed and we receive tournament fees from each attending team
- Applying for a Special Event Sanction and sharing that sanction number with the attending teams.
- Coordinate team financial matters including registration fees (if paying by cheque, **Team Fees (using the provided spreadsheet)** and team exclusive sponsorship.
- Submit to the treasurer any receipts for reimbursement.
- Produce a team schedule in conjunction with the coaching staff.
- Communicate needs for officials with association.
- Ensure that team leadership (coaches, manager, team rep, safety people) have required courses, documentation and supplemental documents.
- Ensure that each family has submitted the required supplemental registration forms and has completed Respect in Sport - Parent prior to their child getting on the ice.
- Arrange for off-ice officials (U7/U9 Time clock if needed. Older divisions time clock, game sheet, music etc..).
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team Safety person/trainer.
- If the manager is unavailable or resigns, the head coach will step in for on-ice roles and Team Rep will step in for off-ice roles until a replacement is found.

Note: Booth scheduling responsibilities will be at the discretion of the team manager. The manager can choose to take on doing the booth schedule, or they can pass it off to the Team Rep. The booth schedule is to be in the hands of one position or the other during the given season, it is not to be passed back and forth.



League Duties (U11 and up)

- If a team is participating in league play, the team must be registered in that league. You should receive an email from your deputy governor of the league with information.
- When registering your team, you will need to add any affiliated players (from the younger age division). Affiliated players will need an assigned jersey number that does not overlap with players on your team. Affiliates are limited to a certain number of games or they have to become part of the team. Keep track of the amount of games played by each affiliate. Affiliates must have an assigned jersey number that they wear during the game. They cannot wear someone else's number as they keep track of all player stats by number. It is helpful to use their jersey number then make it a number you can create with tape. Ex. 10 becomes 70, 11 becomes 77. This only needs to be done if their jersey number doubles up with a player on the team. **Mark "AP" beside their name on the game sheet. Affiliates are limited to a certain number of games or they have to become part of the team. Keep track of the amount of games played by each affiliate. You can include this on the game sheet if you want. example 1/10.
- Ensure that once players are entered and approved, the roster is uploaded to the NEAHL website.
- Ensure game sheets are done by the home team manager and uploaded according to the NEAHL timeline.
- Game sheets are filled out by the home team manager and must be entered and uploaded on the NEAHL

TIME COMMITMENT

- Weekly practices and/or games; usually approximately 2-3 hours in duration.
- Tournaments (home and away).
- Meetings as required both at the team and association level.
- Check emails and answer any inquiries in a timely fashion, approximately 3 hours a week