

ST. ALBERT RAIDERS HOCKEY CLUB POLICIES AND PROCEDURES

1. DUTIES OF MANAGERS

1.1 Policy Statement

Association Team Managers support, and shall be directly responsible to the Head Coach, who shall be responsible for delegating specific duties.

1.2 Rules and Guidelines

In general, team managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team managers are expected to:

- 1.2.1 Assist with operating the team within established policy, guidelines and regulations.
- 1.2.2 Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure
- 1.2.3 that the team's role as a community and Association ambassador is maintained.
- 1.2.4 Establish, maintain and enhance communication with the team sponsor.
- 1.2.5 Establish, maintain and enhance communication with other Raiders Club team managers at the appropriate level.
- 1.2.6 Establish, maintain and enhance communication with League commissioners, representatives and participants
- 1.2.7 Special Tasks: While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coaches delegate:
 - (i) Gathering relevant player medical history data, and establishment of a medical treatment permission waiver
 - (ii) Obtaining travel permits
 - (iii) Organizing parent meetings
 - (iv) Participating in formulation of team objectives and rules
 - (v) Managing team budget
 - (vi) Supervising and monitoring collection of money and fundraising
 - (vii) Arranging team transportation, accommodation and subsistence
 - (viii) Arranging for additional ice and cancelled ice to be used by another team

- (ix) Confirm team officials for home games (league or exhibition)
- (x) Organize and manage parents or parent committees as may be required from time to time, eg. Team treasurer, fundraising committee, equipment manager, statisticians, webmaster, etc.