



RMFHL Role Description

Team Managers

The manager position can be time consuming and is best suited to someone with excellent organizational skills.

The team manager is a parent from the team who is responsible for the operational aspects of the team. Team managers have responsibilities to both RMFHL and their respective LMHA. The following duties are those expected by RMFHL and do not include duties that may be specified by the LMHA:

1. Entering the complete team rosters, including carded coaching staff and manager contact information onto the RMFHL website by the prescribed deadlines. (Login information will be emailed directly to the manager by the RMFHL once it is received from the LMHA Female Director).
2. Ensuring that game sheets are available prior to each home game.
3. Ensure referees are in attendance and has back-up plan in case referees are not present.
4. Ensure that timesheets are properly filled out prior to giving to the score-keeper. This includes:
 - Names and Jersey Numbers of all players on the game sheet;
 - Confirming with the coaches that any Suspended Players are marked with "SUSP";
 - Confirming with the coaches that Approved Overages Players are marked as "OA";
 - Confirming with the coaches any missing players are crossed off;
 - Both Coaches have signed off for their respective teams line up.
5. Manager must have available all league rules and regulations including:
 - Length of ice slot for the game
 - Length of periods within the game
 - Drop Clock information if applicable
 - Tie-breaker rules (if necessary)
 - Appropriate team personnel on the bench and in dressing rooms
6. "Zero tolerance" code and conduct policies with team parents and fans. As the coaches are responsible for all the players, the manager is responsible for their respective team's parents and fans. **Managers are not permitted to fill the role of scorekeeper, timekeeper or penalty box door operator as they are considered part of the team's carded staff.**

7. After the game, the home-team manager is responsible for collecting a copy of the fully signed game sheet and in the event of a major penalty or game misconduct being issued, a copy of the completed and signed referee report.
8. The home team manager must supply the visiting team manager a copy of the fully signed game sheet and inform them of any referee report. Visiting teams may capture a digital image of the original game sheet and referee for their records.
9. Home-team manager will then enter scores and statistics, for **BOTH** teams, on the RMFHL website. This must be completed within **72 hours** of the game conclusion or a fine may be levied against the home association. In the event a referee report has been completed, an electronic copy (digital image) of the report and game sheet must be emailed to the Vice President, Kathy Watters immediately after the conclusion of the game. Originals must be retained and sent to the Division Coordinator upon request.
10. The manager will be responsible for ensuring any suspensions levied against their team are carried out as appropriate. **Managers are not to contact league executive directly.** All communication with RMFHL must be done through their respective LMHA Female Director.