

Duties of a Team Manager

- 1. Help the coach with the administrative responsibilities of a team.**
2. Create the following items for the team
 - a. Phone lists that include addresses, parent's names and cell phones and the players name and number.
 - b. If you want, you can make a card sized laminated copy to pass out to the team.
 - c. Make a list of volunteer requirements for the team
Ensuring all parents are asked to help
 1. Scorekeepers and timers
 2. Uniform keepers – Washers
 - d. Tournament Entries
 - a) Establish if the team can attend a tournament, check with parents for desire to enter tournaments, availability, your league schedule
 - b) Contact the tournament, to see if they have room for you.
 - c) If you have a league game, make sure you request a game change in the required time or if it is after the request for changes deadline you have collected any rescheduling fees as well.
 - d) Collect the entry fee. (Your club may pay for a tournament)
Parents may have to pay the entry fee, or you can fundraise.
 - e) If your tournament is out of the province ensure you have a travel permit, and if for some reason your tournament is unsanctioned you have ALA permission to participate in it.
3. Create a Team Budget (sample provided)
 - a. **All Team budgets are required to be provided to at the start of the season to club Treasurers and at the end of the season an accounting of funds collected need to be submitted to the Club treasurer as well.**
4. Team pictures arrange for either with your club or as an individual team pictures.
5. End of Season
 - a. Make sure the team has a season ending social event
 - b. Make sure you have thanked on behalf of the team any individuals who require thanking. Coaches, trainers, sponsors