

WEST EDMONTON RAIDERS

TEAM MANAGER OVERVIEW

The role of the Team Manager is to assist the coaches in managing parents, inquiries, schedule information, equipment needs, score reporting and ensuring gameday crews and volunteers. The goal of the Team Manager is to allow the Coaches to focus on the field and the players without distractions from the sidelines and spectators.

Duties of the Team Manager Include:

- Taking attendance at each practice and game in person, or through the RAMP app.
- Assisting coaches with jerseys/equipment, team merch, paperwork and rosters for game days
- Sending out team communications, club event or fundraising info, coach messages, reminders and raffle ticket distribution
- Coordinate and track game day or club event volunteers from the group of registered parent volunteers.
- Inputting game scores online with a provided CDMFA website log in
- Plan team bonding & wrap up activities approved by the Board of Directors throughout the season

**Any support, questions or anything you need please reach out to us
@ edmontonraiders@gmail.com**

**Thank you for volunteering your time to help make our club
experience the best it can be for the kids in our community.**