

TEAM MANAGER JOB DESCRIPTION

The team manager is essential to the overall success of a team throughout the ringette season. The manager plays a key role in providing the necessary organization and communication which is required for a healthy and successful team environment. In addition he/she provides technical support for coaching staff, counselling and support of team players, and becomes a catalyst for involvement of all parents.

General Responsibilities:

- assist coaches with practice and game preparation
- understand and communicate league rules
- act as an equipment coordinator
- promote sportsmanship and fair play both within the team and towards officials
- initiate dialogue, communication, and involvement among all parents
- encourage and promote team spirit
- be sensitive to individual player problems and attempt to resolve them
- secure or delegate minor game officials and other necessary volunteer duties

Duties:

- obtain and distribute ice times for practices and games
- take responsibility for team equipment (sweaters, pads)
- complete team registration forms, medical records, etc.
- maintain teams lists, phone numbers, etc.
- obtain and review league rules
- arrange for minor officials for home games
- arrange for gamesheets and their submission to league
- arrange referees for exhibition games
- maintain contact with opposing team managers to confirm games, etc.
- obtain information on tournaments, submit applications
- arrange details for out of town trips (transportation, lodging, etc.)
- collect any money required for tournaments, travel, team photos, etc.
- assist where required with medical problems (injuries)
- assist with equipment malfunctions (helmet screws, etc.)

Suggestions:

- form telephone committee to share phoning duties
- form travel committee to assist with travel details
- provide or obtain training for ALL parents in scorekeeper and timekeeper duties
- promote team spirit by organizing activities
- consider fundraising committee to organize funding activities or secure a major sponsor
- use parent meetings to communicate information and gather opinions and assistance
- use team meetings to explain team rules and ensure everyone is aware of team goals