

Dickinson Hockey Club Team Manager Job Description

The team manager for the Dickinson Hockey Club is one who coordinates details for the team and functions as a communication link between parents, coaches and Hockey Club Coordinator. Specific functions for the team manager are outlined below in 2 priority lists; that of "Essential Tasks" and that of a "Nice to Do Tasks" list.

Essential Tasks:

1. Coordinator will supply 'Team Manager' with updated roster. 'Team Manager' will meet monthly with 'Concession Manager' to determine which parents have worked concessions, and which parents need to fulfill their obligation. Manager would then contact parents and notify them of dates and times still available to work in the concessions.
2. Create a written team information list, which states: the team's roster, their parents and phone numbers for contact information. The player information can be obtained from the Hockey Coordinator at the start of the year. Parent contact information can be obtained from parents. It is helpful to make the cards pocket-sized and to distribute them to parents, coaches and Hockey Coordinator around the time of the first game.
3. Organize parents to work games for the off-ice official positions. It helps to create a game volunteers sheet at the beginning of the season, and have parents sign up early (in October or November). If they sign up with their own handwriting, it is hard for them to change their original commitments. Doing this "sign up" early, will avoid the last minute hassles of phone calls and pleading with parents to help, just before game times.
4. Obtain the out of town game schedule, and make hotel reservations (blocks of rooms) for the team and parents. Distribute the information to the parents, who can make their own individual reservations within the blocks. It is helpful to type the details in written format, so everyone has the same information.
5. Meet with parents at the beginning of the year and explain the manager's role. At this first meeting, it is a good time to have parents share contact information and sign up for working the games.
6. Notify the Hockey Coordinator if there is a change in game schedules, particularly cancellations.
6. Serve as a facilitator for parent concerns among coaches and/or Hockey Coordinator.

Nice To Do Tasks:

1. Organize a team roster on "sticky notes", for the coaches to use at out of town games, for score keeping purposes.
2. Call parents 3-4 days ahead of the home games, to remind them of their commitment to volunteer as an off-ice official.
3. Organize parents for support and purchase of coaches' gifts at holidays and/or season's end.
4. Talk with the coach about who will wash water bottles. Designate a person to do this for the team.
5. Type up written directions/maps for the hockey rinks and hotels for out of town games; distribute to parents.
6. Organize parents to make posters, create "goodie bags" for tournaments and "door hanger" signs for hotel rooms.
7. If a practice or game is changed and/or cancelled, contact parents by phone to alert them to the changes.
8. Organize parents/players for out of town games; communicate car pools and restaurant selection/reservations.
9. Consider sending thank-you notes to hotels, if the accommodations are exceptional.