



Lakers Hockey

CLUB ASSOCIATION

Team Manager Functions and Responsibilities

Anyone interested in becoming a team manager should advise the President and/or the Vice President as well as the head coach. The head coach will make the final decision on who will serve as the team manager. This position is held for the entire fall season and continued for the spring season if desired.

All team managers must be screened. This screening will include a background check and completion of SafeSport modules. If you have been screened previously, please provide proof to the Registrar. If you have not been screened, you will work with the Registrar to complete this process before having the ability to serve in this capacity. Any fees associated with the screening process will be reimbursed through our treasurer.

The team manager and coach will work together to keep the parents informed of all events specific to the team. This includes reminders for games and practices, as well as advising of changes in the schedule and collecting information when requested. In addition to staying in contact with parents and being a liaison to the coach, the team manager will also be responsible for:

- Trained in how GameSheet works (scorekeeping on the iPad) instructional videos are on YouTube
- Submit the invitation code for GameSheet on a computer before the first game. This will upload our roster and all our games to GameSheet on the iPad.
- Games will be available 24 hours prior to the start of a game. Managers will indicate any player that is sitting out, injured, or not eligible on the iPad. This information will be provided by the head coach.
- Meet with opposing team's manager to check GameSheet accuracy. This requires getting to all games at least 1 hour prior to start time.
- Printing roster labels for scrimmages and tournaments
- If/when paper scoresheets are used, take a picture of the white copy and send to the President of the Lakers Hockey Board. He/she will then forward the photo to the league.
- Organizing team functions and soliciting support from other parents for assistance as needed.
- Scheduling parents to work at games;
- Home games will need volunteers for scoresheet (iPad), clock, penalty box (keep track of shots on goal), security (must wear ORANGE jacket) and music.
- Away games will need volunteers for penalty box (keep track of shots on goal) and security (wear ORANGE jacket).
- Provide game pucks for home games
- Find volunteers for team events at games such as Chuck-A-Puck, Pink the Rink, Senior Night and other Lakers events
- Work with the Rules and Ethics board member to ensure that grades for players are sent to us when needed

Communications can be made through email or using the "chat" on SportsEngine. Any contact information passed on to team managers shall remain confidential and used only for the purpose of communicating Lakers Hockey information.

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