

Greenway Amateur Hockey Association

TEAM MANAGER POSITION DESCRIPTION

Eligibility: Any parent/guardian who has completed the SafeSport training within the last two years and also completed the Minnesota Hockey background check process with a passing result.

Purpose: The team manager serves as the primary "organizer" and communication point for the team and acts as a liaison between coaches and parents and also between their coaches/parents/players and the board. The team manager is also responsible for leading the planning efforts of the home tournament for their team/level and ensuring necessary volunteers are in place for home games. The team manager also works with the Association's Fundraising Director to ensure all families meet their fundraising and volunteer requirements. The team manager updates the team's website page(s) and uses the GAHA website tools for sending emails and text messages to their team. The team manager is required to attend the monthly association board meeting during the season, summer months are optional, but encouraged.

Communication & Liaison

- Attend Monthly Association Meeting (during season) as a team representative during hockey season and informing & involving the team/parents following the meeting (failure to attend meetings may reduce the number of DIBS you receive).
- Intervene when team parents are acting or speaking inappropriate at home or away games, as each parent and player are representing Greenway Hockey. Managers should report any situations that they do not feel comfortable addressing to the Vice-President or President.
- Work with coaches and Vice President to make sure locker room monitors are in place for all practices, home games and home tournaments.
- Update team web page(s) and GAHA Facebook page as needed to keep families up to date. Team Managers should not create a separate Facebook page for their team.
- Team Managers should primarily communicate with their families using the GAHA website for email and text messages. If you wish to use an alternate communication method, please contact GAHA's webmaster/technology coordinator for approval.

Games

- Bring official team roster and scorebook stickers (can get both from registrar)
- For HOME games, enter positions in DIBS and ensure volunteers are in place for the following positions:
 - EMT (not required at mini- and mite levels)
 - Referee (not needed for Mini-Mite & Mite games/scrimmages)
 - Clock/Scoreboard
 - Scorebook
 - Announcer
 - Penalty Boxes
- AWAY games: Arrive prior to team for first game of tournament to check in with roster and scorebook stickers

Home Tournament

- Lead planning of home tournament. You're not expected to do it all yourself, but you will lead the planning efforts.
- As with home games, make sure volunteers are in place for all games in the tournament. For HOME games, enter positions in DIBS and ensure volunteers are in place for the following positions:
 - EMT (not required at mini- and mite levels)
 - Referee (not needed for Mini-Mite & Mite games/scrimmages)
 - Clock/Scoreboard
 - Scorebook
 - Announcer
 - Penalty Boxes
- Work with Tournament Director on rules, etc.
- All money raised through raffles or other fundraisers during home tournaments will be turned into the treasurer within one week of the tournament.

DIBS

- Enter volunteer positions in DIBS for home games and home tournaments. GAHA board members approve DIBS for concessions and locker room monitors.
- For those who volunteer at the last minute you will need to reach out to a Board member to have their time credited.

Locker Room Monitors

- If a locker room monitor has not signed up a day before practice kids will get ready in the stands unless you call the coach to see if they want to be the Locker Room Monitor. For a game you will need to call the coach to see if they want to cancel the game or have the players get ready before the game at home. It is very important that we do not let players in the Locker Rooms un-monitored.

Other Duties

- Attend Monthly Association Meeting
- Other duties as assigned by Executive Board.

Benefit: Credit given for 5 non-concession DIBS. You are still responsible for the Concession DIBS.