



Morris-Benson-Area TEAM MANAGER JOB DESCRIPTION

The Team Manager's role is to assist the coach with off-ice tasks for your respective team.

The Team Manager will be required to complete Safe Sport and a background check for the season in which the individual is actively serving as a Team Manager.

Responsible to

The Team Manager will report directly to the Head Coach for each team. The coaches assigned will communicate with the Team Manager on what is needed and tasks that are to be needed and/or requested. Actual duties will vary based on the preference of the coaching staff.

Responsibilities and Duties

The Team Manager must be able to communicate well with parents through multiple communication avenues (email, team app, etc). Team applications used but not limited to are TeamReach, GroupMe, GameChanger, SportsEngine, etc).

The following is a comprehensive list of duties the Team Manager may be required to handle.

- Reserve hotel blocks for out-of-town tournaments
- Arrange parent sign-ups for home games
- Arrange carpooling for practices
- Understand the locker room monitor policy and serve in a back-up capacity, when needed.
- Coordinate team apparel orders
- Organize team dinners
- Submit game scores on the MBA and/or District 15 websites
- Assist with planning the end of season party
- Communicate weekly to the team on the weeks schedule, games, and/or practice changes
- Create team roster cards

If Team Managers have any questions, they are welcome to reach out to current/past Team Managers, or to an MBA Board Member.