



## VAIL MOUNTAINEER HOCKEY CLUB TEAM MANAGER ROLES & RESPONSIBILITIES

The primary role of the Team Manager is to assist the team's Head Coach by handling off-ice administrative and organizational activities for the team. A well-organized Team Manager allows the coaches to devote time to their players and concentrate on coaching. Below is a brief list of the responsibilities of the Team Manager:

- Complete USA Hockey's SafeSport training.
- Maintain a notebook of team and player documents, and USA Hockey--required forms.
  - Collect Uniform Security Deposit form and checks, when applicable.
  - Collect signed Code of Conduct forms, Parent and Player.
- Possess an Official USAH T-1 Roster and contact list of team players that includes birthdates, parent names, phone numbers, addresses, and other pertinent information.
  - Share parent info with team members.
- Coordinate with the VMHC Registrar concerning registrations, rosters, add-on players and other registration matters.
  - For 10U/Squirt managers, this may require obtaining a copy of player birth certificates.
- Act as a liaison between parents and coaches to facilitate the exchange of information and assist with conflict resolution.
  - The VMHC Conflict Resolution table should be used as a guide.
  - Attendance- Communicate with coaches when players will miss team activities.
- Act as a liaison between parents and the Directors to facilitate the exchange of information and assist with conflict resolution.
- Coordinate with the VMHC Directors and/or Head Coach for team registration in tournaments.
- Communicate practice/game schedules, tournaments, social events, skills clinics and other pertinent information.
- Coordinate parents to serve as scorekeeper, timekeeper, and penalty box attendant when necessary.
- UNIFORMS:
  - Record ID numbers for all uniforms when they are distributed.
  - Record player jersey numbers and send to the VMHC Registrar.
  - Collect uniforms and return them CLEAN to VMHC.
- Serve as the main point of contact between Tournament Directors and the coaches/players/families.
- Book room blocks for away league games and tournaments, as needed.
  - Tips: Choose hotels that are pet-friendly, have a pool and include breakfast!
  - Plan some extracurricular outings for parents/players while away. (Examples: Arcades, pizza parties, team building games, scavenger hunts, etc.)