



### **Team Manager Responsibilities**

The team manager, a volunteer, is selected by the Head Coach after team formation. Priority shall be given to a team manager volunteer who is not related to/significant other of a member of the coaching staff for the team. The team manager may not be an assistant coach. Each team shall have at least one, and no more than two, team managers. If there are two co-team managers, they will determine jointly how to share responsibilities, please see Volunteer Policy). It is recommended that the Co- Op teams shall have at least one team manager from each association represented.

The team manager's main duties include serving as liaison between coaches, parents, and players. He/she must support the coaching philosophy of the team in order to help maintain harmony and team spirit. The manager handles the business of the team so that the coaches are free to develop players.

Please remember, as a team manager, you are representing your team and CRYHA and will uphold the Parent/Guardian Sportsmanship Agreement.

The manager's responsibilities are as follows:

1. Attend the required District 10 Manager's meeting. Attendance is mandatory if required by D10; the team will be fined if the manager does not attend. (Traveling)
2. Attend the CRYHA Manager's meeting.
3. Arrange and attend parent meetings.
4. Update and maintain the SportsEngine team website provided by CRYHA.
5. Communicate frequently with families, preferably a weekly newsletter and via team chat , to keep them aware of schedules, notices from the Association, CRYHA policies and procedures, etc.
6. Ensure that families know how to find schedule information for practices, games/scrimmages, and other team events. Be sure to keep all parents and coaches informed of any changes in the schedule. Notices, preferably in writing, should be given to parents, not the players.

7. Register teams for additional tournaments, if requested by the coach, in coordination with the Tournament Director.
8. Handle team travel arrangements for out-of-town tournaments if not already arranged, in coordination with the Tournament Director.
9. Assist coaches in scheduling scrimmages. Some coaches prefer to do these themselves; others prefer the manager handle the scheduling. Arrange for referees as needed for home scrimmages per District 10 procedures. Handle any payments required for scrimmages (please see Payment Policy for details). (Traveling)
10. Be the keeper of the Association provided iPad and Gamesheet information for all games, and be knowledgeable in the scoring process for Gamesheet and rules that apply to the designated level of play. Teams will be fined for violating District 10 score reporting procedures. (Traveling)
11. Recruit the following personnel for each District home game or scrimmage: (Traveling)
  - a. Clock Operator – Home Game
  - b. Penalty box attendants – 1 person Home & Away games
  - c. Gamesheet/iPad –
12. Each manager is encouraged to review the CRYHA Manager's Handbook posted on the website which contains more detailed information on responsibilities and processes.
13. If the team chooses to have an independent team fund, this can be managed by the manager. If used, the fund must be tracked and available for review at any time via a Google Sheet.

Managers found in violation of these regulations will be subject to disciplinary action by the Board of Directors which may include suspension, loss of volunteer hours, and/or dismissal.