

Job description for LFYH Team Managers: Ice Mites (U6-Beginner), Mini Mites (U6), Mites (U8)

Communication information:

There is a good deal of communication that must happen between you, parents and coaches. This works best via EMAIL. If you don't have easy email access you may want to think twice about taking on this job. If parents don't have email, print out a copy and have it available at a common location each week so parents know where to look. It is helpful to put the parent's names on their copy so that at the end of practice you know who received the information and who didn't. Or maybe a file box with each families name on a folder so that you can tell who has picked up what.

As soon as possible in the season, create a **roster** with the information listed below, to be given to each parent.

- Player name
- Parent(s) name
- Address
- Home Phone, Work Phone, Cell Phone
- EMAIL Address

Be visible to the parents, coaches and players so that you can help communicate any questions, concerns, or information to them. It is helpful to have one person as the primary source of team information. *Remember, there will be many parents who are new to hockey at this level. The more they understand about what is going on, the better it will be for everyone.*

At the beginning of the season, the following team **positions** need to be identified. You can do them yourself or delegate:

- Concession Parent – coordinates concession shift assignments scheduled for your team among the families involved. Rather than spending weeks asking around for volunteers, you can make up a schedule and pass it out. Then it becomes the responsibility of the parents to make adjustments to the schedule to make sure all the shifts are covered by trading shifts or whatever. These trades must be tracked so that we know who is supposed to cover what.
- Fundraising Parent -works with the Fundraising Coordinator to assist with any Fundraising events/collection of money, etc.
- Assistant Coaches
- Parent Coach Helpers (need to be CEP certified to be on the ice)
- Calling Parents-to assist with phone calls for emergency changes in schedule, etc.
- It is helpful to set up a calling chain to get information out quickly (like a canceled game or practice). Distribute a list of parent's names and phone numbers to each family. To activate the calling chain, you call the first name on the list. Either leave a message or turn it over to the person who answered, to call the next person on the list. Then each person calls the next until every has been notified.

Coordinate LF JAMBOREE – has been in February the last couple years.

- Work with the Coach and Arena Scheduler for coordinating the date.
- Schedule a parent planning meeting for several weeks prior to the event.
- Coordinate with parents a WORK ASSIGNMENT handout, GAME SCHEDULE, PROGRAM, medals, gift bags
- Work with LFYHA for current gifts to Jamboree players.
- T-shirt sales (work with LFYHA for how this is handled)

- Finding teams for the Jamboree may be handled by you or the coach rather than the scheduler. (need to find this out)

Things to communicate to the team:

- practice schedule game schedule and details (directions to away arenas)
- Arena cleanup for High School games (1-2/year)
- Concessions Coordinator will be contacting each family to schedule them for working in concessions for High School games (was 2 games per child).
- Jamboree planning meeting/details
- Year End Party (we did a pizza party the past couple years—parents chip in what is needed over what is brought in from T-shirt sales at the LF Jamboree) -Roster (updates 1-2/x per year)

Schedule Parent Meetings (1-2/year—suggest Oct/Jan to hear from the coach and plan for Jamboree/year end party, etc) LFYHA contact list.

- Reminders about fundraising deadlines, open skate times, other info
- equipment handout/collection dates
- Picture night reminders

Coordinate year end gift for Head Coach (Assistant if only one)

The Publicity Board member will set up picture night with Varsity Photo. You will need 3-4 parents to help photographer get players lined up and ready for pictures, collect order forms, etc. (Talk to Board Publicity person) Do this early in the season. (Many people use them for Christmas cards, gifts, etc)

Coordinate Year End Party-pizza, pop, napkins, cookies?

- Certificates for the Coach/Asst Coaches
- Certificates for the Players

Keep 2 3-ring binders with the following:

1. Consent to Treat Forms and Coach Certification (copies of cards/certification) This should be at each practice and each game in case a player gets injured or there is need for proof of coach certification.
2. Team Resource Binder (carry with to all practices/games also in case of questions) This can include Practice Schedule, Game Schedule, Team Roster, Coach List, Team Manager Job Description, Puck Shot calendars (collect completed ones), Jamboree planning information, LFYHA Board contacts list, etc

Being a team manager is not a small job. As you can see from the list above there is a fair amount of duties involved. Feel free to delegate different responsibilities to others. Maybe you might assign someone to manage concession duties, or what ever. Work with your strengths and if there is something that isn't so much up your alley there might very well be someone involved with your team who could fit right in and handle that responsibility very well. This is meant to be a list of what needs to be done with a few hints of how to do it a little easier. Be creative and find a way to get all that needs to be done in an efficient manner. Talk to people that have done the job before you, see how they did things and then choose what will work best for you. Thank you for taking it on it is a very important job.