

## Shuswap Ringette Association Expectations of the Team Manager

The Team Manager is an essential member of the “Bench Staff” and to the overall success of the team throughout the Ringette season. The Manager plays a key role in providing the necessary organization and communication which is required for a healthy and successful team environment. In addition he/she provides technical support for coaching staff, parents and team players.

### **General Responsibilities:**

- Assist Coaches with practice and game preparation
- Understand and communicate league rules
- Act as an Equipment Coordinator
- Promote sportsmanship and fair play both within the team and toward officials
- Communication necessary information to Coaches, Parents and Players
- Ensure all information is communicated regarding practice times, game times and tournament dates

### **Duties:**

- Obtain and distribute ice times for practices and games
- Ensure all team players, coaches and officials are notified of any practice or game cancelation
- Take responsibility for team equipment
- Complete team registration forms, code of conducts, medical records, ect.
- Maintain team lists, phone numbers, ect.
- Obtain and review all league rules
- Complete game sheets and report scores to statistician, monitor team standings and report any errors immediately
- Obtain information for tournaments and submit appropriate applications
- Arrange details for out-of-town tournaments (Hotels, Team Events)
- Collect any money required for certain events
- Provide support in dressing room regarding equipment issues
- Report any team issues to Coaches when necessary
- Provide or obtain “Minor Official” training for ALL team parents in scorekeeping, timekeeper, and shot clock duties
- Arrange for Minor Officials at games when required
- Participate, or arrange an alternate, to participate in any Fund Raising Functions for Shuswap Ringette