

## **Manager**

Required Certification: *Respect in Sport, CATT, CRC*

Duties and Expectations:

- Act on direction of the team head coach and report directly to the team head coach
- Communicate needs for officials with association
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play
- Ability to communicate with team staff, parents, players and association executive
- Email and mail home game sheets to the league within allotted timeframe
- work with the head coach to arrange game changes, exhibition games, and tournament bookings
- communicate with the ice scheduler to set up times for exhibition games, playoff games, and provincial playoff games
- maintain contact with the head coach regarding correspondence with the team
- organize parent volunteers to run the scoreboard and game sheet
- Assist with team communication regarding events.
- Not limited to