

DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS

The manager is the first person any team parent approaches with any team or player concerns. The manager will then communicate the concerns to the coaching staff. Parents should not contact the coaches directly regarding team concerns, unless the safety of a player is at stake.

The manager's duties include:

- Calling team meetings
- Appoints parents for various duties such as treasurer, 50/50 delegate, tournament representative, etc.
- Prepare and organize team schedules. Supply those schedules to all team players, parents and coaches.
- Distribute any information to team parents and players by way of the TASA website. Maintain the TASA website, keeping team specific news updates.
- Obtain a password for the TASA website from the VP, TASA Communications.
- Assist coaching staff in arranging exhibition games.
- Arrange on and off-ice officials (timekeepers and scorekeepers) for all exhibition games.
- Arrange for travel permits and/or hosting permits via the Tasa Ice Scheduler
- Make arrangements for all team fundraising in accordance with guidelines provided by the association.
- Ensure the team trainer has a suitable First Aid Kit at the bench each game and practice. Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers of ambulances and other emergency services.
- Maintain a complete set of any parental consent forms and medical history forms. These must be available at every game and practice. Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that necessary Medical Report form is available for completion by the attending physician.
- Ensure an Injury Report form is filled out and delivered to the VP Risk Management as soon as possible anytime a player/coach sustains an injury. This should be done in conjunction with the team trainer and coaches as necessary.
- Ensure that the Association rules and policies are adhered to.
- Collect and remit payments to the treasurer as required.
- Arrange extra ice time through the ice scheduler and ensure payment of extra ice is submitted to the association treasurer. The first bill will be issued December 31st with a due date of January 15th and the final bill will be issued March 30th with a due date of April 15th.
- Set up a telephone or email "Team Distribution List" in order to distribute information to parents and players.
- Ensure a supply on blank game sheets are on hand at all times.
- Ensure that the properly completed game sheet has been delivered to the on and off-ice officials at least five minutes before each home game.

- Maintain copies of game reports.
- Assist the coach and team treasurer with the preparation of a budget. A copy of the budget must be submitted to the fundraising coordinator by October 31st. A financial report is to be submitted no later than January 15th. A final budget is due no later than April 30th.
- Make all team members (coaches, players and parents) aware of the policies of the Association and report any deviation to the appropriate director.
- Ensure the collection and remittance of all monies due to the association treasurer by invoice due dates.
- Ensure staff team forms have been submitted to the Registrar in a timely manner, with completed information.
- Ensure jersey tracking forms are signed by each parent and parents are aware of the Tasa Jersey Guidelines.