



Northeast Minor Hockey Association

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Team Manager Duties and Responsibilities

- Act as a liaison between the parents and the coaching staff
- Ensure the well-being of the players
- Organize initial team meeting and schedule other meetings as required during the season
- Review Player Agreement with team and coaching staff
- Complete game sheets. If there is a major penalty or misconduct during the game, ensure a copy is provided to NEMHA administrator immediately.
- Maintain team jerseys and bags. Organize any additional desired team apparel.
- Preparing team roster along with contact and phone lists
- Responsible for team communications such as schedules, practices, fundraising, etc.
- If there is an injury during a game, ensure that the HCSP person completes a Hockey Canada Injury form and provides same to NEMHA administrator.
- Report to Team's Head Coach
- Required to complete Speak Out / Respect in Sport Course and a Criminal Record Check
- Keep a spreadsheet record of team funds and tracking team finances. At the start of the season a budget must be prepared and submitted for approval to the executive. Ensure that Fundraising Rules are applied and followed by the team.
- Scheduling Exhibition Games and Away Tournaments and arrange for travel and accommodation, etc.
- Ensure team has an approved Minor Hockey Travel Notice Form for any tournaments and exhibition games outside home association
- Arranging on ice and off ice officials for exhibition games
- Ensure a Medical Information form is completed for each player and kept on hand at every game
- Other duties as assigned by the Executive