

JOB DESCRIPTION

1. Position Title:

- Team Manager

2. Client Group:

- Team in SCMHA

3. Purpose of Position:

- Organize all aspects of team functions, including fundraising, travel, scheduling, bookings, etc.

4. Activities and duties associated with position:

- Includes all of the above as well as conducting parent meetings, dealing with potential discipline problems.
- All aspects of team organization.
- Attend league scheduling meeting
- Organize tryout camp
- Arrange hotels and restaurants for road games and tournaments, administer budget, organize home tournament and communicate with parents

5. Boundaries and limits to position:

- Takes care of most things that occur off the ice and typically, be not always, outside the dressing room

6. Skills, experience, and qualifications required:

- Should be very organized, assertive and thorough

7. Orientation and training available:

- Previous experience.

8. Support, supervision, and evaluation provided:

- Support from team coaches
- Support, supervision and evaluation by their division head.

9. Reporting mechanisms and accountability measures:

- Report any incidents/problems to coaches and division head
- Document on Complaint Form 101 (available from your coach) and give to your division head.
- Accountable to Team Coaches, Division Head and SCMHA board.

10. Mandatory activities (e.g. Training, Monthly Meetings, etc.)

- Scheduling of ice, tournaments, playoffs, team functions, meals, buses and finances.
- Speak-out Clinic- if registered on team
- Police record check annually
- Sign and hand into your respective Head coach, the SCMHA Membership Pledge.

11. Time Commitment:

- As much as or more than the coaches, approximately 5 to 10 hours per week.

12. Location:

- Own home/rink.