

VMHA TEAM MANAGER

JOB DESCRIPTION

- Act on direction of the team head coach and report directly to the team head coach
- Coordinate the team selection process in conjunction with the Coach Coordinator and team coaches
- Develop an operating budget for the team
- Submit a financial summary of the team
- Coordinate travel, accommodation, meals and facility rental for the team
- Assist with team communication regarding events
- Obtain necessary equipment and supplies for the team
- Coordinate team financial matters including player fees, sponsorship, advertising, grants etc.
- Submit financial statements as per association policy
- Submit a year-end evaluation report containing observations on team performance and recommendations on the program
- Generate a team address list and circulate
- Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
- Communicate needs for officials with association
- Coordinate all pre and postgame paperwork and distribute to appropriate parties (i.e. game sheets, etc.)
- Arrange for off-ice officials
- Communicate with media/association on the team results
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team trainer

QUALIFICATIONS

- Strong hockey administrative background
- Strong interest and commitment to child/athlete development
- Ability to communicate with team staff, parents, players and association executive
- Conversant on rules and regulations

SELECTION

- Appointed via application and subsequent recommendation by the Coach Selection Committee and ratified by the MHA executive.