SML Team Manager Checklist and Responsibilities

The Team Managers role is to facilitate administrative requirements for the Team. The following is a list of responsibilities that will be required throughout the season. Note that some activities may be assigned to parent volunteers however the Team Manager is responsible for coordinating these activities.

Sponsorship:

- Distribute Sponsorship information to players. Player Sponsorship information will be provided by the SML Manager Liaison following tryouts.
- Collect Sponsorship FORMs and Cheques by the first September Practice. Verify all submitted forms and cheques provided by players and provide to the Treasurer by mid September.
  NOTE: Sponsor deadline for jersey sublimation is May 31. Jersey sponsors that are not submitted in time for sublimation will be at the expense of the player. The Team Manager will coordinate the need for jersey sponsor bars to ensure style/font are consistent across players on the same team.
- Update Player Profiles on the Team Web Page with Sponsorship info (jpgs, Links, Descriptions). *(See website guide on webpage under manager resources)*
- Order Team Banner and arrange sponsorship information to banner (Reliance Printing in Hanover or other of your choosing, such as ETSY etc..). NOTE: The Sponsor Banner is a TEAM expense. This is not paid for by the association. Approximate cost for a banner and associated hardware is $200. Approx. $100 with returned banner hardware. This should be done in September once Banner sponsor info is received. (NOTE: banner hardware may be available in the HOWICK arena Locker from last years team.)

Tournaments:

- Coordinate with the Head Coach and Treasurer on booking and paying for tournaments. If the tournament is out of country refer to OWHA rules for travel permits. *Recommend to book tournaments early as the good ones fill up quickly.*
- Secure accommodations for Team for all tournament weekends, and communicate to parents.
- Review Tournament rules for administrative requirements (eg: Team Check in, and requirements for Gamesheet / RAMP).
- Update Website with game schedule and results.

Exhibition Games/Regular Season:

- ☐ Secure Funds from Treasurer for referee payment and ensure Referees are paid for each Home Game.
- ☐ Maintain referee log sheets to be provided to the treasurer for accounting purposes at year end.
- ☐ Coordinate with Coaching staff responsibilities for entering game sheet roster.
- ☐ Assign parent volunteers for clock and game sheet duties for all home games. *(NOTE Clock instructions are on the webpage under Manager Resources)*
- ☐ Input home games into RAMP in accordance with OWHL league rules and mark games as complete in RAMP once complete.
- ☐ Coordinate with Head Coach team commitment submissions to OWHA Playdown and League Championships weekend. (these commitment requests are usually received from the SML OWHA Liaison in January).
- ☐ Coordinate with Ice scheduler to update Website with game schedule (Home and Away), and input results of completed games.

Team Stats:

- ☐ In consultation with Head Coach Maintain Player stats. Act as Team Administrator for PIXELOT/HUDL if applicable or other method in recording TEAM/Player stats.
- ☐ NOTE U15AA, and U18AA have each been assigned a Pixellot camera, subscription costs are the responsibility of the team if they choose to use these cameras.

Other:

- ☐ Ensure Team Staff (Listed on the OWHA Team Roster) have completed police checks and they have uploaded to their spordle profile prior to the start of the season
- ☐ Be familiar with league rules prior to the season.   Eg: League notification on player suspensions, curfew requirements for games, game cancellation and notification requirements.
- ☐ League Scheduling Meeting: Coordinate with the Head Coach to ensure participation in the league scheduling meeting.
- ☐ Act as Team Contact for apparel orders, fundraising, etc…
- ☐ Manage the Team Webpage including score updates
- ☐ Collect and retain player Photo Release FORMs. Player Picture Waiver is required to allow SML to put player pictures on websites