



Armstrong Cooper Youth Hockey Association Job Description

Title:	Travel Team Managers
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	Team Budget responsibility
Term:	One year
Compensation:	15 hours total, can be split

Description/Role: The Travel team managers support the coach with the administrative task of the team.

Position mandatory requirements:

- Build and maintain budget, approved by parents. Work with Treasurer to ensure accounting is in order at all times. Coordinate parent volunteers for game day responsibilities
- Obtain equipment from Equipment Manager and distribute to players, collect at end of season and return
- Attend Mandatory Managers Training in the fall , lack of attendance will prevent volunteer hours form being fully awarded
- Attend Manager meetings called by the Board and D3
- Host team/parent meeting prior to the start of the season
- Maintain team website
- Maintain Manager Book containing rosters, coach certifications, player consent to treat forms, and health insurance information. Bring book to every game.
- Attend all games or find someone else to bring the book to the game and interact with other teams manager
- Create team labels for score sheets
- Maintain score book and submit scores post game per D3 rules
- Work with ice scheduler to maintain ice schedule for the team
- Work with Head Coach to coordinate scrimmage
- Monitor game count per D3 rules
- Communicate weekly schedule to parents accurately, concisely, and in a helpful manner
- Coordinate the SKATE activities including travel tournament study hall, collection of report cards, and communicate with SKATE coordinator
- Any other responsibilities assigned by the Head Coach

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Desired Skills:

- Strong communication skills
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the head Coach
- This role also answers to the Treasurer regarding money