

Team Manager/Team Mom Duties and Requirements

One Parent, or group of parents, from each team needs to step forward to be the liaison between the parents, coach(s), program director and the Board.

A team manager/mom needs to have people from their team sign up and make sure these duties are completed or do these duties themselves;

- Connect the team together on “Team Snap” this app must be used for schedules, games and communication.
- Arrange Team Hotel Reservations
- Oversee beginning of the season registration is complete and obtain any additional required documents and/or necessary registration payments and volunteer checks.
- Document Team Jerseys at the beginning of the year, collect, wash, and return after final game of the season. Return Jerseys to storage and documentation to Program Director.
- Liaison to Coach and Parents (confirm contacts, emails, texts, team app. Etc.) forward all announcements onto parents/players.
- Confirm Payment of Tournament Fees and Check In and Maintain any required documents that must go to all games. If a gate fee is required it will be your duty to collect money from parents to pay gate fees upon arrival if applicable.
- Game Book Stickers: Put name of players and jersey numbers on Avery 2x4” stickers and supply to coaches for every game. Contact Harrison or Carrie for template.
- Collect Coaches Room costs, gas costs from team, if applicable
- Organize Schedule for all home games; Box Workers, clock, etc.

- Require you team/parents to clean arena, lobby, and upstairs viewing if your team is the last to use building of the day.
- Organize concession workers when your team is assigned to do so. If Dibs are being used you must confirm there are workers in place for your games or concessions will be closed.
- Organize ordering of Warm Ups if Team Chooses to do this.
- Organize carpooling if a player is in need of a ride.
- Organize any team meetings necessary.
- Decorate the lobby with team posters at beginning of season.
- Organize and schedule end of year game w/ referees for Squirts level
- Confirm everyone's knowledge and participation in fundraisers
- Team moms/managers are encouraged to plan team gatherings at out of town games, plan team events, organize gifts/team bags for team and/or coaches, end of year coach gift, end of the year party, ect.
- Additional duties may be added, as needed.

Skills needed:

- Able to use email and other basic computer programs
- Responsible
- Willingness to provide a fair and fun atmosphere for all the kids and coaches, treating all with respect and equal opportunity.
- Safesport Certification Completion

~Based upon Fulfillment, Team Manager(s) Duties Cover Volunteer Hours for the Year or Split based on Board Decision.