



GENERAL DUTIES OF THE MINOR HOCKEY TEAM MANAGER



General
- Prepare T112
- Assign Jersey and note players numbers
- Have players fill out Medical Form
- Prepare score sheet labels
- Prepare and maintain budget including collecting from parents
- Ensure all coaches, assistances and managers have background check done
- Arrange for tournaments
- Arrange for volunteers for Saint Laurent tournament
- Plan and execute parties
- Manage Team Website (optional)
Practices
- Take attendance (optional)
- Bring pucks / cones
- Bring medical kit with blank Injury report and completed medical forms
Games
- Send email reminders with directions to rink
- Note the when players can't make games and inform the coach
- Have score sheets, labels and know how to write in callups
- Have players lists with phone numbers including call-ups
- Have medical kit with blank Injury report and completed medical forms
Tournaments (games +)
- Have the T112 and tournament coupons
- Get signatures of the kids