



Hockey Team Manager JOB DESCRIPTION

Job Title	Salary Range
Hockey Team Manager	\$0.00 – For the love of the game & the kids
Where you're based	Nonprofit Association
Your House	Putnam Hockey Association (PHA)
Who you report to	Functional report (if different)
Head Coach	PHA Officers and Board of Directors
People reporting to you	Other people you work with
Team Parents	PHA Treasurer Other Team Managers / Panther-wear Manager Special Committees
The job	
Be a POSITIVE influence and representation of PHA with parents, players, coaches and visiting teams. Organize off-ice activities of the team. Oversee all Team Volunteer Positions.	
What you'll be expected to do	
<p>Perform the following:</p> <ul style="list-style-type: none"> • Welcome new families to the PHA • Hold a parent meeting at start of the season • Help handle parent/player issues and report such issues to the President and VP as needed • Help educate parents and make them aware of important USA Hockey and PHA policies • Help reinforce the need to comply with USA Hockey's Zero Tolerance Policy • Create parent work schedules – shack, clock and score keeper for games and home tournaments • Communicate regularly with parents regarding schedule changes, team news etc. • Relay organizational announcements and updates from Officers and the Board of Directors • Support and help the coaching staff • Assist Coaches with posting content to team pages on website • Assist Panther-wear manager with delivery of uniform and apparel orders • Assist Treasurer with collecting past due payments • Coordinate fundraisers • Coordinate team outings and travel tournaments – check in, schedules etc. • Coordinate collection of food items for Ice Carnival • Coordinate collection of year book ads and related payments • Maintain team book <ul style="list-style-type: none"> * Be present with a complete team binder at all practices & games - Obtain copy of birth certificates for new players prior to start of season - Collect completed and signed Consent to Treat (Medical Release) prior to start of season - Collect signed Code of Conduct Forms prior to start of season - Provide score sheet labels to score keepers before all games - Obtain copy of completed and signed score sheet after all games - Enter scores and statistics on website after all games - Track statistics used to awarding patches (Zero Club, Playmaker and Hat Trick) <p>Meet requirements:</p> <ul style="list-style-type: none"> • Take Safe Sport training one time • Submit to background check every two years 	