

TITANS

VALLEY OF THE SUN HOCKEY ASSOCIATION (VOSHA)



TEAM MANAGER

The Team Manager is a volunteer position that works alongside the Head Coach to promote a positive experience for players and families. Team Managers are selected each season after rosters have been set and before the season starts. The VOSHA Admin, Hockey Operations Director, and Head Coach for each team work together to select the individual best fit for the role. The Team Manager must be highly organized, a proactive problem solver, detailed with communication, tech savvy and well versed with Google and excel platforms, and able to view things from a neutral perspective.

DUTIES & RESPONSIBILITIES

- Provide regular and proactive communication to the team including but not limited to:
 - Schedule updates/reminders weekly (weekly team emails are required)
 - Tournament and travel information
 - Special events (team building, fundraising, etc.)
 - A liaison between the Coach and the parents
 - A liaison between VOSHA and the parents
- Partner with team Coaches to plan for and conduct team meetings including but not limited to:
 - Beginning of the season parent and player team meeting
 - Pre travel or mid season meetings
 - Individual player check ins
- Help to coordinate travel arrangements, team meals, and team activities prior to each travel tournament
 - Team managers may be required to use personal debit or credit cards for payments and submit receipts for reimbursement
- Report any SafeSport violations or disciplinary concerns to the VOSHA Titans Board of Directors
- Ensure the Team/parents are aware of, and adhere, to all policies including but not limited to:
 - 24 -hour rule
 - Locker room policies
 - Concussion protocol
 - Parent and player code of conduct
- Maintain team budget per VOSHA guidelines including but not limited to recording team expenses and ensuring ice is accurately reflected
- Facilitate all game administrative activities including Game Sheets or score sheet preparation, submission to AZYHL and VOSHA, and verifying home and away uniform assignments
- Manage ice budget and communicate ice change needs to the VOSHA Administrator in a timely manner
- Manage Crossbar with an up-to-date schedule and roster

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- Schedule officials/scorekeepers for all games and scrimmages directly with Arcadia officials scheduler
- Regular attendance at team practices and games – partner with Coach or designate a substitute manager in the event they are not able to attend
- Plan/organize any team level fundraising
- Champion VOSHA special events by promoting them to the team and volunteering
- Organize a minimum of one philanthropic or community service activity as a team
- Oversee locker rooms and arrange locker room monitors for every practice and game
- Maintain confidentiality as you may have access to Coaches or players' personal information, family situations, finances, etc.
- Ability to look at situations from a neutral or third party perspective to problem solve effectively