

TEAM MANAGER

SLVYHA Volunteer Role · More Committed

THE QUICK VERSION

What it is: The organizational backbone of a team, coordinates home-game volunteers, travel logistics, tournament check-ins, and paperwork so the coach can focus on coaching.

Time commitment: Season-long, ongoing. Handbook estimates up to about 15 hours per week at peak.

When: Throughout the season, home games, travel weekends, and behind-the-scenes coordination.

Requirements: - SafeSport training (required) -

Good for you if: You're organized, communicate well, and can juggle logistics under deadline. A great fit for a parent who likes to run things.

Can you still watch your kid play? Yes, most duties happen before and after games.

WHAT YOU'LL DO

- Organize home-game volunteer positions (scorekeeper, timekeeper, game music, penalty box)
 - Arrange team travel logistics, such as lodging room blocks for away games
 - Handle tournament check-ins
 - Collect official scoresheets from the scorekeeper after games
 - Submit high-quality game photos, tournament results, and team announcements to the Media Chair
 - Organize off-ice team activities in coordination with the Director of Operations
 - Other duties as assigned by the board
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HOW TO DO IT

- Set up a system for filling home-game jobs each weekend (a sign-up others can join)
 - For away games, arrange hotel room blocks and share details with families
 - After each game, get the official scoresheet from the coach
 - Send team content (photos, results, announcements) to the Media Chair for posting
 - Keep communication flowing between coach, families, and the board
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WHAT'S PROVIDED VS. WHAT YOU BRING

Provided: Free SafeSport training and the support of the coach, board, and other volunteers you'll coordinate with.

You bring: Organization, communication, and reliable follow-through.

WHAT "DONE WELL" LOOKS LIKE

The team runs smoothly off the ice: home-game jobs are filled, travel is booked, tournaments are checked in on time, scoresheets are collected, and content flows to the Media Chair. The coach can focus on coaching.

WHO TO ASK WHEN YOU'RE STUCK

Reports to / coordinates with: Works with the coach, the Director of Operations (off-ice activities, schedules), and the Media Chair (content). Other duties assigned by the board.

Questions about this role: The board.

INTERESTED IN A ROLE THAT'S ALREADY FILLED?

Don't wait for it to open up. Reach out to the person currently in the role, let them know you're interested and willing to help. Many hands make the work lighter, most role-holders are glad to share the load, bring on an assistant, or start showing someone the ropes for when the seat does open.

HOW TO SIGN UP

This is an appointed position. To be considered:

1. Send the board your statement of interest and a short bio.
2. The board votes on appointments at the following monthly meeting.
3. Once appointed, complete your free USA Hockey volunteer registration and SafeSport training.

What happens after you're appointed: You'll be volunteering for a specific team, working alongside that team's coach.

Questions about volunteering in general? See the Get Involved section of the Resources Tab, or contact the board.

Full official duties: see the SLVYHA Bylaws (Article V) and Handbook.
