



Chevy Chase Ice Hockey Team Manager Responsibilities

- I. Initial Outline of high-level duties
 - a. Schedule a Coach and Parent meeting to discuss season expectations.
 - b. Discuss Tournament schedule:
 - i. Planned tournaments and potential.
 - ii. Arrange tournament fees with Victor.
 - iii. Collect tournament waivers for players
 - iv. Chevy tournament tracker [here](#)
 - c. If desired discuss adding more games, especially on home ice, being added to schedule. Team Manager interact with Hockey Director.
 - d. TeamSnap. It is a critical tool for scheduling details:
 - i. Practice times/changes
 - ii. Game times (home and away)
 - iii. Address of away rinks
 - iv. Arrival times for games
 - v. Home game volunteer schedule
 - vi. Miscellaneous chat messages
 - vii. Player availability.
 - e. Home and away jerseys, socks and numbers for first years or new players to travel. Work with Victor.
 - f. Does the team have practice jerseys? Do we want to do helmet stickers with Chevy logo and jersey #?
 - g. Discuss volunteer expectations of parents as far as clock, scoring with [GameSheet app](#), penalty box, and music help.
 - h. Arrival/warm up times before games.
 - i. Plan social meals for team during away games and tournaments.
 - j. Hotels for travel tournaments
 - k. Discuss locker room protocols for the coming season with coaches.
 - l. Off Ice training options and morning clinics at Chevy in season
 - m. Liaison between parents and coaches
 - n. Coach's recognition gifts at end of season
 - o. Keep a copy of USAHockey Official Team Roster on file. Victor provides.
 - p. Need to register on USA hockey as a volunteer. <https://membership.usahockey.com>

The team manager is tasked with coordination and communication of all operational aspects of your hockey team. You are the main liaison and support between the coaching staff, the players, Chevy hockey director and parents, to be sure that the season runs smoothly.