

IN-HOUSE TEAM MANAGER

HASTINGS HOCKEY BOOSTERS

2011/2012 SEASON

Team Managers will handle the paperwork and organization of the team. Meet with the coach to define your role and make sure your expectations are the same. Duties may include some or all of the following:

- Distribute practice and game schedules
- Collect volunteer deposit checks and distribute jerseys
 - \$50.00 for Gold, White Mites and U8 Girls
 - \$100.00 for In-house Squirts
- Collect player paperwork for team books
- Post information on the team website
- Distribute team roster with names and phone numbers
- Make laminated copies of players cards for parents
- Distribute picture day forms
- Distribute water bottles
- Distribute raffle tickets (if parents signed up for them at registration)
- Distribute pictures
- Organize start of season team meeting and/or party
- Organize end of season party
- Communicate schedule changes to parents
- Girls U8 Team Manager will assign and track Locker Room Moms
 - Moms must complete a minimum of 5 locker room supervisions for 3 DIBs points
 - Turn in completed hours to the Volunteer Director at the end of the season
- Schedule and track Home Game volunteers for Score Book, Time Clock and Penalty Boxes
 - One DIBS point will be awarded for each score book and time clock, zero points for penalty boxes
 - When playing another Hastings Squirt team, the Home team usually provides the clock and one penalty box and the Away team provides the score book and one penalty box
 - Turn in completed hours to the Volunteer Director at the end of the season