



Team Manager or Treasurer Application

Name: _____

Address: _____

Telephone: (H) _____ (W) _____ (Cell) _____

Main email address: _____

(This needs to be an email address you check daily)

What position and division are you applying for:

Manager _____ Treasurer _____ Either _____
CCYHL _____ DNHL _____ LYNX _____ 8 & UNDER _____

Why do you want to be a manager or treasurer? _____

Which level(s) are you applying for? 8U Squirt PeeWee Bantam Midget

What level(s) have your kid(s) played at? _____

What do you feel is the role of the manager and/or treasurer? _____

Role of Coach? _____

Role of Hyland Administration? _____

Have you been a manager or treasurer before? _____ What teams? _____

How many hours per week are you willing to commit to this position? _____

Describe your communication style/technique: _____

What computer experience do you have? _____

What other experience do you have that you feel would be beneficial to this position? _____

By submitting this application for a position within HHA and as shown by signature below, I hereby consent to a criminal background search. Further, I agree to accept the responsibilities of the position for which I am applying as detailed in the job descriptions provided to me with this application, and in the HHA Manager's Manual.

Signature of Applicant: _____ Date: _____

Disclaimer: By completing this application it does not guarantee a position as a manager or treasurer.

Applications can be submit by the following ways:

Email: Denise McClure at dmcclure4@gmail.com

Mail: Hyland Hill Hockey Association

Attn: Denise McClure

10710 Westminster Blvd.

Westminster, CO 80020

Deliver: Hyland Hills Hockey Office

Place in Payment Box – Attention: Denise McClure

Team Manager or Treasurer Job Description

Manager's Job Description:

- Maintain Team Manager's book with all required paperwork (see Manager's Manual for details)
- Maintenance of Team Roster
- Team Communication and Conflict Resolution
- Responsible for minor officials at home games (ie: Scorekeeper, Pointstreak, penalty box)
- Distribution of Jerseys and Team Equipment
- Attend all required meetings/Monthly BOD Meeting
- Locker Room Responsibilities
- Injury Reports
- Collection/Enforcement of Ice Fees
- Tournaments and Travel Permits as necessary
- Oversee Treasurer
- Coordinate other team volunteers/activities

Treasurer's Job Description:

- Weekly Reporting to the Manager
- Monthly Reporting to the Parents and Board
- Make timely bank deposits
- Write checks for team expenses
- Reconcile team bank account

PLEASE NOTE: This is just a summary of the duties for these positions. A more detailed description is in the Manager's Manual located on HSHA website at <http://www.hsha.org/page/show/45983-managers-corner>.