** Team Manager Coordinator Job Description**

The MCYH Team Manager Coordinator is responsible for assisting the MCYH Team Managers by providing the equipment and information they need to be successful. The MCYH Team Manager Coordinator is a Board appointed position. Two years of MCYH Team Managing experience is preferable but not required.

The responsibilities of the Team Manager Coordinator are as follows:

* Schedule and plan a mandatory Manager’s meeting at the start of the season – at this time outline Team Manager responsibilities and distribute first aid kits and sound system keys. Invite the MCYH Chairpersons including but not limited to Game Scheduler, Tournament Director, Fundraising Chair, and Treasurer to speak.
* Distribute sponsor tags at this meeting to the appropriate teams, this must be confirmed by the Fundraising Chair prior to the meeting.
* Compile a Team Manager contact list to be disseminated to the President and Treasurer of the MCYH Board.
* Schedule and plan a mandatory Mite Team Manager meeting at the end of November. Cover the responsibilities unique to the position of Mite Team Manager. Add this information to the contact list and disseminate the MCYH President and Treasurer.
* Make all needed forms including Consent to Treat, Player Agreement, and Parent Agreement available to the Team Managers.
* Distribute WAHA Tournament application packets (including the tournament patches) to each Team Manager prior to their Home Tournament.
* Make scoresheets and shot count sheets available at the rink throughout the season
* Be a communication liason for the MCYH Board of Directors and the Team Managers. If you cannot answer a Team Manager’s question find someone who can.
* Order and pick-up sponsor plaques and distribute to each Team Manager. The Team Manager will then award to their team sponsor.
* Collect scoresheets from the Team Managers toward the end of the season that contain Hat Tricks (3 goals), Playmakers (3 asssits), or Zero patches (goalie shut out) check for accuracy and distribute the team patches to the Team Managers accordingly. Send the patch worksheet to WAHA with the scoresheets.
* Collect first aid kits, sponsor tags, and sound system keys at the end of the season.