



Team Manager

- Assist with planning, organizing, scheduling and coordination of team events and related activities as requested by the Head Coach;
- Adhere to all rules, policies and regulations of the Association, Hockey Nova Scotia and Hockey Canada; Work closely with the coaching staff on all team matters;
- Act as parent liaison for the team;
- Call team parent meetings as requested by the Head Coach and distribute any team information to the parents;
- Assist the coaches in arranging travel permits, sanctioning approvals for exhibitions games, and developing itineraries as requested;
- Assist the coaches with the preparation of the official game reports;
- Arrange on and off-ice officials for all home exhibition games as required with the Association's Referee-in Chief;
- Make arrangements for all team fund raising in accordance with guidelines provided by the Association;
- Ensure the team has a suitable First Aid kit at the bench each game and practice;
- Maintain a complete set of any parental consent forms and medical history forms to be available at every game and practice;
- Ensure an Injury Report form is to be filled out and delivered to the Vice President, Risk Management, as soon as possible any time a player/coach sustains an injury;
- Collect and remit any payments to the Controller, Team Accounts, as required; Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills within the terms permitted by Association policy;
- Assist the Head Coach with the preparation of a budget and be responsible for obtaining the approval of the Divisional Director and Controller, Team Accounts; and
- Ensure the collection and remittance of all monies due to the Association Controller, Team Accounts by invoice due dates