

	Policy Name:	Team Manager Roles
	Form No:	002
	Date Reviewed: (see Revision History at end)	3 March 2023

Team Manager

Thank you for being a Team Manager. It's a critical role that hopefully does not take too much of your time! You will be provided with a Team Manager Folder with resources to assist you in this role.

We need you to:

- **Be the contact point for your team.** Good communication between parents, coaches and the committee is important, and this is a vital function of the team manager. The primary tool to communicate with parents is TeamApp and you will be provided with an administration function.
- **Reminders to parents.** Remind parents/players to RSVP to games (and training) via TeamApp.
- **Keep your coaches informed.** Please let coaches know how many players they have for each game.
- **Organise players to play up.** Liaison with the coach and team manager in the age group below to organise players playing up when needed. Be familiar with the BKILHC Playing/Training Outside of Division Policy.
- **Hand correct team list to the scorer on game day.** Use the pre-printed team lists provided to create a correct list for the day and hand it to the scorer. As the game has started, double check that the team sheet that was handed in is reflected on <https://skateqld.hockeysyte.com/>
- **Run interference for your coaches.** If any parent has an issue, you should be the first contact. No other parent should be on the player bench in training or at games.
- **Maintain 'Playing Up' roster.** Most of our teams need younger players playing up. To facilitate this, please keep the list in this folder updated with which players have approval to play up. Also record games these players have played up and ensure they are reflected on hockeysyte.
- **Ensure every player has a full water bottle on the bench.** If needed, help the players refill water bottles, or make parents aware that a bottle is missing.
- **Operate the gate for the coach on Sunday if required.** If the coach wants help running the gate, please help with this (some teams will have assistant coaches helping with this).
- **Organise a replacement team manager if you are away.** Make sure to give the Team Manager folder to your replacement to assist them.
- **Something to note:** Players are required to play 50% + 1 of the games in any age division to qualify for finals in that division. Players only need to be on for the warmup & on the bench at the start of the game to be listed as 'playing'. Let your coaches know if there is anyone who looks like they may not qualify.
- **Return this folder to the Club Registrar at the end of the season & breathe 😊**

Revision History – please ensure all old versions are saved and archived in the Archive Folder		
Revision No.	Date Revised:	Revised by:
V1	3 March 2023	BKILHC Committee at meeting