



Team Manager

Sylvan Lake Minor Hockey

Time Commitment: 2/3 Hours a week but will slow down once the season begins.

Reports To: Division Director for all divisions, CAHL Governor for U9 – U18

Position Summary

The Team Manager organizes and communicates all off-ice team activities, including schedules, events, and league requirements. They act as the link between coaches, parents and the league, ensuring the season runs smoothly. There are many tasks needed to make the season run smoothly, so delegation is an important facet of this position. The manager's job is to manage (delegate) tasks amongst the team.

Key Responsibilities

- You will be the communication between coaches, parents and the league
 - Assisting coaches in organizing a volunteer group of parents for multiple roles including the team treasurer, good of the game rep, jersey parent, fundraising coordinator, tournament coordinator, media parent, timekeeper schedule, and scoresheet data entry (Please note, you may choose to take some of these duties on yourself)
 - Team Meeting - Setting a time for your first team meeting, early in the season so you can get all positions filled and the seed money (starter money for the team to book tournaments) decided on
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Role-Specific Duties

- Tournaments - Decide with the team on how many tournaments you would like to attend and start looking to get a spot. They fill up fast so it's best to start this process early. Use the Hockey Alberta tournament page to find where the tournaments are being held and check it regularly as they get added. For U7 & U9, you will need to actively participate in the planning of the home tournament and ensure you recruit parents from your team to help plan.
- Labels - Create roster label stickers for ease when filling out game sheets for home and away games



- Pledges - Ensure that player, coach and parent pledges are signed (These forms are found on the website) [Forms – Sylvan Lake Minor Hockey Association](#)
- Medical Forms - Medical forms filled out for every player on the roster (These forms are found on the website) [Forms – Sylvan Lake Minor Hockey Association](#)
- Fundraising - Decide on fundraising commitments for the year and this can be delegated out to a one or two parents to assist
- HCR - Monitor the HCR especially at the beginning of the season to make sure all coaches and players have their documents up to date
- Communication with CAHL - The team manager is the only position who can communicate with the CAHL governor for the U9 to U18 divisions
- Specific to U7 – You will be required to work with the director at the beginning of the year to establish the teams schedule for games. This happens on one evening, and we will get together with surrounding communities.
- Collaboration with your team Treasurer – You will need to work closely with the team treasurer when it comes to budget items, team activities and fundraising
- Travel Permits - Emailing your division director to get a travel permit for any exhibition or tournament games
- Game and Practice Entry - Enter games and practices into TeamSnap
- Order Name Bars – Each team will vote to decide if they would like to order name bars for the home and away jerseys. These must be ordered through Drumbeat Apparel in Red Deer and you will need to contact them to complete the order form and arrange a time to take the jerseys in for stitching and taken back again at the end of the season for the stitching to be removed.
- Affiliation Forms – Specific to U11-U18; Communicate with your coaches on who they would like to affiliate with your team and then reach out to the manager of the team and get the player affiliation form filled out and signed. There is a deadline for this so please keep that in mind [Forms – Sylvan Lake Minor Hockey Association](#)



- Binder – It is beneficial to keep a binder to carry the information you may need during a game, whether it be home or away. This would be a place you would store the medical forms, managers manual, pledges, affiliation forms, Hockey Canada injury report forms, officials incident reports, travel permits, game sheets, roster stickers, and any other information you may need access to quickly.

Qualifications & Skills

- Strong communication – Clear and timely updates
- Organization
- Time Management
- Problem Solving – Handle last minute changes, equipment issues or travel hiccups
- Teamwork – Work closely with coaches, parents, and league officials
- Attention to detail
- Adaptability, calm under pressure
- Conflict Management
- Positive Attitude

Training & Support Provided

- Reporting structure within the team
- Division director
- SLMHA Executive
- SLMHA Admin

