



BADGHA Team Manager Roles and Responsibilities

* Please also see the Coach's Checklist. Your assistance with helping complete the tasks noted within is appreciated!

Scheduling Games:

- Work with your coach to schedule games within your practice times.
- Notify the Ref Coordinator of Exhibition games to schedule the refs

Tournaments:

- Tournaments fill up quickly! You should plan to register for all of your away tournaments for the season as soon as possible (Aug-Sept).
- Check the OWSHA website for available tournaments for your level.
- Tournament registration can begin during the summer months.

*Note: Please avoid having your team in an away tournament on the weekend of BAD Day and the BADGHA Tournament. We would like all of our BADGHA families to be involved around the rinks, helping in many ways.

- Book hotels in coordination with your team parents and the coaching staff

Equipment:

- All BADGHA merchandise is to be purchased from:
London Sports Excellence
4380 Wellington Rd S, London, ON N6E 2Z6
(519) 685-2227
- Additional items teams would like added to the BADGHA Store should be submitted for review to the Equipment Manager
- Hand out socks to new players
- Answer general questions about appropriate equipment

BADGHA Parent Bond:

- Inform all families of the BADGHA Parent Bond
- Remind families to complete their Bond hours by April 30.
- Collect post dated cheques from families. These should be sent to the monthly Board meetings with your Team Rep.
- Track that all families have entered their hours in the Bond Spreadsheet.
- Report to the Parent Bond Coordinator



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Bank Account/Team Fees:

- Open a new bank account for your team funds. Scotiabank Aylmer is a great location!
- Create a team budget with the Coach and discuss at the Parent Meeting
- Track all financials throughout the season. This should be made available to the team and discussed frequently.
- Close the accounts at the end of the season

Communication:

- Ensure there is a group communication method with your team (WhatsApp, Messenger, etc).
- Maintain an up to date list of current players and parent contacts
- Communicate regularly with the team about any events or scheduling changes

Parent Volunteer Roles:

- Organize parent volunteers for the following team roles:
 - Scorekeeping- for each home game
 - Sponsorship Coordinator- collecting money
 - Social Media- someone who loves taking pictures at events!