



MANAGER'S CHECKLIST

RESPONSIBILITIES - *act as liaison between coaches/organization and families*

- register as a team manager with the Niles Rangers
- send communication to families as needed
- update team's TeamSnap page with practices, games, tournaments, meetings, etc.
- schedule games for seeding round, regular season, and post-season
- be familiar with Northwest Hockey League's (NWHL) [WEBSITE](#), as well as their [CALENDAR](#)
- coordinate volunteers for all home games (Gamesheet, scoreboard, penalty box, music, etc) and tournaments (penalty box)
- collect and track funds for team activities (extra skates, team parties, tournaments, etc.)
- manage any away tournaments (register and collect payments and pay for tournaments, select hotel, coordinate team meal/event, swag bag and door signs if wanted)
- send pictures/posts for social media to Alex at alex@niles-parks.org

OPTIONAL (if requested by coach or families)

- register for (and maybe help coach find) tournaments
- organize team activities (meals, team-building, activities, team parties)
- purchase coaches gifts from families (holidays/EOS)

*****ALL OF THESE RESPONSIBILITIES CAN BE SHARED AND DELEGATED*****