



## PARKLAND U18 AA ELKS – 2026-2027 SEASON

POSITION – TEAM MANAGER

LEVEL OF PLAY: U18 AA

OBJECTIVE: Under the guidance of the Parkland U18AA Board perform Manager duties for the Parkland Elks

### QUALIFICATIONS

- Strong hockey background in team management.
- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice requirements to players/ parents and association executives
- Available to meet time requirements.
- Respect In Sport
- Conversant in rules and regulations.

### JOB DESCRIPTION

- Act on direction of the team head coach and report directly to the team head coach.
- Develop an operating budget for the team and present to board for approval
- Obtain any required permits for team fundraising
- Submit a financial summary of the team to the board monthly
- Coordinate travel, accommodation, meals and facility rental for the team.
- Assist with team communication regarding events.
- Obtain necessary equipment and supplies for the team.
- Coordinate team financial matters, including player fees, sponsorship, advertising, grants etc.
- Submit financial statements as per association policy.
- Submit a year-end evaluation report containing observations on team performance and recommendations on the program.
- Generate a team address list and circulate.



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- Attend scheduled league meetings and produce a team schedule in conjunction with the coaching staff.
- Communicate needs for officials with the association.
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, etc.).
- Arrange for all payments to officials as required at each game
  - Arrange for timeclock/penalty box/ 50/50 and gate workers
- Communicate with media/association on the team results.
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team Safety person/trainer.

### **TIME COMMITMENT**

- Weekly practices and/or games; usually approximately 2-3 hours in duration.
- Tournaments (home and away).
- Meetings as required both at the team and association level.

If interested, please send resume to [parklandu18aaelks@gmail.com](mailto:parklandu18aaelks@gmail.com)

Applications will not be accepted May 21<sup>th</sup> , 2026. Only applicants receiving an interview will be contacted.