



MANAGER DUTIES

Team managers will be responsible for team communication between the Board Members, Coaches and Players/Parents.

Key duties include but are not limited to:

- Collecting Medical Information Forms from ALL players/parents
 - Provide to Head Coach
- Collecting Volleyball Canada Pre-season Concussion Education forms from ALL players/parents
 - Provide to Head Coach
- Update electronic scheduling application with any practice, game, tournament or event times and locations or changes
- Notifying the Facility Coordinator of any cancelled practice times 24hrs prior to time slot
- Notifying the Facility Coordinator of any issues with booked practice times (i.e. double bookings)
- Ensuring hotels are booked appropriately for travel tournaments and communicated with coaches and parents
- Ensuring appropriate team scorekeepers are scheduled for all games
- Organize team meals/events as requested by Head Coach
- Ensure Injury Reports are completed, signed and submitted to the Board within 7 days of the injury
- Ensuring Return to Play forms are completed and submitted to the Head Coach and the Board prior to an injured player returning to play when necessary

Any questions or concerns should be sent to Ravens Volleyball Club Parent Manager Liaison (parent-liaison@ravensvolleyballclub.com)