



TEAM SASK MANAGING POSITION

REQUIRED CERTIFICATIONS

- Previous sport team management experience. Preferably at a Provincial level.
- Must have experience and knowledge using Microsoft Office
- All Team Sask Managers are required to pass a Criminal Record Check, including a vulnerable sector search.

DUTIES AND RESPONSIBILITIES

- Report directly to the Provincial Team Coordinator
- Work with the Provincial Team Coordinator, SLA VP of Operations, and SLA Executive Director for team planning.
- Collect sizes for all Team Clothing
- Responsible for overall operations or non-technical matters and administrative duties during the trip and competition.
- Collect all athlete fees before the group leaves.
- To submit proper deposit and expense reports to Provincial Team Coordinator and work with the Provincial Team Coordinator to ensure all bills are paid.
- Submit invoices for larger team items to the Provincial Team Coordinator to be paid.
- Work with Team Treasurer to fill out detailed costs spreadsheet.
- Keep track of all Jersey and Corporate Sponsorships for the team and send sponsorship information to the Provincial Team Coordinator.
- Assist with medical problems. Keep medical information for all Team Members
- Plan itinerary for team trips and events.
- Plan meals for team during any travel.
- Be a support to Players who need it.
- Responsible for obtaining the First Aid supplies.