

TEAM WISCONSIN GENERAL MANAGER JOB DESCRIPTION

Overall	Provide oversight of program and liaison to WAHA Board - Report to Girls Director and Director of Player Development
	Clear understanding of Tier I rules as it pertains to USA Hockey and WAHA
	Update website with all team information, stats, schedule, etc...
	Assist team manager with rosters and team book per WAHA guidelines
	Provide regular and ongoing communication to players and families about before season, in season, and post season events
	Schedule all tryouts, practices, games, and tournaments for season
	Establish budget and handle all finances for teams. Work with WAHA treasurer to make payments for ice, fees, stipends, equipment, etc.
	Communicate with colleges, TW coaches, families and skaters regarding recruiting process
January	Establish Tryouts dates, sites, and times consistent with USA Hockey and WAHA rules
	Communicate WAHA State and District Championship format and schedule to families
	Ensure final fees are paid by March 1
February	Communicate with team managers on hotel blocks for March
	Establish practice dates and times for March prior to state play downs
	Establish coaches for all teams for upcoming season
March	Oversee state and district play downs
	Assist with arrangements if teams advance to District Championships
	Collect and inventory all equipment from players as season concludes
	Assist with all arrangements if teams advance to National Tournament
	Submit initial budget to WAHA treasurer for upcoming season
April	Work with webmaster to ensure registration process is ready immediately following National Tournament
	Monitor skater registration
	Make final preparations for tryouts, including additional on ice staff and evaluators
	Initiate schedule contacts to begin scheduling games
May	Conduct tryouts - communicate to skaters on final camp, work with coaches to make final selections, notify players and collect Tier I player cards

June	Finalize rosters, post information on website
	Schedule games, regional practices and team practices
	Order helmet stickers
	Order jerseys and equipment for upcoming season
	Identify team managers
	Establish online store with vendor for player apparel
	Post fees and work with families to make initial deposit
August	Submit roster to Registrar by August 15 - need all current USA Hockey #'s - in addition to all required forms
	Organize all aspects of training camp - schedule, distribution of equipment, communication with families
	Work with coaches to establish team norms, rules, as well as team building
	Assist team managers to establish hotel reservations for all weekends of play
	Communicate with college coaches - share rosters and schedules, make individual contacts with colleges, TW coaches and players during fall recruiting season
September	Work with team managers to finalize preparations for season, workers for home games, hotels, schedules, forms, etc..
	Support coaches with weekly regional and team practices
	Ensure all last minute preparation is complete prior to first weekend of play
	Collect and update all stats on website after each weekend of play
October	Work with team managers to finalize preparations for season, workers for home games, hotels, schedules, forms, etc..
	Support coaches with weekly regional and team practices
	Complete and submit all rosters for upcoming tournaments
	Collect and update all stats on website after each weekend of play
	Ensure families make second installment of fees for the season
November	Communicate with families with expectations as players return to club/high school for winter season
December	Communicate with Director of Player Development and WAHA representatives on upcoming opportunities for skaters