

Knoxville Amateur Hockey Association

Team Manager's Volunteer Job Description

Position summary:

To organize team information, functions and communications as requested by your team coaches and Knoxville Youth Hockey Association. Team coaches and team manager(s) will work together to provide the following in order to keep your team organized, legal and fun for all.

House Team Manager duties:

- Communicate with coaching staff and parents on a regular basis, electronically and at rink.
- Complete all paperwork required by the Knoxville Youth Hockey Association in a timely manner. *See list of required paperwork below.
- Complete and organize all paperwork in team books (three ring binder provided by KAHA) keeping up to date, in alphabetical order for players and coaches. This paperwork is to meet the criteria of USA Hockey, SAHA, Knoxville Youth Hockey Association.
- Train, organize and assign parents to be scorekeepers for each home game.
- Update your team's website page with news, pictures and upcoming team/KAHA events on a weekly basis.
- Attend scheduled Team Manager Meetings.
- Assist KAHA in communicating and promoting all KAHA fundraisers and events.
- Coordinate, communicate and organize any and all team tournaments. This is to include collecting fees from parents (when necessary) or a check from the treasurer of KAHA to pay for tournament fees, submitting a registration and roster for tournament, planning hotel and travel arrangements (if necessary) and checking the team in for the tournament(providing your team with a up to date and completed Team Book).
- **Paperwork needed from coaches and players:**
 - USA Hockey Consent to Treat/Medical History Form
 - USA Hockey Code of Conduct Form
 - KAHA Code of Conduct and Disciplinary Form
- **House League Game Scores:**
 - Individual Team Manager (**home team**) will email game scores to the KAHA representative (Trish Ownby) assigned by midnight Sunday evening.

KAHA Contacts

KAHA President | Scott Ingmand

KahaAdmin@Charter.net | (865) 405-2442

KAHA Treasurer | Jay Bunch

JBunch@Scrippsnetworks.com | (865) 384-6797

KAHA Secretary | Trish Ownby

TrishOwnby13@Bellsouth.net | (865) 599-5653

KAHA Fundraising Chair | Eddie and Cindy Irwin

EClrwin@Bellsouth.net | (865) 603-4219/(865) 603-0856

KAHA High School Director | David Grugin

D.Grugin@Live.com | (865) 617-3025

KAHA House Program Director | Tom O'Brian

OBriantksc@Tds.net | (865) 803-6642

KAHA Vice President | John Johannes

TennesseeSplash@Hotmail.com | (865) 388-3544

KAHA Registrar | Lisa Ingmand

KahaAdmin@charter.net | (865) 216-0718

KAHA Ace Committee Chair | Robert Fox

RFox@LNG-Patent.com | (865) 604-9140

KAHA Head Official/Officiating Cmt. Chair | Bob Hasentufel

Bob@BobFilms.com | Bob@BobFilms.com | 865-981-9662

KAHA Team Manager/Off-Ice Official Chair | Diane Richter

DianeRichter@Hotmail.com | (865) 206-2969

KAHA Travel Program Director Bo Rogers

BoRogers1@Comcast.net | (865) 389-0379