

RCFHA Team Manager

Key Responsibilities

Team Communication & Coordination

- Serve as liaison between the **Coaches, RCFHA League**, and **players/parents**. Ensure all matters affecting the team are communicated through you to streamline information.
- Administer and utilize **team communication messaging channel** (WhatsApp, TeamSnap, or other preferred apps) to communicate league updates and announcements to the team regarding:
 - **Practice and game schedules**, as well as any related changes.
 - **Gym location/time changes**.
 - **Special events** such as Photo Day, Cosom Selects, and Tournament schedules.
- Track attendance and set clear expectations for team communication. Players should inform the Team Manager if they will miss a practice or game, and parents should reach out to the Team Manager for any concerns.

Jersey Distribution

- **Coordinate with the Equipment Manager** (equipment@rcfha.org) to manage jersey distribution.
- Ensure all players have provided their **jersey deposit**.
- Track and record **jersey numbers** and match them with player names to maintain an organized system.

Practice and Game Day Administration

- Work with the **Gym Coordinator** (gym@rcfha.org) to book or cancel practice times as needed.
- **Track attendance**: Parents will inform the Team Manager if players will miss practices or games. The Team Manager will then notify the coaches.
- **Create a rotating schedule** for scorekeeping and timing duties. Each parent will be assigned to either time or score-keep during games and tournaments.