

Team Manager Roles and Responsibilities Policy

Welcome to the Corridor Volleyball Club (CVC), and thank you for volunteering as a Team Manager. This role is essential to the success of our athletes, coaches, and families. By managing administrative and organizational tasks, you enable coaches to focus on player development while helping create a positive and well-run team experience.

Key Responsibilities


1. Communication

- Act as the primary contact between coaches, athletes, and parents/guardians.
- Share timely updates on practices, tournaments, schedule changes, and club announcements.
- Manage the team communication platform (e.g. TeamLinkt or email).
- Ensure all communication reflects CVC values: respect, positivity, and inclusivity.
- Address minor concerns or direct them appropriately. Ensure adherence to the 24 hour cool down period.
- Provide feedback to the club to support continuous improvement.

2. Team Administration

- Maintain an accurate team roster, including emergency contact information and health information.
- Collect required forms, waivers, and documentation.
- Assist with tracking attendance if requested.

3. Scheduling & Logistics

- Keep all practices (date, time and location) updated in TeamLinkt.
- Coordinate tournament participation with coaching staff before registering.
- Monitor Volleyball Nova Scotia (VNS) tournament listings regularly:
 http://volleyballnovascotia.ca/page.php?page_id=130765
- Confirm team availability (e.g., TeamLinkt polls) prior to registration.
- Register by contacting organizers directly; submit payment promptly to secure spots.
- Interested in Hosting your own Tournament. If you would like to plan your own tournament, please contact Coralie Gallant to discuss gym options. Tournaments should be planned earlier in the season as late tournaments are often cancelled due to lack of interest. Gym availability is limited for tournaments. Not all weekends are available and not all the gyms are suitable for all age groups. A document is available to indicate what supplies were required for previous tournaments

4. Financial Coordination

Team Bank Account

- Each team must open a dedicated bank account (Credit Union in Elmsdale). Contact Mackenzie Recker (Treasurer) for setup documentation.
- All outgoing transactions required two approvals (Head Coach and Team Manager). The Director or Treasurer can sign in extenuating circumstances).
- The Credit Union will provide you with instructions on how to access the funds online.
- Create a team Gmail account for banking and communication (e.g., 15UManagerCVC@gmail.com).
- Anticipate bank fees; \$100 per team is budgeted.
- Use the provided tracking spreadsheet for all income and expenses and report monthly.
- The club may provide temporary funds for startup expenses if needed.

Budget

- Ensure the team operates within its budget (see attached).
- Must ensure sufficient funding is available for coach mileage and tournament fees and operate within those parameters for the entirety of the season.
- Additional events must be supported through fundraising or athlete contributions.

Other

- Communicate fee schedules and deadlines clearly (e.g. monthly reminder in teamlinkt the week payment plan is due).
- Track payments in TeamLinkt and follow up on outstanding balances.
- Distribute club jerseys by collecting a \$50 deposit at the start of the season; collect jerseys at season end and return deposits.
- Assist in gathering sizing and order information for bulk swag purchases.
- Maintain transparency and accountability at all times.

5. Fundraising Opportunities

- Organize and Support team and CVC-led fundraising initiatives
 - Clearly communicate expectations, including opt-out options and the consequences of not participating in the organized fundraising efforts.
 - Ensure fundraising activities are accessible to all athletes (e.g. affordable, ability to sell in store). Involve/poll other parents to ensure fundraising activities in line with their expectations.
 - Obtain Head Coach approval before launching initiatives. Provide a brief description of the fundraising activity. Fundraising is normally done collectively as a team. Team managers and coaches can determine a reasonable method to allocate fundraising amounts based on efforts (e.g. tickets sold, participation in events).

- Fundraising ideas include:
 - Sponsorships
 - Tournaments (\$2,500–\$3,000 potential revenue)
 - 50/50 draws, raffles, gift baskets
 - Ticket sales at local retailers
 - Community events (e.g., Grand-in-Hand, block draws)
- IMPORTANT! Raffles require a Nova Scotia Alcohol & Gaming permit (FREE UNDER \$4,000)
 - Permit numbers must appear on all ticket
 - Follow all provincial lottery guidelines.
 - <https://www.novascotia.ca/ticket-lottery-permit-single-draw-ticket-raffle-prizes-4000-and-under>
 - Please ensure that all lottery rules are followed.
 - Must have a mechanism to track number of tickets sold (e.g. number tickets)
- Track progress of fundraising activity within the fundraising period.
- Follow up on outstanding fundraising contributions.

6. Game & Tournament Support

- Manage logistics so coaches can focus on gameplay.
- Communicate schedules and updates on game days.
- Coordinate scorekeeping and travel (carpools, accommodations).
- Ensure a positive and organized sideline environment.

Travel Notes:

- Overnight tournaments require hotel accommodations for coaches (mandatory) and often athletes (optional, 3–4 rooms/team). These types of events require additional fundraising.
- Coordinate room blocks for families where possible.
- Larger events (e.g., Nationals) require significant fundraising.
 - Estimated costs: \$2,500–\$3,000 per athlete
 - Covers travel, accommodations, transportation, and coach expenses
 - Early registration is strongly recommended

6. Team Culture & Athlete Experience

- Foster a respectful, inclusive, and supportive team environment.
- Promote adherence to the CVC Code of Conduct.
- Organize team-building activities (swimming, escape room, board game nights, beads, clip making, activate, get air, team dinner) in consultation with coaches (within budget).
- Support team events such as meetings, photo days, and club initiatives.

Boundaries of the Role

- Team Managers do not make coaching decisions (playing time, positions, strategy).
- Athlete discipline and performance concerns are handled by coaches.
- Maintain confidentiality of all team-related matters.

Expected Conduct

- Demonstrate professionalism, organization, and clear communication.
- Treat all participants with respect.
- Promote a positive environment, even in competitive situations.
- Represent CVC in alignment with its values and reputation.

Term of Role

The Team Manager will serve for the duration of the CVC season (typically January -May)

Acknowledgment

By accepting this role, the Team Manager agrees to uphold the responsibilities outlined above and contribute to a positive and rewarding experience for all CVC athletes. In recognition of the time contributed to the team management role, the team manager will be refunded 50% of the athlete's main club fee at the end of the season.