

## **Age Group Manager**

**Goal:** To assist with the organization and communication within the appointed age group. As our program grows, it is getting increasingly more difficult for our small board/coaching staff to ensure good communication and organization among the age groups. This person/persons will be the liaison between their age group and the coaches/board to ensure the best experience and opportunities for all players and families. The board will assist and support the parent rep to help ensure they have the resources needed to fulfill these duties.

## **Responsibilities**

### **Routine Tasks**

-Assist player/parent communication with coaches, board, etc. as needed.

-Encourage families within your age group to utilize the Heja app to commit to upcoming games and scheduled events before the deadlines. This will allow coaches to create rosters and provide the best playing opportunity possible.

- Assist the board/coaches in collecting and distributing paperwork, picture packets/payments etc. to/from families in your age group to ensure that everyone is included and accounted for.

### **Jamborees**

Lewistown hosts a jamboree for each age group inviting teams from all over the State. These weekends are a great opportunity for kids to get in lots of hockey without having to travel. These weekends are a lot of fun but are also a fair amount of work. The parent rep for each age group will be responsible for assisting the board and coaches with the organization of their Jamborees.

### **Tasks include:**

-Encourage families to respond to the scheduled event on Heja ASAP before the deadline.  
*Coaches will need these numbers to create rosters and schedules, organize locker room assignments and ensure that all teams get adequate/equal playing opportunities-*

-Creating a sign-up sheet for parents to volunteer for: set up/ tear down, locker monitor\*, Garbages, Scorekeeping and other tasks.

-Reaching out to the rental shop to reserve items needed for around the rink: heaters, standing tables (if needed), etc.

-Food options (if desired): reaching out to food trucks, potluck, etc.