



### **Team Manager**

Thank you for volunteering to help organize your child's racing team.  
As team manager, you will be provided the following:

1. The details below pertaining to your responsibilities throughout the season. A team email which will contain all the emails for your team and the team list
2. A rule book for your league ( Now a link to the AOA Program Guidelines)
3. A weekly email from BV on Wednesday afternoon confirming the race schedule and upcoming events.
4. Capes – email will be sent re: pickup.

### **Team Manager Duties**

1. Communications  
Collect home and chalet phone numbers for each racer, ask parents to identify race day phone numbers
2. Volunteers – see Parent Handbook. Ensure you choose parents to assist in events such as the Gala, Banquet and Race Day. For these events to be possible, we need volunteers. More information to follow via email to managers.
3. Team Funds – Helping to collect & distribute Coaching Gratuity- \$20.00 per athlete
4. Racing Banquet – ticket for all racers included in fees. Parents must purchase tickets separately if attending.
5. Race Day Organization
  - i) meeting time – arrange with coach, when/where (provided to you in Wed. email by BV)
  - ii) parents be ready to ski
  - iii) Passes- 1 ticket per racer provided + 6 by host club (2 for coaches, 1 for team manager). Assist other parents in sorting out additional tickets & purchase of tickets @ Host Club (normally host clubs have race parent special rate)

As Manager, your role during the racing season is to help make the day run smoothly for the coaches, athletes and parents.

Other duties include:

- i. Organize the travel race days so as to ensure that the racers get to and from the races ON TIME and SAFELY. If you are unable to get to a race due to bad winter driving conditions, you are responsible for contacting every parent and calling the race administrator to notify her that your team will not make it to the scheduled race.
- i. Represent the team at each race and coordinate volunteers for host race duties eg. Gatekeepers, score board recorder, 2<sup>nd</sup> run bib collector and hill maintenance.
- ii. Pick up bibs and distribute bibs and tickets to racers, coaches and parents.
- iii. Ensure that racer, coach and parent conduct during the event is appropriate.