

### ***Team Managers***

- ***Be the main point of communication between the coach (es) and the parents of the team***
- ***Confirm referees are booked for every home game with the association referee allocator.***
- ***Pay referees for every home game. Fees provided from the VELA treasurer at the beginning of the season***
- ***Communicate with referee allocator with all game changes and cancellations (weather, etc.) – beyond the original game schedule***
- ***Determine with the coach who will update the calendar of the association website to list all practices, games & tournaments***
- ***Establish a rotation with the parents for operating the score clocks and recording the score sheets (two parents required per home game)***
- ***Submit game sheets for all home games to specified commissioner of the division***
- ***Communicate with the floor allocator for any schedule change requests, or to notify the allocator of cancellations (both practices and games) – beyond the given rotation***
  - ***Important to communicate all cancellations with the floor allocator as the floor time may be re-allocated to another team***
- ***Determine with the coach (es) who will be the main point of communication with the various tournament organizers***