Team Manager and Scheduler Check Lists:

**Manager**

* Organize email communications to team regarding: Funds for tournaments, practice and game schedules, any team related items
* Collect Birth Certificates if requested by Registrar
* Field parent questions
* Possible collect funds for travel tournaments, home tournament basket
* Manage funds for home game referees

**Scheduler**

* Work with Master Scheduler for home ice slots.
* Work with Master Scheduler to understand time frames for asking for and giving back ice slots
* Schedule all TVHL home and away games (for appropriate level and division)
* Schedule all non-league home and away games
* Work with Head Coach and Team Manager to schedule travel tournaments
* Report TVHL home game final score to TVHL Master Scheduler
* Monitor TVHL site for accuracy of team games

**TVHL: Tech Valley Hockey League.**