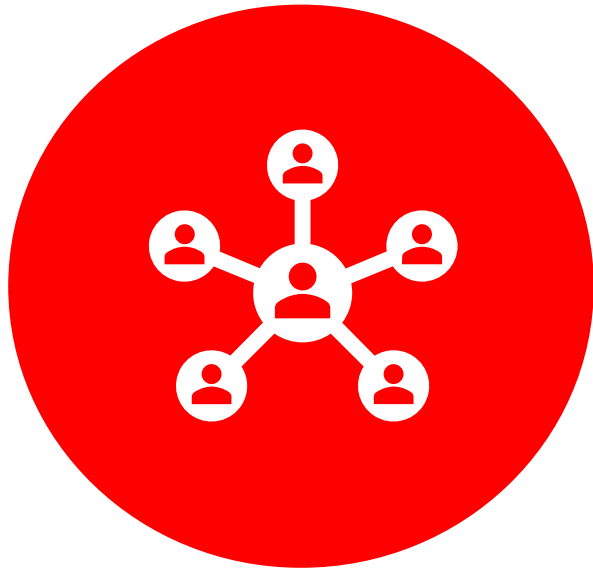




Team Manager Handbook

Key responsibilities



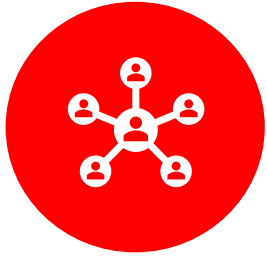
**Liaise between coaches
and parents**



**Organize a team social
event and end-of-season
coach gift**



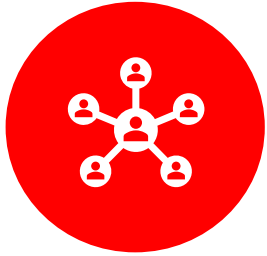
Race day support



Coach Liaison

With Coaches

- As soon as you find out who your team's coaches are, **introduce yourself** as the team manager
- Every coach will have their own **expectations** of a Team Manager, so discuss and align
- Exchange **contact information** (email and mobile number)



Coach Liaison

With Parents

- **Introduce yourself** as the team manager to the parents
- **Gather contact information** from the parents (email and mobile numbers), if coaches unable to provide to you
- **Team communication tools:** Create WhatsApp group (or similar) for team to relay key information from BMR or JWVC and race/training day details.
- **Mention Friday training** and how to register via email raceadimin@bluemountain.ca



Team Social Event

- Once team contact information has been collected, start to plan for a team event early in the season to build team rapport and spirit
- Event can be hosted in a team member's home or at a venue – determine what your team's interest or willingness is
- For home events, consider size of group as it typically includes racers, siblings and parents. Pot-luck dinner is a great option!
- External venues to consider include Georgian Bowl, Woodview MountainTop Skating, Hike N' Tube, Plunge or local restaurants



Race Day Support – Home Races (House League or SOD)

Home Races

- Team Managers are responsible to co-ordinate on-hill volunteers for the race
- Ensure parents are aware of the expectation that **one parent** be an on-hill volunteer **for every race**
- Email your team at the beginning of the week before the race (or sooner) with the BMR link to the sign-up page
- **Check on a daily basis** - multiple communications may be required to gather volunteers
- If you are still short volunteers a few days before the race, contact Tamara or BMR Race Office who will email the team on your behalf. In these cases, parents will be assigned duties and it will be their responsibility to find a replacement if they are unable to fulfill their position.



Race Day Support – Away Races (SOD/OCup)

Away Races

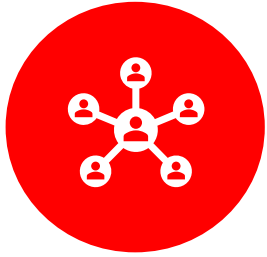
- Team Managers should **arrive early** to collect the start list, bibs and lift tickets from the coaches. Bring pens/highlighters as you will be marking off Jozo racers on the start list as they arrive.
- Organize 2-3 parents to coat run.
- **Lift tix:** There are usually extra tix for each race for coat runners. If not, Team Manager could ask at the race office of that hill for extra. If that is not possible, cost of extra tix purchased is divided amongst all the parents.
- If your team has a race that requires an overnight stay, Team Manager could pre-book hotels near those ski hills as they tend to book up well in advance. A few weeks before the race, advise parents that hotel rooms have been booked and it is their responsibility to confirm the booking. A week before race, Team Manager can cancel any extra rooms previously booked without incurring any cost.



Race Day Support – Warming Jackets



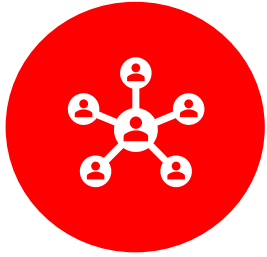
- Each team (U12 2-day and up) will receive a few warming jackets (aka “moo-moos”)
- Team Manager (or delegate) is responsible for bringing the jackets to each race and handing off to coach to take to top of race course
- Jackets need to be collected at end of race and returned to Race Office
- If they are wet, please make best efforts to dry them to avoid damage



End-of-Season Coaches Gift

- A couple of weeks before the end of the season, start collecting money from parents
- As many of the coaches are young, a Visa gift card or cash are great gift ideas. Suggest to align with other teams to determine value.
- Alternatively, if you know your coaches well, you can always purchase a more personal gift

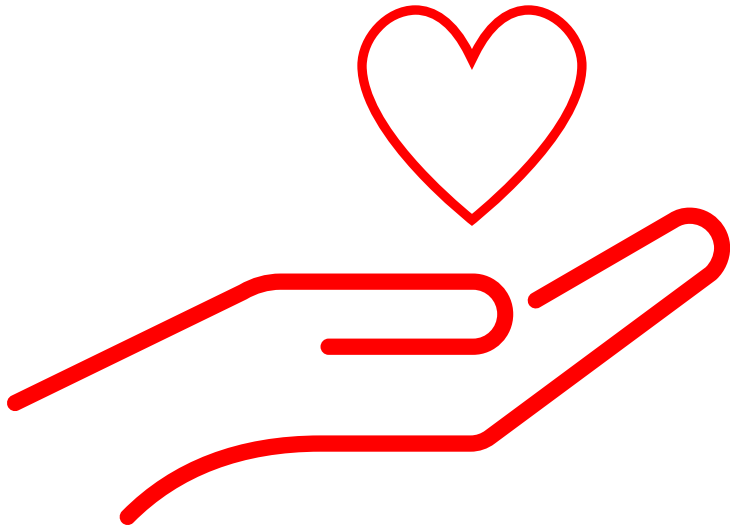




Voluntary Membership and Banquet Tickets

- Each family is asked to purchase a voluntary JW membership
 - The fee helps to fund JW social events like the AGM, Family Day activities, Banquet, etc. as well as many subsidized events
- Once a membership has been purchased, racer will receive a JW gift
- At the end of each season, there is an evening banquet for **2-day** racers and families (U10-U19 and FreeStyle)
- Remind your team to purchase their banquet tickets early!
- Visit [Jozo Weider – Alpine Race and Freestyle Teams \(jwracers.ca\)](http://jwracers.ca) to access online store

Contact Information



Thank you for volunteering!

If you have any questions please reach out to Tamara, Manager of Managers or don't hesitate to ask other Team Managers.

Tamara Hunter
416-432-4045

tavishandalistair@hotmail.com