



ABC Team Manager Duties

- Attend ABC Committee meetings or arrange for someone else from team to attend if you are not able to.
- Send out invoices as prepared by Treasurer.
- If needed agree payment schedule with any players wanting to pay by AP.
- Check Accounts Receivable spreadsheet emailed to you by Treasurer so that you can chase up any players who owe money.
- Liaise with team regarding training times, game times and keep track of who is away etc. then inform coach.
- Find players to fill in if necessary and ensure they are registered and invoiced accordingly.
- Look after team equipment; balls, cones, bibs, first aid kit and bring to trainings and games as needed.
- Keep track of uniform shirts issued and ensure all are returned at end of season.
- Arrange for hire of change strip from North Harbour if needed.
- Update ABC Hockey Club facebook group with team results and/or achievements. (or delegate this job)

At Game

- Complete team card
- Ensure ice is available in dugout

Club Support Structure

Karen Croft (Secretary) completes all player transfers and registrations and liaises with Harbour if requested. She is the first point of call for all club questions or issues.

Email abchockeyclub@gmail.com mobile 021 40 10 30

Noel Hensman (Treasurer) completes all invoicing and tracks payments received. Contact Noel with any invoicing or payment issues.

Email noelhensman@vodafone.co.nz mobile 021 223 7770

Darren Joyce (President) is available to help with any club issues that arise, including player concerns, coach issues etc.

Email daznroe@clear.net.nz mobile 021 153 1669