



# ALPINE YUKON

## **TEAM MANAGERS** **ROLES AND RESPONSIBILITIES**

The Team Manager is responsible for providing leadership to the team and overseeing team administration and logistical support.

The Team Manager is expected to:

1. Submit a Seasonal Plan to Alpine Yukon
2. Submit a season-end report to Alpine Yukon Annual General Meeting
3. Submit the required team information to Alpine Yukon in a timely manner
4. Arrange travel plans for the team
5. Organize fundraising activities
6. Manage a team spreadsheet to keep records of team members' credits
7. Attend meetings as requested by Alpine Yukon
8. Arrange team meetings as needed
9. Other related duties requested by coach