

Assistant Manager Team Operations Google Sheet

- Once you have been given access to your team's Google sheet ensure that your name is listed on the top under "Assistant Manager"

Player Count	TEAM:	U9 SW 1 BLUE	Asst Mgr:	Cindy Lou			
	Player - LAST Name	Player - FIRST Name	Parent Name	Team Ops	Role	Role	Role
1							
2							
3							

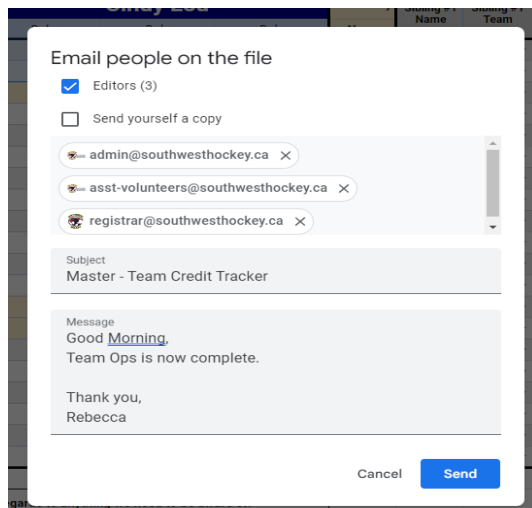
- Beside the players' name enter the parent(s) name(s) who has taken a team role(s). If more than one parent of the same player has taken more than one role, add both names.

Player Count	TEAM:	U9 SW 1 BLUE	Asst Mgr:	Team Ops	Role
	Player - LAST Name	Player - FIRST Name	Parent Name		
1	Adams	Joe	Suzie Adams		
2	Brown	Mary	Sean & Shelly Adams		

- Under Team Ops Tab, enter the role(s) of the parent(s), if more than one parent of the same player has taken a role, add both roles under the separate tabs.

Player Count	TEAM:	U9 SW 1 BLUE	Asst Mgr:	Cindy Lou			
	Player - LAST Name	Player - FIRST Name	Parent Name	Team Ops	Role	Role	Role
1	Adams	Joe	Suzie Adams	Treasurer			
2	Brown	Mary	Sean & Shelly Adams	Coach	Jersey-Parent		

- Once you have completed your entire team operations, email collaborators to advise that your team is complete.
 - File > Email > Email Collaborators**



5. When parents complete hours through Signup.com during the season, **it is their responsibility** to advise you of the shift(s). Once this has been documented, please enter it under “NOTES”.

NOTES	Asst. Managers --- Please add notes in this section with regards to anything we need to be aware of.
	- Jon Smith completed a dressing room shift during an academy skate on November 8th, 2022 at Oakridge

- a. **The Director of Volunteers will then verify the shift through Signup.com.**

6. **Siblings** - Add your player’s siblings under the siblings tabs; also include the sibling(s) team.
 - a. This is used as another reference point for our Volunteer Team to assist with both verifying siblings as well as bond completion.

Sibling #1 Name	Sibling #1 Team	Sibling #2 Name	Sibling #2 Team	Sil
Tim Adams	U7-JR1	Rory Adams	U9-2B	
Sally Brown	U9-1B			

7. If you need assistance verifying any information or with any help, please reach out to:
 - a. Director of Volunteers, Rebecca Reeves at volunteers@southwesthockey.ca or
 - b. Cathryn Mailey at asst-volunteers@southwesthockey.ca .