



Volunteer Bond and Team Specific Volunteer Positions

VOLUNTEER BOND

Many of our association members are unaware of just how much volunteer work and fundraising is necessary to operate and administer a quality hockey program. The Volunteer Program was introduced to encourage association members to step forward and help out. Participation in the Volunteer Program is a mandatory component of registration with HCMHA.

One \$200.00 bond is required by every family in the association. This cheque will be postdated to April 30 at the end of the season. In the event that a family does not fulfill their volunteer commitment, HCMHA will cash their cheque.

TEAM VOLUNTEER POSITIONS AND RESPONSIBILITIES

HEAD COACH AND ASSISTANT COACHES

- Job descriptions coming

MANAGER – 1 person per team

- A summary of players' names, phone #, parents' names, email addresses and duties of each parent should be distributed to parents as early in the season as possible to promote communication.
- Responsible for managing “off-ice” team activities so the Head Coach can concentrate on instruction and development.
- Ensure team roster, affiliations, penalty minutes and suspensions is accurate
- Assist with the communications as required by HCMHA and responds to the directives and operates the teams within established Policies and Procedures
- Communicate with the Coaching staff to help with the cohesiveness of the team.
- Facilitates the communication of concerns between the parent group and coaching staff.
- Assists with game schedules including: rescheduled league games, exhibition games and tournaments
- Ensure the correct number of volunteers for time/scorekeeping and penalty box for every home game
- Collect, complete and keep copies of all game sheets and keep team scorebook.
- Documents to include in the Manager's binder:
 - o Roster
 - o Contact lists
 - o Player medical forms (in a confidential folder within the binder). The manager will need to collect and keep a copy of the Hockey Alberta Medical Form for each player. Ensure that all families on your team know of any allergies to peanuts, etc. for team parties/snacks. Once you have your entire set of team medicals, make a photocopy and seal one copy in a large envelope and leave one set with your head coach to be kept in the team coach bag in case you aren't present at a practice or game. Keep the second set of forms with you at all times at all HCMHA events (practices, games, etc.)
 - o Forms (game reports, incident reports, HA injury reports)
 - o HCMHA Policies and Procedures Manual



- CAHL Game Regulations Manual

TIMEKEEPER/SCOREKEEPER/PENALTY BOX - A minimum of 3 parents are required per HOME game

Timekeepers and Scorekeepers are considered "off ice officials". As such, they must remain neutral and cannot be cheering or showing bias towards any of the teams. There cannot be any arguing with the referees regarding calls/plays or any unnecessary conversation with team benches. Individuals listed on the official team roster cannot be in the time box. They can assist with the penalty gates, but cannot run the clock or the score sheet. Violation of these rules can result in a 4 game suspension.

Timekeepers – minimum 2 people per team

- Responsible for operating the score/time clock during home games
- Must have a working knowledge of the time clock including: updating scores, penalties, time remaining, period adjustment
- Must familiarize themselves with CAHL Off Ice Officials Manual

Scorekeepers – minimum 2 people per team

- Maintaining a separate note pad to assist you in ensuring the score sheet is recorded properly.
- The Home Team Manager will obtain the line-up Roster of each team and include the name and number of all the team players and the captain and alternate captain(s) of each team. This information must be supplied by the team officials in charge of the teams and the Referee must be given this information prior to the start of each game, usually at the score box at the beginning of the game warm-up. The line-up information must be verified and signed by the respective team officials in the proper place on the game sheet. The visiting team usually completes the required line-ups first. The game sheet must be signed by a Coach or a Manager who appears on the teams official Roster
- The official scorer should draw to the Referee(s) attention any case which does not comply with the rules. This would include anytime a team lists more than the maximum number of 17 players and 2 goalies (Novice and Atom may have 19 players listed) or when a team lists more than five (5) team Coaches, Assistant Coaches, Trainer or Managers, or if the team has not indicated a captain and 2 alternate captains or 3 Alternate Captains.
- Once the Team Officials signs the Game sheet and it is reviewed by the Referee at the start of the game, the Official Scorer shall maintain control of the Game sheet and team officials may not alter the game sheet without talking to the Referee first.
- Enter on the official game report a correct record of the goals scored by whom, and to who assists, if any, are to be credited. Where a public address system is used, announce or have announced, immediately following the scoring of each goal, the name of the player who scored the goal, and the name of each player who received an assist.
- Record all penalties assessed, stating the numbers of all penalized players, the duration of each penalty, the infraction, and the time at which the penalty was assessed. That would be followed by the time the player was allowed out of the penalty box.



- Record, on your note pad, the uniform numbers of the players on the ice when a goaltender is assessed any penalty, when a team is assessed a Bench Minor penalty or again when a player on the ice must serve a time penalty for a team mate, and when an injured player is to be penalized.
- Advise the Referee when the same player has received a second Misconduct penalty during the game or a third Stick Infraction.
- If a bench clearing incident occurs, assist the Referee by noting on the notepad the numbers of the players involved and give that information to the Referee only if there is a request.
- If the goalie is changed, record the time of that change on the game sheet.
- At the completion of game, ensure the official game sheet is signed by each off-ice official. The Home Team Manager will obtain the copies of the game sheet for distribution to required parties when the On-Ice Officials have completed their review, signed the game sheet and returned any Officials Game Reports required for the game
- must have an understanding of the required information that must be recorded in the scorebook as required by CAHL
- Responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants.
- Responsible for reviewing the CAHL Hockey Off-Ice Officials Manual (found on the Association website), for a complete listing of duties including, but not limited to such things as
 - How to fill out an Official Game Report (sheet).
 - Setting up the time clock.
 - Game lengths.

Penalty Box Keeper – minimum 2 people per team

- Assist the Official Scorer and Timekeeper with timely information required to manage the off-ice game requirements. Examples are – player number that received a penalty, what penalty was assessed by the Referee, time on the clock, note if the clock did not start or did not stop as the play dictates.
- Allow entry and exit of all penalized players at the time required and confirm the time when the player can be allowed to leave the Penalty Box.
- Maintain a safety watch on the game so the Official Scorers or Time Keepers are not placed at risk when they are managing their duties and not directly watching the action of the game.

JERSEY PARENT - 1 or 2 people

- Responsible for ensuring the jerseys are available on game days. Players are NOT to bring their jerseys home with them
- One Jersey Parent being responsible for the ‘Home’ jerseys and another Jersey Parent responsible for the ‘Away’ jerseys. (Can also be the same person)
- Jersey Parents to collect all jerseys post game.
- Wash jerseys & hang them to dry.
- Immediately report required repairs to the Equipment Manager.
- Return jerseys at season end to equipment manager in garment bag, clean, washed and dried



FUNDRAISING COORDINATOR – 1 person

- Decides with team input what fundraising initiatives that team wants to undertake and organizes as necessary
- Must confirm with HCMHA Treasurer fundraising initiatives
- Obtains necessary licenses from AGLC
- Follows reconciliation policy and procedures from AGLC
- Please review “Team Fundraising Policy” for more information

TREASURER– 1 person

- Collect, communicate and manage all money raised by team through fundraising efforts
- Must follow reconciliation and policy and procedures from AGLC if applicable
- Be prepared at any time to provide accounting of funds to team or HCMHA Board of Directors

CAHL DATA ENTRY PERSON – 1 person

- The home team is responsible for a designated Data Entry Person to input game results into CAHL’s scoring system no later than Midnight Monday, following the weekend’s games.
- Login information will be provided by CAHL
- Failure to have completed game results entered into the website may result in a Fifty Dollar (\$50.00) fine for each game violation to the home team. The home team is responsible for sending a legible copy of the game sheet and Officials Game Report to their data entry person (do not send originals), and an electronic copy must be sent to the Governor within 24 hours of game completion. If the game sheet and Official’s Game Report are not submitted, then the home team may be awarded a LOSS and fined Fifty Dollars (\$50.00).

TOURNAMENT COORDINATOR – 1 person

- Locate tournaments for your team and present them to the team for a consensus.
- Responsible for obtaining all required Travel Permits, Sanction Forms etc., as per Hockey Alberta Rules with regards to your team’s out of town tournament.
- Arrange for hotel accommodations for the team by doing a ‘block booking’.
- Arrange for a team meal during the tournament; if needed.
- In conjunction with the Team Manager, ensure the “Scheduling Window” has been applied for.
- Assist the Team Treasurer & Team Manager with regards to Tournament registration fees as required.