



## **HCMHA Volunteer Job Descriptions**

### **A) EQUIPMENT MANAGER**

#### Responsibilities:

- Inventory and organize all association jerseys by team/ by size/by home/away. Hand out at beginning of year; store at the end of year. Ensure they are washed and maintained.  
\* Numbers 2-10 smaller size, 11-19 larger size. Numbers 1, 30 goalie cut
- Provide garment bags to teams for jerseys
- Inventory 1<sup>st</sup> aid kits and hand out at beginning of year to teams. Restock and refill at the end of the season
- Inventory and maintain association goalie equipment: approximately 8 sets and additional miscellaneous goalie items
- Inventory and maintain association coaching equipment: tutor shooters, pylons, pucks, coaching/whiteboards, Initiation pucks, tennis balls
- Association socks (new players to HCMHA) and ongoing sales of socks
- Maintain blue bumper pads for initiation
- Annual budget: approximately \$300 or as determined by HCMHA Board of Directors

### **B) ICE SCHEDULER/REFEREE COORDINATOR/OPERATIONS MANAGER**

#### Responsibilities:

- Must be available by phone on evenings and weekends to resolve issues if required
- Must have computer, internet and Excel access
- Liaise between HCMHA and Oilfields Regional Arena Manager and update arena with schedules. Return unused ice slots back to arena by minimum guidelines
- Liaise between HCMHA and Central Alberta Hockey League (CAHL)
- Liaise between HCMHA and Okotoks Referee Assignor (confirm all games have referees assigned to them)
- Determine practice schedules based on ice provided and number of teams registered
- Procure ice above and beyond previously scheduled ice as teams require it
- Be involved in the shuffling of ice between teams to accommodate: provincial, playoff, tournament, exhibition etc.
- Liaise with HCMHA Treasurer to confirm ice and referee billing and invoices
- Work with Coach Director to schedule applicable evaluation and conditioning camps and ice availability
- Work with CAHL and house leagues to submit game ice availability by required deadlines
- Work with neighboring associations to help with ice requirements
- Liaison with CAHL ice scheduler to resolve any scheduling issues
- Schedule games as required (league, playoffs, provincial, exhibition, etc)
- Work with managers to reschedule games when required
- Coordinate referee scheduling with local referee association
- Hold meetings with managers as required
- Submit data entry contacts to CAHL by required deadline
- Work with treasurer to create any sub lease invoices for ice / referee costs



- Work with any host tournament committee to assign ice times and referees
- Included in monthly / bi monthly meetings with Board of Directors
  - o Provide a monthly update to Board of any ice issues

### C) COMPLAINTS LIAISON

#### Responsibilities:

- Organize & handle any complaints from the association.
- Maintain confidential records of complaints
- Upon receipt of a completed and signed Complaint Form, a detailed review of the complaint will be completed you.
- Enter complaints into: The Complaints Record Spreadsheet for recording of issues, incidents and complaints
- Complaints must be brought to HCMHA Executive. You along with the appointed Disciplinary Committee will work to determine if any violation of the HCMHA Bylaws, Code of Conduct or Policies/Procedures has happened and determine if any disciplinary sanctions are warranted
- If violations have been proven or clearly identified, the HCMHA Executive may complete further investigation including requests for additional information, or meetings, as they feel are required.
- Please see HCMHA “Discipline Process” for further information

### D) FUNDRAISING COORDINATOR

#### Responsibilities:

- Initiate and coordinate any fundraising activities as required
- Initiate and source any corporate or private donations/sponsors for HCMHA
- Coordinate volunteers for Casino events
- Oversee event committees and request resources as necessary from HCMHA Executive
- Work towards fundraising a goal dollar amount as set out by HCMHA Executive

### E) WEBSITE COORDINATOR

#### Responsibilities:

- Maintain and upgrade the HCMHA website as is required

### F) DISCIPLINE, PERMITS and SANCTIONS COORDINATOR

#### Responsibilities:

- Liaise with Hockey Alberta to provide HCMHA teams with Permit numbers for out of zone travel
- Liaise with Hockey Alberta to provide HCMHA with Sanction numbers for any tournaments the association chooses to host
- Liaise with Hockey Alberta regarding any Discipline matters that involve one of our players, parents, teams or team officials



### G) CAHL GOVERNOR - 2 people required

#### Responsibilities:

- When assigned the Tier Governor will be responsible for the overall monitoring and management of the assigned tier of teams in their age category and to provide communications point for the league activities, leadership, direction, confirmation all entered data, complete all corrections as need, communicate and dispense reprimands as needed to the Teams in their Tier. - Each Governor will ensure that each Team Manager in their division has their telephone and email contact information at the start of the season.
- Shall enter game changes after they approve them following the appropriate procedure outlined in Regulation 9 (m). Completed game changes entered should be summarized in provided form to the League Administrator weekly.
- Shall arrange and approve cross-over games involving their tier. These crossover games played should be reported to the League Administrator on a weekly basis in the provided form
- Shall be responsible to verify the accuracy of the game stats on the website by Wednesday at midnight directly following the weekend of games played. The data entry of the game sheet information will be the responsibility of the designated Data Entry Person of the Home Team of each game. Any Association whose Data Entry Person who fails to complete the data entry of a home game by Monday Midnight after weekend games may be fined Fifty Dollars (\$50.00) for each game in violation.
- Must provide update reports as requested at all CAHL Meetings, including the AGM. Non-Lead Governors are encouraged to attend as many meetings as possible, however the Lead Governor may excuse Non-Lead Governor from attending in consultation with the Governor in Chief. Non-Lead Governors are required to send a full report of their tier to Lead Governor for presentation on their behalf at meetings.

### H) INITIATION AND NOVICE B DIRECTOR

#### Responsibilities

- Work on any sponsorship that may arise for Initiation and Novice B (i.e. Tim Hortons Timbits Program)
- Coordinate with the ice scheduler of HCMHA and other associations as required to schedule ice and games.
- Liaise between sponsors (Tim Hortons) and managers jersey/sock distribution at beginning of season
- Renew sponsorship with Tim Hortons annually or as applicable
- Communicate with teams in regards to concerns and information i.e.: game/practice schedules/changes, league updates, HA updates
- Coordinate or oversee player evaluations and team placement of the initiation team.
- Chair or be present in the coaches-parent meeting at the beginning and throughout season
- Monitor progress of coaches throughout the year and take feed back to HCMHA Executive and Coach director
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### I) COACH DIRECTOR – position coming