

BVHS Off Ice Volunteers - Team Roles and Responsibilities Manual

The following manual is meant to help outline the roles and responsibilities of each off ice volunteer position for each team. The following is a guideline that parents can read over to understand their generic roles and responsibilities.

Team Level Roles that fulfill BVHS Volunteer Bond Requirements

- Head Coach
- Assistant Coaches
- Assistant Goalie Coach
- Manager
- Jersey Parents (two families)
- BVHS Car Raffle Coordinator
- Treasurer

* Please note that all Head Coaches, Assistant Coaches and Assistant Goalie Coaches must complete at least 15 hours evaluating in September*

Team Level Roles that do not fulfill BVHS Bond Requirements

- Assistant Manager
- On Ice Helpers
- Fundraising Coordinator
- Assistant Fundraising Coordinator
- Tournament Coordinator
- Social Events Coordinator
- Website Manager- All teams are required to use BVHS website
- Novice-Midget- Score Clock, Game Sheet and Penalty Box Volunteers
- Score keeper, Time Keeper, and Gate Persons

Team Manager

The team manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Bow Valley Hockey Society and Hockey Calgary League Chairs. Simplistically, a team is like a small business with the coach being the CEO and the manager being the CAO. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities the manager is normally responsible for overseeing.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice development which provides the players with rewarding hockey experiences. The BVHS Managers Manual helps and directs our managers in operating a BVHS team.

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Assistant Manager

The assistant manager will assist the Manager with a variety of managerial duties, and the two will work in synergy with one another throughout the season. A strong manager will delegate specific duties to his or her assistant manager to ensure the position doesn't become overwhelming throughout the season.

Treasurer

The team treasurer will look after the administration and tracking of all finances for each team. For specific duties of the team treasurer are outlined in the Team Managers Manual. This person should have a basic understanding of accounting. This will include the raffle weekly deposits and tracking.

Jersey Parents

Each BVHS team is required to have jersey parents who look after ensuring the jerseys get to each game, as well as ensure they are washed after each game. The jersey parents will need to ensure that they are committed to the team and will be at every game. The jerseys should always be washed in cold water, and hung up to dry. The jersey parents should always bring both sets of jerseys to every game.

BVHS Vehicle Raffle Coordinator

Teams who wish to take part in the BVHS vehicle raffle should designate a BVHS vehicle raffle coordinator for their team. This position will require one individual to attend the BVHS vehicle raffle coordinators meeting in early October. They will look after the distribution and tracking of vehicle raffle tickets sold for their specific teams. This position will also require the coordinator to fill out the weekly online tracking web form that outlines the number of tickets sold for each team. The last duty of this position is to collect all sold and unsold tickets, put them into order to be dropped off on the vehicle raffle ticket return night. This person will work in conjunction with the teams manager and treasurer to ensure that the money is deposited into the team account accordingly, as well as ensure that they have cheques for the Team Operations Fee.

Fundraising Coordinator

Each team that wishes to do fundraising should designate a fundraising coordinator. This person proposes ideas for the teams to do as fundraisers, and then once voted upon by teams they would take the lead role in administering and running the teams fundraising events. This person would work in conjunction with the team manager and treasurer to ensure that everything gets tracked properly. The fundraising coordinator would also look after emailing the team the information and expectations for each family etc.

Social Coordinator

The social coordinator looks after setting up team events such as social events and functions. This person will have an outgoing personality and should be organized and a good communicator. This person will look after ensuring the details for these types of events get passed on to the team manager who in return sends out the details to the team.

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Webmaster

The webmaster will get a BVHS username and password. They will look after sharing this info with the team manager, and they will ensure one another knows who is responsible for updating their BVHS webpage. The webmaster can look after putting up all the teams scores, and news info on their respective team's webpage on the BVHS website. The webmaster would also be responsible to updating any changes to practices and or games on the BVHS website.

Tournament Coordinators

The tournament coordinators are responsible for researching appropriate tournaments for his or her team. The team will vote on a number of tournaments to enter for the season. Tournaments can be extremely hard to get into therefore the tournament coordinator will have to act fast. The tournament coordinator will work closely with the head coach and manager to ensure they register for tournaments that will be competitive for the team. They will also work in conjunction with the treasurer and manager to ensure that payments and any required info is sent to the tournament hosts in timely fashion.

Off Ice Equipment Coordinators (Timbits)

The off-ice equipment coordinators for the Timbits age group will look after ensuring the dividers and Timbits nets get put on and off the ice for every Timbits ice time. Please return back properly and in an orderly fashion. These volunteers will need to be available 15 minutes prior and 15 minutes after each ice time.

Time Keeper, Score Keeper and Gate Person

For community hockey, each team must supply two off ice officials for all games. Home team will be responsible for the timekeeper and home penalty box; the Visiting team will be responsible for the scorekeeper and visitor penalty box. All off ice officials are responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants. As neutral off ice officials assisting the referee in proper conduct of the game they are significant contributors to the management of the game. Should their behavior warrant disciplinary action they may be relieved of their duties by the referee or other Hockey Calgary official.

Time Keeper- The time keeper looks after the operation of the score clock. We have user manuals on the BVHS website under the Managers section that will help users understand how to operate the score clocks.

Score Keeper- The score keeper is responsible for updating the game sheet with all the pertinent details from the game. There is a [HC Manual](#) that outlines how to update the game sheets.

Gate Persons- The gate persons will be responsible for opening and closing the gates for penalties.