

Team Parent Volunteer Job Descriptions

Manager

- ***Act as a liaison between the parents and coaches***
- ***Provide information to the parents***
- ***Schedule games outside of league, extra practices and tournaments***
- ***Atom , Pee Wee, Bantam & Midget teams must Fax or email game sheets to your divisions SPHL Director within 24 hours of your game being played. Then mail hard copy.***
 - ***Initiation & Novice- Game sheets from home tournament must be faxed to the number provided on Tournament Permit form.***
- ***Coordinate Travel Permits***
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Treasurer

- ***Set up bank account for team***
- ***Look after account, retain receipts***
- ***Set up a team budget***

Equipment manager

- ***Ensure jerseys are washed***
- ***Proper jerseys are at games***
- ***Jerseys get on bus***
- ***Make sure locker is clean***
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Off Ice Officials Coordinator

- ***Create schedule for Scorekeepers, Time Keeper, and Penalty box for all games. This includes exhibition games.***
- ***Make sure all team parents receive copy of schedule.***
- ***Find replacements when Officials do not show.***

50/50 Coordinator

- **Create Schedule for 50/50's at all home games**
- **Find someone to do 50/50's for exhibition or spur of the moment games**
- **Find replacement if someone does not show up**
- **Purchase tickets & have everything prepared for the person/people selling tickets.**
 - **Bucket**
 - **Tickets**
 - **\$20.00 float**
 - **Papers for documentation**
 - **Make sure that when \$ is given to winner they sign the form supplied by Alberta Gaming & Liquor Commission**
 - **Money raised is given to Treasurer**

Communication Coordinator

- **Make sure everyone know what is happening if there are game changes, cancellations, or events added to schedule. This can be done by phone, email whatever works best.**

Fundraising Coordinator-Raffle

- **Team liaison with EMH Fundraising coordinator**
- **Make sure team has proper license for 50/50 ticket sales and any other fundraiser that team may be involved in.**
- **Signs out Tickets to Team Families and signs in sold ticket stubs**
- **Delivers all money and ticket stubs to EMH Fundraising coordinator**
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Social Events Coordinator/Committee

- **Organize suppers & lunches on bus trips**
- **Organize Year End Party, Coaches gifts.**
- **Other Team Socials**

Music Coordinator

- **Create schedule for all home games.**
- **Get parents to attend the workshop given on how to use the music equipment.**
- **Make sure music is available for those who do not have their own.**

Tournament Finder

- ***Communicate with coaches and manager what tournaments & dates they want to attend.***
- ***Search HA website for available Tournaments***
- ***Make appropriate arrangements with tournament hosts***
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Team Micro Web site

- ***Contact EMH Web Coordinator for an Administration Login & Password.***
- ***Instructions manuals can be downloaded once logged in by going to the top Right hand side of monitor and clicking on [Instruction Manuals Download Club Administrator Manual](#)***
- ***Set up team site by inserting all players, coaching staff, parent info into Team Site***
- ***Team messages, News, Events, game & practice schedules can now be entered and accessed through the site. Team pictures, can also be downloaded onto site, Videos from YouTube and links to other web sites.***
- ***Team emails can now be used as a form of communication***
- ***Log all Game sheets into team site***
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Hotel Organizer

- ***Reserve hotel rooms when needed.***
- ***Make sure all families get information as to what hotel, price, where, when.***
- ***Remember that if team is taking bus, a room needs to be booked for the bus driver as well.***
- ***Communicate with Team Treasurer regarding bus driver's hotel room payment.***

Bus Organizer

- ***Book buses ASAP as a lot of other teams will be busy doing the same.***
- ***Make sure they know what time team needs picked up at Arena, when & where games are.***
- ***Let Treasurer know what the cost of bus will be so that Treasurer can arrange payment.***
Make sure Team gets information by sending out email or giving info to Communication Coordinator

Tournament Coordinator/Committee

- **Get tournament sanction permit & list team(tournament) on HA website; line up 5 visiting teams**
- **Coordinate ice floods with rink attendants, refs and teams as required (eg.flood every 2 periods on Sat, every period Sun)**
- **Be present and visible throughout whole tournament; be aware of and settle tournament related disputes**
- **Ensure all game sheets and related paperwork are properly filled out and forwarded to appropriate personnel including HA**
- **Provide local newspaper with a thank you note after tournament**
- **Fill Tournament Positions**
 - **Tournament Program**
 - **Make Tournament Program**
 - **Tournament Rules**
 - **Thank you to Sponsors**
 - **List of Sponsors**
 - **Tournament Schedule**
 - **Raffle Table coordinator(s)**
 - **Ensure tournament banner is displayed in main lobby. (If one still exists)**
 - **Ensure tables are set up in the lobby, with buckets for all draws, enough blank tickets, large poster to display name of winners**
 - **Arrange for quad to be displayed & tickets to be available**
 - **Arrange for a float (for all sales incl. 50/50 and Oilers draw)**
 - **Volunteer Coordinator**
 - **Put together a schedule of timekeepers, scorekeepers, penalty box, music, 50/50 and raffle table volunteers (4-6 slots/family)**
 - **50/50's Coordinator**
 - **Ensure enough tickets are purchased prior to the tournament.**
 - **Make up a poster to display name of winners.**
 - **Oilers Ticket Coordinator (other sporting events)**
 - **Find ticket package(s).**
 - **Generate a poster(s) for the sale of squares towards the Oilers tickets draw(s).**
 - **Awards Coordinator**
 - **Purchase MVP awards for each game?**
 - **Purchase trophies/tournament awards (A, B, C finals)**
 - **Purchase participant awards?**
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- ***Goodies Coordinator***
 - ***Look at providing something for players (case of water, Gatorade, etc.) for each team (1st game or all games)***
- ***All Families***
 - ***Provide a raffle table prize to raffle table coordinator***
 - ***Give names of sponsors to program Coordinator & thank you***
 - ***Fill 4-6 slots on volunteer schedule***
 - ***If possible find tournament sponsors.***