



MCKNIGHT VOLUNTEER DUTIES

Following is a recommended list of team volunteer positions. It is at the discretion of the Head Coach and Team Manager to discuss what positions are required and if any positions will be merged together, etc. This is to be used as a guideline.

HEAD COACH:

The coach is responsible for all activities related to the team including:

1. Player training and conditioning.
2. Player safety.
3. Player conduct on the ice and dressing room (game or practice) and in the arenas before and after games or practices.
4. Player attendance.
5. Condition and security of dressing rooms.
6. Proper certifications at appropriate coaching level. (National Coaches Certification Program)
7. Ensure players are wearing proper equipment and jerseys.
8. Consultation with McKnight Hockey division coordinator and hockey committee.

ASSISTANT AND GOALIE COACH(ES):

The assistant coach(es) assist the coach in all duties noted above, including substituting for the Head Coach in their absence. Assistant coach(es) support the Head Coach between, during and after games and practices.

TEAM MANAGER/CO-MANAGER:

Manages all activities related to the running of the team, exclusive of games and practices, and including the following:

1. Obtaining parent volunteers for team organization.
2. Supports and direct parent volunteers.
3. Organizes and coordinates team fund-raising activities.
4. Participates in tournament planning and organization at team level.
5. Acts as "Team Joint Signing Officer".
6. Administrative activities (i.e. presentation of game and practice schedules, parent letter if needed, tournament information etc.).
7. Provide the Division Coordinator with a list of the "team parent committee" members as soon as possible.
8. Organize and plan volunteers for 50/50 draws at home games.
9. Organize and plan volunteers to run the clock, score keep and open the penalty gates at games. (2 volunteers at home games, 1 volunteer at away games)
10. Maintains the team micro site on the web including ensuring that all data required by the Division Coordinator has been collected and/or entered.

TREASURER:

Manages all activities related to and including:

1. Setting up signing authority on ATB "Team Account" with Manager as secondary signatory.
2. Acts as primary signatory on checks.
3. Manages all moneys associated with team activities.
4. Maintains books on income/expenditures.
5. Presents financial accounting at Parent Meetings.
6. Provides written financial statement to McKnight Hockey at Christmas break and at "official year end" for current season.

SILENT AUCTION COORDINATORS (2):

These parents will work with as a liaison between the Silent Auction Committee and the team. This person will relay information pertaining to requirements, ticket sales, etc. This person will work with team families to gather up the silent auction items.

TOURNAMENT COORDINATORS (2):

These parents work with the team manager in the organization of any hosted tournaments. This includes finding volunteers, collecting donations, ordering trophies and organizing snacks, etc.

FUNDRAISING COORDINATOR:

This parent will work with the team manager to coordinate any additional fundraising. Raffles, or 50/50 draws. Any raffles or 50/50 draws must be licensed by the AGLC.

SPECIAL EVENT COORDINATOR:

This parent will coordinate any additional team functions outside of practices and games. Team building events such as a bowling party or year end wind-up party. This parent will gather all of the details on cost, book the event location, purchase food, etc.

JERSEY PARENTS (2):

This parent will ensure that their set of jerseys is at every game. They must arrive 30 minutes before the game, and distribute and collect the jerseys before and after each game; as well as maintain the cleanliness of the jerseys.

TEAM APPAREL COORDINATOR:

This parent will work with the team to decide whether or not the team would like to purchase apparel for their players. Example: Jackets, touques, track suits, or 3rd Jerseys. 3rd Jerseys need to be reviewed and approved by the board. This person will coordinate the purchase with only our preferred vendors.

TIMEKEEPER:

This person will manage the time clock at all games. This position can also be rotated among parents, at the discretion of the team manager.

SCOREKEEPER:

This person will manage the score sheet at all games. This position can also be rotated among parents, at the discretion of the team manager.

TEAM PHOTOS:

This parent will take photos throughout the year to share with the team at the end of the season as a memory keepsake. Parents can decide if they want to attribute part of the budget to a keepsake book, or disc to be distributed.

RAFFLE VOLUNTEER / MANAGER:

This volunteer must manage the ticket inventory worksheet and track all funds, ticket sales, returns, and any lost or stolen tickets. This volunteer must submit regular reports to the Raffle Coordinator raffle@mcknighthockey.com to comply with our AGLC Raffle License requirements, failure to do so could result in a suspension in all future licensing with AGLC.