



# Volunteer Positions Descriptions 2017 - 2018

## Descriptions of Key Volunteer Roles:

### **Treasurer (Job Shadow):**

For the 2017-2018 season this volunteer position is a job shadow of our current Treasurer for replacement in the 2018 – 2019 season. (Minimum of a 2 year commitment)

- Make sure all funds paid to McKnight Hockey are deposited in a financial institution in a timely manner approved by the Board.
- Make sure a full detailed accurate account of receipts, disbursements and cash balance is presented to the Board at all of its meetings.
- Prepare all the Association's financial records for audit, and then be responsible for its completion by a qualified independent accountant and its presentation to the Association's members. A copy must be submitted to the Secretary for the records of the Association.
- Ensure all payments are properly authorized before payment. Prepare all cheques and be responsible for obtaining the required signatures on said cheques.
- Be responsible for all banking transactions and cash assets.
- With Board Approval, have the authorization to invest available funds within the Canadian banking system only.
- Prepare an annual budget for the season in the fall for the Board.
- Is one of the co-signing authorities along with the President, Vice President and Secretary for all cheques.
- Have the final authorization to negotiate any financial contracts that may be legally binding to the Association. Approval from the Board must be granted before any financial contract could be considered.
- Issue refunds as required by the President.
- Carries out other duties as the Board may specify.
- Coordinate and oversee the Assistant Treasurer and Bookkeeper.

### **Player Development Director**

As McKnight continues to expand our player programs, we require the addition of a Player Development Director. Our Coach Development Director has managed this role in the past. Duties of the Player Development Director include but are not limited to:

- Reports to the Vice President.
- Attend the Annual General Meeting.
- Attend monthly Board Meetings, when required.
- Submits a written report to the Board, when required.
- Point of contact for all player development programs.
- Develop and maintain the various player development programs and clinics including but not limited to:
  - Bantam Checking
  - Defensive Development
  - New to Hockey – Bring a Buddy
  - Timbits to Novice
  - Novice to Atom Goalie
  - Goalie Development
  - Girls Day in McKnight



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- While working with the Board, sets player development goals based on the needs of McKnight Hockey.
- Ensures that there are volunteers in place to run the player development programs.
- Communicates with the Volunteer Director to ensure that information regarding volunteer opportunities is available to our membership, in a timely manner.
- Ensures that there are parent meetings regarding various player development programs, as needed.
- Participate in Player disciplinary hearings and grievances, as required.
- Shall be responsible for the selecting and appointing Age Group Player Mentors.
- Communicates with the Communication Director to ensure the distribution of McKnight Hockey, Hockey Calgary, Hockey Alberta or Hockey Canada information to players/parents; in a timely manner.
- Communicates with the Coach Development Directors to ensure that each coach has access to Player Mentors and Player Coaches.
- Mentor and support coaches throughout the year.
- Shall conduct correspondence on behalf of the Association.

If you have any questions regarding the above Player Development Director position, please do not hesitate to contact us at [vicepresident@mcknighthockey.com](mailto:vicepresident@mcknighthockey.com).

### House League On-Ice Coordinator

The House League On-Ice Coordinator is responsible for the management and sorting of the teams within House League.

Evaluations within House League are very informal. Players will be sorted into groups to ensure that the teams are balanced, thus creating parity teams that will compete against each other. Any evaluations that are conducted will be done at the discretion of the House League On-Ice Coordinator. Team sorting will take place during the first week of October. There will be two sessions each for Novice and Atom.

### Junior Timbits Coordinator

In an effort to reduce the workload for our Timbits Coordinator, McKnight has split the position into two thus creating a Division Coordinator for both the Junior Timbits teams and the Senior Timbits Teams. Each Division Coordinator shall report to the Head Coordinator during the hockey season. Duties include, but are not limited to being the link between the Junior Timbits teams and the Head Coordinator and the McKnight Board. To serve as a liaison with issues regarding coaches, equipment, parent/player disputes; handle issues and questions from team managers and to communicate association events and important news items to their division teams. Please contact Head Coordinator, Nicole Waring, for more information at [headcoordinator@mcknighthockey.com](mailto:headcoordinator@mcknighthockey.com).

### Hockey Calgary League Chair

Each season Hockey Calgary requests approximately 5 HC League Chairs from our association to act on behalf of Hockey Calgary. As a League Chairperson you are the main point of contact between the teams, coaches and managers within your Hockey Calgary division. You will collect all games sheets and audit them against the electronic score sheet on [hockeycalgary.com](http://hockeycalgary.com), as well as other duties as defined by Hockey Calgary. Please click [HERE](#) for a sample of the position's objectives, duties and time



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commitment. Interested candidates are to contact Hockey Calgary at [beth.long@hockeycalgary.ca](mailto:beth.long@hockeycalgary.ca) to be put on their contact list for the coming season.

Hockey Calgary is Hosting a League Chair information night on September 14<sup>th</sup>, 2017. Information is posted on the website.

**SIGN UP NOW!** [Key Volunteer Roles](#)

## Other Volunteer Positions:

### Coaches

Each year McKnight looks for parents to take on the roles of Head Coach, Assistant and Goalie Coach. These are fundamentally the most important roles on the ice. If you are interested in joining us this coming season, you will be required to complete our online application form. Please be sure to have your coach qualifications up to date before the season starts. Not having all of your coach qualifications does not preclude you from a position, but it could adversely affect your application when in comparison to another available coach that has all qualifications completed.

Please check the COACHES website page for all qualification details. Deadline for submitting your online application is **September 10, 2017**.

McKnight Coaching Requirements for the 2017 - 2018 season:

- Respect In Sport-Coach program (mandatory)
- Police Information Check (mandatory)
- Hockey Canada online Safety program (mandatory)
- Concussion Awareness Training Tool (online) - C.A.T.T (mandatory)
- Coach Level 1 or 2 (mandatory) (Level 1 is for Timbits/Novice or Level 2 Atom-Junior C)
- Development 1 (PeeWee 1 Head Coach only)
- Coach Instructional Stream – Checking (Atom-Junior C Head Coaches only)

Please ensure that you check your qualifications via your **eHockey** account prior to completing your online application. For more information regarding the coaching applications, please review our COACHES website page or contact us at [coaching@mcknighthockey.com](mailto:coaching@mcknighthockey.com).

**SIGN UP NOW!** [Coaches Application](#)

### Casino

McKnight is looking to fill 40 volunteer positions for the CHC Casino Commitment on **Wednesday, November 1<sup>st</sup> and Thursday, November 2<sup>nd</sup>, 2017**. ALL members benefit from these casinos! Anyone can volunteer; this includes parents, aunts, uncles, and grandparents of a player in McKnight. Casino volunteers will receive a discount credit towards next season's registration fees. Please refer to our website for more details.

Volunteers needed:

- 4 General Managers
- 4 Bankers



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- 8 Cashiers
- 8 Chip Runners
- 2 Count Room Supervisors
- 10 Count Room Staff

None of these positions require previous Casino experience. There is paid casino staff and/or contracted Advisors that monitor transactions and provide assistance to these roles.

For a full description of these volunteer positions please visit our [CHC Casino – Volunteers](#) link under the Parents Tab on our website.

**Sign Up Now! [Casino Volunteers](#)**

If you have any questions regarding the above Casino Volunteer opportunities, please do not hesitate to contact us at [casinos@mcknighthockey.com](mailto:casinos@mcknighthockey.com).

## Photo Day Volunteers

McKnight requires 20 volunteers to help out on Team Photo day on Saturday, November 4<sup>th</sup>, 2017. If you are available to help out please sign up using our online link. Volunteers will be able to sign up for a shift and will be given direction when at the venue. Members may sign up for consecutive shifts to complete more volunteer hours, as needed. Below is a sample of the shifts available:

### Shift #1

- 8:00am – 10:00am (5 Volunteers Required)
- 8:00am – 8:30am – Help set up chairs for players to lace up
- 2 Volunteers at the front door to direct teams where to go for lace up
- 1 Volunteer to coordinate teams within the skate up area to direct teams where to go
- 2 Volunteers at the back table to help coaches fill out a form to indicate the names and order of the players for team photos

### Shift #2

- 10:00am – 12:00pm (5 Volunteers Required)
- 2 Volunteers at the front door to direct teams where to go for lace up
- 1 Volunteer to coordinate teams within the skate up area to direct teams where to go
- 2 Volunteers at the back table to help coaches fill out a form to indicate the names and order of the players for team photos

### Shift #3

- 12:30pm – 3:00pm (5 Volunteers Required)
- 2 Volunteers at the front door to direct teams where to go for lace up
- 1 Volunteer to coordinate teams within the skate up area to direct teams where to go
- 2 Volunteer at the back table to help coaches fill out a form to indicate the names and order of the players for team photos

### Shift #4

- 3:00pm – 5:00pm, or until needed (5 Volunteers Required)
- 2 Volunteers at the front door to direct teams where to go for lace up



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- 1 Volunteer to coordinate teams within the skate up area to direct teams where to go
  - 2 Volunteer at the back table to help coaches fill out a form to indicate the names and order of the players for team photos
- 5:00pm - Help with clean up

**SIGN UP NOW! [Photo Day Shifts](#)**

If you have any questions regarding the above Photo Day volunteer opportunities, please do not hesitate to contact us at [photoday@mcknighthockey.com](mailto:photoday@mcknighthockey.com).

## CNC Volunteer Positions

CNC is looking for parents to come forward and volunteer for the following key roles for the 2017 - 2018 Season. The following is a list of the volunteer positions currently available.

### CNC Treasurer Job Description:

- Pick up CNC mail at post box in Beddington monthly [bank statements and casino info]
  - Write cheques [not many]:
  - Ice bills to Huntington [2 or 3 per year]
  - Annual Payment for post box
  - Expense cheques
- Reconcile the two bank accounts monthly [most months there are no transactions, only when cheques are written or casino deposits]
- Send year-end documents to accountant [he does audit and corp T2 tax return]
- File annual corporate return to Gov't of Alberta by mail [Contact updates and copies of official financials]
- Annual Casino reconciliation from AGLC

**Time commitment is approximately 3-4 hours per year**

### CNC Casino Chair:

- Ensure all paperwork is completed and sent to AGLC
- Organize volunteers from McKnight membership to volunteer at casino
- Ensure all follow-up paperwork is complete

**Time commitment is approximately 20 hours every 18-24 months**

If you have any questions regarding the above CNC Volunteer Positions, please do not hesitate to contact Ramai Alvarez, CNC President at [ramaialvarez@gmail.com](mailto:ramaialvarez@gmail.com).

## 50/50 Ticket Sale Volunteers

McKnight will require 30 volunteers to sell 50/50 tickets at an upcoming Calgary Hitmen Game in the fall/winter. **More information will be provided once we receive our game details.**

- 30 volunteers needed to sell 50/50 tickets
- Volunteers are to meet at the Chrysler Club by 5:30pm, (please arrive 15 minutes before your shift)
- Volunteers are allowed to stay and watch the end of the game after their shift has concluded.



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- Volunteers will be asked to wear McKnight Jerseys (provided for shift only).
- Approximately 10 McKnight players can help if accompanied by parent. Players are asked to wear jerseys.

McKnight will require 50 volunteers to sell 50/50 tickets at an upcoming Calgary Flames Game in the fall/winter. **More information will be provided once we receive our game details.**

- 50 volunteers needed to sell 50/50 tickets
- Volunteers are to meet at the Chrysler Club by 5:15pm, (please arrive 15 minutes before your shift)
- Volunteers must leave the premises after their shift has concluded.
- Volunteers will be asked to wear McKnight Jerseys (provided for shift only).

Last season McKnight earned almost \$2,000, the more tickets we sell, the more money we will earn for McKnight thus reducing our costs to members!

***Please watch for the email notice and website updates when sign up is available for these events.***