



Volunteer Positions Descriptions 2017 - 2018

Descriptions of Key Volunteer Roles:

Assistant Treasurer (Job Shadow):

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

The Assistant Treasurer shall act as a liaison between the Team Treasurers, ATB and the McKnight Treasurer.

Duties of the Assistant Treasurer include but are not limited to:

- Reports to the Treasurer.
- Attends monthly Board meetings when the Treasurer is unable to attend.
- Submits a written report to the Board, when required.
- Support and assist the Treasurer, as needed:
 - Shadow and observe the role of the Treasurer.
 - Assist the Treasurer with properly accounting for funds and keep such books as may be directed.
 - Assist the Treasurer with overseeing the books.
- Support all teams with regards to the process of setting up team bank accounts:
 - Be the point of contact for all teams with regards to team finances.
 - Ensure team treasurers are sending out monthly updates to their teams.
 - Review a 'Year to Date' team budget spread sheet from each team; twice a year. Review the spreadsheets with the Treasurer.
 - Request from Team Treasurer's that 'Year to date' budget sheets are being submitted. Once by December 15th and April 1st.
 - In conjunction with the Treasurer and Administrator, ensure all Team Bank accounts have been reset at the end of the season. Any remaining funds are to be transferred into the McKnight Financial Aid fund.
 - In absence of a Treasurer, the Assistant Treasurer, shall assume the responsibilities of the Treasurer; upon Executive approval.
 - In absence of an Assistant Treasurer; the Team Treasurers would report to the Treasurer.
 - Support and provide direction, as required to the Team Treasurers.

Fundraising Director

Duties of the Fundraising Director include but are not limited to:

- Reports to the Administrator and Vice President.
- Attend the Annual General Meeting.
- Attend monthly Board Meetings, when required.
- Submits a written report to the Board, when required.
- While working with the Board, sets fundraising goals based on the needs of McKnight Hockey.
- Shall be responsible for organizing and executing fundraising on behalf of the Association.
- Shall assist in the organizing and executing of Casinos on behalf of the Association, if requested.
- Ensures all money collected and/or applicable documentation from fundraising functions is handed over to the Treasurer upon completion of the event.
- Ensures that there is appropriate licensing for all Association fundraising functions.
- Shall be the contact for the Alberta Gaming and Liquor Commission (AGLC); in conjunction with the Administrator.
- Acts as a liaison for teams with respect to AGLC and fundraising queries.



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- Communicates with the Volunteer Director with regards to fundraising volunteer times and opportunities.
- Depending on the workload, may request the addition of an Assistant Fundraising Director and/or a Fundraising Committee.
- Shall work with an Assistant Fundraising Director and/or the Fundraising Committee, as needed.
- Shall act as Chairperson of the Fundraising Committee, as required.
- Shall conduct correspondence on behalf of the Association.

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
- 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.



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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.

Midget Division Coordinator

Midget Division Coordinator shall report to the Head Coordinator during the hockey season. Duties include, but are not limited to being the link between the Midget 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.

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, as well as other duties as defined by Hockey Calgary. Please click [HERE](#) for a sample of the position's objectives, duties and time commitment. Interested candidates are to contact Hockey Calgary at beth.long@hockeycalgary.ca to be put on their contact list for the coming season.

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

Other Volunteer Positions:

Evaluation Team Volunteers

McKnight Hockey is looking for volunteers to fill the following positions for the upcoming hockey season:

- Off-ice evaluators
- On-ice coaches



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- Data Entry assistants
- Check-in assistants
- Dressing room coaches

These positions will take place during the first few weeks of the season. Applicants will need to be able to commit to volunteering their time on a daily basis during this time. All of these positions will report to the respective Division Evaluation Coordinators and will be a part of a volunteer team to ensure the successful completion of the evaluation process.

SIGN UP NOW! [Evaluation Volunteers](#)

For a full description of these volunteer positions please visit the Evaluation Volunteers page on our website. If you have any questions regarding the Evaluation Team positions, please do not hesitate to contact us at headeval@mcknighthockey.com.

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.

SIGN UP NOW! [Coaches Application](#)

Casino

McKnight is looking to fill 40 volunteer positions for the CHC Casino Commitment on **Wednesday, November 1st and Thursday, November 2nd, 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.



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Volunteers needed:

- 4 General Managers
- 4 Bankers
- 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.

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



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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.

Photo Day Volunteers

McKnight requires 20 volunteers to help out on Team Photo day on Saturday, November 4th, 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

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.



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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.
- 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.