



Carleton Place Girls Hockey Association

June 2025

To Whom it May Concern:

The Carleton Place Girls Hockey Association is a place where girls ranging from age 4 to 20 foster a love of sport and develop community values.

We are a completely volunteer run association that interacts with the girls in numerous ways. The positions can range from executive members, coaches, trainers, team managers, on-ice helpers, and dressing room monitor to name a few.

Due to this our volunteers require a Police Record Check with Vulnerable Sector Screening performed to ensure the girls are in a safe environment.

This is to confirm that _____ is a volunteer with our association and will be conducting the following activities:

Position Title: Team Manager

Overview: The primary role of a Team Manager is to support the Head Coach in the administrative aspects of the team. This may include maintaining game sheets, data entry, organizing team volunteers, registering for tournaments, creating a team budget, collecting team fees etc. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with a rewarding hockey experience.

Responsibilities:

- Encourage and recruit team parents for positions required during the season – i.e., Treasurer, fundraising, home tournaments, time clock/game sheets etc.
- Prepare parents' contact/responsibilities list and hand out to all parents
- Pass along schedule for league games, tournaments attending, practices, etc., to all parents
- Prepare game sheets APP prior to all home league, exhibition, and playoff/playdown games
- Arrange team volunteers for completion of game sheets and running of time clock for all home games

Regards,

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a series of loops and a long horizontal stroke at the bottom.

Daniel Cole

Director of Risk and Discipline

Carleton Place Cyclones

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