

**TEAM POSITIONS All positions Head Coach to Treasurer MUST be approved by the GPMHA Executive BEFORE the volunteers are approved.**

**FOR THE 2020 - 2021 \_\_\_\_\_ (TEAM)**

**Sponsor Name:** \_\_\_\_\_

**HEAD COACH** \_\_\_\_\_

**ASST COACH** \_\_\_\_\_

**ASST COACH** \_\_\_\_\_

**TRAINER ON BENCH** \_\_\_\_\_

**TRAINER OFF ICE** \_\_\_\_\_

**MANAGER** \_\_\_\_\_

communication link between coaches, parents for regular business, GPMHA, & leagues

communication link between parent liason and coaches for questions or concerns.

delegate and communicates to the Secretary & Treasurer

other duties may be delegated to those positions below

prepare team contact list & roster

keep the sponsor informed

prepare all itineraries, book exhibition games and tournaments

oversee all other tasks

**PARENT LIASON** \*\*\* is strictly appointed by the Head Coach at his discretion \*\*\*

first point of contact between the parents and the team staff for questions and concerns.

**TREASURER** \_\_\_\_\_

Collect & disburse team funds, **must be proficient in Excel**

**work closely with manager**

keep accurate records of team funds on GPMHA program, prepare monthly budget & financial statements for GPMHA and parents, must be distributed 15th of each month

**SECRETARY** \_\_\_\_\_

**work strictly under the direction of the manager**

travel permits, special event permits, minutes, medical forms, referee reports, etc. up to date calendar/schedule to keep parents informed

**COVID PARENTS** \_\_\_\_\_

\_\_\_\_\_

**The above MUST be approved by the GPMHA Executive PRIOR to appointment.**

**TRANSPORTATION** \_\_\_\_\_

book buses for out of town trips and confirming

provide itinerary to bus company 7 days prior to travel day

**ACCOMODATION** \_\_\_\_\_

Book hotel rooms for players, coaches, parents & driver

provide itineraries for coaching staff and parents

**MEALS** \_\_\_\_\_

book all meals home and away, arrange bus snacks, etc..

**WEBMASTER** \_\_\_\_\_

**DRESSING ROOM MONITORS**

\_\_\_\_\_

\_\_\_\_\_

monitor dressing room until coaching staff take over  
be a positive mentor for the players  
ensure dressing rooms are clean when done

**EQUIPMENT HOME** \_\_\_\_\_

**EQUIPMENT AWAY** \_\_\_\_\_

keep jerseys clean, repaired and ready

**FUNDRAISING** \_\_\_\_\_

research & organize fundraising projects, get approval from GPMHA  
ensure all parents are involved

**HOME GAMES** \_\_\_\_\_

verify officials for all home games.  
assign parents for: game sheet, score keeper, time clock, penalty boxes

**MEDIA LIASON** \_\_\_\_\_

keep local media up to date with dates and scores  
ensure all game sheets, etc are forwarded on time

**CONTACT PERSON** \_\_\_\_\_

communicate all changes, new information

**TOURNAMENT COORDINATOR/S**

\_\_\_\_\_

co-ordinate tournament, chair meetings  
delegate tasks to parents, work closely with manager on teams entering

**SOCIAL CONVENOR** \_\_\_\_\_

organize parents and/or team functions, picture day  
asst with organizing team activities while away

**CASINO VOLUNTEER** \_\_\_\_\_

Will be the team volunteer for when GPMHA has Casinos (next one 2018)

**THANK YOU FOR VOLUNTEERING**

**We are all part of this GREAT TEAM. Let's make it a GREAT YEAR!**