

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

FOR THE 2022 - 2023 _____ **(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 liaison 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, set up TeamLinkt

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

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!