

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

FOR THE 2023 - 2024 _____ (TEAM)

Sponsor Name: _____

HEAD COACH _____

ASST COACH _____

ASST COACH _____

SAFETY PERSON (CHARGE PERSON) ON BENCH _____

SAFETY PERSON (CHARGE PERSON) IN STANDS _____

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.

SAFETY – CALL PERSON _____

SAFETY – CONTROL PERSON _____

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!