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

**FOR THE 2024 - 2025 (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.**

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**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!**