



New Sarepta Minor Hockey Association
Box 215
New Sarepta, Alberta T0B 3M0
www.nsmha.ca

NSMHA

Volunteer Position Descriptions/Responsibilities – Team Positions

INDIVIDUAL TEAM POSITIONS – Re-elect each year by Team Vote

Head Coach – 10 Hours

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Plan on and off-ice activities in consultation with the assistant coach
- Organize parents meeting to inform them on the team's hockey season plan
- Coordinate player evaluation and selection in conjunction with the Association mentor
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coaches
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of the players
- Assist in resolving conflicts within the team and obtain assistance from the level director when required.

Assistant Coach – 10 Hours

- Assist with player evaluation and the player selection process
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the games
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Report to the head coach

Manager – 10 Hours

- Act on direction of the team head coach and report directly to the team head coach
- Coordinate the team schedule including practices and games.
- Coordinate travel, accommodation, meals and facility rental for the team
- Ensure the schedule is communicated to all team members (i.e. via email or TeamSnap)
- Generate a team address list and circulate
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets, etc.)

- Communicate needs for officials with association
- Arrange for off-ice officials
- Communicate with media/association on the team results.
- Serve as Risk Management liaison for the team. This includes the reporting of injuries and return to play guidelines in conjunction with the team Safety person/trainer
- Liaison with Ice Coordinator on any ice requests or returns.

Assistant Manager – 10 Hours

- Assist the Team Manager with duties as required.
- Update NSMHA website with all playoff and provincial games.
- Attend monthly board meetings and report any issues or concerns from the team.

Team Fundraiser – 5 Hours

- Plan and coordinate all team fundraisers

Treasurer – 5 Hours

- Develop an operating budget for the team
- Submit a financial summary of the team
- Manage all team funds within the team bank account
- Provide a team budget for the year
- Responsible for issuing cheques for tournaments, events, etc

Tournament Coordinator –10 Hours

- Organize the yearly tournament for the team
- Coordinate all raffles, prizes, silent auction items for the tournament
- Obtain AGLC Team Account and applicable licenses for raffles
- Invite and schedule teams to attend the tournament
- Obtain items player/team bags
- Communicate Tournament plans with the team, provide a donation letter for team members to seek donations for the tournament prizes, silent auction, players gifts, etc.
- Schedule volunteers for shifts as required.
- Schedule officials and determine pay.
- Assign a tournament governor and set tournament rules.

Jersey Parent – 3 Hours

- Launder team jerseys as needed. (Do not use well water on white jerseys)
- Bring correct jerseys to all games

Safety Coordinator – 2 Hours

- Ensure the first aid kit is present at all practices and games.