



TEAM REP DESCRIPTION

POSITION – TEAM REP

OBJECTIVE: Under the guidance of the *Paradise Valley Minor Sports Association* perform Team Rep duties for *Paradise Valley Jets Hockey teams (All divisions included)*

QUALIFICATIONS

- Strong interest and commitment to child/athlete development.
- Ability to work with fellow coaching and management personnel.
- Ability to communicate off-ice requirements to players and parents and association Executive.
- Available to meet time requirements.
- Necessary certifications as outlined by Hockey Canada, Hockey Alberta, and Paradise Valley Minor Sports.
- Conversant on rules and regulations.

DUTIES

- Responsible for all off-ice management and communication acting as a liaison between the association and families.
- Team Rep will assist the manager during the season as needed. Ex. collecting fees, assisting with registration etc.
- Work with the other Team Reps and the Fundraising Rep to coordinate fundraising ideas and execution. Will handle communication with the team regarding fundraising information
- Collect funds from the apparel/sock orders
- Will coordinate year end wind up with the manager
- Coordinate donations in acknowledgement of appreciation for volunteers, at the direction of the Executive/team.
- Team Rep will attend Executive meetings and exercise their vote as required.

Note:

Booth scheduling responsibilities will be at the discretion of the team manager. The manager can choose to take on doing the booth schedule, or they can pass it off to the Team Rep. The booth schedule is to be in the hands of one position or the other during the given season, it is not to be passed back and forth. If the Team Rep is unavailable or resigns, the manager will take over the position until a replacement is found.