



## TEAM WEBSITE/SOCIAL MEDIA REPORTER

### Overview:

Each Vermilion Minor Hockey team has one Website/Social Media Reporter. The purpose of this position is to provide up to date information on each Team's Ramp page in the VMH website, a team Facebook page, and other media as required.

### Responsibilities:

- Enter roster on Team's Ramp page in the VMH website
- Upload Team's jersey sponsor logo on Team's Ramp page on VMH website
- Enter Team Staff with contact information on Team's page on VMH website
- Post current practice and game schedule on the team RAMP
- Create a team Facebook page at beginning of season that the main VMHA page will follow
- Deleting the page at the end of the season, so Facebook not flooded with multiple VMHA pages
- Create and upload Facebook posts that promote your team, and jersey sponsor
- Create team updates, or year in review articles to submit to local media
- Request Travel Permits for Festivals, and Tournaments the team attends